



KIMBALL PUBLIC SCHOOLS  
Administration Offices  
901 South Nadine Street  
Kimball, NE 69145

---

AGENDA

The following is the agenda for the meeting of the Board of Education to be held on Monday, June 12, 2023, at 6:30 PM in the Kimball County Transit Service Meeting Room, 233 South Chestnut Street, Kimball, Nebraska 69145

1. Pledge of Allegiance
2. Call meeting to order (Open Meeting Law announcement)
3. "The Mission of Kimball Public Schools is to educate every student for a lifetime of success."
4. Roll Call
5. Excuse the Absence of Board Member
6. Approval of Agenda
7. Read and Approval of Minutes: Regular Board Meeting May 8, 2023 and Special Board Meeting May 30, 2023
8. Reading and Approval of Board Bills
9. Treasurer's Report
10. Board Reports
11. Administrator's Reports
12. Superintendent's Report
13. Recognition of Visitors - Public Comment (Policy 202.05)
14. Action Items:
  - 14.A. Discuss, consider, and take all necessary action in regard to approval of the Assessment Coordinator job description
  - 14.B. Discuss, consider and take all necessary action with regard to approval of 2023-2024 fees
  - 14.C. Discuss, consider and take all necessary action with regard to review, amend, repeal, consideration and/or adoption of board policies:
    - 14.C.1. KPS Board Policy 1001.02: Parental Involvement  
Hold Public Hearing to discuss, consider and receive input on the Parental Involvement Policy. The public will be given the opportunity to present information and options on the Parental Involvement Policy.
      - 14.C.1.1. Discuss, consider and take all necessary action with regard to altering or reaffirming the KPS Board Policy 1001.02: Parental Involvement
    - 14.C.2. KPS Board Policy 501.06: Student Fees  
Hold Public Hearing to discuss, consider and receive input on the Student Fees Policy. The public will be given the opportunity to present information and options on the Student Fees Policy.
      - 14.C.2.1. Discuss, consider and take all necessary action with regard to altering or reaffirming the Student Fees Policy 501.06
    - 14.C.3. Discuss, consider, and take all necessary action in regard to review of board policies: 501.07, 503.04, 504.17, 602.01, and 603.11.

- 14.D. Discuss, consider and take all necessary action with regard to amending board policies: 402.01, 1001.09, 502.14, 502.05, 502.05.01, 504.03, 602.02, 504.19, 602.05, 501.18, and 501.19
- 14.E. Discuss, consider and take all necessary action with regard to adopting board policy: 505.14, 505.15, 505.16, 603.16, and 702.11 (First Reading)
- 14.F. Discuss, consider and take all necessary action with regard to adopting board policy: 404.38. (Second Reading)
- 14.G. Discuss, consider, and take all necessary action in regard to review of applications for the Board of Education vacancy and appointment of an applicant to the Kimball School Board to fill the board vacancy
- 15. Discussion Items:
  - 15.A. Discussion Item #1: District Handbooks
  - 15.B. Discussion Item #2: Potential Board Policy Adoptions and/or Revisions
- 16. Next Meeting(s)/Opportunities:
  - 16.A. Regular Board Meeting: Monday, July 10, 2023 at 6:30 p.m. in the Meeting Room at the Kimball County Transit Service, 233 South Chestnut Street, Kimball, Nebraska
- 17. Motion to Adjourn

#### NOTICES:

**COPY OF OPEN MEETINGS ACT:** The Board of Education makes available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. The Act is posted on the south wall of the meeting room.

**KIMBALL PUBLIC SCHOOLS MISSION STATEMENT:** “The Mission of Kimball Public Schools is to educate every student for a lifetime of success.”

**NOTICE OF MEETING:** Notice of the meeting was published according to Board Policy.

#### INSTRUCTIONS FOR THOSE WHO WISH TO SPEAK DURING PUBLIC FORUM:

**Getting Started:** When it is your turn to speak during the public forum portion of the agenda, please come forward to the podium situated next to the Board, sign your name and information on the sign-in sheet. Any member of the public desiring to address the board shall be required to identify himself or herself, including address and the name of any organization represented by such person unless the address requirement is waived to protect the security of the individual

**Time Limit:** You may speak only one time and must limit comments to 5 minutes or less. Public Forum will not exceed 30 minutes.

**Personnel or Student Topic:** If you are planning to speak about a personnel or student matter involving an individual, please understand that our policies require such concerns initially be directed to the administration for consideration. Board members will generally not respond to any questions you ask or comments you may make about individual staff members or students. You are cautioned that slanderous comments are not protected just because they are made at a Board meeting.

**General Rules:** Please remember this is a public meeting for the conduct of the business of the Board of Education. Offensive language, personal attacks and hostile conduct will not be tolerated.

**CLOSED SESSIONS:** Kimball Public Schools Board of Education reserves the right to go into closed session in accordance with Nebraska Statute 84-1410.

BY: KIMBALL PUBLIC SCHOOLS

A meeting of the Board of Education of Kimball Public Schools was convened in open and public session on Monday, May 8, 2023 at 6:30 PM in the Kimball County Transit Service Meeting Room, 233 South Chestnut Street, Kimball, Nebraska 69145.

A notice of the meeting was given in advance by publication and/or posting in accordance with the Board approved method for giving notice of meetings. Notice of this meeting was given in advance to all members of the Board of Education. The secretary for the Board maintains a list of the news media, of the time and place of the meeting and the subject to be discussed at the meeting. Availability of the agenda was communicated in the publicized notice. All proceedings of the Board of Education except as may be hereinafter noted were taken while the convened meeting was open to the attendance of the public.

The Pledge of Allegiance was stated by all present.

The meeting was called to order by President Travis Cook at 6:30 p.m. At the beginning of this meeting the President announced and informed the public that a current copy of the Open Meetings Act is posted on the wall of the meeting room and directed the public to its location. Board Member Little read the mission statement of Kimball Public Schools.

The roll was called and the following Board members were present or absent.

**Present:** Travis Cook, Jennifer Griebel, Lanny Little, Tom O'Brien, Chauncey Pedersen, Ken Smith.

Motion was made by Lanny Little, seconded by Ken Smith to approve the agenda with that correction of the order that was amended to have item #13 was moved to #16. After discussion and upon roll call vote, the Board voted as follows:

Travis Cook: Aye  
Jennifer Griebel: Aye  
Lanny Little: Aye  
Tom O'Brien: Aye  
Chauncey Pedersen: Aye  
Ken Smith: Aye

Motion was made by Tom O'Brien, seconded by Jennifer Griebel to approve the minutes from the Regular Board Meeting April 10, 2023. After discussion and upon roll call vote, the Board voted as follows:

Travis Cook: Aye  
Jennifer Griebel: Aye  
Lanny Little: Aye  
Tom O'Brien: Aye  
Chauncey Pedersen: Aye  
Ken Smith: Aye

Motion was made by Ken Smith, seconded by Jennifer Griebel to approve the current bills. After discussion and upon roll call vote, the Board voted as follows:

Travis Cook: Aye

Jennifer Griebel: Aye  
Lanny Little: Aye  
Tom O'Brien: Aye  
Chauncey Pedersen: Aye  
Ken Smith: Aye

Motion was made by Lanny Little, seconded by Travis Cook to approve the Treasurer's Report. After discussion and upon roll call vote, the Board voted as follows:

Travis Cook: Aye  
Jennifer Griebel: Aye  
Lanny Little: Aye  
Tom O'Brien: Aye  
Chauncey Pedersen: Aye  
Ken Smith: Aye

Board member Jennifer Griebel read the Board Report recognition of students and Tom O'Brien added the recognition of the 4<sup>th</sup> place win of the Esports team at state.

The Board reviewed written reports of Mrs. Danielle Reader, Jr-Sr High School Principal and Mrs. Amanda Culek, Mary Lynch Elementary Principal.

The Board reviewed the written report of Mr. Trevor Anderson, superintendent.

Motion was made by Travis Cook, seconded by Jennifer Griebel to accept the resignation of Board Treasurer Chauncey Pedersen from the Board of Education effective 5/31/2023. After discussion and upon roll call vote, the Board voted as follows:

Chauncey Pedersen: Abstain (With Conflict)  
Travis Cook: Aye  
Jennifer Griebel: Aye  
Lanny Little: Aye  
Tom O'Brien: Aye  
Ken Smith: Aye

Motion was made by Jennifer Griebel, seconded by Lanny Little to approve the resolution to fill the board vacancy via accepting applications. After discussion and upon roll call vote, the Board voted as follows:

Chauncey Pedersen: Abstain (With Conflict)  
Travis Cook: Aye  
Jennifer Griebel: Aye  
Lanny Little: Aye  
Tom O'Brien: Aye  
Ken Smith: Aye

Motion was made by Ken Smith, seconded by Jennifer Griebel to approve the flooring quote from RSW floors for additional areas at the district facilities. After discussion and upon roll call vote, the Board voted as follows:

Travis Cook: Aye  
Jennifer Griebel: Aye  
Lanny Little: Aye  
Tom O'Brien: Aye  
Chauncey Pedersen: Aye  
Ken Smith: Aye

Motion was made by Lanny Little, seconded by Tom O'Brien to approval of the amended Mary Lynch vestibule quote from Hays Contracting. After discussion and upon roll call vote, the Board voted as follows:

Travis Cook: Aye  
Jennifer Griebel: Aye  
Lanny Little: Aye  
Tom O'Brien: Aye  
Chauncey Pedersen: Aye  
Ken Smith: Aye

Motion was made by Travis Cook, seconded by Jennifer Griebel to approve quote from Diamler Truck Financial Services for the lease of a 2025 48 passenger Thomas route bus. After discussion and upon roll call vote, the Board voted as follows:

Travis Cook: Aye  
Jennifer Griebel: Aye  
Lanny Little: Aye  
Tom O'Brien: Aye  
Chauncey Pedersen: Aye  
Ken Smith: Aye

Motion was made by Ken Smith, seconded by Lanny Little to approve board policies: 603.06, 603.07, 603.08, 603.09, and 603.10 as reviewed. After discussion and upon roll call vote, the Board voted as follows:

Travis Cook: Aye  
Jennifer Griebel: Aye  
Lanny Little: Aye  
Tom O'Brien: Aye  
Chauncey Pedersen: Aye  
Ken Smith: Aye

Mr. Darrell Howitt, Activities Director, updated the Board on activities that occurred during the school year and upcoming summer activities.

The Board discussed applying for the CEP Program which would give free meals to all students.

The Board recognizes and appreciates the staff at Kimball Public Schools and would like to thank them for all their hard work throughout the 2022-23 school year.

Motion was made by Chauncey Pedersen, seconded by Tom O'Brien to adjourn the meeting at 8:08 p.m. After discussion and upon roll call vote, the Board voted as follows:

Travis Cook:	Aye
Jennifer Griebel:	Aye
Lanny Little:	Aye
Tom O'Brien:	Aye
Chauncey Pedersen:	Aye
Ken Smith:	Aye

ATTEST:

TRAVIS COOK  
KIMBALL PUBLIC SCHOOLS  
BOARD OF EDUCATION

THOMAS O'BRIEN  
KIMBALL PUBLIC SCHOOLS  
BOARD OF EDUCATION

A meeting of the Board of Education of Kimball Public Schools was convened in open and public session on Tuesday, May 30, 2023 at 6:30 PM in the Kimball County Transit Service Meeting Room, 233 South Chestnut Street, Kimball, Nebraska 69145.

A notice of the meeting was given in advance by publication and/or posting in accordance with the Board approved method for giving notice of meetings. Notice of this meeting was given in advance to all members of the Board of Education. The secretary for the Board maintains a list of the news media, of the time and place of the meeting and the subject to be discussed at the meeting. Availability of the agenda was communicated in the publicized notice. All proceedings of the Board of Education except as may be hereinafter noted were taken while the convened meeting was open to the attendance of the public.

The Pledge of Allegiance was stated by all present.

The meeting was called to order by President Travis Cook at 6:30 p.m. At the beginning of this meeting the President announced and informed the public that a current copy of the Open Meetings Act is posted on the wall of the meeting room and directed the public to its location. Board Member Little read the mission statement of Kimball Public Schools.

The roll was called and the following Board members were present or absent.

**Present:** Travis Cook, Jennifer Griebel, Lanny Little, Tom O'Brien, Chauncey Pedersen,  
**Absent:** Ken Smith.

Motion was made by Lanny Little, seconded by Tom O'Brien to excuse the absence of Ken Smith. After discussion and upon roll call vote, the Board voted as follows:

Ken Smith:	Absent
Travis Cook:	Aye
Jennifer Griebel:	Aye
Lanny Little:	Aye
Tom O'Brien:	Aye
Chauncey Pedersen:	Aye

Motion was made by Tom O'Brien, seconded by Chauncey Pedersen to approve the agenda. After discussion and upon roll call vote, the Board voted as follows:

Ken Smith:	Absent
Travis Cook:	Aye
Jennifer Griebel:	Aye
Lanny Little:	Aye
Tom O'Brien:	Aye
Chauncey Pedersen:	Aye

Motion was made by Chauncey Pedersen, seconded by Lanny Little to approve the resignation of Ty Neill effective at the end of the 2022-23 contract year. After discussion and upon roll call vote, the Board voted as follows:

Ken Smith:	Absent
Travis Cook:	Aye

Jennifer Griebel: Aye  
Lanny Little: Aye  
Tom O'Brien: Aye  
Chauncey Pedersen: Aye

Motion was made by Lanny Little, seconded by Travis Cook to approve the contract of Taryn Reader for the 2023-24 school year. After discussion and upon roll call vote, the Board voted as follows:

Ken Smith: Absent  
Travis Cook: Aye  
Jennifer Griebel: Aye  
Lanny Little: Aye  
Tom O'Brien: Aye  
Chauncey Pedersen: Aye

Motion was made by Lanny Little, seconded by Chauncey Pedersen to approve the overnight/out-of-state trips as presented. After discussion and upon roll call vote, the Board voted as follows:

Ken Smith: Absent  
Travis Cook: Aye  
Jennifer Griebel: Aye  
Lanny Little: Aye  
Tom O'Brien: Aye  
Chauncey Pedersen: Aye

Motion was made by Chauncey Pedersen, seconded by Lanny Little to approve the surplus property as presented. After discussion and upon roll call vote, the Board voted as follows:

Ken Smith: Absent  
Travis Cook: Aye  
Jennifer Griebel: Aye  
Lanny Little: Aye  
Tom O'Brien: Aye  
Chauncey Pedersen: Aye

Motion was made by Tom O'Brien, seconded by Jennifer Griebel to approve Board policy 603.06 as amended. After discussion and upon roll call vote, the Board voted as follows:

Ken Smith: Absent  
Travis Cook: Aye  
Jennifer Griebel: Aye  
Lanny Little: Aye  
Tom O'Brien: Aye  
Chauncey Pedersen: Aye

Motion was made by Tom O'Brien, seconded by Chauncey Pedersen to advance Board Policy 404.38 to second reading. After discussion and upon roll call vote, the Board voted as follows:

Ken Smith: Absent  
Travis Cook: Aye  
Jennifer Griebel: Aye  
Lanny Little: Aye  
Tom O'Brien: Aye  
Chauncey Pedersen: Aye

Motion was made by Chauncey Pedersen, seconded by Travis Cook to adjourn the meeting at 6:54 p.m. After discussion and upon roll call vote, the Board voted as follows:

Ken Smith: Absent  
Travis Cook: Aye  
Jennifer Griebel: Aye  
Lanny Little: Aye  
Tom O'Brien: Aye  
Chauncey Pedersen: Aye

ATTEST:

TRAVIS COOK  
KIMBALL PUBLIC SCHOOLS  
BOARD OF EDUCATION

THOMAS O'BRIEN  
KIMBALL PUBLIC SCHOOLS  
BOARD OF EDUCATION

**Detail Check Register**

Checking Account: 01

GENERAL FUND 01-101

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
111-0668360-9757810	04/11/2023	12059	Elmers Glue Sticks 60 Pack	01 1100 610 003 011	32.38
111-1217361-4785029	04/25/2023	12133	Room divider panels for Elite	01 6968 610 003 000	342.69
111-3416296-9240217	04/17/2023	12091	Hypertherm Duramax HRT 228788 Handheld T	01 1100 610 001 040	565.98
111-3449096-5433807	04/03/2023	12020	Ticonderoga Pencils 240 count	01 1100 610 003 014	150.96
111-3798640-5749068	04/13/2023	12074	Logitech Signature M650 L Full Size Wire	01 2310 890 000 000	34.99
111-3798640-5749068	04/13/2023	12074	Case Logic AUA-314BLK 14.1-Inch Laptop/	01 2310 890 000 000	26.88
111-4315711-4465822	04/26/2023	12141	Cones 12"	01 1100 610 001 034	67.99
111-4315711-4465822	04/26/2023	12141	Jump Rope 2 pk	01 1100 610 001 034	90.93
111-4315711-4465822	04/26/2023	12141	Electric Ball Pump	01 1100 610 001 034	7.03
111-4337336-7260258	04/27/2023	12154	Sharpie Permanent Markers, Fine Point, C	01 1100 610 001 042	21.80
111-4521672-6939452	04/17/2023	12091	Mig Gun Holders	01 1100 610 001 040	59.97
111-7047486-6460227	04/06/2023		DRY ERASE MARKERS	01 2510 610 000 000	122.15
111-8792129-6022604	04/28/2023	12168	Offex student Desks	01 1100 733 001 000	1,207.50
113-5324220-5631441	04/12/2023	12077	Rolling Wooden File Cabinet with Doors -	01 2410 733 003 000	89.99
113-7855950-1551433	04/12/2023	12077	100 Pack of Clear Plastic Envelopes	01 1100 610 003 000	101.97
113-7855950-1551433	04/12/2023	12077	Ease Press File Organizer - Black Mesh	01 2410 733 003 000	43.88
113-7855950-1551433	04/12/2023	12077	Monitor Memo Board / Sticky Note Holder	01 2410 733 003 000	12.99
113-7855950-1551433	04/12/2023	12077	Design Ovation Fabric PinBoard	01 2410 733 003 000	79.98
2023-04-08 BOARD MEA	04/08/2023		SCHOOL BOARD MEAL	01 2310 890 000 000	31.99
ADMIN DAYS	04/19/2023	12206	Flowers for Deb	01 2410 610 003 000	45.00
ADMIN DAYS LUNCH	05/10/2023	12160	Admin Days Lunch	01 2320 890 000 000	35.31
LONGHORN WAY TRIP	05/10/2023	12048	Longhorn Way Trip	01 2410 580 001 906	468.00
ML FAMILY ENGAGEMENT	05/10/2023	12128	Soda from MSM for Family Engagement Nigh	01 1100 610 003 000	28.47
NASBO CONF 2023	05/10/2023	12143	HOTEL	01 2510 580 000 000	228.82
NASBO CONF 2023	05/10/2023	12143	PARKING	01 2510 580 000 000	22.50
NASBO CONF 2023	05/10/2023	12143	FOOD	01 2510 580 000 000	57.57
PAINTBALL DEPOSIT	05/10/2023	12223	Supt Advisory Committee Trip (Paintball)	01 2320 580 000 000	70.00
PD for Nurse 2023	05/11/2023	12040	infection control class	01 2130 330 000 000	25.00
POSTAGE FOR ML/HS	05/10/2023		POSTAGE ML/HS	01 2510 531 000 000	36.00
STATE SCIENCE FAIR	05/10/2023		HOTELS	01 2410 580 001 906	187.62
STATE SCIENCE FAIR	05/10/2023		FOOD	01 2410 580 001 906	190.59
STUDENT CENTER 2023	05/11/2023	12142	16 bar stools	01 1100 733 001 000	871.92

\*Denotes Expensed Invoice Item

Checking Account ID: 01

Total without Voids: 5,358.85

**Kimball Public Schools  
BOARD REPORT OF EXPENDITURES  
6/12/2023**

61409 CARD SERVICES	\$	5,358.85
<b>PREPAID</b>		
		<b>\$5,358.85</b>

**REGULAR MONTHLY EXPENSES**

61423	ADVANTACORE SCHOOL IMPROVEMENT	1,999.00
61424	ANDERSON CRUDE TRANSPORTATION INC.	1,638.61
61425	BERGANKDV,LTD	195.00
61426	BLACK HILLS ENERGY	2,007.78
61427	BLICK ART MATERIALS	962.53
61428	BRANCHING MINDS	4,847.76
61429	BROWN CONSTRUCTION AND IRRIGATION	100.00
61430	TAYLOR BROWN	2,500.00
61431	CAPITAL BUSINESS SYSTEMS, INC.	1,814.51
61432	CAPITAL BUSINESS SYSTEMS, INC.	221.86
61433	CENTURY LINK BUSINESS SERVICES	284.69
61434	CITY OF KIMBALL	6,443.90
61435	CULLIGAN	93.85
61436	DAS STATE ACCOUNTING - CENTRAL	238.13
61437	ECOLAB PEST ELIMINATION DIVISION	127.12
61438	ESU #13	27,379.74
61439	ESU COORDINATING COUNCIL	248.00
61440	FLOWER HAVEN	120.00
61441	FOLLETT SCHOOL SOLUTIONS, INC	1,774.70
61442	FRANK PARTS COMPANY	88.76
61443	FRENCHMAN VALLEY COOP	322.16
61444	GRANITE TELECOMMUNICATIONS	1,005.84
61445	HERFF JONES, LLC	1.64
61446	HOMETOWN HARDWARE	54.92
61447	IDEAL/BLUFFS FACILITY SOLUTIONS	1,313.26
61448	INSTRUMENTALIST AWARDS LLC	158.00
61449	J.W. PEPPER & SON INC.	413.61
61450	JONES SCHOOL SUPPLY CO, INC	613.52
61451	KIMBALL ACE HARDWARE	240.59
61452	KIMBALL AUTO PARTS CO	175.13
61453	KIMBALL HEALTH SERVICES	2,340.05
61454	KIMBALL PUBLIC SCHOOLS	676.75
61455	WILLIAM LONG	438.70

61456	MATHESON TRI-GAS, INC	3,506.58
61457	MONUMENT CLEANING COMPANY	7,880.00
61458	NASCO	255.80
61459	NE COLORADO CELLULAR, INC	98.35
61460	NEBRASKA SCHOOL TRANSPORTATION	300.00
61461	NEBRASKA.GOV	30.00
61462	PANHANDLE COOP ASSOCIATION	2,890.49
61463	PERRY, GUTHERY, HAASE & GESSFO	8,232.10
61464	PREMIER LAND MANAGEMENT SERVICES,	6,658.00
61465	THE RIGHT IMPRESSION	495.00
61466	ROCKY MOUNTAIN AIR SOLUTIONS	677.00
61467	S & S WORLDWIDE	97.50
61468	SAVVAS LEARNING COMPANY LLC	5,366.37
61469	SCHOOL SPECIALTY INC.	345.25
61470	SMART APPLE MEDIA	605.58
61471	STAPLES BUSINESS ADVANTAGE	3.58
61472	TEACHERS PAY TEACHERS.COM	82.94
61473	VOYAGER FLEET SYSTEMS, INC.	219.81
61474	WESTERN NEBRASKA OBSERVER	417.42
61475	WOODWIND BRASSWIND	4,377.00
61476	WPCI	76.00
61477	JAYMAR BUSINESS FORMS, INC.	393.04

**GENERAL FUND TOTAL**

---

**\$103,847.92**

6131	CASH-WA DISTRIBUTING	4,869.56
6132	HILAND DAIRY FOODS COMPANY, LLC	2,182.74
6133	PANHANDLE COOP ASSOCIATION	32.83
6134	US FOODS - GRAND ISLAND	3,624.77

**NUTRITION FUND TOTAL**

---

**\$10,709.90**

1534	KIMBALL ACE HARDWARE	121.00
1535	VALLEY STEEL AND WIRE CO	394.77
1536	HAYS CONTRACTING	38,255.00

**BUILDING FUND TOTAL**

---

**\$38,770.77**

**TOTAL MONTHLY BILLS**

**\$153,328.59**

**Detail Check Register**

<b>Checking Account: 01</b>		<b>GENERAL FUND 01-101</b>				
Check Number: 61423	Check Type: Check	Check Date: 06/12/2023	Vendor: ADVANTACOR	ADVANTACORE SCHOOL IMPROVEMENT SOLUTIONS	Check Total:	1,999.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2023-24 FRESHMAN	06/06/2023	12180	Freshman Focus Resources	01 1100 640 001 000	1,999.00	
Check Number: 61424	Check Type: Check	Check Date: 06/12/2023	Vendor: ANDERSONCR	ANDERSON CRUDE TRANSPORTATION INC.	Check Total:	1,638.61
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
1773	06/08/2023	12314	Replaced rotors, pads, wheel seals, rear	01 2710 610 000 000	1,638.61	
Check Number: 61425	Check Type: Check	Check Date: 06/12/2023	Vendor: BERGANKDVL	BERGANKDV,LTD	Check Total:	195.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
05/31/2023-0001	06/01/2023		KRONOS TIME AND LABOR	01 2510 610 000 000	195.00	
Check Number: 61426	Check Type: Check	Check Date: 06/12/2023	Vendor: BLACKHILLS	BLACK HILLS ENERGY	Check Total:	2,007.78
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
MAY 2023-0001	06/26/2023		BUS BARN	01 2610 621 001 000	749.00	
MAY 2023-0001	06/26/2023		MAIN BLD	01 2610 621 001 000	919.64	
MAY 2023-0001	06/26/2023		ML	01 2610 621 003 000	339.14	
Check Number: 61427	Check Type: Check	Check Date: 06/12/2023	Vendor: BLICKARTMA	BLICK ART MATERIALS	Check Total:	962.53
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
890929	06/01/2023	11908	Canvas 8x10 12 ct	01 1100 610 001 000	62.40	
890929	06/01/2023	11908	Acrylic Phthalo Green	01 1100 610 001 000	12.93	
890929	06/01/2023	11908	Canvas 16 x 20	01 1100 610 001 000	36.72	
890929	06/01/2023	11908	Acrylic Burnt Sienna	01 1100 610 001 020	8.62	
890929	06/01/2023	11908	Acrylic Burnt Umber	01 1100 610 001 020	12.93	
890929	06/01/2023	11908	Acrylic Chrome Orange	01 1100 610 001 020	12.93	
890929	06/01/2023	11908	Acrylic Raw Umber	01 1100 610 001 020	8.62	
890929	06/01/2023	11908	Acrylic Violet	01 1100 610 001 020	8.62	
890929	06/01/2023	11908	Acrylic Cobalt Blue	01 1100 610 001 020	8.62	
890929	06/01/2023	11908	Drawing Paper 12x18	01 1100 610 001 020	93.21	
890929	06/01/2023	11908	ruler	01 1100 610 001 020	41.04	
890929	06/01/2023	11908	ruler	01 1100 610 001 020	25.56	
890929	06/01/2023	11908	canvas panel 18x24	01 1100 610 001 020	52.68	
890929	06/01/2023	11908	Ceramic Glaze Turquoise	01 1100 610 001 020	17.47	
890929	06/01/2023	11908	Ceramic Glaze Em. Grn	01 1100 610 001 020	17.47	
890929	06/01/2023	11908	Ceramic Glaze light Blue	01 1100 610 001 020	17.47	
890929	06/01/2023	11908	Carving Blocks	01 1100 610 001 020	133.10	
890929	06/01/2023	11908	Ceramic Glaze Clear	01 1100 610 001 020	15.93	
890929	06/01/2023	11908	Ceramic Glaze White	01 1100 610 001 020	17.47	
890929	06/01/2023	11908	Acrylic Chrome Yellow	01 1100 610 001 020	12.93	
890929	06/01/2023	11908	Acrylic Magenta	01 1100 610 001 020	12.93	

Detail Check Register

Checking Account: 01		GENERAL FUND 01-101				
890929	06/01/2023	11908	Acrylic Black	01 1100 610 001 020	17.24	
890929	06/01/2023	11908	Ceramic Glaze Med. Blue	01 1100 610 001 020	17.47	
890929	06/01/2023	11908	Ceramic Glaze Drk. Yellow	01 1100 610 001 020	17.47	
890929	06/01/2023	11908	Drawing paper 9x12	01 1100 610 001 020	91.92	
890929	06/01/2023	11908	Acrylic Phthalo Blue	01 1100 610 001 020	8.62	
890929	06/01/2023	11908	Canvas 12x16	01 1100 610 003 020	26.40	
890929	06/01/2023	11908	Paint Brush 1 in. 12 ct.	01 1100 610 003 020	29.52	
890929	06/01/2023	11908	Asst. Paint brush	01 1100 610 003 020	47.60	
890929	06/01/2023	11908	Asst. Paint Brush	01 1100 610 003 020	48.65	
890929	06/01/2023	11908	Craft Glue	01 1100 610 003 020	6.44	
890929	06/01/2023	11908	Acrylic Block White pint	01 1100 610 003 020	12.93	
890929	06/01/2023	11908	Acrylic Bright Red	01 1100 610 003 020	8.62	
Check Number: 61428	Check Type: Check	Check Date: 06/12/2023	Vendor: BRANCHINGM	BRANCHING MINDS	Check Total: 4,847.76	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
10143	05/12/2023	12231	Branching Minds Subscription	01 1100 650 001 022	4,847.76	
Check Number: 61429	Check Type: Check	Check Date: 06/12/2023	Vendor: BROWNCNTS	BROWN CONSTRUCTION AND IRRIGATION	Check Total: 100.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
1244	05/22/2023		DUMP TRAILER RENTAL TO CLEAN STADIUM	01 1100 442 001 000	100.00	
Check Number: 61430	Check Type: Check	Check Date: 06/12/2023	Vendor: BROWNTAYLO	TAYLOR BROWN	Check Total: 2,500.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
HYDROSEEDING	05/15/2023	12153	Hydro- seeding	01 2610 890 001 000	2,500.00	
Check Number: 61431	Check Type: Check	Check Date: 06/12/2023	Vendor: CAPITALBUS	CAPITAL BUSINESS SYSTEMS, INC.	Check Total: 1,814.51	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
34099540-0001	06/15/2023		COPIER LEASE	01 1100 610 000 000	1,814.51	
Check Number: 61432	Check Type: Check	Check Date: 06/12/2023	Vendor: CAPITALBUS	CAPITAL BUSINESS SYSTEMS, INC.	Check Total: 221.86	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
CONTRACT INVOICE	05/25/2023		CONTRACT INVOICE	01 1100 610 000 000	221.86	
Check Number: 61433	Check Type: Check	Check Date: 06/12/2023	Vendor: CENTURYLI2	CENTURY LINK BUSINESS SERVICES	Check Total: 284.69	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
640856375-0001	06/22/2023		OUTBOUND VOIP SERVICE	01 2510 530 000 000	284.69	
Check Number: 61434	Check Type: Check	Check Date: 06/12/2023	Vendor: CITYOFKIMB	CITY OF KIMBALL	Check Total: 6,443.90	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
10006	05/22/2023	12283	C&D charge, clean out under stadium, per	01 2610 890 001 000	110.00	
MAY 2023-0001	06/25/2023		AG SHOP SEWER	01 2610 410 001 000	27.00	
MAY 2023-0001	06/25/2023		AG SCHOP LANDFILL/COLLECTION	01 2610 410 001 000	51.25	
MAY 2023-0001	06/25/2023		MAIN BLD COLLECTION/LANDFILL	01 2610 410 001 000	461.25	
MAY 2023-0001	06/25/2023		STADIUM SEWER	01 2610 410 001 000	27.00	

Detail Check Register

Checking Account: 01		GENERAL FUND 01-101				
MAY 2023-0001	06/25/2023		MAIN BLD WATER	01 2610 410 001 000	131.84	
MAY 2023-0001	06/25/2023		MAIN BLD SEWER	01 2610 410 001 000	200.16	
MAY 2023-0001	06/25/2023		MECHANIC SHOP WATER	01 2610 410 001 000	269.13	
MAY 2023-0001	06/25/2023		MECHANIC SHOP SEWER	01 2610 410 001 000	244.57	
MAY 2023-0001	06/25/2023		STADIUM WATER	01 2610 410 001 000	55.72	
MAY 2023-0001	06/25/2023		ML MODULAR SEWER	01 2610 410 003 000	34.48	
MAY 2023-0001	06/25/2023		ML MODULAR WATER	01 2610 410 003 000	33.80	
MAY 2023-0001	06/25/2023		#3 EAST SEWER	01 2610 410 003 000	49.45	
MAY 2023-0001	06/25/2023		ML E WARD E-W SEWER	01 2610 410 003 000	64.42	
MAY 2023-0001	06/25/2023		ML E WARD E-W WATER	01 2610 410 003 000	47.82	
MAY 2023-0001	06/25/2023		ML E WARD E-W COLLECTION AND LANDFILL	01 2610 410 003 000	307.50	
MAY 2023-0001	06/25/2023		AG SHOP ELECTRIC	01 2610 621 001 000	590.77	
MAY 2023-0001	06/25/2023		SOUTH GYM ELECTRIC	01 2610 621 001 000	39.86	
MAY 2023-0001	06/25/2023		MAIN BLD ELECTRIC	01 2610 621 001 000	2,068.39	
MAY 2023-0001	06/25/2023		STADIUM ELECTRIC	01 2610 621 001 000	489.92	
MAY 2023-0001	06/25/2023		ML E WARD 3-W ELECTRIC	01 2610 621 003 000	617.08	
MAY 2023-0001	06/25/2023		ML MODULAR ELECTRIC	01 2610 621 003 000	458.80	
MAY 2023-0001	06/25/2023		#3 EAST ELECTRIC	01 2610 621 003 000	63.69	
Check Number: 61435	Check Type: Check	Check Date: 06/12/2023	Vendor: CULLIGAN	CULLIGAN	Check Total:	93.85
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
MAY 2023-0001	06/01/2023		SOFTENER RENTAL	01 2610 610 001 000	69.95	
MAY 2023-0001	06/01/2023		SALT DELIVERY-54344	01 2610 610 001 000	11.95	
MAY 2023-0001	06/01/2023		SALT DELIVERY-54346	01 2610 610 003 000	11.95	
Check Number: 61436	Check Type: Check	Check Date: 06/12/2023	Vendor: DASSTATEAC	DAS STATE ACCOUNTING - CENTRAL FINANCE	Check Total:	238.13
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
1334581-0009	06/08/2023		DEC 2022	01 2510 382 000 000	238.13	
Check Number: 61437	Check Type: Check	Check Date: 06/12/2023	Vendor: ECOLABPEST	ECOLAB PEST ELIMINATION DIVISION	Check Total:	127.12
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
9517559	06/05/2023		PEST ELIMINATION	01 2620 340 003 000	127.12	
Check Number: 61438	Check Type: Check	Check Date: 06/12/2023	Vendor: ESU13	ESU #13	Check Total:	27,379.74
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
04/23 STAT-0002	06/01/2023		EMPLOYEE TRAINING/PROF DEVELOPMENT	01 1200 330 000 000	77.70	
04/23 STAT-0002	06/01/2023		PANHANDLE BEGINNINGS DAY SCHOOL	01 1200 561 000 003	1,026.60	
04/23 STAT-0002	06/01/2023		MERIDIAN TUITION - ESU	01 1200 561 001 003	4,198.00	
04/23 STAT-0002	06/01/2023		LIFELINKS TUITION - ESU	01 1200 561 001 007	2,099.00	
04/23 STAT-0002	06/01/2023		SUPERVISION OF PROGRAMS - ESU	01 1200 591 000 005	681.79	
04/23 STAT-0002	06/01/2023		SPED INSTRUCTION AGES 3-5	01 1291 591 003 000	1,190.00	
04/23 STAT-0002	06/01/2023		SPED SUPERVISION AGES 3-5	01 1291 591 003 005	95.20	

Detail Check Register

Checking Account: 01		GENERAL FUND 01-101				
04/23 STAT-0002	06/01/2023		SPED INSTRUCTION AGES 0-2	01 1292 591 003 000	968.10	
04/23 STAT-0002	06/01/2023		SPED SUPERVISION AGES 0-2	01 1292 591 003 005	77.45	
04/23 STAT-0002	06/01/2023		PSYCH ASSESSMENT HS - ESU	01 2141 591 001 001	142.81	
04/23 STAT-0002	06/01/2023		PSYCH COUNSELING HS - ESU	01 2141 591 001 002	783.75	
04/23 STAT-0002	06/01/2023		PSYCH ASSESSMENT ML - ESU	01 2141 591 003 001	6,569.39	
04/23 STAT-0002	06/01/2023		PSYCH COUNSELING ML - ESU	01 2141 591 003 002	948.75	
04/23 STAT-0002	06/01/2023		SPEECH HS - ESU	01 2151 591 001 003	307.09	
04/23 STAT-0002	06/01/2023		SUPERVISION - SPEECH HS - ESU	01 2151 591 001 005	24.57	
04/23 STAT-0002	06/01/2023		OT ML - ESU	01 2161 591 003 000	4,522.50	
04/23 STAT-0002	06/01/2023		SUPERVISION - OT ML - ESU	01 2161 591 003 005	361.80	
04/23 STAT-0002	06/01/2023		OT AGES 3-5	01 2162 591 003 000	720.00	
04/23 STAT-0002	06/01/2023		SUPERVISION - OT AGES 3-5	01 2162 591 003 005	57.60	
04/23 STAT-0002	06/01/2023		OT AGES 0-2	01 2163 591 003 000	105.30	
04/23 STAT-0002	06/01/2023		SUPERVISION - OT AGES 0-2	01 2163 591 003 005	8.42	
04/23 STAT-0002	06/01/2023		P/T SCHOOL AGE HS	01 2171 591 001 000	112.50	
04/23 STAT-0002	06/01/2023		P/T SCHOOL AGE HS SUPERVISION	01 2171 591 001 005	9.00	
04/23 STAT-0002	06/01/2023		VISUALLY IMPAIRED/SERVICES ML - ESU	01 2181 591 003 000	148.23	
04/23 STAT-0002	06/01/2023		VISUALLY IMPAIRED/SERVICES ML - ESU SUPE	01 2181 591 003 005	11.86	
04/23 STAT-0002	06/01/2023		PROFESSIONAL DEVELOPMENT	01 2213 330 000 000	150.00	
04/23 STAT-0002	06/01/2023		REIMBURSIBLE DISTANCE LEARNING	01 2224 382 000 000	770.00	
04/23 STAT-0002	06/01/2023		INTERNET E-RATE CONSORTIUM	01 2224 382 000 000	450.00	
04/23 STAT-0002	06/01/2023		NEVA	01 2224 382 000 000	708.33	
04/23 STAT-0002	06/01/2023		PROPIO LANGUAGE SERVICES	01 2290 591 000 000	54.00	
Check Number: 61439		Check Type: Check	Check Date: 06/12/2023	Vendor: ESUCOORDIN	ESU COORDINATING COUNCIL	Check Total: 248.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
WORLD BOOK SUB 23-24	05/23/2023		WORLD BOOK SUBSCRIPTION 2023-24	01 2290 890 001 000	124.00	
WORLD BOOK SUB 23-24	05/23/2023		WORLD BOOK SUBSCRIPTION 2023-24	01 2290 890 003 000	124.00	
Check Number: 61440		Check Type: Check	Check Date: 06/12/2023	Vendor: FLOWERHAVE	FLOWER HAVEN	Check Total: 120.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
1014	05/25/2023		BOARD CORSAGE AND BOUTONNIERE	01 2310 890 000 000	120.00	
Check Number: 61441		Check Type: Check	Check Date: 06/12/2023	Vendor: FOLLETTSCH	FOLLETT SCHOOL SOLUTIONS, INC	Check Total: 1,774.70
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
682298	05/05/2023	12175	Monster Problems	01 2220 640 003 000	15.86	
682298	05/05/2023	12175	Norman didn't do it! (Yes he did)	01 2220 640 003 000	16.74	
682298	05/05/2023	12175	Something's Wrong: a bear, a hare, and s	01 2220 640 003 000	17.62	
682298	05/05/2023	12175	Willodeen	01 2220 640 003 000	20.76	
682298	05/05/2023	12175	Chester van Chime who forgot how to rhym	01 2220 640 003 000	21.46	
682298	05/05/2023	12175	Chez Bob	01 2220 640 003 000	16.74	

Checking Account:	01	GENERAL FUND 01-101				
682298	05/05/2023	12175	A duet for home	01 2220 640 003 000	15.86	
682298	05/05/2023	12175	Imaginary	01 2220 640 003 000	16.74	
682298	05/05/2023	12175	Knight Owl	01 2220 640 003 000	16.74	
682298	05/05/2023	12175	Milo Imagines the World	01 2220 640 003 000	17.62	
682298	05/05/2023	12175	Bathe the cat	01 2220 640 003 000	21.46	
682300	05/01/2023	12176	The Abduction	01 2220 640 001 000	15.86	
682300	05/01/2023	12176	The Accomplice	01 2220 640 001 000	16.74	
682300	05/01/2023	12176	Alone	01 2220 640 001 000	17.62	
682300	05/01/2023	12176	Amari and the Night Brothers	01 2220 640 001 000	16.74	
682300	05/01/2023	12176	The Circulatory System	01 2220 640 001 000	21.25	
682300	05/01/2023	12176	Daughter of the Deep	01 2220 640 001 000	18.50	
682300	05/01/2023	12176	Doomed:Sacco, Vanzetti, and the end of t	01 2220 640 001 000	19.38	
682300	05/01/2023	12176	The endocrine System	01 2220 640 001 000	21.25	
682300	05/01/2023	12176	Fallout: spies, superbombs, and the ulti	01 2220 640 001 000	18.50	
682300	05/01/2023	12176	Free Lunch	01 2220 640 001 000	16.71	
682300	05/01/2023	12176	The Fugitive	01 2220 640 001 000	16.74	
682300	05/01/2023	12176	How water will save the world	01 2220 640 001 000	21.04	
682300	05/01/2023	12176	Kingdom of Ash	01 2220 640 001 000	29.19	
682300	05/01/2023	12176	Mammals	01 2220 640 001 000	31.00	
682300	05/01/2023	12176	The muscular system	01 2220 640 001 000	21.25	
682300	05/01/2023	12176	The nervous system	01 2220 640 001 000	21.25	
682300	05/01/2023	12176	The Digestive System	01 2220 640 001 000	21.25	
682300	05/01/2023	12176	Punching Bag	01 2220 640 001 000	16.71	
682300	05/01/2023	12176	The Science of the Coroavirus	01 2220 640 001 000	21.04	
682300	05/01/2023	12176	The Shape of Thunder	01 2220 640 001 000	16.74	
682300	05/01/2023	12176	The Skeletal System	01 2220 640 001 000	21.25	
682300	05/01/2023	12176	Sleeping in Space	01 2220 640 001 000	19.30	
682300	05/01/2023	12176	How Plants will save the world	01 2220 640 001 000	21.04	
682300	05/01/2023	12176	Stress Less: a teen's guide to a calm ch	01 2220 640 001 000	16.99	
682300	05/01/2023	12176	Ten Thousand Tries	01 2220 640 001 000	16.74	
682300	05/01/2023	12176	Too Bright to See	01 2220 640 001 000	15.86	
682300	05/01/2023	12176	Tower of Dawn	01 2220 640 001 000	27.31	
682300	05/01/2023	12176	Trees	01 2220 640 001 000	31.00	
682300	05/01/2023	12176	Paradise on Fire	01 2220 640 001 000	15.86	
682300	05/01/2023	12176	Blockchain	01 2220 640 001 000	19.89	
682300	05/01/2023	12176	Careful what you wish	01 2220 640 001 000	16.86	
682300	05/01/2023	12176	Communication	01 2220 640 001 000	19.26	
682300	05/01/2023	12176	Countdown	01 2220 640 001 000	16.86	
682300	05/01/2023	12176	Doing household chores	01 2220 640 001 000	19.26	
682300	05/01/2023	12176	Starfish	01 2220 640 001 000	16.74	
682300	05/01/2023	12176	Emotional Intelligence	01 2220 640 001 000	19.26	

Checking Account:	01	GENERAL FUND 01-101			
682300	05/01/2023	12176	Employee Rights not	01 2220 640 001 000	19.26
682300	05/01/2023	12176	Final Cut	01 2220 640 001 000	16.86
682300	05/01/2023	12176	Finding a job	01 2220 640 001 000	19.26
682300	05/01/2023	12176	Finding a Place to Live	01 2220 640 001 000	19.26
682300	05/01/2023	12176	Adaptability	01 2220 640 001 000	19.26
682300	05/01/2023	12176	How to Act Right on	01 2220 640 001 000	19.26
682300	05/01/2023	12176	Living on a budget	01 2220 640 001 000	19.26
682300	05/01/2023	12176	Managing Credit	01 2220 640 001 000	19.26
682300	05/01/2023	12176	Movies and Music	01 2220 640 001 000	19.89
682300	05/01/2023	12176	Moving in Pack Up	01 2220 640 001 000	19.26
682300	05/01/2023	12176	E Commerce	01 2220 640 001 000	19.89
682300	05/01/2023	12176	Online News	01 2220 640 001 000	19.89
682300	05/01/2023	12176	Ooze	01 2220 640 001 000	16.86
682300	05/01/2023	12176	Opening a bank account	01 2220 640 001 000	19.26
682300	05/01/2023	12176	Otherearth	01 2220 640 001 000	17.90
682300	05/01/2023	12176	Otherworld	01 2220 640 001 000	17.90
682300	05/01/2023	12176	Grave Message	01 2220 640 001 000	16.86
682300	05/01/2023	12176	Preparing a resume	01 2220 640 001 000	19.26
682300	05/01/2023	12176	Problem Solving	01 2220 640 001 000	19.26
682300	05/01/2023	12176	Self Driving Car	01 2220 640 001 000	19.89
682300	05/01/2023	12176	Smart grocery shopping	01 2220 640 001 000	19.26
682300	05/01/2023	12176	Smart Phones	01 2220 640 001 000	19.89
682300	05/01/2023	12176	One Last Job	01 2220 640 001 000	16.86
682300	05/01/2023	12176	Trees	01 2220 640 001 000	31.00
682300	05/01/2023	12176	Understanding ADHD	01 2220 640 001 000	33.05
682300	05/01/2023	12176	Understanding Gender	01 2220 640 001 000	33.05
682300	05/01/2023	12176	Understanding Phobia	01 2220 640 001 000	33.05
682300	05/01/2023	12176	Understanding PTSD	01 2220 640 001 000	33.05
682300	05/01/2023	12176	Planning to save	01 2220 640 001 000	19.26
682300	05/01/2023	12176	Using coupons	01 2220 640 001 000	19.26
682300	05/01/2023	12176	Virtual Learning	01 2220 640 001 000	19.89
682300	05/01/2023	12176	Weird Science Food	01 2220 640 001 000	22.55
682300	05/01/2023	12176	Weird Science Medicine	01 2220 640 001 000	22.55
682300	05/01/2023	12176	Weird Science Milit	01 2220 640 001 000	22.55
682300	05/01/2023	12176	Trapped	01 2220 640 001 000	16.86
682300	05/01/2023	12176	Weird Science Movies	01 2220 640 001 000	22.55
682300	05/01/2023	12176	Weird Science Plants	01 2220 640 001 000	22.55
682300	05/01/2023	12176	Weird Science Space	01 2220 640 001 000	22.55
682300	05/01/2023	12176	Work Ethic	01 2220 640 001 000	19.26
682300	05/01/2023	12176	Job interview basics	01 2220 640 001 000	4.97
682300	05/01/2023	12176	Understanding Obsess	01 2220 640 001 000	33.05

**Detail Check Register**

**Checking Account: 01**

**GENERAL FUND 01-101**

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
Check Number: 61442      Check Type: Check      Check Date: 06/12/2023      Vendor: FRANKPARTS      FRANK PARTS COMPANY      Check Total: 88.76					
499003	04/12/2023	11189	General Supplies	01 1100 610 001 044	21.76
499826	04/26/2023	11189	General Supplies	01 1100 610 001 044	17.02
500089	05/01/2023	11189	General Supplies	01 1100 610 001 044	39.99
501160	05/17/2023	12261	Ant granules, 3.5 lbs.	01 2610 610 000 000	9.99
Check Number: 61443      Check Type: Check      Check Date: 06/12/2023      Vendor: FRENCHMANV      FRENCHMAN VALLEY COOP      Check Total: 322.16					
05/31/2023-0001	05/31/2023		CARDTROL FUEL PURCHASES	01 2710 626 000 000	322.16
Check Number: 61444      Check Type: Check      Check Date: 06/12/2023      Vendor: GRANITETEL      GRANITE TELECOMMUNICATIONS      Check Total: 1,005.84					
05/2023-0001	06/01/2023		TELEPHONE SERVICE	01 2510 530 000 000	1,005.84
Check Number: 61445      Check Type: Check      Check Date: 06/12/2023      Vendor: HERFFJONES      HERFF JONES, LLC      Check Total: 1.64					
1152957	06/05/2023	11881	SAL/VAL PINS	01 1100 890 001 000	1.64
Check Number: 61446      Check Type: Check      Check Date: 06/12/2023      Vendor: HOMETOWNH      HOMETOWN HARDWARE      Check Total: 54.92					
102727	05/16/2023	11186	General supplies	01 1100 610 001 044	11.98
92743	04/25/2023	11186	General supplies	01 1100 610 001 044	12.98
92761	05/10/2023	11186	General supplies	01 1100 610 001 044	29.96
Check Number: 61447      Check Type: Check      Check Date: 06/12/2023      Vendor: BLUFFSFACI      IDEAL/BLUFFS FACILITY SOLUTIONS      Check Total: 1,313.26					
466800	05/15/2023	12241	Tissue, facial, 100 sheets, 30/cs	01 2610 610 001 000	70.26
466800	05/15/2023	12241	Shipping	01 2610 610 001 000	3.00
466801	05/10/2023	12240	T.T. 865 sheets, 36/cs	01 2610 610 003 000	118.64
466801	05/10/2023	12240	Paper towel, 800' rolls, 12/cs	01 2610 610 003 000	319.80
466801	05/10/2023	12240	Kutol foam hand soap, 6/cs	01 2610 610 003 000	136.64
466801	05/10/2023	12240	Shipping	01 2610 610 003 000	3.00
467147	05/26/2023	12258	Paper towel, 600' rolls, 8/cs	01 2610 610 001 000	142.88
467147	05/26/2023	12258	Shipping	01 2610 610 001 000	3.00
467384	05/30/2023	12286	Buckeye Ripsaw, floor stripper, gal. 4/c	01 2610 610 003 000	127.51
467384	05/30/2023	12286	Shipping	01 2610 610 003 000	3.00
467388	05/30/2023	12287	Buckeye Ripsaw, floor stripper, gal. 4/c	01 2610 610 001 000	382.53
467388	05/30/2023	12287	Shipping	01 2610 610 001 000	3.00
Check Number: 61448      Check Type: Check      Check Date: 06/12/2023      Vendor: INSTRUMECO      INSTRUMENTALIST AWARDS LLC      Check Total: 158.00					
2301	05/25/2023	12259	John Philip Sousa and American Choral Aw	01 1100 610 001 030	158.00

**Detail Check Register**

**Checking Account: 01**

**GENERAL FUND 01-101**

Check Number: 61449      Check Type: Check      Check Date: 06/12/2023      Vendor: JWPEPPERSON      J.W. PEPPER & SON INC.      Check Total: 413.61

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
365345311	05/10/2023	12136	Sound Innovations Ensemble Development S	01 1100 610 001 030	161.73
365345311	05/10/2023	12136	Sound Innovations Ensemble Development D	01 1100 610 001 030	39.99
365345311	05/10/2023	12136	shipping	01 1100 610 001 030	17.99
365345806	06/07/2023	12131	Sound Innovations Book 1 Directors Book	01 1100 610 003 030	89.99
365345806	06/07/2023	12131	Sound Innovations Book 1 student book	01 1100 610 003 030	35.97
365345806	06/07/2023	12131	Sound Innovations Book 1 student book	01 1100 610 003 030	49.95
365345806	06/07/2023	12131	SHIPPING	01 1100 610 003 030	17.99

Check Number: 61450      Check Type: Check      Check Date: 06/12/2023      Vendor: JONESSCHOO      JONES SCHOOL SUPPLY CO, INC      Check Total: 613.52

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
1982663	05/23/2023	12076	A Honor Roll Student Young Scholar Medal	01 2410 890 003 000	54.75
1982663	05/23/2023	12076	A-B HONor Roll Student Young Scholar Med	01 2410 890 003 000	109.50
1982663	05/23/2023	12076	Attendance Gold Medal	01 2410 890 003 000	79.50
1982663	05/23/2023	12076	Citizenship Award Ribbon	01 2410 890 003 000	176.00
1982663	05/23/2023	12076	Star Trophy w/ Laser Printed Wording - "	01 2410 890 003 000	125.80
1982663	05/23/2023	12076	Shipping	01 2410 890 003 000	29.22
1982663	05/23/2023	12076	Black ribbon	01 2410 890 003 000	19.50
1982663	05/23/2023	12076	Black/Red neck ribbon	01 2410 890 003 000	29.25
1982663	05/23/2023	12076	discount for typed engraving	01 2410 890 003 000	(10.00)

Check Number: 61451      Check Type: Check      Check Date: 06/12/2023      Vendor: ACEHARDWAR      KIMBALL ACE HARDWARE      Check Total: 240.59

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
2117	04/14/2023	11187	General supplies	01 1100 610 001 044	71.95
2203	04/25/2023	11187	General supplies	01 1100 610 001 044	20.69
2204	04/25/2023	11187	General supplies	01 1100 610 001 044	15.28
2263	05/03/2023	12217	Insert coupling, 1", sprinkler repair	01 2610 610 001 000	3.22
2263	05/03/2023	12217	Hose clamps, sprinkler repair	01 2610 610 001 000	10.76
2271	05/04/2023	12218	Drill powered pump	01 2710 610 000 000	14.39
2316	05/09/2023	12232	Fasteners for laminator	01 2610 610 000 000	1.89
2316	05/09/2023	12232	Fasteners for laminator	01 2610 610 000 000	2.58
2316	05/09/2023	12232	Grips for Grasshopper, 2pk	01 2620 610 000 000	10.79
2404	06/08/2023	12284	pluming parts	01 1100 610 001 040	13.62
2421	05/22/2023	12284	pluming parts	01 1100 610 001 040	32.42
2441	05/24/2023	12291	Mixed gas for weed eater, 128 oz.	01 2610 610 000 000	31.01
2549	06/07/2023	12305	Door weather strip, 36", Klosterman	01 2610 610 003 000	11.99

Check Number: 61452      Check Type: Check      Check Date: 06/12/2023      Vendor: KIMBALLAUT      KIMBALL AUTO PARTS CO      Check Total: 175.13

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
245270	04/06/2023	11188	General supplies	01 1100 610 001 044	17.97
245712	05/04/2023	12213	Radiator hose, per inch, lease bus	01 2710 610 000 000	8.95
245766	05/05/2023	12221	Oil, 15W40, gal.	01 2710 626 000 000	47.43

**Detail Check Register**

<b>Checking Account: 01</b>		<b>GENERAL FUND 01-101</b>				
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
246386	05/22/2023	12279	Oil filters, M19	01 2710 610 000 000	12.46	
246388	05/22/2023	12280	Oil, 5W20 synthetic, qts.	01 2710 626 000 000	88.32	
Check Number: 61453	Check Type: Check	Check Date: 06/12/2023	Vendor: KIMBALLHEA	KIMBALL HEALTH SERVICES	Check Total:	2,340.05
2nd semester PT	06/06/2023		P/T SCH ML (5.5 HOURS @ \$79/HOUR) MIPS	01 2171 591 003 000	434.50	
2nd semester PT	06/06/2023		P/T AGES 3-5 (10.5 @\$79/HOUR)	01 2172 591 003 000	829.50	
2nd semester PT	06/06/2023		P/T AGES 3-5 (7.5 HOURS @ \$79/HOUR) MIPS	01 2172 591 003 000	592.50	
2nd semester PT	06/06/2023		P/T AGES 0-2 (4.5 HOURS @ \$79/HOUR) MIPS	01 2173 591 003 000	355.55	
APRIL STATEMENT	04/01/2023		DOT PHYSICAL	01 2710 890 000 000	128.00	
Check Number: 61454	Check Type: Check	Check Date: 06/12/2023	Vendor: KIMBALLPUB	KIMBALL PUBLIC SCHOOLS	Check Total:	676.75
MAY NUTRITION INVOIC	06/01/2023		HS SUPERVISION MEALS	01 2570 291 001 000	46.75	
MAY NUTRITION INVOIC	06/01/2023		DISTRICT COFFEE SUPPLIES HS	01 2570 291 001 000	103.20	
MAY NUTRITION INVOIC	06/01/2023		ML SUPERVISION MEALS	01 2570 291 003 000	403.55	
MAY NUTRITION INVOIC	06/01/2023		HS SUBSITUTE MEALS	01 2570 293 001 000	55.25	
MAY NUTRITION INVOIC	06/01/2023		ML SUBSTITUTE MEALS	01 2570 293 003 000	68.00	
Check Number: 61455	Check Type: Check	Check Date: 06/12/2023	Vendor: LONGWILLIA	WILLIAM LONG	Check Total:	438.70
4TH QTR MILEAGE 2023	06/07/2023	12306	Mileage Agreement	01 2710 332 000 000	438.70	
Check Number: 61456	Check Type: Check	Check Date: 06/12/2023	Vendor: MATHESON	MATHESON TRI-GAS, INC	Check Total:	3,506.58
0027811331	05/30/2023	12288	Lincoln PowerMIG 260	01 1100 610 001 040	3,506.58	
Check Number: 61457	Check Type: Check	Check Date: 06/12/2023	Vendor: MONUMENTCL	MONUMENT CLEANING COMPANY	Check Total:	7,880.00
276	06/03/2023	12302	Commuting	01 2610 110 001 000	1,100.00	
276	06/03/2023	12302	Daily Cleaning	01 2610 110 001 000	5,830.00	
276	06/03/2023	12302	Glass, Inactive Classrooms, Administrativ	01 2610 110 001 000	450.00	
276	06/03/2023	12302	Stadium	01 2610 110 001 000	350.00	
276	06/03/2023	12302	Main Gym	01 2610 110 001 000	150.00	
Check Number: 61458	Check Type: Check	Check Date: 06/12/2023	Vendor: NASCO	NASCO	Check Total:	255.80
417513	06/07/2023	11936	Empathy Belly Replacement Bladder	01 1100 733 001 042	255.80	
Check Number: 61459	Check Type: Check	Check Date: 06/12/2023	Vendor: VIAEROWIRE	NE COLORADO CELLULAR, INC	Check Total:	98.35

**Detail Check Register**

**Checking Account: 01**

**GENERAL FUND 01-101**

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
MAY 2023-0001	06/17/2023		HOT SPOTS	01 2510 530 000 000	98.35
Check Number: 61460	Check Type: Check	Check Date: 06/12/2023	Vendor: NESCHTRANS	NEBRASKA SCHOOL TRANSPORTATION ASSOCIATION	Check Total: 300.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
NSTA CONFER 2023	05/25/2023	12229	NSTA Conference, Gregg and Waylon	01 2710 890 000 000	300.00
Check Number: 61461	Check Type: Check	Check Date: 06/12/2023	Vendor: NEBRASKAG	NEBRASKA.GOV	Check Total: 30.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
7571866	04/30/2023	12220	Driving Records	01 2710 890 000 000	22.50
7644478	05/31/2023	12304	Driving records check	01 2710 890 000 000	7.50
Check Number: 61462	Check Type: Check	Check Date: 06/12/2023	Vendor: PANHANDLEC	PANHANDLE COOP ASSOCIATION	Check Total: 2,890.49
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
726562	05/10/2023		FOOD LAB GROCERIES	01 1100 610 001 042	20.06
726581	05/14/2023	12268	Elite Supplies	01 6968 610 003 000	21.16
GAS/FUEL STATEMENT	06/05/2023		CARDTROL FUEL PURCHASE	01 2710 626 000 000	2,849.27
Check Number: 61463	Check Type: Check	Check Date: 06/12/2023	Vendor: PERRYGUTHE	PERRY, GUTHERY, HAASE & GESSFO	Check Total: 8,232.10
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
244-0002	06/01/2023		LEGAL SERVICES	01 2330 317 000 000	8,232.10
Check Number: 61464	Check Type: Check	Check Date: 06/12/2023	Vendor: PREMIERLAN	PREMIER LAND MANAGEMENT SERVICES, LLC	Check Total: 6,658.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
13949	05/25/2023		FERTILIZING AND WEED CONTROL/1ST PAYMENT	01 2620 610 000 000	6,658.00
Check Number: 61465	Check Type: Check	Check Date: 06/12/2023	Vendor: RIGHTIMPRE	THE RIGHT IMPRESSION	Check Total: 495.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
70118746	04/23/2023	12222	Senior Banners	01 2410 610 001 000	495.00
Check Number: 61466	Check Type: Check	Check Date: 06/12/2023	Vendor: ROCKYMOUNT	ROCKY MOUNTAIN AIR SOLUTIONS	Check Total: 677.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
30433173	03/23/2023	12234	5 year lease for Argon tank	01 1100 340 001 044	176.30
30442350	06/06/2023	12234	LOST APRIL	01 1100 340 001 044	500.70
Check Number: 61467	Check Type: Check	Check Date: 06/12/2023	Vendor: SSWORLDWI	S & S WORLDWIDE	Check Total: 97.50
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
in101199633	06/05/2023	11984	Construction Paper - Red 12 x 18	01 2410 610 003 000	48.00
in101199633	06/05/2023	11984	Construction Paper - Orange 9 x 12	01 2410 610 003 000	49.50
Check Number: 61468	Check Type: Check	Check Date: 06/12/2023	Vendor: SAVVASLEAR	SAVVAS LEARNING COMPANY LLC	Check Total: 5,366.37
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
4026936545	06/09/2023	12163	ReadyGEN	01 1100 640 003 000	4,575.74

**Detail Check Register**

**Checking Account: 01**

**GENERAL FUND 01-101**

4026936545	06/09/2023	12163	Shipping	01 1100 640 003 000	379.24
4026936917	06/09/2023	12163	Reading Street	01 1100 640 003 000	300.00
4026936917	06/09/2023	12163	Shipping	01 1100 640 003 000	24.87
4026943598	05/19/2023	12163	Reading Street	01 1100 640 003 000	86.52

Check Number: 61469      Check Type: Check      Check Date: 06/12/2023      Vendor: SCHOOLSPEC      SCHOOL SPECIALTY INC.      Check Total: 345.25

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
208132093126	03/29/2023	11988	Clear sheet covers	01 1100 610 001 036	11.56
208132093126	03/29/2023	11988	CARDS INDEX	01 1100 610 001 036	14.00
208132093126	03/29/2023	11988	PAPERCLIPS	01 1100 610 001 036	3.69
208132093126	03/29/2023	11988	SAFE-T COMPASS	01 1100 610 001 036	15.50
208132093126	03/29/2023	11988	RULER	01 1100 610 001 036	21.00
208132342315-	06/05/2023	11864	GRAPH PAPER	01 1100 610 001 000	8.32
208132342315-	06/05/2023	11864	INDEX CARDS 3X5	01 1100 610 001 000	2.20
208132342315-	06/05/2023	11864	INDEX 4X6	01 1100 610 001 000	1.52
208132342315--	06/05/2023	12018	9 x 12 Whiteboards	01 1100 610 003 014	103.50
208132342315--	06/05/2023	12018	5 x 8 Legal Pads	01 1100 610 003 014	7.17
208132342315---	06/05/2023	11983	Lesson Plan Books	01 2410 610 003 000	40.98
208132342315---	06/05/2023	11983	Class Record Books	01 2410 610 003 000	34.15
208132342315----	06/05/2023	12018	Mavalus Tape	01 1100 610 003 014	11.94
208132342315-----	06/05/2023	12014	203040 Mavalus Tape - White - 1" x 324"	01 1100 610 003 010	39.80
208132342315-----	06/05/2023	11966	Mavalus Tape	01 1200 610 003 902	19.90
208132342315-----	06/05/2023	12018	Penmanship Paper	01 1100 610 003 014	10.02

Check Number: 61470      Check Type: Check      Check Date: 06/12/2023      Vendor: SMARTAPPLE      SMART APPLE MEDIA      Check Total: 605.58

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
ARU0354268	05/03/2023	12173	Rhinoceroses	01 2220 640 003 000	20.53
ARU0354268	05/03/2023	12173	Sea Lions	01 2220 640 003 000	20.53
ARU0354268	05/03/2023	12173	Swans	01 2220 640 003 000	20.53
ARU0354268	05/03/2023	12173	Tigers	01 2220 640 003 000	20.53
ARU0354268	05/03/2023	12173	Tortoises	01 2220 640 003 000	20.53
ARU0354268	05/03/2023	12173	Whales	01 2220 640 003 000	20.53
ARU0354268	05/03/2023	12173	Cooking with Chef Hedgehog	01 2220 640 003 000	16.24
ARU0354268	05/03/2023	12173	Cooking with Chef Llama	01 2220 640 003 000	16.24
ARU0354268	05/03/2023	12173	Cooking with Chef Narwhal	01 2220 640 003 000	16.24
ARU0354268	05/03/2023	12173	Cooking with Chef Octopus	01 2220 640 003 000	16.24
ARU0354268	05/03/2023	12173	Cooking with Chef Shark	01 2220 640 003 000	16.24
ARU0354268	05/03/2023	12173	Cooking with Chef Sloth	01 2220 640 003 000	16.24
ARU0354268	05/03/2023	12173	Australia	01 2220 640 003 000	16.24
ARU0354268	05/03/2023	12173	China	01 2220 640 003 000	16.24
ARU0354268	05/03/2023	12173	England	01 2220 640 003 000	16.24
ARU0354268	05/03/2023	12173	Iraq	01 2220 640 003 000	16.24

Detail Check Register

Checking Account: 01		GENERAL FUND 01-101				
ARU0354268	05/03/2023	12173	Mexico	01 2220 640 003 000	16.24	
ARU0354268	05/03/2023	12173	Russia	01 2220 640 003 000	16.24	
ARU0354268	05/03/2023	12173	Baseball	01 2220 640 003 000	15.38	
ARU0354268	05/03/2023	12173	Basketball	01 2220 640 003 000	15.38	
ARU0354268	05/03/2023	12173	Football	01 2220 640 003 000	15.38	
ARU0354268	05/03/2023	12173	Soccer	01 2220 640 003 000	15.38	
ARU0354268	05/03/2023	12173	Boats will Float	01 2220 640 003 000	15.29	
ARU0354268	05/03/2023	12173	E is for Everyone!	01 2220 640 003 000	14.39	
ARU0354268	05/03/2023	12173	Little Sock Makes a Friend	01 2220 640 003 000	13.49	
ARU0354268	05/03/2023	12173	The Universe and You	01 2220 640 003 000	15.29	
ARU0354268	05/03/2023	12173	We Want Snow: A Wintry Chant	01 2220 640 003 000	15.29	
ARU0354268	05/03/2023	12173	Invulnerability	01 2220 640 003 000	17.10	
ARU0354268	05/03/2023	12173	Shapeshifting	01 2220 640 003 000	17.10	
ARU0354268	05/03/2023	12173	Super Healing	01 2220 640 003 000	17.10	
ARU0354268	05/03/2023	12173	Weather Control	01 2220 640 003 000	17.10	
ARU0354268	05/03/2023	12173	A Greek Adventure	01 2220 640 003 000	18.89	
ARU0354268	05/03/2023	12173	Greta Thunberg: Climate Activist	01 2220 640 003 000	16.24	
ARU0354268	05/03/2023	12173	Jill Biden: Educator	01 2220 640 003 000	16.24	
ARU0354268	05/03/2023	12173	Kamala Harris: Vice President	01 2220 640 003 000	16.24	
ARU0354268	05/03/2023	12173	Selena Gomez: Mental Health Advocate	01 2220 640 003 000	16.24	
Check Number: 61471	Check Type: Check	Check Date: 06/12/2023	Vendor: STAPLES	STAPLES BUSINESS ADVANTAGE	Check Total: 3.58	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
3537885997	05/12/2023	11956	Classroom/Shop Coop Supplies	01 1100 610 001 040	3.58	
Check Number: 61472	Check Type: Check	Check Date: 06/12/2023	Vendor: TEACHERSPA	TEACHERS PAY TEACHERS.COM	Check Total: 82.94	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
384443	06/05/2023	12098	Little Kindergarten SCIENCE Thinkers {YE	01 1100 610 003 010	79.95	
384443	06/05/2023	12098	PROCESSING FEE	01 1100 610 003 010	2.99	
Check Number: 61473	Check Type: Check	Check Date: 06/12/2023	Vendor: VOYAGER	VOYAGER FLEET SYSTEMS, INC.	Check Total: 219.81	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
8691497732-0011	06/01/2023		TAX ADJUSTMENT	01 2710 626 000 000	(31.35)	
8691497732-0011	06/01/2023		FUEL PURCHASES	01 2710 626 000 000	570.92	
8691497732-0011	06/01/2023		CREDIT	01 2710 626 000 000	(319.76)	
Check Number: 61474	Check Type: Check	Check Date: 06/12/2023	Vendor: WESTERNNEO	WESTERN NEBRASKA OBSERVER	Check Total: 417.42	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
703674	04/06/2023		PRE-K & K REGISTRATIONS ADVER	01 2310 540 000 000	128.25	
703756	04/13/2023		PRE-K & K REGISTRATIONS ADVER	01 2310 540 000 000	128.25	
704314	05/25/2023		LEGAL NOTICE BOARD VACANCY	01 2310 540 000 000	5.28	
704315	05/25/2023		LEGAL NOTICE BOARD VACANCY	01 2310 540 000 000	18.47	
704355	06/05/2023		PUBLIC MEETING NOTIFICATION	01 2310 540 000 000	9.23	

**Detail Check Register**

<b>Checking Account: 01</b>		<b>GENERAL FUND 01-101</b>				
704516	06/01/2023		SCHOOL BOARD MINUTES	01 2310 540 000 000	127.94	
Check Number: 61475	Check Type: Check	Check Date: 06/12/2023	Vendor: WOODWINDBR	WOODWIND BRASSWIND	Check Total:	4,377.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
ARINV67292366	05/10/2023	12164	YSh-301 Series Fiberglass BBb Sousaphone	01 1100 733 001 030	4,377.00	
Check Number: 61476	Check Type: Check	Check Date: 06/12/2023	Vendor: WPCI	WPCI	Check Total:	76.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
S158296	06/07/2023	12303	Random DOT drug screens	01 2710 890 000 000	76.00	
Check Number: 61477	Check Type: Check	Check Date: 06/12/2023	Vendor: JAYMARBUSI	JAYMAR BUSINESS FORMS, INC.	Check Total:	393.04
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
062731	06/08/2023		activity/lunch fund checks	01 2510 610 000 000	393.04	

\*Denotes Expensed Invoice Item

Checking Account ID: 01 Total without Voids: 103,847.92

**Detail Check Register**

<b>Checking Account: 05</b>		<b>ACTIVITY FUND 05-101</b>					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
Check Number: 18795	Check Type: Check	Check Date: 06/12/2023	Vendor: FLOWERHAVE	FLOWER HAVEN	Check Total:	75.00	
1014	05/25/2023		ARRANGEMENT	05 2900 610 001 323	75.00		
Check Number: 18796	Check Type: Check	Check Date: 06/12/2023	Vendor: HOLIDAYIN7	HOLIDAY INN EXPRESS	Check Total:	1,119.60	
205898-00	05/24/2023		STATE GOLF ROOMS	05 2900 580 001 199	1,119.60		
Check Number: 18797	Check Type: Check	Check Date: 06/12/2023	Vendor: HOMETOWNH	HOMETOWN HARDWARE	Check Total:	33.99	
112734	04/19/2023		TRACK TAPE MEASURE	05 2900 610 001 163	33.99		
Check Number: 18798	Check Type: Check	Check Date: 06/12/2023	Vendor: JOSTENS	JOSTENS	Check Total:	106.18	
770681	04/27/2023		VAL MEDAL	05 2900 610 001 323	17.00		
770681	04/27/2023		SAL MEDAL	05 2900 610 001 323	17.00		
770681	04/27/2023		HONORS MEDALS	05 2900 610 001 323	34.00		
770681	04/27/2023		GOLD ACADEMIC MEDALLION	05 2900 610 001 323	16.00		
770681	04/27/2023		SHIPPING	05 2900 610 001 323	22.18		
Check Number: 18799	Check Type: Check	Check Date: 06/12/2023	Vendor: ACEHARDWAR	KIMBALL ACE HARDWARE	Check Total:	91.86	
2161	04/19/2023		TRACK	05 2900 610 001 163	91.86		
Check Number: 18800	Check Type: Check	Check Date: 06/12/2023	Vendor: KIMBALLPUB	KIMBALL PUBLIC SCHOOLS	Check Total:	132.63	
MAY NUTRITION INVOIC	06/01/2023		CONCESSIONS	05 2900 610 001 325	132.63		
Check Number: 18801	Check Type: Check	Check Date: 06/12/2023	Vendor: KIMBALLSER	KIMBALL SERVICE CENTER	Check Total:	40.00	
K52756	04/27/2023	12191	Tire fix	05 2900 810 001 701	40.00		
Check Number: 18802	Check Type: Check	Check Date: 06/12/2023	Vendor: NCA	NCA	Check Total:	390.00	
BURKS-2023-24	05/25/2023		MEMBERSHIP	05 2900 810 001 144	130.00		
REICH 2023-24	05/24/2023		MEMBERSHIP	05 2900 810 000 120	130.00		
WURDEMAN MEM 23-24	05/24/2023		MEMBERSHIP	05 2900 810 001 144	43.33		
WURDEMAN MEM 23-24	05/24/2023		MEMBERSHIP	05 2900 810 001 164	43.34		
WURDEMAN MEM 23-24	05/24/2023		MEMBERSHIP	05 2900 810 001 165	43.33		
Check Number: 18803	Check Type: Check	Check Date: 06/12/2023	Vendor: PANHANDLEC	PANHANDLE COOP ASSOCIATION	Check Total:	272.67	

**Detail Check Register**

<b>Checking Account: 05</b>		<b>ACTIVITY FUND 05-101</b>				
726070	02/06/2023		HONORS AWARDS	05 2900 610 001 501	2.99	
726178	06/05/2023		HONORS AWARDS	05 2900 610 001 501	4.00	
726500	06/05/2023		HONORS AWARDS	05 2900 610 001 501	4.00	
726524	05/04/2023	12214	drinks for concession stand	05 2900 610 001 325	71.10	
726529	05/04/2023	12219	drinks for the concession stand	05 2900 610 001 325	30.61	
726547	05/15/2023	12242	Refund for drinks for concession stand	05 2900 610 001 325	(211.10)	
726547	05/15/2023	12242	Drinks for concession stand	05 2900 610 001 325	325.15	
726547	05/15/2023	12242	Drinks for concession stand	05 2900 610 001 325	27.98	
726549	05/09/2023	12296	water for FB fundraiser meal	05 2900 610 001 721	17.94	
Check Number: 18804		Check Type: Check	Check Date: 06/12/2023	Vendor: SCHOOLHEA2	SCHOOL HEALTH CORPORATION	Check Total: 669.07
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
4199251-00	05/03/2023	12004	Athletic supplies FB / Medical / VB / Wr	05 2900 610 001 100	644.72	
4199251-01	05/05/2023	12004	towels	05 2900 610 001 100	24.35	
Check Number: 18805		Check Type: Check	Check Date: 06/12/2023	Vendor: VINCESCORN	VINCE'S CORNER	Check Total: 33.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
PIZZA---	05/17/2023	12058	pizza	05 2900 610 003 410	33.00	

\*Denotes Expensed Invoice Item

Checking Account ID: 05

Total without Voids: 2,964.00

Detail Check Register

Checking Account: 06		SCHOOL NUTRITUION FUND 06-101				
Check Number: 6131	Check Type: Check	Check Date: 06/12/2023	Vendor: CASHWADIST	CASH-WA DISTRIBUTING	Check Total:	4,869.56
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
13783624	05/01/2023		ML FOOD	06 3100 630 003 000	348.49	
13786380	05/04/2023		ML SUPPLIES	06 3100 610 003 000	414.55	
13786380	05/04/2023		ML FOOD	06 3100 630 003 000	1,180.44	
13786504	05/04/2023		HS SUPPLIES	06 3100 610 001 000	149.35	
13786504	05/04/2023		DISTRICT	06 3100 630 000 000	103.20	
13786504	05/04/2023		HS FOOD	06 3100 630 001 000	987.13	
13794945	05/11/2023		ML FOOD	06 3100 630 003 000	1,152.76	
13795011	05/11/2023		HS SUPPLIES	06 3100 610 001 000	54.30	
13795011	05/11/2023		HS FOOD	06 3100 630 001 000	479.34	
Check Number: 6132	Check Type: Check	Check Date: 06/12/2023	Vendor: HILANDDAIR	HILAND DAIRY FOODS COMPANY, LLC	Check Total:	2,182.74
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
1713785-	04/25/2023		ML MILK DELIVERY	06 3100 630 003 000	191.88	
1713786-	04/25/2023		HS MILK DELIVERY	06 3100 630 001 000	126.61	
1713787-	06/05/2023		HS MILK DELIVERY	06 3100 630 001 000	(13.06)	
1713870-	06/05/2023		ML MILK DELIVERY	06 3100 630 003 000	233.43	
1713972-	06/05/2023		ML MILK DELIVERY	06 3100 630 003 000	237.76	
1713973	05/02/2023		HS MILK DELIVERY	06 3100 630 001 000	151.84	
1713974	05/02/2023		HS MILK DELIVERY	06 3100 630 001 000	(4.40)	
1714051	06/05/2023		ML MILK DELIVERY	06 3100 630 003 000	281.70	
1714127	05/09/2023		ML MILK DELIVERY	06 3100 630 003 000	237.76	
1714128	05/09/2023		ML MILK DELIVERY	06 3100 630 003 000	(43.95)	
1714129	05/09/2023		HS MILK DELIVERY	06 3100 630 001 000	105.91	
1714209	05/12/2023		ML MILK DELIVERY	06 3100 630 003 000	235.79	
1714281	05/16/2023		ML MILK DELIVERY	06 3100 630 003 000	191.84	
1714282	05/16/2023		HS MILK DELIVERY	06 3100 630 001 000	127.89	
1714283	06/05/2023		HS MILK DELIVERY	06 3100 630 001 000	(24.17)	
1714366	05/19/2023		ML MILK DELIVERY	06 3100 630 003 000	255.78	
1714537	05/26/2023		HS MILK DELIVERY	06 3100 630 001 000	(43.95)	
1714608	05/30/2023		ML MILK DELIVERY	06 3100 630 003 000	105.92	
1714609	06/05/2023		ML MILK DELIVERY	06 3100 630 003 000	(171.84)	
Check Number: 6133	Check Type: Check	Check Date: 06/12/2023	Vendor: PANHANDLEC	PANHANDLE COOP ASSOCIATION	Check Total:	32.83
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
726615	05/18/2023		FRESH PRODUCE	06 3100 630 003 000	32.83	
Check Number: 6134	Check Type: Check	Check Date: 06/12/2023	Vendor: USFOODSGRA	US FOODS - GRAND ISLAND	Check Total:	3,624.77
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
3919696	05/03/2023		ML FOOD	06 3100 610 003 000	946.48	
3919696	05/03/2023		ML SUPPLIES	06 3100 610 003 000	47.15	
3919697	05/03/2023		HS FOOD	06 3100 630 001 000	643.88	

Detail Check Register

Checking Account: 06

SCHOOL NUTRITUION FUND 06-101

4098055	05/10/2023	ML FOOD	06 3100 630 003 000	1,381.99
4098056	05/10/2023	HS SUPPLIES	06 3100 610 001 000	22.83
4098056	05/10/2023	HS FOOD	06 3100 630 001 000	582.44

\*Denotes Expensed Invoice Item

Checking Account ID: 06

Total without Voids: 10,709.90

**Detail Check Register**

**Checking Account: 08**

**BUILDING FUND 08-101**

Check Number: 1534	Check Type: Check	Check Date: 06/12/2023	Vendor: ACEHARDWAR	KIMBALL ACE HARDWARE	Check Total:	121.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2172	04/20/2023		STUDENT CENTER TABLES	08 4700 733 000 000	7.28	
2188	04/23/2023		STUDENT CENTER TABLES	08 4700 733 000 000	73.23	
2189	04/23/2023		STUDENT CENTER TABLES	08 4700 733 000 000	40.49	
Check Number: 1535	Check Type: Check	Check Date: 06/12/2023	Vendor: VALLEYSTEE	VALLEY STEEL AND WIRE CO	Check Total:	394.77
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
44464	03/20/2023		STUDENT CENTER	08 4700 733 000 000	299.19	
45978	04/18/2023		STUDENT CENTER TABLE	08 4700 733 000 000	95.58	
Check Number: 1536	Check Type: Check	Check Date: 06/12/2023	Vendor: HAYSROOF	HAYS CONTRACTING	Check Total:	38,225.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
313202301	06/12/2023		1/2 DOWN OF HS VESTIBULE	08 4700 720 000 000	13,300.00	
313202302	06/12/2023		1/2 DOWN ML VESTIBULE	08 4700 720 000 000	24,925.00	

\*Denotes Expensed Invoice Item

Checking Account ID: 08

Total without Voids: 38,740.77



## KIMBALL PUBLIC SCHOOLS

Administration Offices  
 901 South Nadine Street  
 Kimball, NE 69145

Mr. Trevor Anderson, Superintendent	(308) 235-2188
Carmela Graves, Business Manager	Fax (308) 235-3269

June 12, 2023

Treasurer's report is as follows:

		May-23	May-22
Amount received from County Treasurer		1,617,045.61	1,788,660.87
Bank Balance	May 31, 2023	192,924.32	538,358.22
Savings Account General Funds	May 31, 2023	3,102,336.20	2,434,859.62
Depreciation Fund	May 31, 2023	448,834.59	162,450.06
Building Fund	May 31, 2023	641,946.83	2,594,863.22
Nutrition Fund	May 31, 2023	112,505.60	120,232.08
Activity Fund	May 31, 2023	57,416.12	130,434.68
Total Available Funds	May 31, 2023	4,555,963.66	5,981,197.88
Payroll Gross		316,207.39	316,101.57
Amount of Bills		153,328.59	118,333.49
Blue Cross Blue Shield/HSA Pmt/UNUM Life		78,408.21	71,168.88
Nebraska School Retirement		29,647.83	29,988.38
FirsTier Bank (FICA)		23,781.39	23,287.13
Total Amount of Expenses		601,373.41	558,879.45
Balance Remaining after Expenses		3,954,590.25	5,422,318.43

**Monthly Finance Report to the Board**

Jun-23

<b>**Reconciled Balances as of MAY 31, 2023</b>		
(Balance on Books)		
	2021-2022	2022-2023
General - Checking	\$ 538,358.22	\$ 192,924.32
General - Savings	\$ 2,434,859.62	\$ 3,102,336.20
Depreciation	\$ 162,450.06	\$ 448,834.59
Activity	\$ 130,434.68	\$ 57,416.12
Nutrition	\$ 120,232.08	\$ 112,505.60
Spec Building	\$ 2,594,863.22	\$ 641,946.83
<b>FUNDS TOTAL</b>	<b>\$ 5,981,197.88</b>	<b>\$ 4,555,963.66</b>

<b>JUNE GF EXPENDITURES</b>		
	2021-2022	2022-2023
GF Bills Payable	\$ 107,347.66	\$ 103,847.92
GF Payroll	\$ 441,934.74	\$ 437,811.83
(including Ins, RET & Tax)	<b>\$ 549,282.40</b>	<b>\$ 541,659.75</b>
<b>MAY REVENUE</b>		
Beginning Cash	\$ 85,815.18	\$ 73,656.42
GF Transfer	\$ 680,000.00	\$ 585,000.00
State Aid	\$ 481,049.32	\$ 51,068.47
Kimball County	\$ 1,788,660.87	\$ 1,617,045.61
Interest	\$ 202.68	\$ 11,517.61
<b>Total Month Available</b>	<b>\$ 3,035,728.05</b>	<b>\$ 2,338,288.11</b>

<b>Three Year Comparison</b>			
<b>GF Revenue</b>			
	2020-2021	2021-2022	2022-2023
September	\$ 1,868,483.09	\$ 1,856,081.18	\$ 1,742,904.71
October	\$ 171,495.91	\$ 280,137.01	\$ 174,086.98
November	\$ 137,229.57	\$ 103,078.48	\$ 119,263.73
December	\$ 178,189.90	\$ 201,805.61	\$ 134,113.69
January	\$ 897,599.19	\$ 862,650.98	\$ 980,978.07
February	\$ 807,393.42	\$ 419,359.54	\$ 697,558.26
March	\$ 506,036.13	\$ 402,894.18	\$ 371,544.17
April	\$ 279,311.06	\$ 219,875.66	\$ 261,033.04
May	\$ 2,055,700.47	\$ 2,270,649.87	\$ 1,679,707.69
June	\$ 422,857.61	\$ 600,914.46	
July	\$ 151,623.62	\$ 220,095.13	
August	\$ 81,462.30	\$ 264,327.29	
<b>Running Total (YTD)</b>	<b>\$ 6,901,438.74</b>	<b>\$ 6,616,532.51</b>	<b>\$ 6,161,190.34</b>
<b>Total Revenue</b>	<b>\$ 7,557,382.27</b>	<b>\$ 7,701,869.39</b>	<b>\$ 6,161,190.34</b>
<b>% OF BUD (YTD)</b>	<b>92.01%</b>	<b>93.68%</b>	<b>85.36%</b>
Annual Budget	\$ 7,501,033.00	\$ 7,063,100.00	\$ 7,217,500.00
% of Bud Rec	100.75%	109.04%	85.36%

<b>JUNE NUTRITION FUND</b>		
	2021-2022	2022-2023
NF Bills Payable	\$ 9,505.95	\$ 10,709.90
NF Payroll	\$ 10,996.26	\$ 10,232.99
	<b>\$ 20,502.21</b>	<b>\$ 20,942.89</b>
<b>MAY REVENUE</b>		
Beginning Cash	\$ 115,706.13	\$ 120,594.77
LUNCH INFINITE CAMPUS	\$ 664.34	\$ 4,841.75
SFSP Lunch Claim	\$ 25,341.29	\$ 16,590.22
Checks	\$ 5,446.18	\$ 4,492.55
INTEREST		\$ 465.55
	<b>\$ 147,157.94</b>	<b>\$ 146,984.84</b>

<b>Three Year Comparison</b>			
<b>GF Expenditures</b>			
	2020-2021	2021-2022	2022-2023
September	\$ 487,856.67	\$ 619,836.07	\$ 620,981.51
October	\$ 641,984.80	\$ 523,352.74	\$ 534,128.42
November	\$ 481,522.15	\$ 554,319.21	\$ 577,459.83
December	\$ 519,205.37	\$ 566,973.73	\$ 548,956.70
January	\$ 582,972.59	\$ 501,526.94	\$ 515,206.81
February	\$ 519,241.72	\$ 548,304.59	\$ 571,713.07
March	\$ 514,916.61	\$ 531,266.35	\$ 544,625.81
April	\$ 506,026.92	\$ 968,021.51	\$ 560,117.59
May	\$ 574,550.04	\$ 716,429.52	\$ 611,056.17
June	\$ 511,002.51	\$ 565,530.15	
July	\$ 515,436.00	\$ 643,475.88	
August	\$ 541,057.17	\$ 433,623.09	
<b>Running Total (YTD)</b>	<b>\$ 4,828,276.87</b>	<b>\$ 5,530,030.66</b>	<b>\$ 5,084,245.91</b>
<b>Total Expenditures</b>	<b>\$ 6,395,772.55</b>	<b>\$ 7,172,659.78</b>	<b>\$ 5,084,245.91</b>
<b>% of Bud Spent (YTD)</b>	<b>52.41%</b>	<b>59.14%</b>	<b>52.80%</b>
Annual Budget	\$ 9,212,197.00	\$ 9,350,752.00	\$ 9,629,521.00
<b>% of Bud Spent</b>	<b>69.43%</b>	<b>59.14%</b>	<b>52.80%</b>

**BOARD BUDGET REPORT OF REVENUES**

Acct #	Acct Description	Current Mo	YTD	Budget	% of Budget	Prev Yr Mo	Prev YTD	Prev Budget	Prev % of Budget
01	<b>GENERAL FUND</b>								
01 1100	PROPERTY TAXES	1,371,515.88	4,716,796.40	5,650,000.00	83.48	1,512,316.98	4,760,345.98	5,450,000.00	87.35
01 1115	CARLINE TAXES	17,579.45	21,663.52	35,000.00	61.90	20,593.66	30,048.83	35,000.00	85.85
01 1125	MOTOR VEHICLE TAXES	21,936.43	175,723.01	250,000.00	70.29	16,835.21	168,684.92	260,000.00	64.88
01 1140	PROP TAX PENALTIES & INTEREST	9.94	23,685.55	20,000.00	118.43	63.05	16,900.00	20,000.00	84.50
01 1311	DRIVER EDUCATION FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1510	INTEREST	11,517.61	61,653.34	10,000.00	616.53	202.68	1,766.34	10,000.00	17.66
01 1911	LOCAL LICENSE FEES AND COURT FINES	7,462.15	55,863.43	5,000.00	1,117.27	3,360.64	40,182.44	5,000.00	803.65
01 1921	POLICE COURT FINES	100.00	300.00	1,000.00	30.00	0.00	500.00	1,000.00	50.00
01 1951	MISC REVENUE OTHER SCHOOL DIST	0.00	21,500.00	10,000.00	215.00	0.00	3,925.00	10,000.00	39.25
01 1960	ABSORB UNUSED BUDGET AUTHORITY	0.00	0.00	0.00	0.00	0.00	0.00	325,000.00	0.00
01 1990	OTHER LOCAL REVENUE	76.00	14,942.63	10,000.00	149.43	737.00	10,332.80	1,000.00	1,033.28
01 2110	COUNTY FINES & LICENSE FEES	0.00	15,998.55	10,000.00	159.99	0.00	0.00	20,000.00	0.00
01 3110	STATE AID EDUCATION	5,168.00	41,402.94	50,000.00	82.81	9,960.00	44,932.66	50,000.00	89.87
01 3120	STATE AID - SPED	41,840.00	199,155.00	275,000.00	72.42	32,869.00	177,361.00	275,000.00	64.49
01 3125	SPED SCHOOL AGE TRANSPORTATION	0.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00
01 3130	HOMESTEAD ALLOCATION	15,991.08	47,973.24	75,000.00	63.96	14,599.22	50,040.10	0.00	0.00
01 3131	PROPERTY TAX CREDIT	161,107.58	322,215.16	250,000.00	128.89	156,112.80	312,225.60	0.00	0.00
01 3132	PROP TAX CREDIT-RAILROADS/PUBLIC SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 3133	NAMEPLATE CAPACITY TAX	14,955.23	14,955.23	65,000.00	23.01	59,784.46	59,784.46	70,000.00	85.41
01 3180	PRO RATA MOTOR VEHICLE	6,387.87	9,457.64	15,000.00	63.05	4,994.85	9,731.62	15,000.00	64.88
01 3400	STATE APPORTNMENT	0.00	61,757.67	50,000.00	123.52	0.00	42,873.60	50,000.00	85.75
01 3512	DISTRICT ED INCENTIVE	0.00	0.00	5,000.00	0.00	0.00	1,688.56	5,000.00	33.77
01 3535	HIGH ABILITY LEARNERS	0.00	4,811.00	5,000.00	96.22	0.00	4,877.00	5,000.00	97.54
01 3570	STATE GRANT: TEACHER EVALUATION 2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 3990	OTHER STATE RECEIPTS	0.00	0.00	1,000.00	0.00	0.00	0.00	100.00	0.00
01 4105	UNIVERSAL SERVICE FUND (E-RATE)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 4310	REAP - US DEPT OF ED	0.00	30,491.00	40,000.00	76.23	0.00	25,156.76	30,000.00	83.86
01 4421	IDEA PART B (ARP) BASE & ENROLLMENT POVERTY ALLOCATION BIRTH THROUGH AGE 21	0.00	16,725.00	0.00	0.00	0.00	0.00	0.00	0.00
01 4505	TITLE I	0.00	83,941.00	85,000.00	98.75	0.00	85,592.00	90,000.00	95.10
01 4506	TITLE I ACCOUNTABILITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 4509	TITLE II, PART A	0.00	19,874.00	20,000.00	99.37	0.00	17,847.00	20,000.00	89.24
01 4512	IDEA PART B BASE ALLOCATION	0.00	0.00	0.00	0.00	0.00	0.00	55,000.00	0.00
01 4516	IDEA BASE 3-5	0.00	5,935.00	6,000.00	98.92	0.00	5,869.00	5,000.00	117.38
01 4518	IDEA PART B BASE & ENROLLMENT POVERTY	0.00	125,409.00	0.00	0.00	0.00	96,405.00	0.00	0.00
01 4519	IDEA PART B	0.00	0.00	100,000.00	0.00	0.00	0.00	65,000.00	0.00
01 4521	IDEA PART B PROPORIONATE SHARE	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00
01 4530	PBIS - OTHER FEDERAL REVENUES	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
01 4531	AFTERSCHOOL-TITLE IV, PART B	0.00	60,500.00	60,000.00	100.83	0.00	59,428.00	60,000.00	99.05
01 4708	MEDICAID RECEIPTS/M.I.P.S	4,060.47	8,461.03	6,000.00	141.02	1,622.32	3,327.31	0.00	0.00
01 4709	MECCA TECH MONIES	0.00	0.00	2,500.00	0.00	0.00	2,342.21	20,000.00	11.71
01 4900	OTHER FEDERAL SOURCE	0.00	0.00	100,000.00	0.00	0.00	0.00	100,000.00	0.00
01 4997	ESSER II	0.00	0.00	0.00	0.00	153,378.00	271,376.00	0.00	0.00
01 4998	ESSER III	0.00	0.00	0.00	0.00	283,220.00	283,220.00	0.00	0.00
01 5200	TRANSFERS FROM OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 6300	SPECIAL ITEMS SIGNIFACANT TRANSACTIONS	0.00	0.00	0.00	0.00	0.00	30,318.32	0.00	0.00
01 9000	Non Program Receipts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		<u>1,679,707.69</u>	<u>6,161,190.34</u>	<u>7,217,500.00</u>	<u>85.36</u>	<u>2,270,649.87</u>	<u>6,617,082.51</u>	<u>7,063,100.00</u>	<u>93.69</u>
01	<b>GENERAL FUND</b>	<u>1,679,707.69</u>	<u>6,161,190.34</u>	<u>7,217,500.00</u>	<u>85.36</u>	<u>2,270,649.87</u>	<u>6,617,082.51</u>	<u>7,063,100.00</u>	<u>93.69</u>
02	<b>DEPRECIATION FUND</b>								
02 1510	INTEREST ON LOCAL REV RECEIPTS	0.00	10,732.62	0.00	0.00	14.24	128.98	1,500.00	8.60
02 5200	TRANSFERS FROM OTHER FUNDS	0.00	0.00	200,000.00	0.00	0.00	0.00	200,000.00	0.00
02 5301	INSURANCE ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02 5690	OTHER LOCAL REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		<u>0.00</u>	<u>10,732.62</u>	<u>200,000.00</u>	<u>5.37</u>	<u>14.24</u>	<u>128.98</u>	<u>201,500.00</u>	<u>0.06</u>

**BOARD BUDGET REPORT OF REVENUES**

Acct #	Acct Description	Current Mo	YTD	Budget	% of Budget	Prev Yr Mo	Prev YTD	Prev Budget	Prev % of Budget
02	DEPRECIATION FUND	0.00	10,732.62	200,000.00	5.37	14.24	128.98	201,500.00	0.06
05	ACTIVITIES								
05 1510 0500	HS MISCELLANEOUS FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1510 0502	HS INTEREST EARNED ON ACCOUNT	1,997.87	3,625.18	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0100	ATHLETIC FUND	(590.00)	(598.00)	25,000.00	(2.39)	2,418.52	885.61	25,000.00	3.54
05 1710 0101	ACTIVITY TICKETS	0.00	165,866.84	3,000.00	5,528.89	0.00	2,449.00	3,000.00	81.63
05 1710 0110	FB GATE RECEIPTS	0.00	2,482.00	4,000.00	62.05	0.00	0.00	0.00	0.00
05 1710 0120	VB GATE RECEIPTS	0.00	1,439.00	3,000.00	47.97	0.00	2,016.00	3,000.00	67.20
05 1710 0140	BBB/GBB GATE RECEIPTS	0.00	4,468.00	6,000.00	74.47	0.00	5,056.90	6,000.00	84.28
05 1710 0150	WR GATE RECEIPTS	0.00	387.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0160	TR GATE RECEIPTS	1,755.95	1,755.95	1,000.00	175.60	1,000.00	1,000.00	0.00	0.00
05 1710 0180	JH FOOTBALL ADMISSIONS	0.00	1,360.75	1,000.00	136.08	0.00	563.00	1,000.00	56.30
05 1710 0181	JH VOLLEYBALL ADMISSIONS	0.00	226.00	1,000.00	22.60	0.00	1,059.00	1,000.00	105.90
05 1710 0182	JH BASKETBALL ADMISSIONS	0.00	974.00	1,000.00	97.40	0.00	424.00	1,000.00	42.40
05 1710 0183	JH WRESTLING ADMISSIONS	0.00	346.00	1,000.00	34.60	0.00	964.00	1,000.00	96.40
05 1790 000	OTHER STUDENT ACTIVITY INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1790 0130	XC ENTRY FEES	0.00	880.00	500.00	176.00	0.00	640.00	500.00	128.00
05 1790 0170	BOYS GOLF ENTRY FEES	255.00	290.00	350.00	82.86	315.00	315.00	250.00	126.00
05 1790 0176	GIRLS GOLF ENTRY FEES	0.00	340.00	350.00	97.14	0.00	350.00	250.00	140.00
05 1790 0183	JH WRESTLING FEES	0.00	662.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1790 0184	JH TRACK FEES	0.00	375.00	1,000.00	37.50	0.00	825.00	1,000.00	82.50
05 1790 0210	PADLOCK DEPOSITS	0.00	268.00	250.00	107.20	0.00	28.00	250.00	11.20
05 1790 0211	BOOK FINES/FEES	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00
05 1790 0701	FFA FUND	0.00	60.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1920 000	DONATIONS & SPONSORSHIPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1920 0205	FFA PLASMACAM FUND	500.00	500.00	1,000.00	50.00	699.18	699.18	1,000.00	69.92
05 1920 0209	POP FUND	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00
05 1920 0218	HS STUDENT COUNCIL	0.00	0.00	250.00	0.00	0.00	396.00	0.00	0.00
05 1920 0219	NATIONAL HONOR SOCIETY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1920 0222	BACKPACK FOOD PROGRAM	0.00	0.00	0.00	0.00	0.00	2,500.00	0.00	0.00
05 1920 0225	ONE ACTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1920 0255	SANTA'S ELVES DONATION FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1920 0260	HS QUIZ BOWL	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00
05 1920 0266	ACTIVITIES SPONSOR	9,000.00	13,000.00	25,000.00	52.00	0.00	0.00	0.00	0.00
05 1920 0270	O'BRIEN READING CABINET	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1920 0323	CLASS OF 2023	0.00	0.00	500.00	0.00	0.00	15,315.78	10,000.00	153.16
05 1920	CLASS OF 2024	0.00	14,408.45	10,000.00	144.08	1,094.00	3,955.60	5,000.00	79.11

**BOARD BUDGET REPORT OF REVENUES**

Acct #	Acct Description	Current Mo	YTD	Budget	% of Budget	Prev Yr Mo	Prev YTD	Prev Budget	Prev % of Budget
0324									
05 1920 0325	CLASS OF 2025	1,470.40	2,012.20	1,000.00	201.22	0.00	506.00	0.00	0.00
05 1920 0701	FFA FUND	3,233.79	8,805.43	20,000.00	44.03	5,519.00	23,130.68	20,000.00	115.65
05 1920 0738	ESPORTS	0.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1920 0763	TOM SOUTHARD MEMORIAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1920 0999	SCHOLARSHIP INCOME	0.00	(125,341.18)	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0108	MEDICAL SUPPLIES/EQUIP	0.00	(168,655.47)	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0109	UNIFORMS	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0111	FB OFFICIALS	0.00	14,827.98	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0113	FB SUPPLIES/EQUIP/MISC	0.00	2,150.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0123	VB SUPPLIES/EQUIP/MISC	0.00	0.00	0.00	0.00	0.00	(269.33)	0.00	0.00
05 1990 0133	XC SUPPLIES/EQUIP/MISC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0137	CHEERLEADING TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0141	BBB/GBB OFFICIALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0142	BBB TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0143	BBB SUPPLIES/EQUIP/MISC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0153	WR SUPPLIES/EQUIP/MISC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0162	TR TRAVEL	0.00	0.00	0.00	0.00	750.00	750.00	0.00	0.00
05 1990 0163	TR SUPPLIES/EQUIP/MISC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0199	STATE/NATIONAL EXPENSES	30.00	30.00	0.00	0.00	0.00	190.00	0.00	0.00
05 1990 0202	YEARBOOK	0.00	300.00	2,000.00	15.00	0.00	60.00	2,000.00	3.00
05 1990 0203	VO AG PROJECT MATERIALS	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00
05 1990 0207	JR CLASS CONCESSION EQUIP FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0208	FACILITY USE	0.00	125.00	500.00	25.00	0.00	0.00	0.00	0.00
05 1990 0215	SPEECH	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
05 1990 0220	WOODSHOP PROJECTS	904.00	1,934.00	10,000.00	19.34	47.25	686.58	10,000.00	6.87
05 1990 0235	THE RANCH	0.00	63.00	1,000.00	6.30	0.00	2,364.37	0.00	0.00
05 1990 0245	HEALTH & WELLNESS FUND	0.00	0.00	0.00	0.00	0.00	150.00	0.00	0.00
05 1990 0265	JH QUIZ BOWL	0.00	50.00	500.00	10.00	0.00	125.00	500.00	25.00
05 1990 0317	CLASS OF 2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0319	CLASS OF 2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0320	CLASS OF 2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0321	CLASS OF 2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0322	CLASS OF 2022	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00
05 1990 0324	CLASS OF 2024	0.00	3,756.50	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0325	CLASS OF 2025	0.00	675.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0400	GRADE ACTIVITY MISCELLANEOUS	29.10	497.38	1,000.00	49.74	0.00	336.10	1,500.00	22.41

**BOARD BUDGET REPORT OF REVENUES**

Acct #	Acct Description	Current Mo	YTD	Budget	% of Budget	Prev Yr Mo	Prev YTD	Prev Budget	Prev % of Budget
05 1990 0410	GRADE ACTIVITY LEADERSHIP FUND	0.00	1,740.39	0.00	0.00	0.00	1,998.00	0.00	0.00
05 1990 0450	JANICEK STOCK MARKET FUNDRAISER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0500	HS MISCELLANEOUS FUND	0.00	115,653.12	1,000.00	11,565.31	0.00	85.44	1,000.00	8.54
05 1990 0601	BAND ACTIVITY	660.00	1,100.00	1,500.00	73.33	0.00	508.00	1,500.00	33.87
05 1990 0602	SCHOOL INSTRUMENT & REPAIRS	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00
05 1990 0603	CHORUS	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00
05 1990 0606	SHOW CHOIR UNIFORMS	0.00	3,792.00	5,000.00	75.84	0.00	1,046.00	5,000.00	20.92
05 1990 0607	ELEM SHOW CHOIR	0.00	160.00	1,000.00	16.00	0.00	391.50	1,000.00	39.15
05 1990 0701	FFA FUND	0.00	16,872.50	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0703	JH CONCESSIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0705	CHEERLEADING FUNDRAISING	7,573.00	13,282.57	20,000.00	66.41	7,365.00	13,550.00	20,000.00	67.75
05 1990 0707	INTERACT CLUB	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00
05 1990 0709	JH STUDENT COUNCIL	0.00	94.00	0.00	0.00	0.00	66.00	0.00	0.00
05 1990 0711	HS STUCO FUNDRAISER	0.00	461.00	2,000.00	23.05	0.00	0.00	2,000.00	0.00
05 1990 0713	NATIONAL HONOR SOCIETY FUNDRAISER	200.00	498.50	500.00	99.70	0.00	410.00	500.00	82.00
05 1990 0715	XC FUNDRAISING	0.00	0.00	2,000.00	0.00	0.00	244.00	2,000.00	12.20
05 1990 0717	BOYS GOLF FUNDRAISING	0.00	120.00	1,000.00	12.00	0.00	120.00	1,000.00	12.00
05 1990 0719	GIRLS GOLF FUNDRAISING	0.00	100.00	1,000.00	10.00	0.00	0.00	1,000.00	0.00
05 1990 0721	FB FUNDRAISING	1,328.00	2,910.81	10,000.00	29.11	0.00	215.03	2,000.00	10.75
05 1990 0723	VOLLEYBALL FUNDRAISER	522.00	1,733.80	15,000.00	11.56	260.23	2,179.01	15,000.00	14.53
05 1990 0725	BBB FUNDRAISING	0.00	1,614.50	5,000.00	32.29	1,325.00	2,050.00	1,000.00	205.00
05 1990 0727	GBB FUNDRAISING	0.00	5,415.00	5,000.00	108.30	0.00	3,450.00	1,500.00	230.00
05 1990 0729	WRESTLING FUNDRAISING	0.00	1,340.00	5,000.00	26.80	0.00	1,009.00	3,000.00	33.63
05 1990 0731	TRACK FUNDRAISING	10.00	560.00	1,000.00	56.00	0.00	0.00	1,000.00	0.00
05 1990 0735	WEIGHT LIFTING CLUB	0.00	6,208.87	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0739	STAND	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00
05 1990 0741	ART CLASS PROJECTS	0.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0743	MATH CLUB	0.00	0.00	100.00	0.00	20.00	40.00	100.00	40.00
05 1990 0745	SCIENCE CLUB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0753	SPEECH FUNDRAISING	0.00	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
05 1990 0755	ONE ACT FUNDRAISING	0.00	720.00	1,000.00	72.00	0.00	678.53	1,000.00	67.85
05 1990 0757	LONGHORNS COMMITTED	2,273.23	2,273.23	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0759	CIVICS FUNDRAISER	4,150.00	4,626.00	0.00	0.00	0.00	0.00	1,000.00	0.00
05 1990 0761	KIMBALL PREVENTION COALITION	(1,693.23)	(951.23)	0.00	0.00	0.00	0.00	0.00	0.00
05 1990 0762	EDUCATION QUEST	0.00	2,500.00	2,000.00	125.00	0.00	0.00	0.00	0.00
05 1990 0764	LONGHORN APPAREL	0.00	950.00	2,000.00	47.50	0.00	1,922.00	0.00	0.00
05 5200	TRANSFERS FROM OTHER FUNDS	0.00	0.00	74,726.00	0.00	0.00	0.00	0.00	0.00

**BOARD BUDGET REPORT OF REVENUES**

Acct #	Acct Description	Current Mo	YTD	Budget	% of Budget	Prev Yr Mo	Prev YTD	Prev Budget	Prev % of Budget
05 5200 0201	TRANSFER ACCOUNT	0.00	0.00	25,000.00	0.00	0.00	0.00	25,000.00	0.00
		<u>33,709.11</u>	<u>138,441.07</u>	<u>307,526.00</u>	<u>45.02</u>	<u>20,813.18</u>	<u>97,433.98</u>	<u>196,450.00</u>	<u>49.60</u>
05	ACTIVITIES	33,709.11	138,441.07	307,526.00	45.02	20,813.18	97,433.98	196,450.00	49.60
06	SCHOOL NUTRITION								
06 1510	INTEREST ON LOCAL REV RECEIPTS	465.55	2,647.95	0.00	0.00	0.00	0.00	0.00	0.00
06 1611	STUDENT LUNCHES	8,926.35	94,013.58	75,000.00	125.35	6,090.52	44,552.90	15,000.00	297.02
06 1612	STUDENT BREAKFASTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 1613	SPECIAL MILK PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 1620	FOOD PROGRAM ADULT RECEIPTS	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00
06 1990	OTHER LOCAL RECEIPTS	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00	0.00
06 3150	SCHOOL LUNCH-STATE SHARE	16,590.22	174,721.10	139,467.00	125.28	25,341.29	237,910.10	230,000.00	103.44
06 3990	OTHER STATE RECEIPTS	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00	0.00
06 4210	SCHOOL LUNCH (FED ONLY)	0.00	0.00	130,000.00	0.00	0.00	0.00	0.00	0.00
06 5200	TRANSFERS FROM OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		<u>25,982.12</u>	<u>271,382.63</u>	<u>344,467.00</u>	<u>78.78</u>	<u>31,431.81</u>	<u>282,463.00</u>	<u>306,000.00</u>	<u>92.31</u>
06	SCHOOL NUTRITION	25,982.12	271,382.63	344,467.00	78.78	31,431.81	282,463.00	306,000.00	92.31
08	SPECIAL BUILDING FUND								
08 1100	PROPERTY TAX COMMISSION	99,369.78	345,816.80	410,000.00	84.35	113,799.01	232,877.03	417,020.00	55.84
08 1115	CARLINE TAXES	1,273.67	1,581.10	0.00	0.00	1,550.17	1,722.53	0.00	0.00
08 1140	PROP TAXES PENALTIES & INTEREST	0.75	1,670.02	0.00	0.00	1.15	436.28	0.00	0.00
08 1510	INTEREST ON LOCAL REV RECEIPTS	2,428.79	19,362.76	0.00	0.00	225.29	838.48	0.00	0.00
08 1920	CONTRIBUTIONS/DONATIONS PRIVATE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 3130	HOMESTEAD ALLOCATION	1,158.59	3,475.77	0.00	0.00	1,098.96	3,296.88	0.00	0.00
08 3131	PROPERTY TAX CREDIT	11,672.64	23,345.28	0.00	0.00	11,751.28	23,502.56	0.00	0.00
08 3132	PROP TAX CREDIT-RAILROADS/PUBLIC SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 3133	NAMEPLATE CAPACITY TAX	1,083.55	1,083.55	0.00	0.00	4,500.23	4,500.23	0.00	0.00
08 3180	PRO-RATA MOTOR VEHICLE	462.82	693.90	0.00	0.00	375.98	462.33	0.00	0.00
08 5400	LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00	1,699,570.00	0.00	0.00
		<u>117,450.59</u>	<u>397,029.18</u>	<u>410,000.00</u>	<u>96.84</u>	<u>133,302.07</u>	<u>1,967,206.32</u>	<u>417,020.00</u>	<u>471.73</u>
08	SPECIAL BUILDING FUND	117,450.59	397,029.18	410,000.00	96.84	133,302.07	1,967,206.32	417,020.00	471.73
Grand Total:		1,856,849.51	6,978,775.84	8,479,493.00	82.30	2,456,211.17	8,964,314.79	8,184,070.00	109.53

**BOARD BUDGET REPORT OF EXPENSES**

Object #	Current Mo	YTD	Budget	% of Budget	Prev Yr Mo	Prev YTD	Prev Budget	Prev % of Budget	
01	<b>GENERAL FUND</b>								
000	AMT ABSORB UNUSED BUDGET AUTH	0.00	0.00	2,064,521.00	0.00	0.00	0.00	2,035,752.00	0.00
105	EXECUTIVE ADMINISTRATION SALARIES	10,000.00	90,000.00	120,000.00	75.00	9,375.00	84,375.00	115,000.00	73.37
110	SALARIES NON-INSTRUCTIONAL	37,887.34	317,560.88	375,000.00	84.68	34,699.35	308,272.24	416,750.00	73.97
111	SALARIES TEACHERS/PROF STAFF	216,255.86	1,953,619.39	2,822,000.00	69.23	222,001.92	2,014,776.63	2,727,950.00	73.86
112	SALARIES PARAS	29,873.25	211,736.40	211,000.00	100.35	16,054.69	155,019.05	305,400.00	50.76
114	SALARIES DIRECTOR	3,662.40	26,854.30	30,000.00	89.51	3,848.83	27,221.56	23,900.00	113.90
116	SALARIES PROFESSIONAL NON-CERTIFIED	14,196.49	127,768.41	171,000.00	74.72	14,541.89	129,059.93	163,000.00	79.18
120	SUBSTITUTE NON-INSTRUCTIONAL	0.00	1,660.67	0.00	0.00	0.00	0.00	0.00	0.00
122	SUBSTITUTES PARAS	0.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00
123	SUBSTITUTES SALARIES - TEACHERS	18,365.07	87,424.21	65,000.00	134.50	8,741.55	48,468.30	63,000.00	76.93
126	SUBSTITUTES SALARIES - PROFESSIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
130	OVERTIME NON-INSTRUCTIONAL	15.53	179.65	1,000.00	17.97	99.57	1,213.25	2,000.00	60.66
132	OVERTIME PARAS	109.37	538.66	0.00	0.00	72.17	178.54	0.00	0.00
150	ADDITIONAL COMP NON-INSTRUCTIONAL	665.02	19,561.13	20,000.00	97.81	777.30	13,875.85	30,000.00	46.25
151	ADDITIONAL COMP TEACHERS/PROF STAFF	47,941.03	145,739.15	156,000.00	93.42	35,766.85	133,736.77	150,000.00	89.16
152	ADDITIONAL COMP PARAS	277.50	2,497.50	5,500.00	45.41	3,230.60	5,089.64	5,000.00	101.79
159	STIPENDS PAID TO DISTRICT STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
210	GROUP INSURANCE NON-INSTRUCTIONAL	3,798.83	35,394.71	57,500.00	61.56	3,531.24	45,687.52	90,250.00	50.62
211	GROUP INSURANCE TEACHERS/PROF STAFF	64,638.02	557,349.11	763,400.00	73.01	58,722.01	518,570.24	729,210.00	71.11
212	GROUP INSURANCE PARAS	22.88	195.23	550.00	35.50	36.53	206.94	600.00	34.49
213	GROUP INSURANCE LONG TERM SUB	636.21	5,569.14	0.00	0.00	0.00	0.00	0.00	0.00
214	GROUP INSURANCE DIRECTOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
215	GROUP INSURANCE SUPERINTENDENT	2,036.68	18,081.04	24,000.00	75.34	1,865.24	16,697.89	22,000.00	75.90
216	GROUP INSURANCE PROFESSIONAL NONCERTIFIE	5,978.84	54,218.90	72,000.00	75.30	5,649.47	52,707.37	71,500.00	73.72
220	SOCIAL SECURITY NON-INSTRUCTIONAL	2,127.92	19,046.73	30,000.00	63.49	1,949.63	21,955.08	30,150.00	72.82
221	SOCIAL SECURITY TEACHERS/PROF STAFF	19,829.12	157,054.81	225,500.00	69.65	19,051.49	158,333.00	205,550.00	77.03
222	SOCIAL SECURITY PARAS	2,303.74	16,289.84	17,700.00	92.03	1,439.61	11,823.72	26,100.00	45.30
223	SOCIAL SECURITY SUB TEACHERS	1,404.13	6,680.72	5,200.00	128.48	668.75	3,707.94	6,150.00	60.29
224	SOCIAL SECURITY DIRECTOR	275.71	2,014.10	3,000.00	67.14	294.41	2,082.40	2,000.00	104.12
225	SOCIAL SECURITY SUPERINTENDENT	760.89	6,848.47	9,500.00	72.09	713.07	6,417.84	9,000.00	71.31
226	SOCIAL SECURITY PROFESSIONAL NONCERTIFIE	1,065.16	9,586.44	13,500.00	71.01	1,072.20	9,496.52	12,550.00	75.67
229	SOCIAL SECURITY EARLY RETIREMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230	RETIREMENT NON-INSTRUCTIONAL	2,937.07	24,143.50	32,500.00	74.29	2,541.39	28,626.94	40,850.00	70.08
231	RETIREMENT TEACHERS/PROF STAFF	25,445.16	201,448.18	295,300.00	68.22	25,361.43	204,703.87	267,940.00	76.40
232	RETIREMENT PARAS	2,848.12	21,056.12	21,200.00	99.32	1,747.94	15,497.04	30,050.00	51.57
233	tax expense	599.09	3,281.73	0.00	0.00	0.00	0.00	0.00	0.00
234	RETIREMENT DIRECTOR	0.00	54.97	1,000.00	5.50	65.63	615.36	1,000.00	61.54
235	RETIREMENT SUPERINTENDENT	987.78	8,890.02	11,500.00	77.30	926.04	8,334.36	11,500.00	72.47
236	RETIREMENT PROFESSIONAL NONCERTIFIED	1,402.29	12,620.61	17,500.00	72.12	1,436.42	12,748.28	15,700.00	81.20
237	INCREASED RETIREMENT CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
239	EARLY RETIREMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
261	UNEMPLOYMENT TEACHER/PROF STAFF	0.00	0.00	8,000.00	0.00	0.00	8,103.65	0.00	0.00
270	WORKERS COMP NON-INSTRUCTIONAL	0.00	10,590.00	6,500.00	162.92	0.00	6,320.00	12,000.00	52.67
271	WORKMEN'S COMP TEACHERS/PROF STAFF	0.00	20,855.00	21,500.00	97.00	0.00	30,378.00	12,000.00	253.15
280	HEALTH BENEFIT PAID NON-INSTRUCTIONAL	350.88	3,215.39	4,250.00	75.66	217.97	2,420.25	3,900.00	62.06
281	HEALTH BENEFIT PAID TEACHERS/PROF STAFF	2,747.52	27,550.80	42,050.00	65.52	2,675.32	24,477.72	39,600.00	61.81
282	HEALTH BENEFIT PAID PARAS	0.00	1.24	0.00	0.00	2.41	3.93	0.00	0.00
283	HSA	112.42	989.14	0.00	0.00	0.00	0.00	0.00	0.00
286	HEALTH BENEFIT PAID PROF NON-CERTIFIED	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
291	OTHER BENEFITS TEACHERS/PROF STAFF	586.40	3,587.20	5,500.00	65.22	1,223.30	4,519.59	8,500.00	53.17
293	OTHER BENEFITS SUBSTITUTES	256.20	783.20	1,000.00	78.32	340.80	1,025.75	1,000.00	102.58
315	AUDIT	0.00	18,493.75	30,000.00	61.65	0.00	17,948.32	26,500.00	67.73
317	LEGAL SERVICES	13,069.00	19,076.60	25,000.00	33.89	174.00	5,185.00	25,000.00	20.74
320	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
330	EMPLOYEE TRAINING/PROF DEVELOPMENT	282.70	10,135.01	14,000.00	101.29	84.00	10,296.34	17,800.00	57.84
332	MILEAGE TO PARENTS	0.00	2,299.88	6,000.00	32.73	0.00	1,005.92	2,000.00	50.30

**BOARD BUDGET REPORT OF EXPENSES**

Object #		Current Mo	YTD	Budget	% of Budget	Prev Yr Mo	Prev YTD	Prev Budget	Prev % of Budget
340	OTHER PROFESSIONAL SERVICES	1,729.12	33,833.01	51,550.00	66.56	2,468.84	16,262.71	51,750.00	31.43
350	Technical services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
352	other technical services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
382	REIMBURSIBLE DISTANCE LEARNING	2,166.46	19,485.14	31,000.00	62.86	2,174.82	19,822.87	8,000.00	247.79
410	WATER AND SEWER	1,716.07	21,946.19	40,000.00	48.89	1,962.46	26,299.23	35,000.00	75.14
420	CLEANING SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
430	REPAIRS & MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
442	RENTALS OF EQUIPMENT AND VEHICLES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
450	CONSTRUCTION SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
490	ASBESTOS ABATEMENT	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
520	INSURANCE OTHER THAN EMPLOYEE BENEFITS	0.00	98,743.00	100,000.00	98.74	0.00	72,473.00	40,000.00	181.18
521	FIDELITY BOND PREMIUMS	0.00	0.00	250.00	0.00	0.00	250.00	250.00	100.00
530	TELEPHONE	929.87	10,820.17	35,000.00	27.67	991.68	10,597.73	36,000.00	29.44
531	POSTAGE	36.00	1,580.32	2,500.00	63.21	0.00	2,175.61	5,000.00	43.51
540	ADVERTISING AND PRINTING	110.79	2,728.18	6,000.00	45.47	426.33	3,238.80	6,000.00	53.98
561	TUITION PAID TO OTHER DISTRICTS	7,323.60	58,588.80	68,000.00	86.16	5,071.41	44,884.72	66,000.00	68.01
569	TUITION OTHER (OUT OF STATE)	0.00	0.00	3,500.00	0.00	0.00	0.00	1,000.00	0.00
580	TRAVEL EXPENSE AND MILEAGE	1,374.20	11,386.79	41,250.00	32.17	604.98	10,271.75	48,650.00	21.11
591	ESU - MIPS CLERICAL	19,019.07	154,658.33	217,800.00	71.01	19,642.82	148,686.30	233,300.00	63.73
610	SUPPLIES	13,337.71	106,011.89	219,000.00	58.76	12,497.98	115,446.64	220,850.00	52.27
621	NATURAL GAS	7,783.82	86,662.35	180,000.00	42.38	18,842.95	115,644.49	180,000.00	64.25
626	GAS AND OIL	4,691.68	42,310.99	55,000.00	75.57	6,079.23	38,783.68	50,000.00	77.57
640	TEXTBOOKS	901.58	24,735.61	89,500.00	52.66	207.84	21,024.32	88,250.00	23.82
641	AUDIO VISUAL MATERIALS	0.00	0.00	0.00	0.00	0.00	90.25	0.00	0.00
642	AUDIO-VISUAL MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
643	WEB/CLOUD BASED SOFTWARE	0.00	0.00	27,850.00	0.00	0.00	15,000.00	20,000.00	75.00
650	SUPPLIES-TECHNOLOGY RELATED	7,333.00	12,378.43	33,000.00	17.05	6,454.00	141,459.78	33,800.00	418.52
720	BUILDINGS AND IMPROVEMENTS	36.79	18,858.77	27,500.00	79.85	150,134.23	486,912.57	27,500.00	1,770.59
732	VEHICLE ACQUISITION	0.00	0.00	200,000.00	0.00	0.00	0.00	200,000.00	0.00
733	FURNITURE AND EQUIPMENT	2,606.26	49,370.65	74,550.00	97.71	933.94	24,707.97	58,300.00	42.38
734	COMPUTER EQUIPMENT (HARDWARE)	(181.00)	2,046.69	7,500.00	27.29	1,074.14	3,889.17	7,500.00	51.86
735	COMPUTER SOFTWARE	0.00	23,086.11	29,000.00	79.61	0.00	23,963.42	24,000.00	99.85
739	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
805	DEBT SERVICE (CLEAN HARBORS)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
807	REVALUATION OF TAXABLE PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
810	DUES AND FEES	1,190.00	9,231.25	23,100.00	43.76	1,989.00	9,648.10	19,500.00	49.48
890	OTHER MISC OBJECTS	3,199.53	32,641.31	60,000.00	59.95	3,872.85	15,511.70	65,950.00	23.52
912	TRANSFERS TO LUNCH FROM GEN FD	0.00	0.00	100,000.00	0.00	0.00	0.00	15,000.00	0.00
913	TRANSFERS TO ACTIVITY ACCOUNTS	0.00	0.00	100,000.00	0.00	0.00	0.00	50,000.00	0.00
01	GENERAL FUND	611,056.17	5,084,245.91	9,629,521.00	53.32	716,429.52	5,518,228.35	9,350,752.00	59.01
02	DEPRECIATION FUND								
430	REPAIRS & MAINTENANCE	0.00	2,946.18	0.00	0.00	0.00	0.00	0.00	0.00
450	CONSTRUCTION SERVICES	0.00	0.00	500,000.00	0.00	0.00	49,902.00	250,000.00	19.96
610	SUPPLIES	0.00	0.00	0.00	0.00	0.00	98.86	0.00	0.00
720	BUILDINGS AND IMPROVEMENTS	0.00	20,360.00	0.00	0.00	0.00	0.00	0.00	0.00
732	VEHICLE ACQUISITION	0.00	94,018.00	0.00	0.00	0.00	0.00	0.00	0.00
733	FURNITURE AND EQUIPMENT	0.00	8,868.99	263,327.00	17.46	0.00	505.00	126,712.00	0.40
02	DEPRECIATION FUND	0.00	126,193.17	763,327.00	21.39	0.00	50,505.86	376,712.00	13.41
05	ACTIVITIES								
352	other technical services	150.00	13,352.00	12,000.00	112.10	0.00	9,427.98	12,000.00	78.57
580	TRAVEL EXPENSE AND MILEAGE	2,113.48	19,959.44	26,500.00	76.23	3,467.13	15,293.54	20,000.00	76.47
610	SUPPLIES	20,220.43	175,306.66	255,526.00	83.70	32,275.34	136,976.58	230,309.00	59.48
735	COMPUTER SOFTWARE	0.00	2,099.00	0.00	0.00	0.00	0.00	0.00	0.00
810	DUES AND FEES	4,437.46	15,952.50	9,000.00	200.99	50.00	2,588.36	9,000.00	28.76
890	OTHER MISC OBJECTS	0.00	780.00	0.00	0.00	0.00	0.00	0.00	0.00
05	ACTIVITIES	26,921.37	227,449.60	303,026.00	88.61	35,792.47	164,286.46	271,309.00	60.55
06	SCHOOL NUTRITION								
110	SALARIES NON-INSTRUCTIONAL	10,324.04	75,161.07	110,000.00	68.33	7,698.69	67,148.21	105,000.00	63.95
120	SUBSTITUTE NON-INSTRUCTIONAL	0.00	0.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00
130	OVERTIME NON-INSTRUCTIONAL	0.00	0.00	100.00	0.00	0.00	0.00	100.00	0.00
210	GROUP INSURANCE NON-INSTRUCTIONAL	751.96	6,182.98	9,400.00	65.78	721.88	6,524.92	8,900.00	73.31
211	GROUP INSURANCE TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
220	SOCIAL SECURITY NON-INSTRUCTIONAL	779.71	5,658.82	9,400.00	60.20	586.22	5,112.21	9,000.00	56.80

**BOARD BUDGET REPORT OF EXPENSES**

Object #		Current Mo	YTD	Budget	% of Budget	Prev Yr Mo	Prev YTD	Prev Budget	Prev % of Budget
221	SOCIAL SECURITY TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230	RETIREMENT NON-INSTRUCTIONAL	724.99	6,022.42	9,400.00	64.07	672.48	8,055.16	9,000.00	89.50
231	RETIREMENT TEACHERS/PROF STAFF	0.00	0.00	59,200.00	0.00	0.00	0.00	67,296.00	0.00
261	UNEMPLOYMENT TEACHER/PROF STAFF	0.00	0.00	3,000.00	0.00	0.00	0.00	30.00	0.00
270	WORKERS COMP NON-INSTRUCTIONAL	0.00	0.00	4,000.00	0.00	0.00	0.00	4,000.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	5,000.00	0.00	0.00	0.00	50.00	0.00
610	SUPPLIES	1,363.94	8,677.74	11,000.00	78.89	646.80	10,171.19	11,000.00	92.47
630	FOOD	22,647.76	175,593.44	180,000.00	97.55	17,918.08	155,785.95	180,000.00	86.55
733	FURNITURE AND EQUIPMENT	0.00	0.00	3,000.00	0.00	0.00	1,582.53	3,000.00	52.75
890	OTHER MISC OBJECTS	0.00	0.00	1,000.00	0.00	0.00	1,043.50	1,000.00	104.35
06	SCHOOL NUTRITION	36,592.40	277,296.47	406,000.00	68.30	28,244.15	255,423.67	399,876.00	63.88
08	SPECIAL BUILDING FUND								
450	CONSTRUCTION SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
720	BUILDINGS AND IMPROVEMENTS	216,034.00	1,398,682.96	436,373.00	347.00	25.27	16,691.89	999,657.00	1.67
733	FURNITURE AND EQUIPMENT	0.00	801.09	1,329,000.00	0.06	0.00	0.00	0.00	0.00
833	LEASE-PURCHASE DEBIT INSURANCE COSTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08	SPECIAL BUILDING FUND	216,034.00	1,399,484.05	1,765,373.00	85.82	25.27	16,691.89	999,657.00	1.67
<b>Grand Total:</b>		<b>890,603.94</b>	<b>7,114,669.20</b>	<b>12,867,247.00</b>	<b>57.19</b>	<b>780,491.41</b>	<b>6,005,136.23</b>	<b>11,398,306.00</b>	<b>52.68</b>

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704	FUND BALANCE	1,543.62	0.00	0.00	0.00	1,543.62
05 704 0100	ATHLETIC FUND	(30,394.38)	3,550.73	(590.00)	0.00	(34,535.11)
05 704 0101	ACTIVITY TICKETS	250.00	0.00	0.00	0.00	250.00
05 704 0107	WT ROOM SUPPLIES/EQUIP/MISC	(851.96)	0.00	0.00	0.00	(851.96)
05 704 0108	MEDICAL SUPPLIES/EQUIP	0.00	0.00	0.00	0.00	0.00
05 704 0109	UNIFORMS	(26,284.82)	252.76	100.00	0.00	(26,437.58)
05 704 0110	FB GATE RECEIPTS	9,157.25	0.00	0.00	0.00	9,157.25
05 704 0111	FB OFFICIALS	(7,777.00)	0.00	0.00	0.00	(7,777.00)
05 704 0112	FB TRAVEL	0.00	0.00	0.00	0.00	0.00
05 704 0113	FB SUPPLIES/EQUIP/MISC	(13,664.26)	0.00	0.00	0.00	(13,664.26)
05 704 0120	VB GATE RECEIPTS	8,921.76	0.00	0.00	0.00	8,921.76
05 704 0121	VB OFFICIALS	(4,416.00)	0.00	0.00	0.00	(4,416.00)
05 704 0123	VB SUPPLIES/EQUIP/MISC	(1,612.19)	0.00	0.00	0.00	(1,612.19)
05 704 0130	XC ENTRY FEES	822.00	0.00	0.00	0.00	822.00
05 704 0133	XC SUPPLIES/EQUIP/MISC	(3,832.99)	0.00	0.00	0.00	(3,832.99)
05 704 0137	CHEERLEADING TRAVEL	(4,525.90)	0.00	0.00	0.00	(4,525.90)
05 704 0138	CHEERLEADING SUPPLIES/EQUIP/MISC	(101.00)	0.00	0.00	0.00	(101.00)
05 704 0140	BBB/GBB GATE RECEIPTS	17,800.87	0.00	0.00	0.00	17,800.87
05 704 0141	BBB/GBB OFFICIALS	(13,523.98)	0.00	0.00	0.00	(13,523.98)
05 704 0143	BBB SUPPLIES/EQUIP/MISC	(492.30)	0.00	0.00	0.00	(492.30)
05 704 0145	BBALL BIG EQUIP/TECHNOLOGY/HUDDL	0.00	0.00	0.00	0.00	0.00
05 704 0150	WR GATE RECEIPTS	563.00	0.00	0.00	0.00	563.00
05 704 0151	WR OFFICIALS	(1,762.00)	0.00	0.00	0.00	(1,762.00)
05 704 0152	WR TRAVEL	(668.97)	0.00	0.00	0.00	(668.97)
05 704 0153	WR SUPPLIES/EQUIP/MISC	(1,378.76)	0.00	0.00	0.00	(1,378.76)
05 704 0154	WR DUES AND FEES	(1,020.00)	420.00	0.00	0.00	(1,440.00)
05 704 0160	TR GATE RECEIPTS	1,000.00	0.00	1,755.95	0.00	2,755.95
05 704 0161	TR OFFICIALS	(300.00)	0.00	0.00	0.00	(300.00)
05 704 0162	TR TRAVEL	(2,829.24)	0.00	0.00	0.00	(2,829.24)
05 704 0163	TR SUPPLIES/EQUIP/MISC	(6,155.87)	0.00	0.00	0.00	(6,155.87)
05 704 0164	TRACK DUES AND FEES	(900.00)	270.00	0.00	0.00	(1,170.00)
05 704 0165	JH TRACK DUES AND FEES	(505.00)	1,017.50	0.00	0.00	(1,522.50)
05 704 0170	BOYS GOLF ENTRY FEES	(1,042.65)	0.00	255.00	0.00	(787.65)
05 704 0172	BOYS GOLF TRAVEL	(52.00)	0.00	0.00	0.00	(52.00)
05 704 0173	BOYS GOLF SUPPLIES/EQUIP/MISC	(3,630.27)	0.00	0.00	0.00	(3,630.27)
05 704 0176	GIRLS GOLF ENTRY FEES	(878.65)	0.00	0.00	0.00	(878.65)
05 704 0178	GIRLS GOLF SUPPLIES/EQUIP/MISC	(3,612.27)	0.00	0.00	0.00	(3,612.27)
05 704 0180	JH FOOTBALL	(118.73)	0.00	0.00	0.00	(118.73)

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0181	JH VOLLEYBALL	1,797.01	0.00	0.00	0.00	1,797.01
05 704 0182	JH BASKETBALL	(2,674.75)	0.00	0.00	0.00	(2,674.75)
05 704 0183	JH WRESTLING	773.64	0.00	0.00	0.00	773.64
05 704 0184	JH TRACK	(234.06)	150.00	0.00	0.00	(384.06)
05 704 0198	RANDOM DRUG TESTING	(602.30)	0.00	0.00	0.00	(602.30)
05 704 0199	STATE/NATIONAL EXPENSES	(27,751.54)	2,113.48	30.00	0.00	(29,835.02)
05 704 0201	TRANSFER ACCOUNT	(5.10)	0.00	0.00	0.00	(5.10)
05 704 0202	YEARBOOK	(5,344.86)	0.00	0.00	0.00	(5,344.86)
05 704 0203	VO AG PROJECT MATERIALS	89.04	0.00	0.00	0.00	89.04
05 704 0204	AG EQUIPMENT FUND	500.00	0.00	0.00	0.00	500.00
05 704 0205	FFA PLASMACAM FUND	3,970.19	0.00	500.00	0.00	4,470.19
05 704 0206	SPECIAL EDUCATION	38.61	0.00	0.00	0.00	38.61
05 704 0207	JR CLASS CONCESSION EQUIP FUND	922.87	0.00	0.00	0.00	922.87
05 704 0208	FACILITY USE	765.00	0.00	0.00	0.00	765.00
05 704 0210	PADLOCK DEPOSITS	905.45	0.00	0.00	0.00	905.45
05 704 0211	BOOK FINES/FEES	2,005.01	0.00	0.00	0.00	2,005.01
05 704 0215	SPEECH	(2,010.49)	89.00	0.00	0.00	(2,099.49)
05 704 0216	WORLD STRIDES TRIP FUND	12.38	0.00	0.00	0.00	12.38
05 704 0218	HS STUDENT COUNCIL	(2,323.94)	0.00	0.00	0.00	(2,323.94)
05 704 0219	NATIONAL HONOR SOCIETY	(800.00)	75.49	0.00	0.00	(875.49)
05 704 0220	WOODSHOP PROJECTS	(3,233.89)	95.58	904.00	0.00	(2,425.47)
05 704 0222	BACKPACK FOOD PROGRAM	2,979.00	0.00	0.00	0.00	2,979.00
05 704 0225	ONE ACTS	(2,640.94)	355.00	0.00	0.00	(2,995.94)
05 704 0230	MILK BREAK	559.90	0.00	0.00	0.00	559.90
05 704 0235	THE RANCH	(1,128.22)	405.05	0.00	0.00	(1,533.27)
05 704 0240	PALS MENTORING	1,446.08	0.00	0.00	0.00	1,446.08
05 704 0245	HEALTH & WELLNESS FUND	3,266.34	0.00	0.00	0.00	3,266.34
05 704 0250	DISTRICT PROJECT FUND	8,230.19	0.00	0.00	0.00	8,230.19
05 704 0255	SANTA'S ELVES DONATION FUND	62.20	0.00	0.00	0.00	62.20
05 704 0260	HS QUIZ BOWL	98.10	0.00	0.00	0.00	98.10
05 704 0265	JH QUIZ BOWL	864.56	0.00	0.00	0.00	864.56
05 704 0266	ACTIVITIES SPONSORS	38,300.00	0.00	9,000.00	0.00	47,300.00
05 704 0270	O'BRIEN READING CABINET	941.31	0.00	0.00	0.00	941.31
05 704 0316	CLASS OF 2016	608.32	0.00	0.00	0.00	608.32
05 704 0317	CLASS OF 2017	1,509.60	0.00	0.00	0.00	1,509.60
05 704 0318	CLASS OF 2018	1,090.49	0.00	0.00	0.00	1,090.49
05 704 0319	CLASS OF 2019	162.52	0.00	0.00	0.00	162.52
05 704 0320	CLASS OF 2020	28.68	0.00	0.00	0.00	28.68

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0321	CLASS OF 2021	(319.20)	0.00	0.00	0.00	(319.20)
05 704 0322	CLASS OF 2022	2,206.22	0.00	0.00	0.00	2,206.22
05 704 0323	CLASS OF 2023	2,676.04	1,010.56	0.00	0.00	1,665.48
05 704 0324	CLASS OF 2024	6,926.21	4,370.94	0.00	0.00	2,555.27
05 704 0325	CLASS OF 2025	1,255.21	47.68	1,470.40	0.00	2,677.93
05 704 0400	GRADE ACTIVITY MISCELLANEOUS	15,062.06	0.00	29.10	0.00	15,091.16
05 704 0410	GRADE ACTIVITY LEADERSHIP FUND	1,063.96	36.99	0.00	0.00	1,026.97
05 704 0420	GRADE ACTIVITY SPECIAL EDUCATION	323.63	0.00	0.00	0.00	323.63
05 704 0450	JANICEK STOCK MARKET FUNDRAISER	650.10	0.00	0.00	0.00	650.10
05 704 0500	HS MISCELLANEOUS FUND	(29,374.85)	0.00	0.00	0.00	(29,374.85)
05 704 0501	HS HONOR ROLL CERTIFICATES	(656.79)	0.00	0.00	0.00	(656.79)
05 704 0502	HS INTEREST EARNED ON ACCOUNT	17,015.53	0.00	1,997.87	0.00	19,013.40
05 704 0601	BAND ACTIVITY	1,776.63	0.00	660.00	0.00	2,436.63
05 704 0602	SCHOOL INSTRUMENT & REPAIRS	1,177.46	0.00	0.00	0.00	1,177.46
05 704 0603	CHORUS	643.14	75.00	0.00	0.00	568.14
05 704 0605	MUSICAL PRODUCTIONS	2,195.15	0.00	0.00	0.00	2,195.15
05 704 0606	SHOW CHOIR UNIFORMS	1,859.66	0.00	0.00	0.00	1,859.66
05 704 0607	ELEM SHOW CHOIR	347.04	0.00	0.00	0.00	347.04
05 704 0701	FFA FUND	36,830.96	2,424.96	3,233.79	0.00	37,639.79
05 704 0703	JH CONCESSIONS	200.00	0.00	0.00	0.00	200.00
05 704 0705	CHEERLEADING FUNDRAISING	10,932.24	1,102.00	6,839.00	0.00	16,669.24
05 704 0707	INTERACT CLUB	367.92	0.00	0.00	0.00	367.92
05 704 0709	JH STUDENT COUNCIL	6.71	0.00	0.00	0.00	6.71
05 704 0711	HS STUCO FUNDRAISER	1,736.74	0.00	0.00	0.00	1,736.74
05 704 0713	NATIONAL HONOR SOCIETY FUNDRAISER	540.95	0.00	200.00	0.00	740.95
05 704 0715	XC FUNDRAISING	520.35	0.00	0.00	0.00	520.35
05 704 0717	BOYS GOLF FUNDRAISING	252.34	0.00	0.00	0.00	252.34
05 704 0719	GIRLS GOLF FUNDRAISING	774.09	0.00	0.00	0.00	774.09
05 704 0721	FB FUNDRAISING	1,992.38	143.12	1,328.00	0.00	3,177.26
05 704 0723	VOLLEYBALL FUNDRAISING	3,170.83	240.00	522.00	0.00	3,452.83
05 704 0725	BBB FUNDRAISING	2,251.20	250.00	0.00	0.00	2,001.20
05 704 0727	GBB FUNDRAISING	2,854.98	0.00	0.00	0.00	2,854.98
05 704 0729	WRESTLING FUNDRAISING	(459.42)	260.75	0.00	0.00	(720.17)
05 704 0731	TRACK FUNDRAISING	1,399.46	0.00	10.00	0.00	1,409.46
05 704 0735	WEIGHT LIFTING CLUB	5,006.87	3,287.76	0.00	0.00	1,719.11
05 704 0737	SPORTSMANSHIP FUND	202.73	0.00	0.00	0.00	202.73
05 704 0738	ESPORTS	128.42	100.00	0.00	0.00	28.42
05 704 0739	STAND	1,216.54	0.00	0.00	0.00	1,216.54

Activity Fund Balance Report - Summary - Exclude Encumbrances

05/2023 - 05/2023

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0741	ART CLASS PROJECTS	722.08	0.00	0.00	0.00	722.08
05 704 0743	MATH CLUB	(413.18)	56.00	0.00	0.00	(469.18)
05 704 0745	SCIENCE CLUB	2.54	0.00	0.00	0.00	2.54
05 704 0747	MITCHELL SCIENCE GRANT	294.35	0.00	0.00	0.00	294.35
05 704 0749	SPANISH CLUB	68.79	0.00	0.00	0.00	68.79
05 704 0751	7-12 RESOURCE RM FUNDRAISING	64.00	0.00	0.00	0.00	64.00
05 704 0753	SPEECH FUNDRAISING	1,758.62	0.00	0.00	0.00	1,758.62
05 704 0755	ONE ACT FUNDRAISING	4,846.75	0.00	0.00	0.00	4,846.75
05 704 0757	LONGHORNS COMMITTED	2,287.14	0.00	2,273.23	0.00	4,560.37
05 704 0759	CIVICS FUNDRAISER	678.93	4,610.05	4,884.00	0.00	952.88
05 704 0761	KIMBALL PREVENTION COALATION	1,693.23	0.00	(1,693.23)	0.00	0.00
05 704 0762	EDUCATION QUEST	(6,126.09)	0.00	0.00	0.00	(6,126.09)
05 704 0763	TOM SOUTHARD MEMORIAL	3,429.00	0.00	0.00	0.00	3,429.00
05 704 0764	LONGHORN APPAREL	(1,096.18)	110.97	0.00	0.00	(1,207.15)
05 704 0999	SCHOLARSHIP FUND	0.00	0.00	0.00	0.00	0.00
Fund Total: 05		33,867.18	26,921.37	33,709.11	0.00	40,654.92



# MARY LYNCH ELEMENTARY SCHOOL

JUNE 2023 - BOARD OF EDUCATION REPORT

Amanda Culek

Elementary Principal / Special Education Director

## **Enrollment**

Pre-K:	23
Jr. Kindergarten	10
Kindergarten	29
1st Grade	35
2nd Grade	34
3rd Grade	19
4th Grade	23
5th Grade	36
6th Grade	17
Total Enrollment	226

## **Professional Development - A Glance Into Next Year**

WORDS - Workshops on Reading Development Strategies  
Implementation of Literacy Plan, New MTSS Decision-Making Rules, eSpark!, Spring Math Curriculum Development

## **May Recap**

Kindergarten and 6th Grade Graduations

Field Day

Life Skills Honor Roll Trip

4th Quarter/End of Year Awards Assembly

Perfect Attendance K-3 - 4th Quarter - 8 students

Perfect Attendance 2022-2023 School Year - 1 Student - Shaylee Markum

K-3 Students with Distinction - 10 students

4-6 - A/B Honor Roll - 16 students

4-6 - A Honor Roll - 5 student

K-6 - Life Skills Honor Roll - 96 students

NWEA/NSCAS Awards - 50 awards were given to students

May Recognition

Students of the Month: Kason Enevoldsen and Debra Hensley

Staff Members of the Month: Linda Mihm and Denelle Klosterman



Kimball Jr/Sr High School  
Principal Board Report  
June 2023

- The draft Parent/Student Handbook and draft Extra-Curricular Activities Handbook for 23-24 are provided in separate attachments along with a document outlining substantive changes. There may be a separate Vaping section added to the Parent/Student Handbook before July depending on the decision to purchase vape sensors.
- The following new applications/tools are planned for the 23-24 school year:
  - EHallpass
  - Turnitin
  - Safe2Help
- 61 students qualified for the Elitch's trip in the fall. We plan to take them on the first Wednesday of the year.



**2023-2024  
Parent/Student Handbook**

**Kimball Jr/Sr High School**

## TABLE OF CONTENTS

<b>INTRODUCTION</b>	<b>5</b>
SCHOOL MISSION AND VISION STATEMENTS	5
GOALS AND OBJECTIVES	6
MUTUAL RESPECT	6
<b>23-24 BOARD OF EDUCATION, STAFF AND CALENDAR</b>	<b>8</b>
Members of the Board of Education	8
Section 3 Administrative Staff	8
Teaching Staff	9
Support Staff	10
2023-2024 School Calendar - See Next Page	10
<b>SCHOOL DAY</b>	<b>12</b>
Severe Weather and School Cancellations	12
Open-Closed Campus	13
Stampede Card	13
Entering and Leaving the Building	14
<b>USE OF BUILDINGS AND GROUNDS</b>	<b>16</b>
School Safety and Security	16
Visitors	16
Smoke-and Tobacco-Free Building	16
Care of School Property	16
Lockers	17
Searches of Lockers and Other Types of Searches	17
Video Surveillance	18
Use of Telephone	18
Bicycles	18
Vehicles	19
Student Valuables	19
Lost and Found	19
Accidents	19

Laboratory Safety Glasses and Safety Equipment	19
Insurance	19
Bulletins and Announcements	20
<b>ATTENDANCE</b>	<b>20</b>
Attendance and Absences	20
Attendance Policy	21
Loss of Credit	24
Tardiness	24
Leaving School or Class	25
Attendance is Required to Participate in Activities	25
Attendance Incentive Program	25
<b>SCHOLASTIC ACHIEVEMENT</b>	<b>26</b>
Grading System	26
Grading Practices to Support Student Learning	26
Homework, Study Hall and Longhorn Time	27
Graduation Requirements	29
Promotion and Retention	30
Student Classification	30
Promotion and Retention of Junior High Students	30
Schedule Changes	31
Progress Reports	31
Report Cards	31
Parent-Teacher Conferences	31
Principal's Merit Roll	32
Honor Roll	32
National Honor Society	32
Academic Letter	33
Junior High Sports/PE	34
VALTS	34
ACT Test	35
<b>SCHOOL CLIMATE/CULTURE</b>	<b>35</b>
Positive Behavior interventions and Supports (PBIS)	35

Longhorn Ranch System	39
The Longhorn Way	40
<b>STUDENT CONDUCT AND DISCIPLINE POLICIES</b>	<b>40</b>
Forms of School Discipline	40
Short-Term Suspension:	40
Long-Term Suspension:	41
Expulsion:	41
Restorative Practices	44
Student Conduct	45
Grounds for Suspensions, Expulsion or Mandatory Reassignment:	45
Additional Student Conduct Rules	48
Student Appearance Policy	49
Harassment and Bullying Policy	50
Inappropriate Public Displays of Affection (IPDA)	52
Academic Integrity	52
Electronic Devices	55
Dating Violence	57
E-Hallpass	58
Specific Rule Items	58
Reporting Student Law Violations	60
Disciplinary Point System - 100 Point Maximum	60
Due Process Procedure	68
<b>SUPPORT SERVICES</b>	<b>73</b>
Special Education Identification and Placement Procedures	73
Guidance Services	76
Health Services	76
<b>DRUGS, ALCOHOL AND TABACCO</b>	<b>80</b>
Drug-Free Schools	80
Education and Prevention:	80
Drugs and Alcohol Prohibited - Standards of Conduct for Students:	82
Authorized Use:	83
Disciplinary Sanctions:	83

Intervention:	84
Administration:	84
<b>STATE AND FEDERAL PROGRAMS</b>	<b>84</b>
Notice of Nondiscrimination	84
Designation of Coordinator(s)	85
Anti-discrimination & Harassment Policy	86
Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973	88
Notification of Rights Under FERPA	89
NOTICE CONCERNING DIRECTORY INFORMATION	90
ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION	90
Notice Concerning Disclosure of Student Recruiting Information	91
Notice Concerning Staff Qualifications	91
Student Privacy Protection Policy	91
Breakfast and Lunch Programs (Board Policy 801.01)	95
FREE OR REDUCED PRICE BREAKFAST AND LUNCH MEALS FOR NEEDY CHILDREN	96
(Board Policy 801.02)	96
Collections of Meal Funds (Board Policy 801.03)	97
Collections of Meal Funds—Administrative Procedures (Board Policy 801.04)	98
Parental Involvement Policy (Board Policy 1001.02)	98
Homeless Students Policy (Board Policy 502.08)	100
<b>ADDITIONAL POLICIES AND PROCEDURES</b>	<b>100</b>
Multicultural Policy (Board Policy 602.01)	100
Complaint Procedures (Board Policy 401.18)	102
Copyright and Fair Use Policy	104
Network, E-Mail, Internet and Other Computer Use Rules (Board Policy 603.08)	105
Notice of Nondiscrimination	107
<b>RECEIPT OF 2023-2024 PARENT-STUDENT HANDBOOK OF KIMBALL JR./ SR. HIGH SCHOOL</b>	<b>108</b>

**Kimball Jr/Sr High School  
Parent-Student Handbook  
2022-2023 School Year**

**This student handbook is Board of Education policy, and in the event there are inconsistencies or conflicts with any other rules or regulations, the board policies and regulations as they appear in this handbook will regulate.**

## **INTRODUCTION**

This handbook guides Kimball Jr/Sr High School students, parents, and staff on rules, regulations, and general information. Students must read and know its contents while parents are urged to use it as a resource to help their children follow the rules. The handbook provides detailed information on many topics but does not cover every situation. It is not a contract, and the administration can revise rules and make decisions at any time. The administration will interpret the rules and consider district policies, state and federal laws when making decisions on situations not explicitly covered in this handbook.

## **SCHOOL MISSION AND VISION STATEMENTS**

The mission of Kimball Public Schools is to educate every student for a lifetime of success.

Our school system vision is to provide all students with excellent instruction in every classroom that reflects our commitment to ensuring all students learn at high levels.

At Kimball Public Schools we believe:

- To seek out and use evidence based practices that support student learning.
- To embrace a collaborative culture in which educators take collective responsibility to help all students learn at high levels.
- To enhance the collaborative team as the fundamental structure to improve instructional practices.
- To provide a guaranteed curriculum that meets or exceeds the state standards.
- To provide daily classroom formative assessment of student achievement to monitor progress.
- To ensure high expectations to inspire high levels of student learning.
- To support continuous learning and ongoing professional development for our educators.
- To enable all students to be prepared for post-secondary education and careers, and to become lifelong learners.

- To promote strong partnerships with parents and provide parents with the information to support their children's learning.

## GOALS AND OBJECTIVES

The goals and objectives of the Kimball Public Schools are to provide:

1. A curriculum broad enough, yet with sufficient depth, to allow education for all of the students;
2. Exploration of new and better means of education;
3. Effectiveness in all phases of the curriculum;
4. Ways and means to encourage professionalism among its staff members;
5. A total program, academic and extra-curricular activities, which will contribute to the life-long cultural, social, and leadership qualities of the student;
6. The means whereby the community can make use of its facilities;
7. A means to communicate with the public so as a better understanding of the schools and its needs exist;
8. A staff necessary to fulfill the above objectives; and,
9. Facilities necessary for the above objectives.

## MUTUAL RESPECT

The Kimball Public Schools expect every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

## PRINCIPAL'S MESSAGE

Greetings Parents and Students,

Welcome to Kimball Jr/Sr High School for the 2023-2024 academic year! Our mission remains the same: Educating every student for a lifetime of success. While success may mean different things to different people, for us, it involves helping students align their passions and skills with a career that provides a fulfilling and satisfying life. With the support of our staff, parents, and community, we aim to work together positively to achieve an exceptionally successful school year.

This year, we will continue our focus on building a strong community among our students. We believe that positive relationships promote positive behavior, which is critical for academic success and future accomplishments. Behaviors are learned, just like math, science, or music. When students misbehave, we will not only hold them accountable but also provide instruction and opportunities to restore relationships with their peers and staff. Therefore, we will continue utilizing Restorative Practices as an alternative to suspensions, whenever possible, to help students manage their behavior. For more details, please refer to the Student Conduct and Discipline Policies section.

To our students, our staff is devoted to supporting you in and out of the classroom to help you succeed. You play a vital role in this process by investing your energy and effort in realizing your goals. While you may not yet know your future direction, you can keep doors open to opportunities you haven't yet discovered. Participate in all our school activities and show up every day, ready to learn, grow, and set an exemplary standard for the younger members of our community.

Parents, we welcome your visits or calls to address any concerns or queries you may have.

Warm Regards,

Your Principal, Danielle Reader

## 23-24 BOARD OF EDUCATION, STAFF AND CALENDAR

### Members of the Board of Education

Name	Contact Information
Travis Cook, Vice President	tcook@kpslonghorns.org
Tom O'Brien, Secretary	tobrien@kpslonghorns.org
Ken Smith, Member	ksmith@kpslonghorns.org
Lanny Little, Member	llittle@kpslonghorns.org
Jennifer Griebel, Member	kgriebel@kpslonghorns.org

### Section 3 Administrative Staff

Name	Position	E-Mail
Trevor Anderson	Superintendent	tanderson@kpslonghorns.org
Danielle Reader	Secondary Principal	dreader@kpslonghorns.org
Heidi Chesley	District Assessment Coordinator	hchesley@kpslonghorns.org
Stephanie Kitchens	Counselor	skitchens@kpslonghorns.org
Travis Terrill	Technology Coordinator	tterrill@kpslonghorns.org
Darrell Howitt	Activities Director	dhowitt@kpslonghorns.org
Danessa Terrill	Food Service Director	dterrill@kpslonghorns.org
Gregg Fossand	Transportation/Building & Grounds Director	gfossand@kpslonghorns.org
Waylon Lewis	Maintenance	wlewis@kpslonghorns.org
Melissa Reich	School Nurse	mreich@kpslonghorns.org
Meighan Maronde	Attendance Secretary	mmaronde@kpslonghorns.org

## Teaching Staff

Name	Department	E-Mail
Jaclyn Burks	Physical Education	jburks@kpslonghorns.org
Katie Culek	Special Education	kculek@kpslonghorns.org
Jenna Enevoldsen	Mathematics	jenevoldsen@kpslonghorns.org
Jeri Ferguson	Social Science	jferguson@kpslonghorns.org
Kristi Hiles-Smith	Instrumental Music	khsmith@kpslonghorns.org
Jacob Hoffman	Vocal Music	jhoffman@kpslonghorns.org
Darrell Howitt	Strength/Conditioning	dhowitt@kpslonghorns.org
Mark Jefferis	Art	mjefferis@kpslonghorns.org
Tiffany Johnson	Special Education	tjohnson@kpslonghorns.org
Christine Lewis	Spanish/Language Arts	clewis@kpslonghorns.org
Arlen Mekelburg	Science	amekelburg@kpslonghorns.org
Gene Mohr	Industrial Arts	gmohr@kpslonghorns.org
Open	Business	
Taryn Reader	Science	treader@kpslonghorns.org
Kathy Robinson	Mathematics	krobinson@kpslonghorns.org
Mary Schutz	Family Consumer Science	mschutz@kpslonghorns.org
Matt Shoup	Social Science	mshoup@kpslonghorns.org
Virginia Splichal	Language Arts	vsplichal@kpslonghorns.org
Sally Wheeler	Vocational Agriculture	swheeler@kpslonghorns.org
Katie Winckler	Language Arts	kwinckler@kpslonghorns.org

## Support Staff

Name	Position	E-Mail
Brittany Cook	Paraprofessional	bcook@kpslonghorns.org
Alvin Koski	Food Service	akoski@kpslonghorns.org
Karissa Markum	Digital Media/Paraprofessional	kmarkum@kpslonghorns.org
Kathleen O'Brien	Paraprofessional	kobrien@kpslonghorns.org
Ursula Risilia	Food Service	urisilia@kpslonghorns.org
Tammy Shields	Paraprofessional	tshields@kpslonghorns.org

**2023-2024 School Calendar - See Next Page**

# KIMBALL PUBLIC SCHOOLS 2023-2024 CALENDAR

## AUGUST 2023

S	M	T	W	Th	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		

15 - New Employee Orientation  
 16,17 - Inservice  
 18 - First Day of School  
 10 Student Days/12 Staff Days

## SEPTEMBER 2023

S	M	T	W	Th	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	29	30	

4 - Labor Day  
 20 Student Days/20 Staff Days

## October 2023

S	M	T	W	Th	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				

13- End of First Quarter (40)  
 16 - Start of 2nd Quarter  
 18-19 P-T Conference (4:30-8:00)  
 20 - No School  
 21 Student Days/22 Staff Days

## November 2023

S	M	T	W	Th	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		

22-24- Thanksgiving Break  
 19 Student Days/19 Staff Days

## DECEMBER 2023

S	M	T	W	Th	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						

20- End of Second Quarter/1st Semester (46/88)  
 22-31- Christmas Break  
 14 Student Days/14 Staff Days

## JANUARY 2024

S	M	T	W	Th	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			

1-3 - Christmas Break  
 4 - Start of Third Quarter  
 20 Student Days/21 Staff Days

## FEBRUARY 2024

S	M	T	W	Th	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	

16 - Winter Break  
 19 - Inservice  
 19 Student Days/20 Staff Days

## MARCH 2024

S	M	T	W	Th	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						

6- Inservice (FFA CDE)  
 8- End of Third Quarter (44)  
 11- Start of Fourth Quarter  
 14- P-T Conference (4:30-8:00 Invitation Only)  
 15 - 1:00 PM Dismissal (Spring Break)  
 29 - No School (Easter Break)  
 18 Student Days/19 Staff Days

## APRIL 2024

S	M	T	W	Th	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				

1 - No School (Easter Break)  
 21 Student Days/21 Staff Days

## MAY 2024

S	M	T	W	Th	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	

11 - Graduation  
 22- Last day of School (50/95)  
 27- Memorial Day  
 16 Student Days/16 Staff Days

- 1:30 p.m. Dismissals
- No School for Students/In-Service
- No School/Vacation Day
- Start of Quarter
- End of Quarter
- New Teacher Orientation
- Parent-Teacher Conferences
- Graduation 11:00 AM
- 1:00 Dismissal

Student Days = 178  
 Teacher Days = 184  
 Student Hours = 1,138.2  
 Days Over Minimum = 8.5  
 Staff Inservice/P-T Days = 6.0

Approved by School Board on: 3-13-2023

Note: All make-up days extending the school year after May 22 are subject to the discretion of the Superintendent.

Note: Proposed Inservice dates are subject to revision, pending availability of consultants &/or district needs.

# SCHOOL DAY

## Severe Weather and School Cancellations

When there is severe weather that makes it unsafe for students to attend school, the Superintendent of schools may close the schools. The Superintendent's staff will notify the news media about school closures due to inclement weather, and the information will be broadcasted regularly by radio and television stations. Additionally, Kimball Public Schools will be using the Thrillshare notification system for improved communications with parents and students during weather-related issues and emergencies. Parents are encouraged to ensure that their contact information is up-to-date in the directory, including home, work, cell phones, or any other numbers they prefer to receive messages during an emergency or school cancellation.

A decision to close school will be made when weather forecasts indicate that it would be unwise for students to attend school. If possible, the decision about the next school day will be made by 9 p.m. and announced during the 10 p.m. news. However, an early decision is not always possible due to uncertain weather conditions. School officials will periodically assess weather conditions during the night and will decide early in the morning, preferably by 6 a.m. In any case, an announcement about school closures will be made to the news media. In some instances, schools will be open, but certain services may be cancelled (bus transportation, pre-kindergarten, student activities). Announcements about other Nebraska school closings are included in Scottsbluff and Sidney radio and television broadcasts.

Once classes have started, every effort will be made to avoid closing school during the day. However, in some instances, closing school during the day may be inevitable if children are to safely return home before a major storm hits. In these cases, parents will be notified as much in advance as possible.

If school is closed during the day, the news media will broadcast the notice, and parents should have a plan in place to accommodate these circumstances. If the Kimball area is under an adverse weather warning at the time of dismissal, students will not be dismissed from school, and the buses will not run until the weather warning has been nullified.

Parents may decide to keep their children at home in inclement weather due to personal circumstances. Students who are absent because of severe weather when school is in session will be marked absent, which will be treated like any other excused absence for legitimate causes if parents properly notify the school of their decision. Parents may pick up their children in inclement weather 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.

During a tornado warning, parents should not attempt to come to school because school officials are not permitted to release students from the school building. Tornado safety procedures are practiced regularly by students and staff members. Moreover, parents are urged not to call radio and television stations and school buildings during severe weather, and every effort will be made to provide accurate and timely information through the media.

Kimball Public Schools has an emergency exit system, tornado warning system, and critical incident response plans in place. In a crisis situation, personnel in charge of the building will determine the appropriate level of lockdown if a lockdown is necessary. In certain situations, parents may not be allowed to enter the building and/or pick up their children. Regular drills will be held as required by law through the school year to ensure that all staff and students are familiar with the emergency procedures.

### Open-Closed Campus

All students are required to remain on campus during the school day with four exceptions:

- High school students who have earned a Stampede Card for the quarter (see below) may leave campus at lunch.
- Seniors who met their ACT testing goal in the spring of 2023 may leave campus at lunch as well as during WIN Time on Tuesdays and Thursdays.
- Juniors who met their ACT testing goal in the spring of 2023 may leave campus for lunch on Fridays (if they do not earn a Stampede Card).
- Juniors and seniors with C's and above in all classes, no tardies, no referrals to Longhorn Time, and no Branching Minds referrals the previous week will be permitted to leave campus during 9th Period on Tuesdays and Thursdays.

### Stampede Card

Students in 7th-12th grade may earn a Stampede Card. The Stampede Card entitles the student to the following:

- Open campus lunch privileges (9th-12th grade only)
- Free entry to activities during the quarter\*
- One free concession item\*
- One free pass for Longhorn Time\*

\*Students must show their Stampede Card to receive entrance/item

### Qualifications for the Stampede Card:

- All C's or better
- Two or fewer tardies
- Two or fewer referrals to Longhorn Time
- No office referrals

Each quarter, students will be issued a new Stampede Card based on the above criteria from the previous quarter. Issuance of the Stampede Card during the first quarter of the 23-24 school year will be dependent on eligibility during fourth quarter of the 22-23 school year for returning students. New students will receive a Stampede Card for the 1st quarter.

### Entering and Leaving the Building

Beginning of School: Students should not be on school grounds more than 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 admitted to the school building at 7:45 a.m. Students will not be permitted to enter earlier unless the Principal determines it to be necessary due to inclement weather or other factors.

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Upon returning to school during the day, except for students who are permitted to leave for open campus lunch and study hall, students are to report to the school office. A pass from the office will be required to return to class.

End of School: Our regular school day ends at 3:35 p.m. Make-up work, special help, club meetings, Longhorn Time and other school activities begin at 3:40 p.m. It is important that students who are involved in any of these activities report to the designated area on time. 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 outside of the regularly scheduled instructional day.**

Shortened Days: Certain days on the calendar are "shortened days," meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

[2023-2024 Bell Schedules](#) - See Next Page

## Kimball Jr/Sr High Bell Schedules 2023-24

Regular Daily Schedule (8:05 – 3:35)	
1 <sup>st</sup> Period	8:05 - 8:52
2 <sup>nd</sup> Period	8:55 - 9:40
3 <sup>rd</sup> Period	9:43 - 10:28
4 <sup>th</sup> Period	10:31 - 11:16
5 <sup>th</sup> Period	11:19 - 12:04
WIN Time	12:07 - 12:34
Lunch	12:34 - 1:11
7 <sup>th</sup> Period	1:14 - 1:59
8 <sup>th</sup> Period	2:02 - 2:47
9 <sup>th</sup> Period	2:50 - 3:35

### Other Shortened Schedules

Two Hour Late Start		1:00 Early Out		1:30 Wednesdays	
1st Period	10:05 - 10:41	1st Period	8:05 - 8:37	1st Period	8:05 - 8:36
2nd Period	10:44 - 11:18	2nd Period	8:40 - 9:10	2nd Period	8:39 - 9:08
3rd Period	11:21 - 11:55	3rd Period	9:13 - 9:43	3rd Period	9:11 - 9:40
4th Period	11:58 - 12:32	4th Period	9:46 - 10:16	4th Period	9:43 - 10:12
Lunch	12:32 - 1:07	5th Period	10:19 - 10:49	5th Period	10:15 - 10:44
5th Period	1:10 - 1:44	7th Period	10:52 - 11:22	WIN Time	10:47 - 11:14
7th Period	1:47 - 2:21	8th Period	11:25 - 11:55	7th Period	11:17 - 11:46
8th Period	2:24 - 2:58	9th Period	11:58 - 12:28	Lunch	11:46 - 12:26
9th Period	3:01 - 3:35	Lunch	12:28 - 1:00	8th Period	12:29 - 12:58
				9th Period	1:01 - 1:30

# USE OF BUILDINGS AND GROUNDS

## School Safety and Security

The safety and security of the District's students, staff, physical space and assets is a shared responsibility of all members of the KPS community. To meet this obligation, Kimball Public Schools has installed and implemented a district wide access control system. To best facilitate the use of this system, the district has put in place updated procedures for access to facilities. All district facility external doors are locked during regular school hours. Access-control privileges are determined and assigned by district/school administration based on the specific needs and requirements of the District and the key/card holder. All visitors, parents, vendors and those without access privileges will be required to request access via audio/video intercom, state their purpose for access request and be checked in at the main office.

## Visitors

All visitors must report to the office upon entering the school in order to receive a visitor's pass. Parents are welcome at any time, however, previous arrangements must be made with the Principal before visiting a classroom. Various limitations apply such as length of stay, days allowed, and access to the classrooms. All visitors must sign out in the office upon exiting the school. Visitations during the first week of school and the last week of school will require extraordinary reasons or permission from administrators.

Students may request to bring an "outside date or guest" to a school activity such as a dance. However, the administration has the final authority to approve or deny any such request for any reason.

## Smoke-and Tobacco-Free Building

Kimball Public Schools declares all of our schools buildings to be smoke- and tobacco-free. We would appreciate your help in meeting the goal of a smoke- and tobacco-free building for our children. When you attend school events, including athletic events, please remember that our buildings are smoke- and tobacco-free and abide by our District's policy.

## Care of School Property

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.

2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

Fines are determined on books according to the following criteria:

Lost Book:	Replacement cost
Missing one or both covers:	Same as lost book
Missing or Torn Page:	50 cents per page (up to replacement cost)
Marks that cannot be erased:	20 cents per mark (up to replacement cost)

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued.

### Lockers

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. We recommend that the locker be locked with a combination lock issued by Kimball Public Schools. Students are required to pay a \$7 deposit for each combination lock. Students may use their own lock; however the student should provide the combination or a second key to the school office. If school officials need access to the locker and the student is not available or cannot unlock the lock, the lock may be forcibly removed at the student's expense. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

### Searches of Lockers and Other Types of Searches

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, because school property is subject to search at any time by school officials. Periodic, random searches (including the use of a police dog) of lockers, desks, computers, and other such property may be conducted at the discretion of the administration.

The following rules shall apply to searches of students and of a student's personal property and to 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 must 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 that have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

### Video Surveillance

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

### Use of Telephone

Use of the office phone will only be allowed in an emergency or when a student is ill. There is a public courtesy phone available for student use. The courtesy phone is NOT to be used during class time unless approved by office personnel. Use of the phone is not an excuse to be tardy.

### Bicycles

Bicycles must be parked in the racks provided. All bicycles should be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property.

## Vehicles

Vehicles must be parked in designated areas. Vehicle related violations may result in loss of privilege of driving or parking on school property. Vehicles are not to be driven to the auto and agricultural buildings unless given prior permission by the teacher.

## Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary and safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

## Lost and Found

Students who find lost articles are asked to take them to the office so the owner can claim the articles. If articles are lost at school, report that loss to office personnel.

## Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

## Laboratory Safety Glasses and Safety Equipment

As required by law, approved safety glasses and safety equipment will be required of every student, teacher and visitor while participating in or observing vocational, technical, industrial technology, science, and art classes when the risk of potential injury is present.

## Insurance

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The district does not make recommendations, nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

## Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

## ATTENDANCE

### Attendance and Absences

Absences from School - Definitions. An absence from school will be reported as:  
(a) an excused absence or (b) an unexcused absence.

The following codes will be assigned to student absences for the following reasons:

AM - Absent Miscellaneous (Excused): Student is excused from class to meet with counselor, special services, etc.

AP - Parent Notification (Unexcused): A parent or guardian has called to let the school know their child will not be in school.

CO - Court Ordered (Excused): The student is absent due to a court order.

CV - College Visit (Excused): The student is absent due to a college visit.

DF - Death in the Family (Excused): The student is absent due to a death in the immediate family.

FD - Free Day (Excused): The student elects to use an earned free day.

IS - In School Suspension (Excused): The student is absent due to In School Suspension

ME - Medically Excused (Excused): The student is absent and has submitted documentation from a doctor to the school office related to the absence.

NC - No Call (unexcused): The student is absent and no call was received by a parent or guardian.

OS - Out of School Suspension (Excused): The student is absent due to Out of School Suspension

PE - Parent Notification (Excused): The parent or guardian provides one week advance notice to the Principal and the student maintains an A or B average in the class at the time of the absence.

SB - Student Business (Excused): The student is absent due to a school-related activity

TE - Tardy Excused\*: The student has missed no more than the first 5 minutes of class.

TU - Tardy Unexcused: The student has missed no more than the first 5 minutes of class.

TT - Truant (Unexcused): The student is absent from one or more classes within the school day without permission (i.e., the student has 'skipped' class).

\*The tardy is excused if the reason is due to one of the excused reasons identified for absences.

### Attendance Policy

Regular and punctual student attendance is required. The Board's policies require such attendance, the administration is responsible for developing further attendance rules and regulations, and students and parents are responsible for developing behaviors that will result in regular and punctual student attendance.

- a. Excused Absences. An absence with any of the following codes will be excused, provided the required procedures have been followed, and will not be counted toward an accumulated absence for the quarter/semester: AM, CO, CV, DF, FD, IS, OS, ME, SB, PE
- b. Unexcused Absences: All other absences listed above are considered unexcused and will be counted toward an accumulated absence for the quarter/semester.

A student who engages in unexcused absences may be considered truant as per state law, Neb.Rev.Stat. § 79-201. Truancy is a violation of school rules. The consequence of such action may include suspension from classes and the student may be required to make up the time missed. Students who leave the school premises without permission during the school day will be considered truant. A student will be considered truant until a parent/guardian contacts the school. After two days with no parent/guardian contact, the absence will be considered unexcused.

Absence Procedure/Make-Up Work.

For excused absences, students must make up any missed assignments and/or tests within at most a one week time period (following the Late Work Policy below) or the student will receive a zero in the grade book. If requested, assignments will be prepared for students who are ill upon request. If parents and/or students request assignments the school should be contacted by no later than 9 a.m. The student has the responsibility to contact teachers initially regarding make-up assignments.

For unexcused absences, the student may receive a failing mark in each class period missed. It will be at the teacher's discretion to award full or partial credit with the approval of the Principal.

The Principal shall have the discretion to deny or approve the excused or exempt status of absences depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the Board of Education who knows of any failure on the part of any child age 7 to 17 to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior. Such services shall include, as appropriate, the services listed under the "Excessive Absenteeism" and "Reporting Habitual Truancy" policies.

Excessive Absenteeism/Truancy. Students who accumulate five (5) unexcused absences in a semester shall be deemed to have "excessive absences/truancy." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. The principal will initiate an informational letter to the parent/guardian of the student at that time informing them of the absence rate, the importance of attendance, and specific actions that need to be taken. Additional letters will be sent to the parent/guardian when the student reaches 10 and 15 absences. When a student accumulates 20 unexcused absences in the school year, then the County Attorney may be notified and legal action may be taken against the parent/guardian.

After 5 unexcused absences	—	1 <sup>st</sup> communication from principal
7 unexcused absences	—	Student may lose 1 credit hour in the class(es) in which they are not in attendance. A meeting may be scheduled to establish a collaborative attendance plan. Participants may include: the student, his/her guardian(s), the Juvenile Services Coordinator, the principal, and the counselor.
10 unexcused absences	—	A meeting may be scheduled to establish a collaborative attendance plan. Participants may include: the student, his/her guardian(s), the Juvenile Services Coordinator, the principal, and the counselor.
15 unexcused absences	—	Referred to the Juvenile Services Coordinator
20 unexcused absences	—	Notification to Kimball County Attorney (legal action may be taken)

Upon the 7<sup>th</sup> day of unexcused absence, the student may lose course credit (see loss of credit section below). Upon the 10<sup>th</sup> day of unexcused absence, if the parent/guardian is not cooperating with the school, a meeting will be scheduled to establish a collaborative attendance plan for the student. Upon the 15<sup>th</sup> absence, the matter will be turned over to the Juvenile Services Coordinator for more intensive interventions.

Upon the 20<sup>th</sup> unexcused absence, the County Attorney will be notified and legal action may be taken against the parent/guardian.

Other actions stemming from excessive absenteeism/truancy may include:

1. One or more meetings can be held between a school attendance officer, school social worker, or another person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such meeting, the Principal shall place in the student's attendance records documentation of such refusal.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.

4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the administration to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

Reporting Habitual Truancy. Students who accumulate twenty (20) unexcused absences per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the Principal shall serve a written notice to the person violating Neb.Rev.Stat. § 79-201, (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that statute. If within one week after the time such notice is given such person is still violating the school attendance laws or policies, the principal shall file a report with the county attorney of the county in which such person resides.

### Loss of Credit

All students in grades 9-12 will be allowed up to six (6) unexcused absences per semester. After the 6th absence, credit will be deducted as follows:

0-6 days absent -	0 credit deducted per course
7-11 absences -	1 credit deducted per course
12-16 absences -	2 credits deducted per course
17-21 absences -	3 credits deducted per course
22-26 absences -	4 credits deducted per course
26+ absences -	5 credits deducted per course

Students may make-up credit by completing an online course on their own time or retaking the course prior to graduation.

### Tardiness

Tardy to Class: A tardy is defined as up to five (5) minutes missed at the beginning of a period. Students will be considered tardy to class if they are not in their classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher. Students have a sufficient time period between all class changes to make it to their next assigned class on time.

Three unexcused tardies in any one semester will count as an absence in that class. Any subsequent 3 tardies is the equivalent of 1 absence. This will be counted toward the maximum of seven absences from any given class. If seven absences are reached, the student may lose credit from that class (see [Loss of Credit](#) above). The absence will not be counted toward truancy determination. Students may appeal their loss of credit to the district attendance committee.

### [Leaving School or Class](#)

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose. Students who leave without permission and without signing out in the proper manner will be considered truant.

When students wish to leave the room, a signed pass must accompany the trip. Students are not allowed to leave the room during the first 10 minutes of class. If a student is "checking in" before attending an assembly, meeting, etc., the student must be seated in their scheduled classroom until attendance has been taken.

Students will not be allowed to enter class after an absence until an admit slip is issued by the Principal's office. Work must be made up.

### [Attendance is Required to Participate in Activities](#)

Students must attend school at least half the day on the day of any scheduled school activity in order to participate in the activity. This includes sports contests, practice and dances. The Principal retains the right to grant participation should extenuating circumstances, such as doctor/dentist appointments and funerals, prevail. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

### [Attendance Incentive Program](#)

The purpose of the Attendance Incentive Program is to reward students with near perfect attendance. Students who meet the criteria will have the option of taking a day off from school the following quarter. For example, a student who meets the criteria at the end of first quarter has the option of taking a day off from school second quarter. A student may earn a maximum of three days off from school. However, a student may not "stockpile" the days and take three days off from school fourth quarter nor use a free day during the last week of any given quarter. In addition, students must meet academic eligibility requirements at the time they intend to use their free day.

Students are still responsible for quizzes, tests, and projects given during their "free day." Students are also responsible for any assignment given prior to the "free day." If

you have any questions, check with your individual teachers ahead of time to avoid any confusion.

Students earn a day off from school if they meet the following criteria:

- o Minimum 2.0 G.P.A. in every class for the grading period.
- o No more than one unexcused absence (or three unexcused tardies) in every class period for the grading period. (School activities not included.)
- o No office referrals

A student who misses any class period more than once is not eligible.

Students earn a half-day (four periods) off from school if they have no more than two unexcused absences in every class period and meet the 2.0 G.P.A. in every class criteria.

## SCHOLASTIC ACHIEVEMENT

### Grading System

Kimball Junior/Senior High School will use the letter grading system as follows:

Letter Grade	Percentage	G.P.A.
A	93 - 100	4.0
B	85 - 92	3.0
C	77 - 84	2.0
D	70 - 76	1.0
F	0 - 69	No Credit

### Grading Practices to Support Student Learning

Teachers are expected to utilize the following grading practices to support student learning.

- 70/30 weighted grades: Assessment (70%)/Daily work(30%). Assessments may include formative, summative, or project-based assessments and may be written or oral.
- Minimum Daily Grades: Teachers will plan and assess an average of 2-3 grades per week, approximately 25 grades per quarter.

- **Minimum Number of Assessments:** 3 assessments per quarter.
- **Performance Classes:** Students are unable to improve unless they participate so these classes may utilize participation grades. Alternatives/additional opportunities to makeup missed performances will be provided to ensure students have the opportunity to demonstrate their learning.

Students will be encouraged to utilize *Google Calendar* to practice organizational/planning skills.

### Homework, Study Hall and Longhorn Time

- **Homework Policy** - All daily assignments must be completed. Homework assignments are not optional for the students (Make-up and re-do work is always acceptable).
- **After School Help** - Teachers are available to students from 3:35 pm to 4:00 pm every day.
- **Late Work Policy** - If excused absences, students will get 1 day for every day absent, not to exceed 5 days, before this management procedure takes effect:

1 Day Late	93%
2 Days Late	85%
3 Days Late	77%
4 Days Late	70%
5 Days Late	50%
6 or more days late	0%

It is up to the teacher's discretion to allow credit for late work after the five day limit. Teachers can be more lenient, but not more strict than the policy.

- **Study Hall**

High school students are assigned to grade level classes during 9th period. Two days a week, students will be given a study hall during that time. The time may be used to meet with other teachers to get help with coursework. Juniors or seniors meeting the open campus criteria (see *Open-Closed Campus* section), may choose to leave on designated study hall days.

- **Longhorn Time**

Longhorn Time is an after school program to assist students in successfully completing assignments in a timely manner. The goal of Longhorn Time is to hold students to a high standard by refusing to let them take zeros on their assigned work and to provide extra support for students with failing grades. When students don't turn in a homework assignment on the due date, the teacher who assigned the homework will electronically submit the student for Longhorn Time and verbally communicate directly to the student they have earned Longhorn Time on the same day as the due date. Longhorn Time will not be held on early dismissal days. When students are not in attendance at school and miss the opportunity to turn in assignments, the due date of an assignment will be in effect as stated in the absence policy.

**General Information:**

- Longhorn Time will start at 3:35 pm and students will be dismissed after they have completed their assignment.
- Extra-curricular practices or employment are not excusable reasons for students to miss Longhorn Time.

**Student Expectations:**

- Once a student has been assigned to Longhorn Time, they must attend, even if they finish their work during the day. All Longhorn Time students will need to check in, but they will be allowed to leave as soon as they hand in their work or they hand in a Longhorn Time Sheet signed by the referring teacher indicating the missing work has been completed.
- If a student has an unavoidable conflict, the parent needs to inform the office. In this case, the student will work on their missing assignment(s) over lunch.
- Students who are assigned to Longhorn Time and skip will be assigned lunch detention the following two days. If their work is still not complete, they will be assigned to Longhorn Time the following day as well. If a student does not report to Longhorn Time a second time, it will be treated as skipping class and points/consequences will be assigned accordingly.
- Students not completing their homework will be expected to finish it by the time they arrive to class the next school day. If not, they will be assigned to Longhorn Time again the following day.
- Students will get one free pass per semester when they are unable to attend Longhorn Time; however, they are still expected to do the homework assignment and turn it in during the next day of school.

- Students are expected to do all assignments and hand in quality work determined by the teacher.
- Students will be responsible for bringing work to Longhorn Time.
- Students who misbehave, are dishonest, or turn in unsatisfactory work will receive lunch detention the following day.
- Students attending competitions will be expected to attend Longhorn Time the next day if they don't have their assigned homework completed and handed in to the teacher the next school day.
- Students will remain in Longhorn Time until the missing work is completed.

#### Teacher Expectations:

- When a student does not hand in an assignment by the date due, the teacher will use a Google form to assign that student to Longhorn Time. The Google form will be set up to automatically generate an email that goes out to: the student, the parent, the 9th period teacher, Special Education teacher (if applicable), office staff, and head coach (if applicable).
- Teachers will hold students who have been referred to Longhorn Time in their class until they can be escorted to the Longhorn Time location.
- The teacher who refers a student to Longhorn Time or whose class in which the student is failing will be available until 4:00 pm to work with the student on their missing work, quiz/test retakes, or to help them review material.

#### Graduation Requirements

In addition to meeting the academic requirements listed below, in order to receive the Kimball Public Schools diploma, students must also attend a minimum of eight (8) semesters of high school, such semester count to begin with the 9<sup>th</sup> grade of attendance.

English	40 credits - 4 years
Science	30 credits - 3 years (Physical Science & Biology required)
Mathematics	30 credits - 3 years (course content that includes algebraic, geometric, data analysis, and probability concepts)
Social Studies	30 credits - 3 years (Civics/American Government is required)
PE	10 credits - 1 year (9 <sup>th</sup> PE required)
Personal Finance	5 credits
Electives	120 credits
<b>Total</b>	<b>265 Credits</b>

The staff and administration strongly encourage all college-bound students to take four years of all core areas and foreign language.

Special adjustments to the above requirements may be made with administrative approval. For example, if a student has a doctor's note stating that he/she cannot take physical education, another class may be approved as a substitution.

High school credit may be awarded to junior high students enrolled in a high school course. For the purposes of math credit, students will still be required to complete three years of math in high school and must be enrolled in a math class during their junior year. If the student has met the graduation requirements for mathematics prior to their junior year, they will be given elective credit for additional courses.

Only students who have met the prescribed graduation requirements established by the Board of Education will be permitted to participate in commencement exercises. In addition, all financial obligations must be paid and all disciplinary sanctions must be fulfilled prior to commencement exercises.

### Promotion and Retention

The professional staff at Kimball Jr/Sr High School will place students at the grade level and in the courses best suited to them academically, socially and emotionally.

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

Parent input will be considered but the Principal has the authority to make the final decision.

### Student Classification

**10<sup>th</sup> Grade** - Two semesters of attendance and a minimum of 60 semester hours.

**11<sup>th</sup> Grade** - Four semesters of attendance and a minimum of 120 semester hours.

**12<sup>th</sup> Grade** - Six semesters of attendance and a minimum of 180 semester hours.

**Graduate** - Eight semesters of attendance and a minimum of 240 semester hours.

### Promotion and Retention of Junior High Students

A student, who passes with a 70% or above, earns 5 credits per class per semester.

For promotion to the 8<sup>th</sup> grade, students must earn at least fifty (50) credits during the year. Thirty (30) credits must be earned from the "core" classes - English, math, science, or social studies.

For promotion to the 9<sup>th</sup> grade, students must earn at least fifty (50) credits during the year. Thirty (30) credits must be earned from the "core" classes - English, math, science, or social studies.

Students will have the option of coming to summer school and/or completing correspondence classes during the summer at their expense to complete any deficiencies in these requirements. The Principal must approve all correspondence classes ahead of time and must be completed prior to the first day of classes the following school year.

Parent input will be considered, but the Principal has the authority to make the final decision.

### Schedule Changes

Students needing schedule changes should notify the guidance counselor or principal. The principal or guidance counselor and teachers involved must agree to all schedule changes. However, the principal will make the final decision on all schedule changes. Schedules may not be changed after the first week into a new quarter or semester.

### Progress Reports

Various supplemental reports may be sent to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work that needs improving. These reports will be sent at teacher discretion.

### Report Cards

Report cards are issued at the end of each quarter, or nine-week sessions. Letter grades are used to designate a student's progress. A grade of "I" (incomplete) received at the end of a grading period must be made up within one week or missing assignments will receive grades of "0" and those grades will be averaged into the final grade. An incomplete or grade of "I" will only be given to a student at the end of the quarter if extenuating circumstances, as deemed by the administration, have prevented the student from completing his/her coursework by the end of the quarter. No incompletes will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter.

### Parent-Teacher Conferences

Parent-teacher conferences will be held this year in the beginning of the 2<sup>nd</sup> and 4<sup>th</sup> quarters. Refer to the school calendar for the schedule. Conferences with teachers at any

other time are possible by calling the school office or contacting a teacher directly via their school email account or phone.

### Principal's Merit Roll

The purpose of the principal's merit roll is to recognize those students who demonstrate academic excellence. The merit roll will be determined for 1st and 2nd semesters. Students will be recognized if they meet the following criteria:

1. Minimum 4.0 G.P.A. for the grading period.
2. No failing grades or incompletes.
3. All class grades are figured the same for merit roll status except teacher aide and work experience.

### Honor Roll

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. The honor roll will be determined for 1st and 2nd quarters. Students will be recognized if they meet the following criteria:

1. Minimum 3.0 G.P.A. for the grading period.
2. No failing grades or incompletes.
3. All class grades are figured the same for honor roll status except teacher aide and work experience.

### National Honor Society

The National Honor Society chapter of Kimball Public Schools is a duly chartered and affiliated chapter of this prestigious national organization.

#### Admission to the National Honor Society

Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council, appointed by the Principal, which bestows this honor upon qualified students on behalf of the faculty of our school each May.

Students in the 10th, 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average of 3.7 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate's character, the Faculty Council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for

input regarding their professional reflections on a candidate's service activities, character, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership.

A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria (or better) that led to their selection. This obligation includes regular attendance at chapter meetings held (insert duration, e.g., "monthly") during the school year, and participation in the chapter service projects(s).

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser, Kristi Hiles-Smith.

### Removal from National Honor Society

A student may be removed from the NHS by action of the Principal upon a determination by the Principal that the student:

1. Prior Conduct. Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction.
2. Post-Induction Conduct. Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct contained in this handbook; which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction.

The student may appeal the Principal's decision to the Superintendent by giving written notice of appeal to the Superintendent within ten calendar days of receipt of the Principal's removal decision. The appeal procedures shall be established in the discretion of the Superintendent such as to allow a fair opportunity for the student's views and information to be considered. The decision of the Superintendent on the appeal shall be final.

### Academic Letter

Students at Kimball High School may earn an academic letter by meeting the following requirements:

- The student must complete at least four core classes per semester to be eligible for the academic letter.

**MATH:** Pre-Algebra, Algebra I, Algebra II, *Geometry*, Trig/Pre-Calculus, Calculus, College Algebra

**SCIENCE:** Physical Science, Biology, Chemistry, Anatomy & Physiology, Environmental Science

**ENGLISH:** English 9, English 10, English 11, English 12, Dual Credit Comp I/Comp II

**SOCIAL STUDIES:** *Geography/World History*, American History, Civics

- A student must have a minimum semester grade point average of 90%
- A student may have no semester grade below an 80% for those semesters being counted
- A student must maintain these standards for two consecutive semesters
- Minimum of 90% attendance per year
- No office referrals resulting in ISS, OSS or a Restorative Contract.
- Academic letter applications may be obtained from the Principal's office and should be returned punctually for verification

### Junior High Sports/PE

Participation in sports for Junior High students at Kimball Public Schools is strictly voluntary. Students participating in a sport are required to attend the full duration of practice with their team. Junior High students not participating in a sport are required to attend a physical education class. When students are not participating in a sport (such as the times of the school year that fall between sport seasons) they are required to attend a physical education class.

### VALTS

Kimball Public Schools participates in an alternative education program known as Valley Alternative Learning Transitioning School or VALTS for short. This program is located in the HARMS Center on the campus of WNCC in Scottsbluff. VALTS offers the same basic curriculum as a "mainstream" school but uses alternative delivery methods. Kimball currently has one seat in the VALTS Program.

In order to be considered for VALTS, a student must be a junior or senior, have earned an adequate number of credits to graduate within one year of their classmates, and cannot be on an Individual Education Plan (IEP). Students who are interested and meet the criteria, need to fill out an application packet, have their parent/guardian sign the application, and complete an interview with the building counselor and/or principal. Students will be

selected for the VALTS program in accordance with policy. Upon successful completion of the VALTS Program, a student will also earn a Kimball Public Schools diploma. For more information and/or to be considered for the program please contact the Kimball Jr/Sr High School Counselor or Principal.

### ACT Test

As an incentive to encourage all students to take the ACT test in the fall of their junior year, the school will provide one free ACT test in the month of October to all juniors.

## SCHOOL CLIMATE/CULTURE

### Positive Behavior interventions and Supports (PBIS)

Kimball Jr/Sr High School is a PBIS School with the established umbrella goals of: **Respect, Responsibility, Effort, and Safety**. Various areas of the school are targeted and positive student expectations are taught and reinforced by the staff. Students are rewarded for meeting these expectations and doing things the correct way. The following are a list of the expectations for Kimball Jr/Sr High School:

Area of the School	Respect	Responsibility	Effort	Safety
Classroom	<ul style="list-style-type: none"> <li>* Use good manners: eye contact &amp; active listening</li> <li>* Use or practice positive communication skills (verbal &amp; non-verbal)</li> </ul>	<ul style="list-style-type: none"> <li>* Homework and assignments completed &amp; returned on time</li> <li>* Come prepared to learn - Bring all materials to class</li> <li>* Push in chairs &amp; clean up your area before leaving</li> </ul>	<ul style="list-style-type: none"> <li>* <u>Be on time</u> and use class time productively</li> <li>* Follow along, ask questions, participate in discussions, &amp; study</li> <li>* Be willing to come in before or after school for extra help</li> </ul>	<ul style="list-style-type: none"> <li>* Stay seated with all four chair legs on the floor</li> <li>* Use safe lab practices and appropriate behavior</li> </ul>
Hallway	<ul style="list-style-type: none"> <li>* Use appropriate language and acceptable volume</li> <li>* Maintain personal space</li> <li>* Keep food and drink in the student center</li> </ul>	<ul style="list-style-type: none"> <li>* Use time wisely and get to class on time</li> <li>* Clean up after yourself; use trash cans</li> <li>* While class is in session, you need a pass to be in the hallway</li> </ul>	<ul style="list-style-type: none"> <li>* Keep lockers clean and organized</li> <li>* Walk with a purpose; get to where you need to be</li> </ul>	<ul style="list-style-type: none"> <li>* Keep hands and feet to yourself</li> <li>* WALK in the hallways</li> </ul>
Student Center	<ul style="list-style-type: none"> <li>* Use appropriate language and acceptable volume</li> <li>* Honor the dress code</li> </ul>	<ul style="list-style-type: none"> <li>* Push in your chairs when leaving</li> <li>* Clean up after yourself; use trash cans</li> </ul>	<ul style="list-style-type: none"> <li>* Take care of the facility</li> <li>* Keep food &amp; beverages (other than water) in the student center</li> </ul>	<ul style="list-style-type: none"> <li>* Keep hands and feet to yourself</li> <li>* Sit in chairs appropriately</li> </ul>
Route Bus	<ul style="list-style-type: none"> <li>* Follow all directions given by the bus driver</li> <li>* Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>* Clean up your area before leaving the bus</li> </ul>	<ul style="list-style-type: none"> <li>* Make an effort to respect the transportation being provided</li> </ul>	<ul style="list-style-type: none"> <li>* Find a seat and remain in that seat</li> <li>* Feet on the floor and face forward</li> </ul>

Area of the School	Respect	Responsibility	Effort	Safety
Cafeteria and Lunch	<ul style="list-style-type: none"> <li>* Use good manners; say "please" and "thank you"</li> <li>* Use appropriate language and acceptable volume</li> </ul>	<ul style="list-style-type: none"> <li>* Clean up after yourself; use trash cans</li> <li>* Please put silverware in the soapy water</li> </ul>	<ul style="list-style-type: none"> <li>* Use good listening skills with the kitchen staff</li> <li>* Please keep all food and drink in the eating area</li> </ul>	<ul style="list-style-type: none"> <li>* Keep hands and feet to yourself</li> <li>Make sure you clean up any spills</li> </ul>
Entrance	<ul style="list-style-type: none"> <li>* Use appropriate language and volume</li> <li>* Keep pathways to the doors clear</li> <li>* Respect others' personal space</li> </ul>	<ul style="list-style-type: none"> <li>* Keep the area clean and free of obstacles</li> <li>* Play games on the grass area</li> </ul>	<ul style="list-style-type: none"> <li>* Make a positive first impression to our visitors</li> <li>* Be courteous and use proper manners</li> <li>* Create a positive and friendly environment</li> </ul>	<ul style="list-style-type: none"> <li>* Keep hands and feet to yourself</li> <li>* Use railing appropriately</li> <li>* Refrain from throwing objects</li> </ul>
Weight Room	<ul style="list-style-type: none"> <li>* Respect neighboring classrooms</li> <li>* Respect teachers, coaches, sponsors, &amp; other lifters</li> <li>* Play appropriate music at appropriate volume</li> </ul>	<ul style="list-style-type: none"> <li>* Return equipment to the proper location</li> <li>* Report broken equipment and clean equipment after using</li> </ul>	<ul style="list-style-type: none"> <li>* Take care of the facilities &amp; equipment</li> <li>* Clean up after yourself</li> <li>* Follow your program and LIFT with a purpose</li> </ul>	<ul style="list-style-type: none"> <li>* Approved adult sponsor must be present</li> <li>* Use proper lifting techniques and safety guidelines</li> <li>* Don't know, Ask</li> </ul>
Activity Bus	<ul style="list-style-type: none"> <li>* Follow all directions given by the bus driver</li> <li>* Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>* Clean up your area before leaving the bus</li> <li>* Make sure all beverages have a lid</li> </ul>	<ul style="list-style-type: none"> <li>* Be on time</li> <li>* Make an effort to respect the transportation being provided</li> </ul>	<ul style="list-style-type: none"> <li>* Stay in your seat except to use trash can</li> <li>* Take off your shoes before putting your feet on the seats</li> <li>* At least one sponsor will sit in the back of the bus</li> </ul>
Auditorium	<ul style="list-style-type: none"> <li>* Respect presenters by being attentive and quiet</li> <li>* Unless authorized by staff, food and drink stay outside</li> </ul>	<ul style="list-style-type: none"> <li>* Please turn off and put away electronic devices</li> <li>* Leave to use the restroom only at appropriate times</li> <li>* Clean up your area before leaving</li> </ul>	<ul style="list-style-type: none"> <li>* Be on time and sit in the appropriate seats</li> <li>* Make an effort to respect the facility; treat it as a valuable asset</li> </ul>	<ul style="list-style-type: none"> <li>* Use the aisles to get from point A to point B</li> <li>* Sponsors will sit among the students</li> </ul>
Locker Room	<ul style="list-style-type: none"> <li>* Respect the personal property of other people</li> <li>* Respect the school facilities</li> <li>* Respect personal space</li> </ul>	<ul style="list-style-type: none"> <li>* Use a school padlock and keep your locker locked</li> <li>* Use appropriate language and volume</li> </ul>	<ul style="list-style-type: none"> <li>* Pick up your area</li> <li>* Keep your locker clean and organized</li> <li>* Get in and out of the locker room efficiently</li> <li>* Dress and shower quickly</li> </ul>	<ul style="list-style-type: none"> <li>* Wash gym clothes on a weekly basis</li> <li>* Be careful on and around wet floors</li> <li>* Use appropriate behavior</li> </ul>
Restroom	<ul style="list-style-type: none"> <li>* Walls and Stalls should remain graffiti-free</li> </ul>	<ul style="list-style-type: none"> <li>* Double check that toilet flushed</li> <li>* Make sure water is turned off</li> <li>* Return to class when finished</li> </ul>	<ul style="list-style-type: none"> <li>* Keep the restroom neat and clean for others</li> <li>* Report any problems to the office</li> </ul>	<ul style="list-style-type: none"> <li>* Wash hands with soap and water</li> <li>* Keep hands and feet to yourself</li> </ul>

Area of the School	Respect	Responsibility	Effort	Safety
Entrance	<ul style="list-style-type: none"> <li>* Use appropriate language and volume</li> <li>* Keep pathways to the doors clear</li> <li>* Respect others' personal space</li> </ul>	<ul style="list-style-type: none"> <li>* Keep the area clean and free of obstacles</li> <li>* Play games on the grass area</li> </ul>	<ul style="list-style-type: none"> <li>* Make a positive first impression to our visitors</li> <li>* Be courteous and use proper manners</li> <li>* Create a positive and friendly environment</li> </ul>	<ul style="list-style-type: none"> <li>* Keep hands and feet to yourself</li> <li>* Use railing appropriately</li> <li>* Refrain from throwing objects</li> </ul>
Weight Room	<ul style="list-style-type: none"> <li>* Respect neighboring classrooms</li> <li>* Respect teachers, coaches, sponsors, &amp; other lifters</li> <li>* Play appropriate music at appropriate volume</li> </ul>	<ul style="list-style-type: none"> <li>* Return equipment to the proper location</li> <li>* Report broken equipment and clean equipment after using</li> </ul>	<ul style="list-style-type: none"> <li>* Take care of the facilities &amp; equipment</li> <li>* Clean up after yourself</li> <li>* Follow your program and LIFT with a purpose</li> </ul>	<ul style="list-style-type: none"> <li>* Approved adult sponsor must be present</li> <li>* Use proper lifting techniques and safety guidelines</li> <li>* Don't know, Ask</li> </ul>
Activity Bus	<ul style="list-style-type: none"> <li>* Follow all directions given by the bus driver</li> <li>* Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>* Clean up your area before leaving the bus</li> <li>* Make sure all beverages have a lid</li> </ul>	<ul style="list-style-type: none"> <li>* Be on time</li> <li>* Make an effort to respect the transportation being provided</li> </ul>	<ul style="list-style-type: none"> <li>* Stay in your seat except to use trash can</li> <li>* Take off your shoes before putting your feet on the seats</li> <li>* At least one sponsor will sit in the back of the bus</li> </ul>
Auditorium	<ul style="list-style-type: none"> <li>* Respect presenters by being attentive and quiet</li> <li>* Unless authorized by staff, food and drink stay outside</li> </ul>	<ul style="list-style-type: none"> <li>* Please turn off and put away electronic devices</li> <li>* Leave to use the restroom only at appropriate times</li> <li>* Clean up your area before leaving</li> </ul>	<ul style="list-style-type: none"> <li>* Be on time and sit in the appropriate seats</li> <li>* Make an effort to respect the facility; treat it as a valuable asset</li> </ul>	<ul style="list-style-type: none"> <li>* Use the aisles to get from point A to point B</li> <li>* Sponsors will sit among the students</li> </ul>
Locker Room	<ul style="list-style-type: none"> <li>* Respect the personal property of other people</li> <li>* Respect the school facilities</li> <li>* Respect personal space</li> </ul>	<ul style="list-style-type: none"> <li>* Use a school padlock and keep your locker locked</li> <li>* Use appropriate language and volume</li> </ul>	<ul style="list-style-type: none"> <li>* Pick up your area</li> <li>* Keep your locker clean and organized</li> <li>* Get in and out of the locker room efficiently</li> <li>* Dress and shower quickly</li> </ul>	<ul style="list-style-type: none"> <li>* Wash gym clothes on a weekly basis</li> <li>* Be careful on and around wet floors</li> <li>* Use appropriate behavior</li> </ul>
Restroom	<ul style="list-style-type: none"> <li>* Walls and Stalls should remain graffiti-free</li> </ul>	<ul style="list-style-type: none"> <li>* Double check that toilet flushed</li> <li>* Make sure water is turned off</li> <li>* Return to class when finished</li> </ul>	<ul style="list-style-type: none"> <li>* Keep the restroom neat and clean for others</li> <li>* Report any problems to the office</li> </ul>	<ul style="list-style-type: none"> <li>* Wash hands with soap and water</li> <li>* Keep hands and feet to yourself</li> </ul>

<b>Area of the School</b>	<b>Respect</b>	<b>Responsibility</b>	<b>Effort</b>	<b>Safety</b>
<b>Gym Class</b>	<ul style="list-style-type: none"> <li>* Use good manners</li> <li>* Practice positive communication skills (verbal &amp; non-verbal)</li> <li>* Treat equipment appropriately</li> </ul>	<ul style="list-style-type: none"> <li>* Come prepared to participate</li> <li>* Return all equipment to proper storage</li> <li>* Clean up area before leaving</li> </ul>	<ul style="list-style-type: none"> <li>* Be on time</li> <li>* Follow along and ask questions</li> <li>* Participate and give maximum effort</li> </ul>	<ul style="list-style-type: none"> <li>* Use equipment properly</li> <li>* Follow rules and use appropriate behavior</li> </ul>
<b>Gym Activities</b>	<ul style="list-style-type: none"> <li>* Stay seated in the gym and watch the activity</li> <li>* Practice positive communication skills (verbal &amp; non-verbal)</li> </ul>	<ul style="list-style-type: none"> <li>* Practice good sportsmanship</li> <li>* Clean up your area before leaving</li> </ul>	<ul style="list-style-type: none"> <li>* Demonstrate positive school spirit</li> <li>* Be a good spectator</li> </ul>	<ul style="list-style-type: none"> <li>* Use stairs and WALK in the bleacher area</li> <li>* Avoid walking on the floor during game time</li> <li>* Use appropriate behavior</li> </ul>
<b>Parking Lot</b>	<ul style="list-style-type: none"> <li>* Respect vehicles and personal property of others</li> <li>* Respect school grounds</li> <li>* Avoid noise pollution</li> </ul>	<ul style="list-style-type: none"> <li>* Driving is a privilege - follow all driving laws</li> <li>* Keep speeds under 10 mph</li> <li>* Use designated parking spaces</li> <li>* Put trash in appropriate receptacle</li> </ul>	<ul style="list-style-type: none"> <li>* Take initiative to greet guests appropriately</li> <li>* Work to keep the parking lot clean &amp; tidy</li> </ul>	<ul style="list-style-type: none"> <li>* Stay out of the path of moving vehicles</li> <li>* Socialize in appropriate areas</li> </ul>
<b>Stadium</b>	<ul style="list-style-type: none"> <li>* Respect participants, spectators, coaches, and officials</li> <li>* Practice positive communication skills (verbal &amp; non-verbal)</li> <li>* Respect the facilities</li> </ul>	<ul style="list-style-type: none"> <li>* Practice good sportsmanship</li> <li>* Put trash in appropriate receptacle</li> </ul>	<ul style="list-style-type: none"> <li>* Demonstrate positive school spirit</li> <li>* Be a good spectator</li> </ul>	<ul style="list-style-type: none"> <li>* Use stairs &amp; WALK in the bleacher area</li> <li>* Refrain from throwing items over the stadium</li> <li>* Use appropriate behavior</li> </ul>
<b>Wrestling Room</b>	<ul style="list-style-type: none"> <li>* Respect coaches, sponsors, and athletes</li> <li>* Respect individuals' physical abilities and limitations</li> </ul>	<ul style="list-style-type: none"> <li>* Use only proper footwear</li> <li>* Follow through with personal hygiene</li> </ul>	<ul style="list-style-type: none"> <li>* Take care of the facilities and equipment</li> <li>* Come prepared to work and improve</li> </ul>	<ul style="list-style-type: none"> <li>* approved adult sponsor or coach must be present</li> <li>* Use mat and equipment for intended purpose</li> <li>* Clean and disinfect properly after use</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>* Use good manners</li> <li>* Use appropriate language and volume</li> </ul>	<ul style="list-style-type: none"> <li>* Push chairs in when leaving and pick up your area</li> <li>* Take care of the equipment and books</li> <li>* Return books on time and undamaged</li> <li>* Bring a pass with a stated purpose</li> </ul>	<ul style="list-style-type: none"> <li>* Come prepared to use time wisely</li> <li>* Ask for help if you need it</li> <li>* Take care of library facility</li> </ul>	<ul style="list-style-type: none"> <li>* Stay seated with all four chair legs on the floor</li> <li>* Keep hands and feet to yourself</li> </ul>
<b>Detention</b>	<ul style="list-style-type: none"> <li>* Use good manners</li> <li>* Use appropriate language and volume</li> <li>* Listen and follow teacher's directions</li> </ul>	<ul style="list-style-type: none"> <li>* Bring homework to work on</li> <li>* Push in chairs and clean up your area before leaving</li> </ul>	<ul style="list-style-type: none"> <li>* Be on time at 3:40 and use your time productively</li> <li>* Check in with the teacher so time can begin</li> </ul>	<ul style="list-style-type: none"> <li>* Stay seated with all four chair legs on the floor</li> <li>* Keep hands and feet to yourself</li> </ul>

## Longhorn Ranch System

The Longhorn Ranch System is a school-wide community that provides students with a culture of belonging. Eight ranches have been created and each ranch includes 18-20 7<sup>th</sup>-12<sup>th</sup> grade students. Each year, incoming 7<sup>th</sup> graders are 'sorted' into their ranch and will remain in that ranch until they graduate. Two to three staff members are members of each ranch as well. Two students from each ranch are selected each year to be ranch leaders. The system allows students to socialize with one another across grades with positive adult role models beyond the classroom setting.

Throughout the year, the ranches compete against each other in a variety of events earning points for their ranch. Points may be earned through monthly challenges, quarterly academic achievement, good behavior, involvement in extracurricular activities or other activities/contests throughout the school year.


Quarterly, each member of the ranch with the most accumulated points for the quarter will earn a reward. The ranch that earns the most points for the year will earn a trophy and recognition on the Ranch Champion plaque displayed in the Student Center.

The eight ranches along with the ranch colors and brand are described below:

### **Callow Cattle Ranch**

Ranch Brand:   
Ranch Colors: Pink/Silver

### **Blazing Pitchfork Ranch**

Ranch Brand:   
Ranch Colors: Orange/Yellow/Silver

### **Growling Grizzlies Ranch**

Ranch Brand:   
Ranch Colors: Black/Gold

### **Hidden Valley Ranch**

Ranch Brand: 

### **Speed Goat Ranch**

Ranch Brand:   
Ranch Colors: Turquoise/Silver


### **Almosta Ranch**

Ranch Brand:   
Ranch Colors: Maroon/Light Blue

### **Buffalo Ridge Ranch**

Ranch Brand:   
Ranch Colors: Navy Blue/Gold

### **Whispering Winds Ranch**

Ranch Brand: 

## The Longhorn Way

At the Jr/Sr High School, we recognize students who exhibit the characteristics that we encourage all of our students to strive for. We call these characteristics The Longhorn Way. To earn recognition for The Longhorn Way for the quarter, students need to have all A's and B's, no tardies, no referrals to Longhorn Time, no classroom or office referrals for behavior and participate in at least one extra curricular activity during the quarter. The Longhorn Way students earn the opportunity to participate in an activity offsite during a school day.

## STUDENT CONDUCT AND DISCIPLINE POLICIES

The common goal of students, parents, faculty and administration of Kimball Public Schools is to maintain a school atmosphere that is conducive to learning. In order to achieve this, Kimball Public Schools will continue to review and distribute a set of reasonable and fair rules and policies. VIOLATIONS OF THE KIMBALL PUBLIC SCHOOL'S RULES AND POLICIES WILL RESULT IN DISCIPLINARY ACTION.

### Forms of School Discipline

#### Short-Term Suspension:

Students may be excluded by the Principal or the principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or,
2. Other violations of rules and standards of behavior adopted by the Kimball Public Schools Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal or the Principal's designee shall make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon 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 the student is accused of having done, an explanation of the

evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.

3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
4. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.

#### Long-Term Suspension:

A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

#### Expulsion:

1. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of

the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

2. Suspensions Pending Hearing. 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.
3. 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 in accordance with the law.
4. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
5. 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. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
6. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and

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

Emergency Exclusion: A student may be excluded from school in the following circumstances:

1. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
2. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

**Other Forms of Student Discipline:**

Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, 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, restorative practices, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling

or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, 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.

### Restorative Practices

As an alternative to suspension, Kimball Jr/Sr High School may use restorative practices, unless suspension is necessary to protect the safety of students and/or staff.

Restorative practices include opportunities for students to restore relationships, reflect on their behavior and be held accountable for their actions. The Kimball Jr/Sr High School Restorative Practices Model may include the following alternative discipline protocols.

### Character Connections

Character Connections is an after-school program to provide students an opportunity to reflect on their behavior, learn more appropriate behaviors and work on an accountability project.

### Structured Day

A Structured Day may be used as an alternative to ISS or OSS and will include Character Connections. A student in a Structured Day will attend instruction in core classes and will work on an independent project in elective classes. Students will be escorted between classes and will eat lunch with a staff member to provide an opportunity to further reflect on the behavior and learn new appropriate strategies. The student will turn his/her phone into the office at the beginning of the school day and may retrieve their phone after Character Connections.

### Accountability Project

An Accountability Project will be assigned to the student as an opportunity to learn new behavior skills and restore relationships. The project will be determined in collaboration with the student. Examples of Accountability Projects may include researching a topic related to the behavior (bullying, theft, disrespect, etc.) and creating a poster/slide show on the topic, how it impacts others and detailing more appropriate behavior; interviewing a community member (health care worker, law enforcement) and writing a paper sharing what was learned; writing an apology letter to affected stakeholders, etc.

When a student is assigned Structured Day/Character Connections, they will lose privileges until the time is served and the Accountability Project is complete. These privileges include but are not limited to access to a personal cell phone while on campus, open campus privileges (if applicable), loss of an opportunity to participate in extra-curricular activities, etc. A Restorative Contract will be created in collaboration with the student and parent.

### Student Conduct

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well-being or rights of other students, staff or visitors.

### Grounds for Suspensions, Expulsion or Mandatory Reassignment:

The following conduct has been determined by the Kimball Board of Education or has the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event. At the discretion of the Principal, restorative practices may be used as an alternative to suspension, if there is no threat to the safety of students and staff.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that

it was necessary to protect some other person shall not constitute a violation of this subdivision.

5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing, selling, or dispensing, of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" 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 or illegal substances 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.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school for school purposes, or at a school-sponsored activity or school-sponsored athletic event.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.

12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes, or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
15. Dressing in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use. (Further dress code information is provided in a later section).
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
  - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
  - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function

or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

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

### **Additional Student Conduct Rules**

The following additional student conduct rules are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

## Student Appearance Policy

Students at Kimball Public Schools are expected to dress in a way that is appropriate for a school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

1. Clothing or jewelry that is gang related;
2. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants...etc.). Shorts must be no shorter than mid-thigh (a good rule of thumb would be no shorter than 5" above the knee when worn at the waist). Tops must have at least a 2" strap.
3. Holes or rips in pants may not be higher than mid-thigh (a good rule of thumb would be no higher than 5" above the knee when worn at the waist).
4. Any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing. Leggings may only be worn under shirts sufficient in size to fully cover the buttocks.
5. Clothing or jewelry that advertises, promotes, or makes references to beer, alcohol, tobacco, or illegal drugs;
6. Clothing or jewelry that could be used as a weapon (chains, spiked apparel...etc.) or that would encourage "horse-play" or that would damage property (e.g. cleats).
7. Head wear including hats, caps, sunglasses, bandannas, scarves, and hoods on sweatshirts. Upon the second warning to remove head wear, the student will no longer be permitted to bring head wear into the building (e.g., hats, hooded sweatshirts, etc.)
8. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meanings.
9. Coats and backpacks are to be kept in lockers during the day. Sweatshirts including hoodies are acceptable, however, hoods are not allowed on the head during school.
10. Sleepwear including pajamas and slippers.

Health laws require that shoes be worn at all times while in school.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be provided with proper apparel. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in disciplinary actions under the School's Disciplinary Point System. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

### Harassment and Bullying Policy

It is the policy of Kimball Public Schools that "bullying" type behavior is strongly discouraged. These guidelines are established to respond specifically to bullying behavior. Students and parents are advised that other response measures are also in place and set forth in Article 10 of this handbook for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.).

1. Step One: The first time school personnel become aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school's opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions that may include expulsion, in the event the conduct is also a violation of other provisions of the student code.
2. Step Two: The second time school personnel become aware of a harassment incident, the student's parents will be notified. A conference will be requested at

that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.

3. Step Three: If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, the school may assign the student to the Harassment Program level set forth below which the school authorities determine to be appropriate.
4. Step Four: If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

#### **Harassment and Bullying Program—Levels**

Purpose: All students have the right to attend Kimball Public Schools free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

**Level I:** The guidelines for a Level I placement are listed below.

- a. The length of the assignment will be for a minimum of two weeks.
- b. The student will report to the office no later than 7:45 a.m. each morning.
- c. The student will eat on campus at an assigned table.
- d. The student will report to an assigned room at the end of the day, and will remain until 4:00 p.m. This will allow all other students to leave the school grounds in safety.

**Level II:** The guidelines for this level are listed below.

- a. The length of the assignment will be for a minimum of two weeks.
- b. The student will report to the office no later than 7:45 a.m. each morning.
- c. The student will eat on campus at an assigned table.

- d. The student will report to an assigned room at the end of the day, and remain until 4:00 p.m.
- e. The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.

**Level III:** This is a long-term assignment. The guidelines are listed below.

All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.

### Inappropriate Public Displays of Affection (IPDA)

Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Consequences for PDA are listed in the School's Disciplinary Point System.

### Academic Integrity

Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

Definitions: The following definitions provide a guide to the standards of academic integrity:

- (1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
  - (a) Tests (includes tests, quizzes and other examinations or academic performances):

- (i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
  - (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
  - (iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
  - (iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
  - (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- (i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
  - (ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

- (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
  - (iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
  - (v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
- (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
- (2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
- (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources, including Artificial Intelligence (AI). To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
  - (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers, use of another student's paper or using Artificial Intelligence (AI).
- (3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

- (1) Academic Sanction. On the first offense, the instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work. A second offense will result a zero with no chance of making up the assignment.
- (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
- (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including restorative practices, suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

## Electronic Devices

Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school, with the exception of school-issued devices. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. 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. "Electronic devices," include, but are not limited to, cell phones, Mp3 players, ear buds/airpods, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, laptop computers (other than school-approved devices), and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

### Possession and Use of Electronic Devices.

- (1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phones are not allowed in classrooms.
- (2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (4)(a)). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
- (3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
- (4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

### Violations

- (1) Students shall not use electronic devices at any time or place for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (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; or (f) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.
- (2) Electronic devices used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the

student and/or the student's parent/guardian in a consistent and orderly way. Consequences are listed in the School's Disciplinary Point System.

- (3) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:
- (a) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.
  - (b) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.
- (4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation 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.

Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. 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.

## Dating Violence

Kimball Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

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

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District's authority.

### E-Hallpass

The school employs an efficient electronic system known as E-Hallpass to manage student requests for leaving the classroom during class time. E-Hallpass ensures a streamlined process for both staff and students. When a student needs to leave the classroom, they can submit a request using their own Chromebook for teacher approval.

To encourage optimal use of passing periods, students are encouraged to take care of restroom breaks, water breaks, and gathering materials for their next class during those designated times. However, students are allowed to leave the classroom for reasons that can typically be handled during passing periods, such as restroom breaks, water breaks, or collecting supplies from lockers, up to a maximum of two times per day.

Please note that only a maximum of five students are permitted to be in the hallway at any given time. As a result, immediate approval for a student's request to leave the classroom may not always be possible due to this limitation.

### Specific Rule Items

The following additional rules will be enforced. Violations may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion.

- c. Food, candy, and drinks are permitted in the classrooms at the discretion of each teacher.
- d. Students are expected to bring all books, their charged chromebook, and necessary materials to class. This includes study halls.
- e. Assignments for all classes are due as assigned by the teacher.
- f. Students are not to operate the mini-blinds or the windows.
- g. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung and the teacher has dismissed the class.
- h. Students are to be in their seats and ready for class on the tardy bell.

- i. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
- j. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
- k. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
- l. Snow handling is prohibited.

### Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken,

except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

**Legal Reference: Neb. Rev. Stat. sections 79-254 to 79-296**

### Reporting Student Law Violations

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
2. When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Kimball Public Schools to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
  - (a) Knowingly possessing illegal drugs or alcohol.
  - (b) Aggravated or felonious assault.
  - (c) Vandalism resulting in significant property damage.
  - (d) Theft of school or personal property of a significant nature.
  - (e) Automobile accident.
  - (f) Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

### Disciplinary Point System - 100 Point Maximum

The purpose of the disciplinary point system is to:

1. Improve the educational environment for students, teachers, parents, and staff;

2. Inform students and parents of rules and policies; and
3. Record discipline violations in a systematic way.

Parents and students must be made aware of any violation of school policies and procedures concerning behavior. Progressive discipline is based upon the belief that an individual does not have the right to infringe upon the rights of others. Also, all people concerned with the school have the responsibility of creating a positive learning environment.

The vehicle used to implement the discipline system is a point system. Each student will begin with zero points at the beginning of the school year. Each discipline action will carry a point value. If 100 points are obtained before the end of the school year, then the student will be recommended for expulsion and due process will be followed. The length of suspension or expulsion will carry over into the next semester/year if the semester or school year ends before the suspension or expulsion has been served. In the event of a semester expulsion, the student will begin the following semester with 50 points.

As an alternative to expulsion, students who have earned 100 points may be placed on a contract to enable them to earn points back. Eligibility for this alternative will be determined by the Principal on a case-by-case basis.

The following categories will be used as a guideline to determine consequences for student misconduct, however, not all behavior can be predicted and/or categorized; therefore, the administration reserves the right to handle situations on an individual basis.

## DEFINITIONS

**Alcohol/Drug Possession** - Using and/or the possession of alcohol or illegal drugs is not permitted on school property or at school activities/events. Possession includes even the odor of alcohol on the breath or person of a student and includes the failure of a drug test (school- or non-school-issued).

**Detentions** - Time during the day (before school, at lunch, or after school) when a student is required to report to a specified area to make up time.

**Disruption of School/Class/Assemblies** - Examples include yelling, running, persistent talking, horseplay, etc.

**Disruptive Objects** - Tacks, whistles, rubber bands, etc.

**Excessive Profanity/Vulgarity** - A stream of profanity and/or gestures that become a major disruption.

**Explosives, Fireworks, and Foul Substances** - Any article containing an explosive or combustible substance (including fireworks) or foul offensive or injurious substances or compounds with intent to use the same against the person or property of another.

**Expulsion** - Refer to separate Expulsion section of this handbook.

**Expulsion for Possessing a Firearm or Dangerous Weapon** - Refer to separate Expulsion section of this handbook.

**Students Expelled from Another School** - Any student expelled from another school will not be allowed to enroll in Kimball Public Schools until the expulsion period has been enforced/fulfilled from the previous school.

**Extortion/Blackmail** - The direct attempt to extract money, goods, or favors from another individual through coercion, force, or threats.

**False Alarm of Fire** - Raising or creating any false alarm of fire in or to any buildings or part of any building structure or property of the school district by any means or manner.

**False Call** - The act of claiming the name of another person to excuse a student from class or school.

**Fighting** - The act of quarreling (physical or verbal), which could or does result in bodily contact in or on school property, including any activity under school sponsorship.

**Forgery** - The act of using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.

**Gross Misbehavior** - Misbehaving that is totally beyond simple inappropriate behavior; overt behavior that threatens property or the safety and well-being of others including the promoting of fighting.

**Harassment/Intimidation** - Any act or threat by force or verbalization against another person.

**Illegal Entry** - Forced entry or entry without administrative authorization into a building, room, or school property.

**Illegal Explosives** - Possessing, using, threatening to use, or transferring any weapon or instrument capable of inflicting bodily injury.

**Inappropriate Behavior/Gestures** - Behavior on school grounds or school activities that is not acceptable as measured by the general standards of the school and community including words, gestures, pictures, etc.

**Inappropriate Dress** - Refer to Pages 52 in this handbook.

**Indecent Exposure** - Exposing yourself in the presence of other people.

**Indecent Material** - The act of portraying obscenity or vulgarity in pictures or caricatures in assignments, on any personal property visible to others at school, or on any school property.

**In-School Suspension (ISS)** - A disciplinary action whereby a student is separated from class attendance, but is required to be at school. During ISS, students will spend the day in a designated room on campus under adult supervision. Students will be counted absent from their classes for the day. Students will complete work on a Social/Emotional Learning course. This absence will count as an unexcused absence for accumulation purposes toward loss of credit but will not count towards the truancy count. Students will be responsible for any work missed.

**Insubordination** - Disregard for the authority of staff members and other adult employees.

**Intimate Acts** - Prolonged public display of affection or inappropriate public physical contact in the school setting or on school property.

**Littering** - To dump, deposit, place, throw, or leave litter in and upon school property other than in receptacles set aside for such purposes.

**Loitering** - Being somewhere other than where authorized and refusing to leave when ordered; being in a school area without an authorized pass.

**Long-term Suspension** - More than five school days, but less than twenty school days.

**Major Theft** - Theft of property valued at or over \$20.00.

**Major Vandalism** - Vandalism of property or materials with a value at or over \$20.00.

**Mandatory Reassignment** - Assignment to another educational setting.

**Minor Theft** - Theft of property valued less than \$20.00.

**Minor Vandalism** - Vandalism of property or materials with a value of less than \$20.00.

**Misuse of School Materials** - Misusing and/or using school materials in an unauthorized manner (shop materials, home economics, food products, etc.). Also, writing or marking on desks, books, lockers, etc.

**Physical or Verbal Assault** - The act of initiating a violent, (physical or verbal) attack against another student on school property, on a school bus, or at a school event.

**Plagiarize** - To steal and pass off as one's own work, without crediting the source.

**Possession or Illegal Use of a Weapon** - The act of possession, using or threatening to use any weapon or instrument capable of inflicting bodily injury.

**Possession/Use of Tobacco** - Using and/or the possession of tobacco products (smoking and chewing) is not permitted on school property or at school activities/events.

**Profanity** - The use of language that is unacceptable to school/community standards.

**Public Display of Affection** - Refer to page 54 of this handbook.

**School Property** - This is defined as any building, buildings, and part of any building, structure, land, or property of the Kimball School District.

**Sexting** - The act of sending sexually explicit messages or photos electronically; primarily between cell phones.

**Sexual Harassment** - Unwelcom and inappropriate sexual remarks or physical advances.

**Short-term Suspension (Out-of-School Suspension or OSS)** - Up to and including five (5) school days. During OSS, students will remain at home and will not be permitted on campus. Students will receive zeros for any work missed. The work cannot be made up. This absence will count as an unexcused absence for accumulation purposes toward loss of credit but will not count towards the truancy count.

**Spitting** - To eject saliva or objects coated with saliva from the mouth.

**Theft** - The act of acquiring and/or being in possession of the property of another without consent.

**Trespass** - Entering upon the lands or premises of the school district without authority after having been forbidden to do so by school staff, or upon being notified to depart from the premises by members of the school staff, refusing or neglecting to depart from said premises.

**Truancy** - The act of unauthorized absence from school for any period of time. Chronic tardiness may be considered truancy.

**Unauthorized Games in School** - Gambling, poker, etc.

**Unlawful Intimidation of School Authority** - Interfering with administrators, teachers, or other school personnel by force or violence.

**Verbal/Physical/Written Threat to Teacher/Staff** - Any verbal, physical or written threat which insults or abuses any staff member or otherwise shows disrespect.

**Vulgarity** - Defined as offensive, lewd, or obscene.

**Category O - 0 points (Discipline entered in Branching Minds)**

Teacher discipline for minor offenses - Teacher may issue detention/Classroom Accountability Projects for the first two offenses

**1<sup>st</sup> Offense** - Teacher/Student private conference

**2<sup>nd</sup> Offense** - Teacher will contact parent or guardian

**3<sup>rd</sup> Offense** - Referred to Counselor

**4<sup>th</sup> Offense** - Referred to Principal (Placed in appropriate category)

**Category N (Nuisance Items) - 5 points**

Nuisance items include, but are not limited to: personal stereos, cell phones, laser pointers...etc.

**1<sup>st</sup> Offense** - Item confiscated until the end of the day.

**2<sup>nd</sup> Offense** - Item confiscated and parent/guardian must come to the school and pick up the item in person.

**3<sup>rd</sup> Offense** - Same as 2<sup>nd</sup> offense and the student will be assigned detention time.

**4<sup>th</sup> Offense** - Same as 2<sup>nd</sup> offense and the student will receive either ISS or OSS

**Category I - 5 points**

- Public display of affection
- Failure to keep locker clean
- Littering
- Profanity/Vulgarity
- Inappropriate dress
- Other

**1<sup>st</sup> Offense** - Conference with the Principal

**2<sup>nd</sup> Offense** - Detention

**3<sup>rd</sup> Offense** - 1-day in-school suspension/Restorative Contract

**4<sup>th</sup> Offense** - 1-day out-of-school suspension/Restorative Contract

**Category II - 10 points**

- Skipping class\*
- Academic dishonesty
- Disorderly conduct
- Inappropriate cafeteria behavior
- Leaving school grounds without permission
- Lying
- Misuse of school material and equipment
- Disorderly conduct on school bus
- Refusal to participate in class
- Other

**1<sup>st</sup> Offense** - Detention

**\* 1<sup>st</sup> Offense skipping** - Detention for each class skipped

**2<sup>nd</sup> Offense** - 1-day in-school suspension/Restorative Contract

**3<sup>rd</sup> Offense** - 1-day out-of-school suspension/Restorative Contract

**4<sup>th</sup> Offense** - 2-day out-of-school suspension/Restorative Contract

**5<sup>th</sup> Offense** - 3-day out-of-school suspension/Restorative Contract

**Category III - 15 points**

- Possession of indecent material and/or "sexting message"
- Disruption of school/class
- Disruption of assemblies or programs
- Inappropriate behavioral gestures
- Disruptive objects
- Excessive Profanity/Vulgarity
- Refusal to serve detention and/or skipping detention
- Other

**1<sup>st</sup> Offense** - 1-day in-school suspension/Restorative Contract

**2<sup>nd</sup> Offense** - 2-day in-school suspension/Restorative Contract

**3<sup>rd</sup> Offense** - 2-day out-of-school suspension/Restorative Contract

**4<sup>th</sup> Offense** - 3-day out-of-school suspension/Restorative Contract

**5<sup>th</sup> Offense** - 5-day out-of-school suspension/Restorative Contract

#### **Category IV - 20 points**

- Possession or use of vape products or tobacco (smoking or chewing) on school grounds
- Careless driving/endangerment
- False Calls
- Forgery of notes
- Minor vandalism
- Minor Theft
- Disrespect to staff
- Other

**1<sup>st</sup> Offense** - 1-day out-of-school suspension/Restorative Contract

**2<sup>nd</sup> Offense** - 2-day out-of-school suspension/Restorative Contract

**3<sup>rd</sup> Offense** - 3-day out-of-school suspension/Restorative Contract

**4<sup>th</sup> Offense** - 5-day out-of-school suspension/Restorative Contract

#### **Category V - 25 points**

- Gross misbehavior
- Harassment/Intimidation
- Major Theft
- Verbal Assault
- Insubordination
- Fighting
- Other

**1<sup>st</sup> Offense** - 3-day out-of-school suspension/Restorative Contract

**2<sup>nd</sup> Offense** - 3-day out-of-school suspension/Restorative Contract

**3<sup>rd</sup> Offense** - 5-day out-of-school suspension/Restorative Contract

#### **Category VI - 30 points**

- Indecent exposure
- Intimate acts
- Students who send or encourage another to send a "sexting" message
- Open and persistent defiance of authority
- Vandalism
- Threatening behavior: written, verbal, or physical to staff members
- Sexual harassment - verbal

- Other

**1<sup>st</sup> Offense** - 5-day out-of-school suspension/Restorative Contract

**2<sup>nd</sup> Offense** - 5-day out-of-school suspension/Restorative Contract

**3<sup>rd</sup> Offense** - 10-day out-of-school suspension/Restorative Contract

### **Category VII - 50 points**

- Extortion
- False fire alarm
- Possession of weapon other than firearm (police will be called)
- Alcohol/Drug possession or use (police will be called)
- Possession or use of vape pods/cartridges containing THC (police will be called)
- Physical assault

**1<sup>st</sup> Offense** - 5-day out-of-school suspension/Restorative Contract

**2<sup>nd</sup> Offense** - Recommended Expulsion

### **Category VIII - 100 points**

- Arson
- Bomb threat
- Physical assault on a staff member
- Possession and/or use of explosives
- Use of any instrument as a weapon
- Excessive vandalism
- Possession of a firearm
- Alcohol/Drug selling
- Physical sexual harassment
- Other

**1<sup>st</sup> Offense** - Recommended Expulsion

### **Due Process Procedure**

Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment: The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment longer than 5 days.

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.

2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:
  - (a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal.
  - (b) The penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge.
  - (c) A statement explaining the student's right to a hearing upon request on the specified charges.
  - (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
  - (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
  - (f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.
6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

#### **Hearing Procedure:**

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.

5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Kimball Public Schools Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn there from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.
7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.

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

board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.

14. Final Decision of Board of Education. The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

## SUPPORT SERVICES

### Special Education Identification and Placement Procedures

#### What Does Special Education Mean?

Special education means educational experiences, curriculum and services, including transportation, through the use of staff, facilities, equipment and classrooms that have been adapted to provide special instruction for students with disabilities. In addition, special education provides the support services necessary for evaluation, placement and instruction for students with disabilities. These services are free to parents, unless they elect to place their child in a program other than one approved by the school district.

#### How are Students with Disabilities Identified?

The request for permission will include a description of the action to be taken and a description of each evaluation procedure. Written statements showing the results of the evaluation and the reasons for placement in a special education program must be kept on file. Within 30 days after a student has been verified as having a disability, a conference will be held with parents. Advance notice will be given. At the conference, an Individual Education Program (IEP) will be developed.

#### Students Who May Benefit

A student verified as having autism, behavior disorder, developmental delay, hearing impairment, mental handicap, orthopedic impairment, other health impairment, specific learning disability, speech language impairment, traumatic brain injury, or visual impairment may be placed in regular education with support services or may benefit from a special education classroom or service.

#### Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should

direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

### Reevaluation

Students identified for special education will be reevaluated at least every three years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district shall obtain parental consent prior to conducting any reevaluation of a student with a disability.

### Individual Education Program (IEP)

Each student with a disability must have a written IEP prepared by the staff in cooperation with parents specifying programs and services that will be provided by the schools. If necessary, the district will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on a regular basis with the parent.

An IEP is developed in a conference setting. Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

1. A representative of the school district;
2. An individual who can interpret the instructional implications of evaluation results;
3. One or both parents;
4. The child (when appropriate);
5. At least one regular education teacher if the child is, or may be participating in the regular education environment;
6. At least one special education teacher;
7. A representative of the nonpublic school if the child is attending a nonpublic school;
8. A representative of a service agency if the child is receiving services from an approved service agency; and
9. Other individuals, at the discretion of the parent or school district.

It is permissible for parents to bring other persons to the IEP meeting, but it is a good idea to inform the school before the scheduled meeting. The school district will provide parents with a copy of the IEP.

### Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). The school district must assure that students with disabilities are educated with students who do not have disabilities, to the maximum extent possible. Students are entitled to have supplementary aids and services to help them in a regular educational setting. Students with disabilities may be placed in special classes, separate schools or other situations outside the regular educational environment when the nature of the child's needs require specialized educational techniques which are not available in current settings. Determination of a student's educational placement will be made by a team of persons who knows the student and who understands the tests and procedures that assess the student's learning abilities. Team members know the available programs and services that might help the student. Parents are asked for written consent to determine whether or not they approve the educational placement recommended for their child. If the parent does not speak English or is hearing impaired, an interpreter may be requested. Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

### Alternative Programs

Parents have a right to know about available private and public programs, other than those offered by the schools. The school district staff will provide information about those programs on request. If parents place the student in one of those programs, however, the school district is not required to pay for the student's education.

### Transportation of Students Receiving Special Education

The district special education staff will make arrangements for transportation for eligible students to the extent such is required by the student's IEP. Students assigned to special education programs requiring attendance at schools outside their regular attendance area will be transported. Special conditions may warrant that special education students receive transportation to their assigned schools. If parents are dissatisfied with a transportation decision, they may contact the Superintendent for a review.

### Access to Student Records

Parents have the right to inspect and review any education records relating to their child that are collected, maintained or used by the school district in providing educational services.

### Nonpublic School Students

Students in state-approved nonpublic schools may participate in special education programs in the same manner as public school students.

### Parental Review of Programs

Parents who want to review their child's placement for any reason should request an IEP team meeting. If parents are not satisfied with the results of the conference, they may appeal to the Nebraska Department of Education for a formal hearing to be conducted by a state hearing officer. Parents dissatisfied by the findings and decisions made in a state level hearing have the right to bring civil action.

### Plans and Budget

With the exception of personally identifiable student records, district special education plans and budgets are available for public inspection.

This is a summary of the Kimball Public School district plan for special education students. Anyone interested in obtaining a copy of the complete district policy (Board Policy 602.3) or a copy of the Nebraska Department of Education Rule 51 (complaint procedures) or Rule 55 (appeal procedures) may contact the Superintendent at the Kimball Public School District Offices.

### **Guidance Services**

The Kimball Public School District employs guidance counselor(s) for the purpose of assisting with the District's testing program and to assist with scheduling and for students to discuss problems and resolve conflicts.

### **Health Services**

#### Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful

participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. When students are sent home for a fever greater than 100°F they are to remain out of school for a minimum of 24 hours without fever reducing medication. Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

### Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that the child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school office.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR).

For non-prescription medication that must be given on a routine basis by school personnel, parents must complete form Med-B. School personnel can occasionally give non-prescription drugs, such as non-aspirin and antacid. Parents must have signed the Authorization form indicating what type of non-prescription medication can or cannot be administered to their student.

KPS will not be held liable in case of choking, allergic reaction, side effects, and/or any health risks related to medication. If medication is not brought to school by an adult, KPS will not be responsible for lost or stolen medication. Medications must be picked up by an adult on the last day of school or they will be disposed of.

### School Health Screening

Children in seventh and tenth grade are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates a BMI calculation at the seventh and tenth grades. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents are notified of any health concerns as they are identified. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office where their child attends at the start of the school year. Because Nebraska statutes require school-age screening, parents

who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

### Physical Examination and Visual Examination

Evidence of a physical examination and vision examination by a qualified physician is required within 30 days of enrollment of the child into any Early Childhood Special Education classes, kindergarten and the seventh grade, or in the case of transfer from out of state to any other grade. A parent or guardian who objects may submit a written statement of refusal for his or her child. The statement will be kept in the student's file. Waiver forms are available in the school office.

### Immunizations

Immunizations against the following diseases are required for every child:

- measles • mumps • rubella • poliomyelitis • diphtheria • pertussis • tetanus

All students in all grades will be required to present evidence of:

- 3 doses of DTP, DTaP, DT, or Td vaccine with one dose given on or after the 4<sup>th</sup> birthday.
- 3 doses of Polio vaccine.
- 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age.
- 2 doses of MMR or MMRV vaccine given on or after 12 months of age and separated by one month or more.
- 2 doses 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. If the child has had the varicella disease, they do not need any varicella shots.

Students entering 7th grade:

- Must be current with above vaccinations
- AND receive
- 1 dose of Tdap (contain pertussis booster)

Ages 2 through 5 years enrolled in a school-based program not licensed as a child care provider (i.e., Head Start and Early Childhood Special Education) will be required to present evidence of:

- 4 doses of DTaP, DTP, or DT vaccine

- 3 doses of Polio vaccine
- 1 dose of MMR or MMRV vaccine given on or after 12 months of age
- 3 doses of Hepatitis B vaccine
- 3 doses of HiB vaccine or 1 dose of HiB vaccine given at or after 15 months of age.
- 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.
- 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age.

Students must show proof of immunization upon enrollment in Kimball Public Schools. Any student who does not comply with the immunization requirements will not be permitted to continue in school.

Students with medical conditions or sincerely held religious beliefs which do not allow immunizations may complete a waiver statement that is available in school health offices.

Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

### Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Kimball Public Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

## Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event the child has TWO cases of live lice in a semester, he or she will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice\*.
3. A child who is sent home from school for head lice should miss no more than two school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Individual buildings will perform classroom-wide or school-wide head checks as needed in order to control the condition at school.

\*Nit removal will be emphasized for effective management of the condition.

For more information call the school nurse.

## DRUGS, ALCOHOL AND TABACCO

### Drug-Free Schools

The District implements regulations and practices that will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

### Education and Prevention:

This District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the

teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, this District will have proper in-service orientation and training for all employed staff.

#### Drug and Alcohol Use and Prevention.

By this handbook, each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

#### Drug and Alcohol Education and Prevention Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations .

All students are provided age appropriate, developmentally based drug and alcohol education and prevention program for all students of the schools. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

It shall further be the policy of the District, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational programs.

#### Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs.

All students shall be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the Guidance Counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation,

and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Illicit Drugs or Alcohol on School Premises or as a Part of Any of the School's Activities.

(In addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities.) This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, at school-sponsored activities off school premises.

Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.

It shall further be the policy of the district that violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

**Drugs and Alcohol Prohibited - Standards of Conduct for Students:**

The manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an

educational function or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, nicotine, any hallucinogen, any stimulant, or any depressant on school grounds, or during the educational function or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function, or event off school grounds, is prohibited.

The possession, selling, dispensing or use of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function or event off school grounds, is prohibited.

Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized as stated in the next section on AUTHORIZED USE.

#### **Authorized Use:**

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall provide signed permission by parent or physician.

#### **Disciplinary Sanctions:**

1. Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardian will be notified.
2. If the student is observed to be violating this policy, the student will be escorted to the Principal/Superintendent's office immediately, or if not feasible, the Principal/ Superintendent will be notified. The student's parents or legal guardian will be requested to pick up the student. If it appears there is imminent danger to other students, school personnel, or students involved, the Principal/Superintendent, or such other personnel as authorized by the Principal/Superintendent, may have the student removed by authorized medical or law enforcement personnel.

3. Parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

#### Intervention:

The Kimball Public School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

#### Administration:

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

#### Safe and Drug-Free Schools-- Parental Notice

NOTICE TO PARENTS: Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

## STATE AND FEDERAL PROGRAMS

#### Notice of Nondiscrimination

It is the policy of the school district that all students shall have an opportunity to use all of the programs and services they are eligible for as a means for individual educational growth. The board supports the delivery of the education programs and services to students free from discrimination on the basis of their race, color, religion, sex, disability

or national origin. This concept serves as a guide for the board and employees in making decision relating to school district facilities, employment, and selection of educational materials, equipment, curriculum, and regulations affecting the students. Inquiries by students regarding compliance with equal educational opportunity laws and policies, including but not limited to complaints of discrimination, shall be directed to the superintendent or his designee.

**Designation of Coordinator(s)**

Any person having inquiries concerning this district’s compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Kimball Public Schools, 901 S Nadine, Kimball, NE 69145, (308) 235-2188.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Activities Director
Title IX	Discrimination or harassment based on sex; gender equity	Activities Director
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	High School Counselor
Homeless student laws	Children who are homeless	School Nurse

Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent
--	----------------------------	----------------

**Anti-discrimination & Harassment Policy**

Elimination of Discrimination. The Kimball Public School District hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination of Students.

Purpose: Kimball Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the Kimball Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

- Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
- Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.
- The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.
- Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

#### Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Kimball Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent of Kimball Public Schools, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent of Kimball Public Schools will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

## Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

The following is a description of the rights granted by federal law to qualifying students with disabilities. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities that are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
11. File a local grievance.

## Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

#### NOTICE CONCERNING DIRECTORY INFORMATION

The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous educational agency or institution attended. A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

#### ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

The district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice that involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The district does not either approve or disapprove such teaching practices, and designates such student work as directory information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the district in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

## Notice Concerning Disclosure of Student Recruiting Information

The No Child Left Behind Act of 2001 requires Kimball Public Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Kimball Public Schools not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Kimball Public Schools will comply with any such request.

## Notice Concerning Staff Qualifications

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Kimball Public Schools will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Kimball Public Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

## Student Privacy Protection Policy

It is the policy of Kimball Public Schools to develop and implement policies that protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States

Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive:

The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student).

For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials:

Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings.

The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students:

The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information:

While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program that has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District shall provide parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District shall directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act ).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be "sensitive" for purposes of this policy:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;

3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student's parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

### **Breakfast and Lunch Programs (Board Policy 801.01)**

The Kimball Public Schools shall offer a Food Service Program in each of its buildings that may include both a breakfast and a lunch program.

The Food Service program is intended to offer wholesome, well-balanced meals that are within the guidelines set forth by the Food and Nutrition program under the Department of Education.

The Board of Education shall set the cost for meals offered in the program, and shall annually review the lunch prices set for the program. The program's goal is to be a self-sufficient program. However, general fund support will be provided to the program when in the determination of the Board such support is needed to sustain the program, and the amount determined shall be set into the annual school district budget.

The program shall have a Food Service Director recruited and hired by the Superintendent of Schools, and will work directly under the Superintendent of Schools. The director of the program shall have the responsibility to hire personnel and oversee the total operation of the program to make certain that all guidelines are met as set forth by the Food and Nutrition program under the Department of Education.

The Food Service Director shall meet and confer with the building principals and the Superintendent of Schools on a regular basis to plan and ascertain that the program is meeting overall school goals and objectives.

### Free and Reduced Priced Meals

A program of Free-Reduced priced meals shall be offered in the district for those students who shall qualify as per the guidelines set for by the government under the direction of the Food and Nutrition program.

Requirements and guidelines under this program shall be strictly adhered to including eligibility requirements, notifications, anonymity of those receiving the meals, and nondiscrimination. Responsibility for this program is under the Food Service Director. Parents/guardians of children who feel their application for Free-Reduced meals has been denied unfairly, may appeal such decision on the part of the Food Service Director directly to the Superintendent of Schools.

### FREE OR REDUCED PRICE BREAKFAST AND LUNCH MEALS FOR NEEDY CHILDREN (Board Policy 801.02)

National School Lunch Program regulations require that lunches be provided for needy pupils when family income is insufficient to provide the basic necessities, including food of the proper quality and amount for good nutrition.

Parents shall be informed of the school district policy concerning "Meals for Needy Children." A letter and application form will be distributed to all parents during the first few weeks of school. The letter will contain information on the eligibility standards, procedures for applying for free "Meals for Needy Children" and how an appeal may be filed for an adjustment in the decision with respect to their application. This information and an application form will be provided whenever a new pupil is enrolled.

A public news release containing this same information will be made available to local news representatives early in the school year. Copies of this **public release will be made available** upon request to any interested party. Subsequent changes in the district eligibility standards during the school year, which are approved by the state agency, will also be publicly announced.

1. Free or reduced price breakfasts and/or lunches will be provided for all pupils who qualify on the basis of financial need.
2. There shall be no discrimination in the furnishing of meals to students (because of race, religion, source of income, etc.).
3. The anonymity of pupils receiving assistance under this policy shall be protected. The names of these pupils will be treated in a confidential manner. They will use the same tickets for milk and meals and will obtain these in the same manner and place as do all other children.

4. Requests for free meals, reduced price meals, which have been denied may be appealed to the superintendent.

5. Records of pupils receiving assistance will be kept in each school. A monthly report will be submitted to the district office where records for audit purposes will be maintained.

6. Eligibility for the "Meals for Needy Children" program will be based on the following:

A. Emergency Situations

A child's statement of need is sufficient for providing assistance on a temporary basis. A family contact should be made immediately to determine extent and probable duration of need. In cases of family emergency such as sudden unemployment, illness, death, desertion, etc., assistance will be provided as needed.

B. Objective Standards of Need

Eligibility for assistance, other than that for emergency situations, will be determined on the basis of income and family size as indicated on the scale provided by the district.

C. Priority to Neediest Families

If it is not possible for the district to meet all requests for free or reduced price meals, priority shall be given to those children from families whose income is lowest on the scale regardless of source of income.

7. If school authorities feel that a family's financial situation has changed, and the pupils are no longer eligible for free/reduced meals, a hearing procedure will be used by the Superintendent to challenge the continued eligibility. In the event of such a challenge, the family will be given a reasonable period of time in advance of the hearing to review the information on which the challenge is based. Children will continue to receive free/reduced meals until the conclusion of the hearing procedure.

### **Collections of Meal Funds (Board Policy 801.03)**

The Administration of the Kimball Public Schools shall make every effort to collect the funds due to the district for individual student expenditures or charges for breakfast, lunch or other foods sold to the student from the Food Service Program.

School personnel are directed to withhold student report cards when the student's meal account is in the negative at least \$5.

The Superintendent is directed to develop procedures to implement this policy.

### **Collections of Meal Funds—Administrative Procedures (Board Policy 801.04)**

Annually all parents will be provided with a copy of the Free and Reduced Lunch Application and encouraged to complete the application and submit it to the Food Service Director if they believe that they qualify under the guidelines provided.

At the end of the first week of school, the Food Service Director will review the list of family meal accounts and cross-reference it with last year's list of families who qualified for Free or Reduced meals. Another application will be sent to all families who qualified last year but have not yet submitted a new application. The application form will be accompanied by a letter requesting that the parent complete and submit the application. A copy of that letter will be placed in a file, thereby demonstrating the district's efforts.

To keep families or individuals up-to-date on meal account balances a monthly mailing will be done to inform them of the account balance. School personnel will contact the parent by phone when a family meal account reaches a negative balance of \$100 to inform them that their student(s) will not be allowed to charge on the family account. The parent must send daily funds to pay for school lunch or send a lunch to school with their child until the negative account balance has been cleared. In situations where parents fail to respond to payment requests, the district will file a claim for payment in Small Claims Court or turn those accounts over to a collection agency for processing.

### **Parental Involvement Policy (Board Policy 1001.02)**

Pursuant to LB 1161, it shall be the policy of the Kimball Public Schools to involve parents in the schools while acknowledging the rights of parents to have access to the schools, and information about testing, curriculum, programs, and their own child.

The Kimball Schools shall seek to involve and inform parents in ways, such as but not limited to, the following:

- Scheduled parent-teacher conferences.
- Serving on strategic planning committees.
- Serving on classroom or other topical committees.
- Sponsoring and inviting parents to special educational seminars/presentations.
- Encouraging parental visits in school.
- Opening our school to parents to attend school activities and having special recognition nights for parents.
- Using parents to help sponsor on class trips or activities.
- Continuing to promote our teacher evaluation component, which has provisions for making and logging parent contacts by the teacher.

- Publish annually a report to parents & patrons.

In addition, the district acknowledges certain rights parents/guardians shall have relative to accessing information regarding the school, its materials, its curriculum, testing data, and the parent/guardian's individual child's performance and records. These rights shall be as follows:

1. As provided by federal law, parents may access all records pertaining to their children who are under the age of 18. For children who are over the age of 18, access may be with the agreement of the student.
2. Parents may check out for a period of 14 days copies of available textbooks used in the curriculum of the Kimball Public Schools. Such books must be returned in substantially the same condition as when they were borrowed. If books are damaged beyond use, the cost for new replacement shall be assessed.
3. Parents may review curriculum documents, media materials, and other such materials during the regular working hours. Notice of five working days to provide such materials for review shall be required. Board of Education Policy shall govern complaints relative to the appropriateness of instructional materials, and procedures and forms for parents to request the reconsideration of instructional or media materials will be provided.
4. Upon written request, within three days, submitted to the building principal by the parent/guardian, children shall be excused from specific surveys, standardized testing, instructional sessions, or other school experiences which the parent or guardian finds as objectionable. The request shall include the reason or reasons the parent or guardian finds the material to be objectionable. An alternative lesson or assignment may be provided in appropriate situations where a child would be excused from a specific instructional session, or survey, or standardized test.
5. Parents may upon any reasonable advanced written request, upon a school provided form, attend and monitor courses, assemblies, counseling sessions, and other instructional activities, unless such attendance would substantially interfere with a legitimate school interest.
6. A standardized testing program to meet requirements of state standards and assessments is established for the district. School wide results of the standardized testing programs are part of the annual report to parents and patrons. In addition, a parent report is provided to the student's parent/guardian which provides the individual student profile and data as to the student's test performance. Test data is also recorded in the student's cumulative record. Upon

request by the parent/guardian, the district will provide a time and date upon which a parent may review a sample of the test.

7. This policy shall be adopted following a formal public hearing and reviewed on an annual basis and either altered or reaffirmed by the board following a public hearing.

### Homeless Students Policy (Board Policy 502.08)

Students defined by state law, as homeless children, shall be admitted without payment of tuition.

Transportation for homeless students who enroll in the district shall be furnished under the same guidelines applying to other students.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school district 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 to jointly develop an education program for the child.

## ADDITIONAL POLICIES AND PROCEDURES

### Multicultural Policy (Board Policy 602.01)

It shall be the policy of the Kimball Public Schools, in compliance with such legal authority by way of the following policy:

1. Statement of the philosophy or mission of the district Multi-Cultural Education Program.

It is the philosophy of the district as well as the mission of the district to provide learning experiences for students to obtain knowledge about and respect for the diversity and commonalities of the cultures, histories, and contributions of African Americans, Hispanic Americans, Native Americans, and Asian Americans and to adequately stress the contributions of all ethnic groups.

## 2. Development of district program goals.

It shall be the duty of the Superintendent of Schools or his or her designee to develop program goals reflecting multi-cultural education at the local level. Generally such goals shall include, but not be limited to, infusing into all subject areas of the core curriculum in grades K-12, appropriate informational items and activities which will provide learning experiences for students in accordance with the statement of philosophy and mission of the district's Multi-Cultural Education Program Policy.

It shall further be the policy of the district to include informational items in the core curriculum when educationally appropriate and when such inclusion would not cause an inappropriate deviation from the particular discipline being taught, studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans, and all ethnic groups. Such inclusion shall place special emphasis on human relations and sensitivity toward all races as it relates to language arts, social science, science, mathematics, vocational education, foreign language, visual and performing arts, and personal health and physical fitness.

It shall further be the policy of the Board to direct the administrator to use such methodologies and personnel as the administrator or his designee deems appropriate to develop a district program at the local level with due regard for the need to present knowledge about cultures, histories, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans, and all ethnic groups to the local district as well as to the State of Nebraska and the various disciplines of the core curriculum.

On or before November 1, 1995 and annually thereafter, the Superintendent of Schools shall further present evidence in a form prescribed by the Nebraska Department of Education that multi-cultural education is being taught to students in accordance with this policy. A copy of this report shall be presented to the Board of Education as evidence the district is teaching multi-cultural education as provided by this policy.

The Superintendent of Schools shall periodically, as deemed appropriate by the Superintendent of Schools, provide staff development for the administrative staff, the teaching staff and the support staff of the district. Such staff development shall be consistent and congruent with this policy and shall have as its objective enabling such staff to develop an effective multi-cultural education program in the district.

The Superintendent of Schools shall designate a staff committee on terms as the Superintendent may determine for selecting appropriate materials for meeting the purpose of this policy. The process for selecting appropriate materials shall be as deemed

appropriate by the staff committee, which shall be charged by the Superintendent of Schools with rendering to the Superintendent of School's periodic reports as to the selection of such materials as well as a periodic assessment of the district's Multi-Cultural Education Program as defined by this policy.

It shall be the policy of the district to further designate local community members to work in concert with the staff committee and the administration in the development, implementation, and assessment phases of the multi-cultural education plan of the district as described in this policy. Staff and community representatives in this process shall include such cultural diversity of the district as may exist, if any. It shall not be the policy of the district concerning the local development, implementation, and assessment of the multi-cultural education plan to be obliged to rely on any representatives from outside of the district. However, nothing in this policy shall prohibit the Superintendent of Schools from seeking out such representatives, if in his sole discretion, such representatives would be of benefit to the district in the development, implementation, and periodic assessment of the multi-cultural education plan of the district.

The incorporation of multi-cultural education into the core curriculum of the district in grades K-12 shall have taken place on or before the last day of the 1994-95 school year and shall continue thereafter.

### **Complaint Procedures (Board Policy 401.18)**

#### Definition:

A complaint shall mean a claim based upon an event(s), action(s), or condition(s), which causes grief, pain, or resentment for an individual against school personnel or the district.

#### Procedure:

An individual having a complaint against school personnel or the district shall follow the following outlined procedure in an effort to resolve the complaint. The procedures outlined here and the forms used shall be the district's standard procedures/forms in all matters of district/employee jurisdiction with the exception of challenges of instructional/media materials, which uses another procedure.

#### Timelines:

Any formal complaint procedures, which begin at Level II, must be initiated within 60 calendar days of when the alleged incident(s) or event(s) occurred. The administrator in an unusual circumstance may waive this.

### Level I

The initial step of the complaint procedure shall be for the complainant to meet informally with the school employee involved. The school employee's immediate supervisor shall arrange such informal meeting, though the supervisor may or may not be present at this meeting.

### Level II

If the complaint is not resolved at the Level I informal step, the complainant may initiate formal complaint procedures which begin at Level II. The complainant shall complete the School Complaint Form -- Level II and return it to the employee's direct supervisor or designated school official as in the case of an ADA, Title IX, etc. situation. The receiving school official for the specified complaint shall initiate a complaint file. Within five (5) school days of receipt of this form, the supervisor/designated person shall meet privately with the school employee and provide him/her a copy of the complaint, discuss it, and also provide a Response Form to the employee. The employee shall within five (5) days return the Response Form to his/her supervisor. A copy of the complaint and response shall be placed in the file.

### Level III

At Level III, the employee's supervisor shall, upon receipt of the response form, determine the next appropriate action. Further investigation may be needed. Further investigation may include third parties as in the case of possible violation of statutes or case laws. If turned over to a third party for investigation by either the complainant or the school district, further actions will be delayed until the third party investigation is completed, though there could be exceptions to this depending on the nature of the complaint.

If a third party is not involved in the investigative process, the school district's employee supervisor shall study, analyze, and respond to the formal complaint. This response shall be in writing on an Action Form, a copy of which shall be forwarded to both the complainant and the employee, referred to as the respondent. A copy of the Action Form shall be placed in the complaint file.

### Level IV

The complainant upon receipt of the Action Form will have these options available. He/She may agree with the supervisor's determination and sign and return the form within five (5) days of receipt of the form. He/She may disagree with the response and indicate

disagreement but with no further action requested. The complainant may request the response be appealed to the Superintendent of Schools. Such Appeal Form will be given to the complainant or respondent upon request, and returned to the Superintendent's office by the complainant.

The Superintendent, upon receipt of the "Appeal Form" shall within ten (10) days respond to the complainant or respondent with Action Form II. In making his/her decision, the superintendent shall request the Complaint File established for the given complaint, and shall conduct his/her investigation, as he/she deems necessary.

### Level V

When the complainant or respondent has received the Superintendent's response on Action Form II, the complaint procedure is concluded except that the complainant or respondent for placement on the Board agenda at a regularly scheduled meeting can make a formal request. If this complaint involves school personnel, the Board shall hear the parties to this complaint in a closed session of the board. Any action the Board might deem necessary to take would only be taken within the parameters of board policy and due process proceedings that might be applicable.

### Copyright and Fair Use Policy

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and

- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

### **Network, E-Mail, Internet and Other Computer Use Rules (Board Policy 603.08)**

The Kimball Public Schools Board of Education recognizes that the use of electronic media, telecommunication and technology access is an important aspect of education. Therefore they authorize the Superintendent of Schools or his designees to direct, establish, and enforce regulations, forms, procedures, guidelines, and standards for the use of the school's resources in these and related areas.

These include, without limitation, computers and related technology equipment, all forms of E-mail or electronic communication, and the Internet. Neither staff nor students shall use school technology resources for school-provided access to the Internet for material that is obscene, violent in nature, or is pornography.

It is the intent of the Board to meet all the criteria relating to the Children's Internet Protection Act, and all other applicable laws.

### **STUDENT ACCESS TO NETWORKED INFORMATION RESOURCES**

In order to match electronic resources as closely as possible to the approved district curriculum, district personnel will review and evaluate networked information resources order to offer material, which complies with Board guidelines listed in Board Policy 603.1 governing the selection of instructional materials. In this manner, staff will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the district curriculum. All students will be informed by staff of their rights and responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group.

As much as possible, access to district information resources will be designed in ways, which point students to those which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others that have not been evaluated by staff, they shall be provided with guidelines and lists of resources particularly suited to the learning objectives. In addition, Kimball Public Schools utilizes software on all computers with access to the Internet as a means for monitoring access by minors as well as restricting Internet access to inappropriate websites. Students may pursue electronic research independent of staff supervision only if they have been

granted parental permission and have submitted all required forms. Permission is not transferable and may not be shared.

## **I. INTERNET RULES**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for minors. Access is a privilege, not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers would always be private.

During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Accessing information that is obscene or inappropriate in content
- Using school resources to engage in "hacking", "cracking", or attempts to otherwise compromise any system and or its security
- Engaging in any illegal activities using school resources

- Using electronic mail, chat rooms, and other forms of direct electronic communications for personal purposes
- Providing personal information, such as full name, school, address, and telephone number outside the school network
- Using personal disks, CDs, USB drives, and other storage devices in school computers

## II. SANCTIONS

1. Violations will result in a loss of access.
2. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior.
3. When applicable, law enforcement agencies may be involved.

### Notice of Nondiscrimination

The Kimball Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Trevor Anderson, Superintendent of Schools, 901 S. Nadine Kimball, NE 69145 (308) 235-2188. [tanderson@kpslonghorns.org](mailto:tanderson@kpslonghorns.org)

Employees and Others: Trevor Anderson, Superintendent of Schools, 901 S. Nadine Kimball, NE 69145 (308) 235-2188. [tanderson@kpslonghorns.org](mailto:tanderson@kpslonghorns.org)

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

**RECEIPT OF 2023-2024 PARENT-STUDENT HANDBOOK OF KIMBALL JR./ SR. HIGH SCHOOL**

This signed receipt acknowledges that the 2023-2024 Parent-Student Handbook of Kimball Junior/Senior High School is accessible on the Kimball Public Schools website [www.kpslonghorns.org](http://www.kpslonghorns.org) or a hard copy can be requested at the high school office. This receipt acknowledges that it is understood that the handbook contains student conduct and discipline rules and school board computer policy 603.08. The undersigned, as student, agrees to follow such conduct and discipline rules and computer policies. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook that should be used to responding to harassment or discrimination.

Drug-Free Schools Statement: Receipt shall also serve to demonstrate that you as parent or guardian of a student attending kimball public schools have received notice of the standards of conduct of this district expected of students concerning the absolute prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities as described in board policy or administrative regulation. This notice is being provided to you pursuant to the safe and drug-free schools law and 34 c.f.r. part 86, both federal legal requirements for the district to obtain federal financial assistance. Your signature on this receipt acknowledges that you and your child or children who are students attending this district fully understand the district's position absolutely prohibiting the unlawful possession, use, or distribution of illicit drugs and the possession, use, or distribution of alcohol or tobacco on school premises or as a part of the school's activities as herein above described and that compliance with these standards is mandatory. Any non-compliance with these standards can and will result in punitive measures being taken against any student failing to comply with these standards.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent or Legal Guardian's Signature

\_\_\_\_\_  
Student's Name (Please Print Neatly)

\_\_\_\_\_  
Parent or Legal Guardian's Name (Please Print)

Within Ten Calendar Days Of Receiving This Information, Please Return To:

High School Office  
Kimball Junior/Senior High School  
901 South Nadine  
Kimball, NE 69145  
Phone: (308) 235-4861 or FAX: (308) 235-4128

## Handbook Changes

1. Removed Extra-Curricular Activities section to create stand-alone document
2. Removed Electronic Mobile Device Policy as parents receive this separately and will sign separate acknowledgement
3. Updated board, staff, calendar, etc.
4. Open-Closed Campus section - added open campus privileges to juniors and seniors who met ACT goals
5. Lockers - Will allow students to bring their own locks
6. Attendance - Added PE code for parent-excused absences that count as school-excused absences
7. Loss of Credit - students will either need to take an online course on their own time or retake the semester course for which they lost credit.
8. Attendance Incentive Program - Students must be eligible to use an earned free-day.
9. Graduation Requirements
  - a. Added Personal Finance
  - b. If students get high school credit for math in junior high, they still need 3 years of math in high school. Beyond 3 years, they will earn elective credit.
10. Added a section for The Longhorn Way
11. Dress Code
  - a. Shorts must be mid-thigh (use 5" up from knee for rule of thumb)
  - b. Leggings - tops must cover buttocks
  - c. Ripped jeans - rips must not be higher than mid-thigh
  - d. 2" straps on tops
  - e. After the first warning for headwear/hoodies, no longer may bring in the building
12. Added AI to Plagiarism section
13. Added E-Hallpass
14. Aligned drug/alcohol consequences to match drug testing protocol
15. Students may not bring own laptop (except dual credit students who may only use their own device during dual credit courses).

## Extra Curricular Activities Handbook Changes

1. Activity Code of Conduct - provided consequences for conduct violations (behavior expectations had been listed in the past but only consequences were given for drug/alcohol violations). Each behavior is assigned to one of four levels:
  - a. Level 1 - 4 unexcused absences in one season, student ineligible for 1 week. Each additional unexcused absence, 1 additional week of ineligibility
  - b. Level 2
    - i. 1st offense - conference with coach/sponsor
    - ii. 2nd offense - three practice suspension and Accountability Project with coach/sponsor
    - iii. 3rd offense and beyond - ineligible for one calendar week and one activity

- c. Level 3 - ineligible for 2 calendar weeks and at least 2 activities
  - d. Level 4 - Same as failed drug test (w/o chemical dependency program requirements for non-drug/alcohol offenses)
- 2. If ineligible and miss an activity that counts for a grade, teacher will provide alternate assignment.
- 3. Random Drug Testing - see separate document
- 4. Academic Grade Standard for Activities Participation section - Removed exemption for instructional field trips and activities which are part of the grade.
- 5. Failing one class - no longer required to go to Longhorn Time. However, student may not practice until grade is up or they submit a Return-to-Practice Form.
- 6. Extracurricular Activity definition - added "Any activity that occurs off school property".



# MARY LYNCH ELEMENTARY SCHOOL

---

PARENT-STUDENT HANDBOOK

2023-2024

## TABLE OF CONTENTS

<b>Foreword</b>	<b>5</b>
Section 1 Intent of Handbook	5
Section 2 Members of the Board of Education	5
Section 3 Administrative Staff	5
Section 4 Teaching Staff	6
Section 5 Support Staff	6
<b>Article 1 – Mission, Vision and Goals</b>	<b>8</b>
Section 1 School Mission and Vision Statements	8
Section 2 Goals and Objectives	8
Section 3 Mutual Respect	9
<b>Article 2 - School Day</b>	<b>9</b>
Section 1 Daily Schedule	9
Section 2 Severe Weather and School Cancellations	9
Section 3 Open-Closed Campus	10
Section 4 Preschool Program Plan	10
Section 5 After-School Program – ELITE	10
Section 6 - Junior Kindergarten	11
<b>Article 3 - Use of Building and Grounds</b>	<b>11</b>
Section 1 Entering and Leaving the Building	11
Section 2 Visitors	12
Section 3 Smoke-Free Environment	12
Section 4 Care of School Property	12
Section 5 Searches	12
Section 6 District Wide Access Control System and Video Surveillance	13
Section 7 Use of Telephone	13
Section 8 Bicycles	13
Section 9 Student Valuables	14
Section 10 Lost and Found	14
Section 11 Accidents	14
Section 12 Insurance	14
Section 13 Bulletins and Announcements	14
Section 14 Copyright and Fair Use Policy	14
<b>Article 4 Attendance</b>	
Section 1 Attendance Policy	15
Section 2 Attendance and Absences	15
Section 3 Tardiness	17

Section 4 Leaving School	17
Section 5 Attendance is Required to Participate in Activities	17
Section 6 Make-up Work	17
<b>Article 5 - Scholastic Achievement</b>	<b>18</b>
Section 1 Grading System	18
Section 2 Promotion, Retention	18
Section 3 Progress Reports	18
Section 4 Report Cards	18
Section 5 Parent-Teacher Conferences	19
Section 6 Honor Roll	19
Section 7 Additional Academic Opportunities	19
<b>Article 6 - Support Services</b>	<b>20</b>
Section 1 Special Education Identification and Placement Procedures	21
Section 2 Guidance Services	22
Section 3 Restorative Practice	22
Section 4 Health Services	24
<b>Article 7 - Drugs, Alcohol and Tobacco</b>	<b>26</b>
Section 1 Drug-Free Schools	26
<b>Article 8 – Student Conduct</b>	<b>28</b>
Section 1 Short-Term Suspension	29
Section 2 Long-Term Suspension	29
Section 3 Expulsion	30
Section 4 Emergency Exclusion	31
Section 5 Other Form of Student Discipline	32
Section 6 Student Conduct Expectations	32
Section 7 Grounds for Short & Long Term Suspensions, Expulsion or Mandatory Reassignment	32
Section 8 Additional Student Conduct Expectations and Grounds for Discipline	35
Section 9 Inappropriate Public Displays of Affection (IPDA)	43
Section 10 Law Violations	44
<b>Article 9 - Due Process Procedure</b>	<b>45</b>
<b>Article 10 - Harassment and Bullying Policy</b>	<b>49</b>
<b>Article 11 - Network, E-Mail, Internet and Other Computer Use Rules</b>	<b>50</b>
<b>Article 12 - Positive Behavior Interventions and Supports (PBIS)</b>	<b>57</b>
<b>Article 13 - Extra-Curricular Activities - Rights, Conduct, Rules and Regulations</b>	<b>58</b>
Section 1 Student Fees Policy	58
<b>Article 14 - State and Federal Programs</b>	<b>60</b>
Section 1 Notice of Nondiscrimination	60
Section 2 Designation of Coordinator(s)	60

Section 3 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973	60
Section 4 Notice of Concerning Staff Qualifications	61
Section 5 Breakfast and Lunch Programs	62
Section 6 Kimball Public Schools Wellness Policy	65
Section 7 School-Parent Learning Compact	67
Section 8 Title 1 Parent and Family Engagement Policy	68
<b>Article 15 - Title IX Policy Action Plan</b>	<b>68</b>
<b>RECEIPT OF 2022/2023 PARENT-STUDENT HANDBOOK</b>	<b>71</b>

# Mary Lynch Elementary School Student Handbook

## Foreword

### Section 1 Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Mary Lynch Elementary School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their children in following the rules contained in this handbook.

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

### Section 2 Members of the Board of Education:

<u>Name</u>	<u>Contact Information</u>
Travis Cook, President	tcook@kpslonghorns.org
Jennifer Griebel, Vice President	kgriebel@kpslonghorns.org
Tom O’Brien, Secretary	tobrien@kpslonghorns.org
Chauncey Pedersen, Treasurer	cpedersen@kpslonghorns.org
Lanny Little	llittle@kpslonghorns.org
Ken Smith	ksmith@kpslonghorns.org

### Section 3 Administrative Staff:

<u>Name</u>	<u>Position</u>	<u>Email</u>	<u>Telephone</u>
Trevor Anderson	Superintendent	tanderson@kpslonghorns.org	308-235-2188
Danielle Reader	Secondary Principal	dreader@kpslonghorns.org	308-235-4861
Amanda Culek	Elementary Principal/Special Education	aculek@kpslonghorns.org	308-235-4696
Deb Bourlier	Administrative Assistant	dboulier@kpslonghorns.org	308-235-4696
Carmela Graves	Business Manager	cgraves@kpslonghorns.org	308-235-2188

## Section 4 Teaching Staff

<u>Name</u>	<u>Grade</u>	<u>Email</u>
Sarah Lewis	Guidance Counselor	slewis@kpslonghorns.org
Victoria Ingram	Pre-Kindergarten	vingram@kpslonghorns.org
Denelle Klosterman	Kindergarten	dklosterman@kpslonghorns.org
Cassady Malm	Kindergarten	cmalm@kpslonghorns.org
Rachel Lashmett	First Grade	rlashmett@kpslonghorns.org
Kelli Patterson	First Grade	kpatterson@kpslonghorns.org
Melissa Mekelburg	Second Grade	mmekelburg@kpslonghorns.org
Mark Head	Second Grade	mhead@kpslonghorns.org
Lani Heeg	Third Grade	lheeg@kpslonghorns.org
Blythe Diamond	Third Grade	bdiamond@kpslonghorns.org
Jolie Dorrell	4th-6th Reading	jdorrell@kpslonghorns.org
Krissy Segreaves	4th-6th Reading	kseagreaves@kpslonghorns.org
Ben Ferguson	4th-6th Math	bferguson@kpslonghorns.org
Katie Fryda	4th-6th Math	kfryda@kpslonghorns.org
Bernie Walker	4th-6th Social Studies	bwalker @kpslonghorns.org
Kevin Kilgore	4th-6th Science	kkilgore@kpslonghorns.org
Justin Mohr	Special Education	jmohr@kpslonghorns.org
Heidi Chesley	Special Education/Assessment Coordinator/Spec. Ed Coordinator	hchesley@kpslonghorns.org
Judy Walker	Title 1	jwalker@kpslonghorns.org
Beth Brown	Speech Pathologist	bbrown@kpslonghorns.org
Melissa Reich	School Nurse	mreich@kpslonghorns.org
Kristi Hiles-Smith	Music/Band	khsmith@kpslonghorns.org
Jacob Hoffman	Music	jhoffman@kpslonghorns.org
Dane Wurdeman	Physical Education	dwurdeman@kpslonghorns.org
Jamie Murdoch	Library/Media Specialist	jmurdoch@kpslonghorns.org

## Section 5 Support Staff

<u>Name</u>	<u>Position</u>
Bill Richards	Head Custodian
Connor Cluff	Custodian
Amanda Hargreaves	Paraprofessional
Julia McGinnis	Paraprofessional
Hannah Acheson	Paraprofessional
Trista Wurdeman	PreK Paraprofessional
Cynthia Rasmussen	Paraprofessional
Ashley Barnett	Paraprofessional
Tammara Sidell	Paraprofessional
Marci Munieo	Paraprofessional
Shawna Bojorquez	Cook
Kristina Biberos-Richards	Cook
Marcie Pratt	ELITE Director

# Article 1 – Mission, Vision and Goals

## Section 1 School Mission and Vision Statements:

Welcome to Kimball Public Schools!

The Board of Education, administration and staff are committed to providing an environment where every child can grow and learn in a positive environment.

The mission of Kimball Public Schools is to educate every student for a lifetime of success.

Our school system's vision is to provide all students with excellent instruction in every classroom, which reflects our commitment to ensuring all students learn at high levels.

At Kimball Public Schools, we believe:

- Seek out and use evidence-based practices that support student learning.
- Embrace a collaborative culture in which educators take collective responsibility to help all students learn at high levels.
- Enhance the collaborative team as the fundamental structure to improve instructional practices.
- Provide a guaranteed curriculum that meets or exceeds the state standards.
- Provide daily classroom formative assessment of student achievement to monitor progress.
- Ensure high expectations to inspire high levels of student learning.
- Support continuous learning and ongoing professional development for our educators.
- Enable all students to be prepared for post-secondary education and careers, and to become lifelong learners.
- Promote strong partnerships with parents and provide parents with the information to support their children's learning.

## Section 2 Goals and Objectives:

The goals and objectives of Mary Lynch Elementary School are to provide:

1. A curriculum broad enough, yet with sufficient depth, to allow education for all of the students;
2. Exploration of new and better means of education;
3. Effectiveness in all phases of the curriculum;
4. Ways and means to encourage professionalism among its staff members;
5. A total program, academic and extracurricular activities, which will contribute to the life-long cultural, social, and leadership qualities of the student;
6. The means whereby the community can make use of its facilities;
7. A means to communicate with the public so as a better understanding of the schools and its needs exist;
8. Staff necessary to fulfill the above objectives; and,
9. Facilities are necessary for the above objectives.

## Section 3 Mutual Respect:

Kimball Public Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

# Article 2 - School Day

## Section 1 Daily Schedule

The starting and dismissal time for Mary Lynch Elementary School:

*Monday, Tuesday, Thursday, Friday*

- 7:40 A.M. Breakfast Served
- 8:10 A.M. Classes Begin
- 3:15 P.M. Prek-1 Dismissal
- 3:20 P.M. 2-6 Dismissal

*Wednesday*

- 7:40 A.M. Breakfast Served
- 8:10 A.M. Classes Begin
- 1:15 P.M. Prek-1 Dismissal
- 1:20 P.M. 2-6 Dismissal

Students are not to enter the building until 8:00 A.M. unless they are attending the breakfast program. However, in the event of adverse weather conditions, students will be permitted to enter the building.

## Section 2 Severe Weather and School Cancellations

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will put the information on Thrill Share(school app) and notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities). Announcements about other Nebraska school closings are included in Sidney and Scottsbluff radio and Scottsbluff television broadcasts. Students and parents will want to pay special attention to which public school district is being closed.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day the notice will be broadcast by the media and **parents should have a plan in place to accommodate these circumstances.**

Parental Decisions. **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. The absence will be treated 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 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.

What Not To Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the media.

Emergency Conditions- Kimball Public Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law throughout the school year. There are plans for an Emergency Exit system, Tornado Warning System, and Critical Incident Response.

If the Kimball area is under an adverse **weather WARNING** at the time of dismissal, students will **not be** dismissed from school and the busses **will not run** until the weather warning has been nullified.

### **Section 3 Open-Closed Campus:**

All students are required to remain on campus during the school day, except when Kimball Public Schools receive written parent permission for their son/daughter to leave campus during lunch.

### **Section 4 Preschool Program Plan**

Kimball Public School's Preschool promotes a positive self-concept for each child. Our preschool is focused on developing the whole child. We encourage each child to think, reason, question and experiment every day. Our curriculum is closely tied to the K-12 curriculum and based on the Nebraska State Standards. All students will be assessed using Teaching Strategies GOLD.

#### **Preschool Times:**

*Monday, Tuesday, Thursday and Friday*

Morning Session: 8:15 a.m. to 11:15 a.m.

Afternoon Session: 12:15 p.m. to 3:15 p.m.

*Wednesday*

Morning Session: 8:15 a.m. to 10:15 a.m.

Afternoon Session: 11:15 a.m. to 1:15 p.m.

#### **Home Visits**

Home visits are a requirement for Rule 11. Each student will have 2 home visits per school year. The preschool teacher will schedule the visits with the families at the beginning of each semester.

### **Section 5 After-School Program – ELITE – Empowering Longhorns Inspires Tomorrow's Excellence**

ELITE will operate on school grounds four (4) days per week, Monday, Tuesday, and Thursday, directly after school, 3:20 p.m. to 6:00 p.m. beginning August 21st, 2023. On Wednesdays, ELITE will operate from 1:30 pm to 6:00 pm. ELITE will provide students with the opportunity for educational enrichment as well as assistance with daily homework. **We will offer a free nutritious snack.**

## **Article 3 - Use of Building and Grounds**

### **Section 1 Entering and Leaving the Building**

Beginning of School: Students should not be on school grounds prior to 7:40 a.m. During fair weather conditions, students can enter the building at 8:00 a.m. During bad weather, the entrance will be open by 7:30 a.m. for students to enter the building. Students are to stay in their designated grade level area and are not to go to any other part of the building without permission.

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Upon return to school during the day, students are to report to the school office.

End of School: Our regular school day ends at 3:20 p.m. Make-up work, special help, and assignment after school, club meetings, and other school activities begin at 3:30 p.m. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible.

After School Program: Our 21<sup>st</sup> Century After School Program (ELITE) will provide students additional educational support outside the regular school day through engagement in student-centered opportunities aligned to school-day learning objectives.

#### Pick Up and Drop Off of Students at Mary Lynch

Our purpose is to provide an environment that is safe for all students arriving and leaving school. All students traveling by bus will load and unload on the south side of the Mary Lynch Modular. This area is paved and designated by signs.

All students traveling by car will load and unload on 6th Street and in the driveway. The areas will be designated by signs as well as adults at each crosswalk. We discourage you from dropping off your child at any other location around Mary Lynch.

All students walking to and from school will be encouraged to use the crosswalks on 6th Street.

### **Section 2 Visitors**

All visitors must report to the office upon entering the front doors of the Mary Lynch Elementary building to sign in, in order to receive a visitor's pass. Parents are welcome at all times, however, previous arrangements need to be made with the principal if wanting to visit a classroom or staff member. It is usually best practice if your visit is of relatively short duration, approximately 30 minutes or less. This visit is not to be used as a conference with a teacher during school hours. You may make arrangements for conferences before or after school or when a teacher has set a regular scheduled conference time. Please sign in/out at the office upon entering/exiting the front entrance to the school. Visitations during the first week of school and the last week of school will require extraordinary reasons or permission from administrators.

### **Section 3 Smoke-Free Environment**

Kimball Public Schools declares all of our school's buildings to be smoke-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please remember that our buildings are smoke and tobacco-free and abide by our District's policy.

## Section 4 Care of School Property

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

Fines are determined on books according to the following criteria:

Lost Book:	Replacement cost
Missing one or both covers:	Same as lost book
Missing Page or Torn Page	50 cents per page (up to replacement cost)
Marks that cannot be erased:	20 cents per mark (up to replacement cost)

3. Damages to student Chromebooks can result in significant disruption to a student's education. Any student found to have caused damage to their Chromebook will be responsible for the cost of repairs or replacement not covered by the device's warranty. These costs will be assessed and charged accordingly. We encourage all students to take responsibility for the care and protection of their devices in order to minimize the risk of damage and ensure the best possible educational experience.

School-issued items that are stolen or damaged are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school reports and final grades.

## Section 5 Searches

Student 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, because school property is subject to search at any time by school officials. Periodic, random searches of desks, computers, and other such property may be conducted at the discretion of the administration.

The following rules shall apply to searches of students and of a student's personal property and to 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 must 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 that have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

## Section 6 District-Wide Access Control System and Video Surveillance

The safety and security of the District's students, staff, physical space, and assets is a shared responsibility of all members of the KPS community. In order to meet this obligation, Kimball Public Schools has installed and implemented a district-wide access control system with updated procedures for access to facilities. To best

facilitate the use of this system, the district has procedures for access to facilities. All district facility external doors will be locked during regular school hours. Access-control privileges are determined and assigned by district/school administration based on the specific needs and requirements of the District and the key/card holder. All visitors, parents, vendors, and those without access privileges will be required to request access via audio/video intercom, state the purpose for the access request, and be checked in the main offices. Detailed procedures for requesting and granting access are published in school handbooks and the district website at a future date.

The Board of Education has authorized video cameras on School District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

## **Section 7 Use of Telephone**

USE OF THE OFFICE PHONE WILL ONLY BE ALLOWED IN AN EMERGENCY OR WHEN A STUDENT IS ILL. There is a public courtesy phone available for student use at Mary Lynch Elementary. The courtesy phone is NOT to be used during class time. The use of the phone is not an excuse to be tardy to class.

## **Section 8 Bicycles**

Bicycles must be parked in the racks provided. All bicycles should be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property.

## **Section 9 Student Valuables**

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money to pay for lunch, leave the money or valuables with a staff member in the school office for temporary and safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

## **Section 10 Lost and Found**

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel.

## **Section 11 Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

## **Section 12 Insurance**

Under Nebraska law, the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students in classes with a risk of personal injury or accident to have insurance coverage. The district does not make recommendations, nor handle the premiums or claims for any insurance

company, agent, or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

### **Section 13 Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved and stamped by the Principal's office. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

### **Section 14 Copyright and Fair Use Policy**

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing coursework, they also must follow federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

# Article 4 – Attendance

## Section 1 Attendance Policy

Regular and punctual student attendance is required. The Board's policies require such attendance, the administration is responsible for developing further attendance rules and regulations, and students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

## Section 2 Attendance and Absences

Absences From School - Definitions. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

The following codes will be assigned to student absences for the following reasons:

UA – Parent Notification (Unexcused): A parent or guardian has called to let the school know their child will not be in school.

AP - Parent Notification (Excused): The parent or guardian provides one-week advance notice to the Principal and the student maintains an A or B average in the class.

CO – Court Ordered: The student is absent due to a court order.

DF – Death in the Family: The student is absent due to a death in the immediate family.

IS – In-School Suspension: The student is absent due to In-School Suspension

ME – Medical Excuse: The student has submitted documentation from a doctor to the school office related to the absence.

NC – No Call: The student is absent, and no call was received by a parent or guardian.

OS – Out of School Suspension: The student is absent due to Out of School Suspension

SB – Student Business: The student is absent due to a school-related activity

VIR – Virtual: The student is absent due to mandatory quarantine

1. Excused Absences An Absence with any of the following codes will be excused, provided the required procedures have been followed, and will not be counted toward an accumulated absence for the quarter/semester: CO, DF, ME, SB, VIR, AP Excused
2. Unexcused Absences: All other absences listed above are considered unexcused and will be counted toward an accumulated absence for the quarter/semester.

A student who engages in unexcused absences may be considered truant per state law, Neb.Rev.Stat. § 79-201. Truancy is a violation of school rules. The consequence of such action may include suspension from classes and the student may be required to make up the time missed. Students who leave the school premises without permission during the school day will be considered truant.

Absence Procedure.

For excused absence, you will have one week to make up the missed work. If you have more than one excused absence in a week, you will still only have 5 days to make up the required work missed. If requested, assignment sheets will be prepared for students who are ill. If parents and/or students request assignment sheets the school should be contacted by no later than 9:00 a.m. A student will be considered truant until a parent/guardian contacts the school. After two days with no parent/guardian contact, the absence will be considered unexcused.

For unexcused absences, the teacher may choose how to manage missed coursework, subject to approval by the Principal. Students may be required to make-up work and the time missed.

The Principal shall have the discretion to deny or approve the excused or exempt status of absences depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age 6 to 16 to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior. Such services shall include, as appropriate, the services listed under the "Excessive Absenteeism" and "Reporting Habitual Truancy" policies.

Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a semester shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. The principal will initiate an informational letter to the parent/guardian of the student at that time informing them of the absence rate, the importance of attendance, and specific actions that need to be taken. Additional letters will be sent to the parent/guardian when the student reaches 10 and 15 absences. When a student accumulates 20 absences in the school year, then the County Attorney will be notified and legal action may be taken against the parent/ guardian.

After 5 unexcused absences	1 <sup>st</sup> communication from the principal
10 unexcused absences	2 <sup>nd</sup> communication from the principal Meeting scheduled to establish a collaborative attendance plan. Members may include the student, his/her guardians, the Truancy Diversion Coordinator, the principal, and the counselor.
15 absences	3 <sup>rd</sup> communication from the principal – revisit attendance plan with TDO and parents.
20 absences	Notification of the Kimball County Attorney (legal action may be taken)

21 absences

Meeting scheduled to determine future academic plans of the student. Members may include the student, his/her guardians, the Truancy Diversion Coordinator, the principal, the counselor, and the classroom teachers.

Upon the 10<sup>th</sup> day of absence, a letter from the principal's office will be sent to the parent/guardian of the student requiring that they contact the principal to set up a meeting. After the 10<sup>th</sup> day of absence and no later than the 15<sup>th</sup> day, the meeting with the parent/guardian and the principal should have taken place. Upon the 15<sup>th</sup> absence, an additional meeting may be requested.

Upon the 20<sup>th</sup> absence, the County Attorney will be notified and legal action may be taken against the parent/guardian. Upon the 21<sup>st</sup> absence, a meeting will be scheduled to determine the future academic plans of the student. Members may include the student, his/her guardians, the Truancy Diversion Coordinator, the principal, the counselor, and the classroom teachers.

Other actions stemming from excessive absenteeism/truancy may include:

1. One or more meetings shall be held between a school attendance officer, Truancy Diversion Officer, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such a meeting, the principal shall place in the student's attendance records documentation of such refusal.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the truancy problem will be conducted by the school administration to identify conditions that may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

Reporting Habitual Truancy. Students who accumulate twenty (20) unexcused absences per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating Neb.Rev.Stat. § 79-201, (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that statute. If, within one week after such notice is given such a person is still violating the school attendance laws or policies, the principal shall file a report with the county attorney of the county in which such person resides.

### **Section 3 Tardiness**

Tardy to School: Students will be considered tardy to school if they are not in their assigned class or ready and attentive in their assigned area by 8:15 a.m.

**For students who receive five unexcused tardies during a quarter; this will result in a ½ day of absence.**

### **Section 4 Leaving School**

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose. Students who leave without permission and without signing out in the proper manner will be considered truant.

### **Section 5 Attendance is Required to Participate in Activities**

Students must attend school all day the day of any scheduled school activity in order to participate in the activity. Failure to attend on that day will result in a student being withheld from participation in the activity. The principal retains the right to grant participation should exceptional circumstances prevail.

### **Section 6 Make-up Work**

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed will be determined by mutual agreement between the student and teacher. The student has the responsibility to contact teachers, initially, regarding make-up assignments. If the parents or students have concerns prior to being absent they should contact the teacher/teachers in advance, preferably (3) days.

# Article 5 - Scholastic Achievement

## Section 1 Grading System

Kimball Public Schools will use Standards-Based Grading for Kindergarten through 3rd grade. Instead of receiving an “A” in math for the quarter, the student will receive a 1, 2, 3, or 4 for each standard covered during that quarter.

### What do the levels represent?

**4.0 - Advanced:** Demonstrates understanding of beyond grade-level standards consistently and independently.

**3.0 - Proficient:** Demonstrates understanding of grade level standards consistently and independently.

**2.0 - Basic:** Demonstrates partial understanding of grade level standards with or without support.

**1.0 - Below Basic:** Demonstrates minimal (or no) understanding and does not meet grade-level standards even with support.

Kimball Public Schools will use the letter grading system for the 4th grade through 6th grade as follows:

A	93 - 100	Excellent
B	85 - 92	Good
C	77 - 84	Satisfactory
D	70 - 76	Needs Improvement
F	0 - 69	Failing
INC		Incomplete Work

Each teacher should define for students the grading procedures to be used in their classes.

## Section 2 Promotion, Retention

The professional staff at Kimball Public Schools will place students at the grade level and in the courses best suited to them academically.

Students will typically progress annually from grade to grade. A student may be retained at a grade level when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program. The building principal will make the final decision.

## Section 3 Progress Reports

Parents of students in Kindergarten through third grade may receive various supplemental reports throughout the school year concerning student performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent at the discretion of the teacher.

Every student in fourth through sixth grades will receive school-wide progress reports halfway through each grading period. These reports are sent home to inform both students and their parents or guardians of the student's academic progress and identify any areas that require improvement.

## Section 4 Report Cards

Report cards are issued at the end of each quarter, or nine-week sessions. Letter grades are used to designate a student's progress in 4th to 6th grade. Standards-Based grades will be given in Kindergarten 1st, 2nd and 3rd Grade. Incompletes shall be designated by an "INC". Students have two weeks after the end of the quarter to make up incomplete work. Failure to do so will cause the grade to change to a "U" (Failing). No incompletes will be given at the end of the fourth quarter, as all coursework must be completed by the end of the fourth quarter.

## Section 5 Parent-Teacher Conferences

Parent-teacher conferences will be held this year during the 2nd and 4<sup>th</sup> Quarter. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with one or more teachers as needed.

## Section 6 Recognition

The following section of the handbook highlights the commendable efforts of our students and their well-deserved recognition. Our students are recognized in two categories: Academic Honors and Life Skills Honors. The academic Honors program aims to acknowledge the academic excellence of our students, and therefore, Honor Rolls will be determined at the end of each quarter - 1st, 2nd, 3rd, and 4th. The Life Skills program aims to acknowledge students who are excelling in the areas of respect, responsibility, citizenship, work ethic, and organization. Accordingly, students who meet the criteria will receive due recognition.

### *Life Skills Recognition*

#### *Schoolwide*

- a. Students receiving all 3's and 4's on the Life Skills rubric will be classified as students on the Life Skills Honor Roll.
- b. Students who have attended every class during each grading period will receive recognition as having perfect attendance.

### *Academic Honors*

#### *4th- 6th Grade*

- a. Students receiving all "A's" will be classified as students with **DISTINCTION**.
- b. Students earning "A's" and "B's" will be classified as students with **HONOR**.
- c. All class grades are figured the same for honor roll status.
- d. Honor roll lists will be published at the end of each quarter.

### *Kindergarten - 3rd Grade*

- a. Each classroom teacher will give out an academic excellence award in the following areas:
  - Reading
  - Math
  - Most Improved

Teachers will take student grades, test scores, and participation into consideration for each of these awards. It is up to the teacher's discretion to determine the recipients of each award.

## **Section 7            Additional Academic Opportunities**

An academic study team, composed of Mary Lynch Elementary staff members and the principal, will brainstorm to come up with alternatives for the classroom teacher and your child. We do not want any student failing any subject area. We will do everything possible to assist your child to be responsible, successful and to be passing all subject areas on the grade card. According to Section 79-258. **Administrative and teaching personnel; authorized actions.** Your child may be asked to stay after school to attend Additional Academic Opportunities to receive additional assistance on their school work.

### **Section 79-258. Administrative and teaching personnel; authorized actions.**

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process.

Such actions may include, but need not be limited to, counseling of students, parent conferences, 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.

# Article 6 - Support Services

## Section 1 Special Education Identification and Placement Procedures

### What Does Special Education Mean?

Special education means educational experiences, curriculum, and services, including transportation, through the use of staff, facilities, equipment, and classrooms which have been adapted to provide special instruction for students with disabilities. In addition, special education provides the support services necessary for evaluation, placement, and instruction for students with disabilities. These services are free to parents unless they elect to place their child in a program other than one approved by the school district.

### How are Students with Disabilities Identified?

The request for permission will include a description of the action to be taken and a description of each evaluation procedure. Written statements showing the results of the evaluation and the reasons for placement in a special education program must be kept on file. Within 30 days after a student has been verified as having a disability, a conference will be held with parents. Advance notice will be given. At the conference, an Individual Education Program (IEP) will be developed.

### Students Who May Benefit

A student verified as having autism, behavior disorder, developmental delay, hearing impairment, intellectual disability, orthopedic impairment, other health impairment, specific learning disability, speech-language impairment, traumatic brain injury, or visual impairment may be placed in regular education with support services or may benefit from a special education classroom or service.

### Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

### Reevaluation

Students identified for special education will be reevaluated at least every three years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district shall obtain parental consent prior to conducting any reevaluation of a student with a disability.

### Individual Education Program (IEP)

Each student with a disability must have a written IEP prepared by the staff in cooperation with parents specifying programs and services which will be provided by the schools. If necessary, the district will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on a regular basis with the parent.

An IEP is developed in a conference setting. Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

1. A representative of the school district;
2. An individual who can interpret the instructional implications of evaluation results;
3. One or both parents;
4. The child (when appropriate);

5. At least one regular education teacher if the child is, or may be participating in the regular education environment;
6. At least one special education teacher;
7. A representative of the nonpublic school if the child is attending a nonpublic school;
8. A representative of a service agency if the child is receiving services from an approved service agency; and
9. Other individuals, at the discretion of the parent or school district.

It is permissible for parents to bring other persons to the IEP meeting, but it is a good idea to inform the school before the scheduled meeting. The school district will provide parents with a copy of the IEP.

#### Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). The school district must assure that students with disabilities are educated with students who do not have disabilities, to the maximum extent possible. Students are entitled to supplementary aids and services to help them in a regular educational setting. Students with disabilities may be placed in special classes, separate schools, or other situations outside the regular educational environment when the nature of the child's needs requires specialized educational techniques which are not available in current settings. Determination of a student's educational placement will be made by a team of persons who knows the student and who understands the tests and procedures that assess the student's learning abilities. Team members know the available programs and services which might help the student. Parents are asked for written consent to determine whether or not they approve of the educational placement recommended for their child. If the parent does not speak English or is hearing impaired, an interpreter may be requested. Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification, or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of free appropriate public education to the child.

#### Alternative Programs

Parents have a right to know about available private and public programs, other than those offered by the schools. The school district staff will provide information about those programs on request. If parents place the student in one of those programs, however, the school district is not required to pay for the student's education.

#### Transportation of Students Receiving Special Education

The district special education staff will make arrangements for transportation for eligible students to the extent such is required by the student's IEP. Students assigned to special education programs requiring attendance at schools outside their regular attendance area will be transported. Special conditions may warrant that special education students receive transportation to their assigned schools. If parents are dissatisfied with a transportation decision, they may contact the Superintendent for a review.

#### Access to Student Records

Parents have the right to inspect and review any education records relating to their child which are collected, maintained or used by the school district in providing educational services.

#### Nonpublic School Students

Students in state-approved nonpublic schools may participate in special education programs in the same manner as public school students.

#### Parental Review of Programs

Parents who want to review their child’s placement should request an IEP team meeting. If parents are not satisfied with the results of the conference, they may appeal to the Nebraska Department of Education for a formal hearing to be conducted by a state hearing officer. Parents dissatisfied with the findings and decisions made in a state-level hearing have the right to bring a civil action.

### Plans and Budget

With the exception of personally identifiable student records, district special education plans, and budgets are available for public inspection.

This is a summary of the Kimball Public Schools district plan for special education students. Anyone interested in obtaining a copy of the complete district policy or the Nebraska Department of Education Rule 51 (complaint procedures) or Rule 55 (appeal procedures) may contact the Superintendent at the Kimball Public Schools District Offices.

## **Section 2 Guidance Services**

Kimball Public Schools employs a guidance counselor for the purpose of assisting with the District’s testing program and to assist with scheduling and for students to discuss problems and resolve conflicts.

## **Section 3 Restorative Practice**

**Restorative Practice Policy:** Our school district supports proactive and reactive evidence-based initiatives to manage student misbehavior. Restorative Practices are grounded in principles and values that: are needs-based, hold students accountable, are focused on repairing harms, and support meaningful outcomes. Restorative Practices will be integrated within existing discipline measures and utilized as deemed appropriate.

**Restorative Practice Process:** Restorative Practices reflect the philosophy that when a misdeed occurs within a school, it affects those harmed, those causing the harm, and the wider school community. The goal of Restorative Practices is to address conflict using open and respectful dialogue that focuses on the harm caused and strategies to repair this harm and the relationships of those involved. Restorative Practices can include group conferencing, peer mediation, victim-offender mediation, or classroom peace circles, and can be formal or informal. These processes may be handled by district personnel, school resource offers, or others that support the district, such as, contractors, ESUs, volunteers, and those serving through Nebraska Supreme Court-approved mediation centers. In a Restorative Practice conference, students and parents/guardians agree to the following:

**Constructive Communication:** The goal of restorative practice is to foster new understanding through dialogue that results in a mutually-agreed resolution to the issues at hand. Students and parents agree to speak honestly and to listen respectfully without interruptions. The mediator/facilitator’s role is to manage communication and help the parties work to discover solutions that meet the needs and interests of all parties to the fullest extent possible. The mediator/facilitator will not make judgments, give legal advice, or present parties with solutions to their problems.

**Confidentiality, Privileged, and Voluntary Communications:** Pursuant to Neb. Rev. §§43-247.03, parties agree not to record or create transcripts of sessions and acknowledge they are responsible to maintain confidentiality and agree that communications during preparation, process, and follow up will not be shared with others, excepting:

- Agreements reached in the restorative process.
- When written permission by all participants is given.

When statements regarding unreported allegations of child abuse or neglect or threats to harm self or another are revealed. *When* process information must be shared with funding or referring agencies, such as Diversion, Probation, County Attorneys, or Courts.

**Agreements:** No agreement can be forced upon any party. Parties agree to take responsibility for carrying out any agreements made during the restorative process.

**Program Evaluation:** Participants may be asked to take part in evaluations of the process to comply with reporting requirements.

## **Section 4 Health Services**

### Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on a determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. When students are sent home for a fever greater than 100°F they are to remain out of school for a minimum of 24 hours without fever-reducing medication. Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

### Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that the child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school office.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR) or at his/her discretion.

For non-prescription medication that must be given on a routine basis by school personnel, parents must provide a signed written consent for the child to be given medication at school. This medicine should also be in its original container and must be left in the school office.

School personnel can occasionally give non-prescription drugs such as non-aspirin, antacid, etc.. Parents must have signed the "Authorization" form indicating what type of non-prescription medication can or cannot be administered to their student.

Students should not dispense any type of medication to another student.

### School Health Screening

Children in Pre-Kindergarten through fourth grade, as well as children in seventh and tenth grade are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates a BMI calculation. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents are notified of any health concerns as

they are identified. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

### Physical Examination

Evidence of a physical examination by a qualified physician is required within 30 days of enrollment of the child into any Early Childhood Special Education classes, kindergarten and the seventh grade, or in the case of transfer from out of state to any other grade. A parent or guardian who objects may submit a written statement of refusal for his or her child. The statement will be kept in the student's file. Waiver forms are available in the school office.

### Immunizations

Immunizations against the following diseases are required for every child:

- Measles • Mumps • Rubella • Poliomyelitis • Diphtheria • Pertussis • Tetanus and Varicella

All students in all grades will be required to present evidence of:

- 3 doses of DTP, DTaP, DT, or Td vaccine with one dose given on or after the 4th birthday.
- 3 doses of Polio vaccine
- 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if the student is 11-15 years of age.
- 2 doses of MMR or MMRV vaccine given on or after 12 months of age and separated by one month or more.
- 2 doses 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. If the child has had the varicella disease, they do not need any varicella shots.

Children age 2 through age 5 enrolled in a school-based program not licensed as a childcare provider (i.e., Head Start and Early Childhood Special Education) will be required to present evidence of:

- 4 doses of DTaP, DTP, or DT vaccine
- 3 doses of Polio vaccine
- 1 dose of MMR or MMRV vaccine given on or after 12 months of age
- 3 doses of Hepatitis B vaccine
- 3 doses of HiB vaccine or 1 dose of HiB vaccine given on or after 15 months of age.
- 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.
- 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age.

Students must show proof of immunization upon enrollment in Kimball Public Schools. Any student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations may complete a waiver statement which is available in school health offices.

Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

### Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Kimball Public Schools for the first time, you may obtain this document

from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

#### Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event the child has TWO cases of live lice in a semester, he or she will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice\*.
3. A child who is sent home from school for head lice should miss no more than two school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Individual buildings will perform classroom-wide or school-wide head checks as needed in order to control the condition at school.
8. \*Nit removal will be emphasized for effective management of the condition. For more information call the nurse at your child's school.

## **Article 7 - Drugs, Alcohol, and Tobacco**

## **Section 1 Drug-Free Schools**

The District implements regulations and practices which will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

### **Education and Prevention:**

This District promotes comprehensive, age-appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, this District will have proper in-service orientation and training for all employed staff.

### Drug and Alcohol Use and Prevention.

By this handbook, each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

### Drug and Alcohol Education and Prevention Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations

All students are provided age-appropriate, developmentally based drug and alcohol education and prevention programs for all students of the schools. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the District to encourage the use of outside resource personnel, such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

It shall further be the policy of the District, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational programs.

### Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs.

All students shall be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the Guidance Counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

### Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Tobacco, Illicit

Drugs, or Alcohol on School Premises or as a Part of Any of the School's Activities.

(In addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to prohibit the unlawful possession, use, or distribution of tobacco, illicit drugs, or alcohol on school premises or as a part of any of the school's activities.) This shall include such unlawful possession, use, or distribution of tobacco, illicit drugs, and alcohol by any student of the District during regular school hours or after school hours at school-sponsored activities on school premises, at school-sponsored activities off school premises.

Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.
9. The possession, use, or distribution of tobacco. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco look-alikes, and products intended to replicate tobacco products by appearance or effect.

It shall further be the policy of the district that violation of any of the above-prohibited acts will result in a disciplinary sanction being taken within the bounds of applicable law, up to and including short-term suspension, long-term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

**Drugs and Alcohol Prohibited - Standards of Conduct for Students and Employed Staff:**

The manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an educational function, or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant on school grounds, or during the educational function or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes on school grounds or during and educational function, or event off school grounds, is prohibited.

The possession, selling, dispensing or use of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function, or event off school grounds, is prohibited.

Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized, as stated in the next section on AUTHORIZED USE.

**Authorized Use:**

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall provide signed permission by the parent or physician.

**Disciplinary Sanctions:**

1. Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardians will be notified.
2. If the student is observed violating this policy, the student will be escorted to the Principal/Superintendent's office immediately, or if not feasible, the Principal/ Superintendent will be notified. The student's parents or legal guardian will be requested to pick up the student. If there is imminent danger to other students, school personnel, or students involved, the Principal/Superintendent, or such other personnel as authorized by the Principal/Superintendent, may have the student removed by authorized medical or law enforcement personnel.
3. Parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

**Safe and Drug-Free Schools-- Parental Notice**

NOTICE TO PARENTS: Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug-free school programs and activities other than classroom instruction, a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice, the student will be withdrawn from the program or activity to which parental objection has been made.

## **Article 8 – Student Conduct**

## **Student Discipline**

Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions that are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts, and parent conferences, rearrangement of schedules, requirements that a student remains in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian or in-school suspension. The discipline may include out-of-school suspension (short-term or long-term) and expulsion.

### **Section 1 Short-Term Suspension**

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

- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
- b. 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:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent interference with school purposes.
- b. Prior to the 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 the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who, in addition to the parent or guardian, is to attend the conference.
- e. A student on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

### **Section 2 Long-Term Suspension**

A long-term suspension means exclusion from school and any school functions for more than five school days but less than twenty school days. A student on a long-term suspension shall not be permitted to be on school

grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

### **Section 3 Expulsion**

- a. 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. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
- b. Suspensions Pending Hearing. 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.
- c. 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 in accordance with the law.
- d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with the law.
- e. 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. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
- f. Students Subject to Juvenile or Court Probation. Prior to the readmission to the school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or

Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed conditions, the student may be permitted to return to school. The student may, with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

## **Section 4 Emergency Exclusion**

A student may be excluded from school in the following circumstances:

- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
- b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

## **Section 5 Other Forms of Student Discipline**

Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remains 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. When in-school suspensions, after-school assignments, 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.

## **Section 6 Student Conduct Expectations**

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, wellbeing or rights of other students, staff or visitors.

## **Section 7 Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion, or Mandatory Reassignment**

The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety, or welfare of students, staff, and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal the property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat that causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing, or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" 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 or illegal substances 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.

8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes, or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
  - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
  - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that

statute existed on January 1, 1995. That statute includes the following statement: “The term ‘firearm’ means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.” The Superintendent may modify such a one-year expulsion requirement on a case-by-case basis, provided such modification is in writing.

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

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

## **Section 8 Additional Student Conduct Expectations and Grounds for Discipline**

The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. **Student Appearance:** Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
  - a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
  - b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
  - c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.

- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horseplay” or that would damage property (e.g. cleats).
- e. Headwear including hats, caps, bandannas, and scarves.
- f. Clothing or jewelry which exhibits nudity makes sexual references or carries a lewd, indecent, or vulgar double meaning.
- g. Clothing or jewelry that is gang-related.
- h. Visible body piercing (other than ears).

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal’s office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

## 2. **Academic Integrity.**

- a. **Policy Statement:** Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student’s level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

- b. **Definitions:** The following definitions provide a guide to the standards of academic integrity:
  - (1) **“Cheating”** means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

- (a) Tests (includes tests, quizzes and other examinations or academic performances):
- (i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
  - (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulas in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
  - (iii) Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.
  - (iv) Use of Other Students to Take Test. Having another person take one’s place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
  - (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- i) Use of Another’s Paper: Copying another student’s paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
  - (ii) Re-use of One’s Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
  - (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly

reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially rewritten by the student's parent or sibling. Assistance from home is encouraged, but the work must remain with the students.

(iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, paragraphs or illustrations, or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to an outside source.

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

(3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement

test or project at a level meeting minimum performance standards, the instructor will assign a grade that the instructor determines to be appropriate for the work.

- (2) Report to Parents and Administration. The instructor will notify the Principal of the offense, and the instructor or Principal will notify the student's parents or guardian.
- (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

### 3. Electronic Devices

- a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. Electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. 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.
- b. Definitions.
  - (1) "Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), 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:
    - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
    - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
    - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

- c. Possession and Use of Electronic Devices.
- (1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.
  - (2) Students are permitted to possess and use electronic devices before school hours, at lunchtime, and after school hours, provided that the student does not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
  - (3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a laptop computer for a class presentation).
  - (4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).
- d. Violations
- (1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (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 others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than the recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.
  - (2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

- (i) First 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 and a conference between the student and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.
  - (ii) 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 and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
  - (iii) 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 his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
- (3) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such a message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices, regardless of when the message was received on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that, at a minimum, the following penalties shall be imposed:
- (i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.
  - (ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.
- (4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation 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.

- e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. 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.

## **Section 9 Inappropriate Public Displays of Affection (IPDA)**

Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1. 1st Offense: Student will be confronted and directed to cease.
2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with the Administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.
9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.

10. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

## **Section 10 Law Violations**

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student’s maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student’s parent of the fact that the referral to legal authorities has been or will be made.  
The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor’s parents or guardian.

Legal Reference: Neb. Rev. Stat. sections 79-254 to 79-296

## **Article 9 - Due Process Procedure**

Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment: The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:
  - (a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.
  - (b) The penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge.
  - (c) A statement explaining the student's right to a hearing upon request on the specified charges.
  - (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
  - (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
  - (f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.
6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

**Hearing Procedure:**

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
4. Continuance. Upon a written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Kimball Public School Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn there from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single

hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

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

his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.

14. Final Decision of Board of Education. The final decision of the board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

## Article 10 - Harassment and Bullying Policy

It is the policy of Kimball Public Schools that “bullying” type behavior is not tolerated. These guidelines are established to respond specifically to bullying behavior.

- (i) Step One: The first time school personnel become aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school’s opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions that may include expulsion, in the event the conduct is also a violation of other provisions of the student code.
- (ii) Step Two: The second time school personnel become aware of a harassment incident, the student’s parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.
- (iii) Step Three: If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, **the school may assign the student to the Harassment Program level** set forth below which the school authorities determine to be appropriate.
- (iv) Step Four: If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

Harassment and Bullying Program--Levels: Purpose - All students have the right to attend Kimball Public Schools free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

1. Level I: The guidelines for a Level I placement are listed below.
  - a. The length of the assignment will be for a minimum of two weeks.
  - b. The student will report to the office no later than 7:45 a.m. each morning.
  - c. The student will eat on campus at an assigned table.
  - d. The student will report to an assigned room at the end of the day, and will remain until 4:00 p.m. This will allow all other students to leave the school grounds in safety.
2. Level II: The guidelines for this level are listed below.

- a. The length of the assignment will be for a minimum of two weeks.
  - b. The student will report to the office no later than 7:45 a.m. each morning.
  - c. The student will eat on campus at an assigned table.
  - d. The student will report to an assigned room at the end of the day, and remain until 4:00 p.m.
  - e. The student will not transition with other students between classes.
3. Level III: This is a long-term assignment. The guidelines are listed below.
- a. All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.

# Article 11 - Network, E-Mail, Internet and Other Computer Use Rules

INSTRUCTION - Policy No. 603.08

## Instruction

### Computer

#### Internet Safety and Acceptable Use Policy

##### A. **Internet Safety Policy**

It is the policy of Kimball Public Schools to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

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

5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

**B. Computer Acceptable Use Policy**

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to

ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, 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.
- d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
  - 1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
  - 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
  - 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
  - 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
  - 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
  - 6. Users 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 a bug, virus, worm, Trojan horse, or similar name.
  - 7. Users shall not engage in any form of vandalism of the technology resources.
  - 8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
  - 1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
  - 2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
  - 3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or

- religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
4. to engage in or promote violations of student conduct rules.
  5. to engage in illegal activity, such as gambling.
  6. in a manner contrary to copyright laws.
  7. in a manner contrary to software licenses.
5. **Disclaimer.** The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. **Filter.** A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. **Monitoring.** Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District’s computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent’s designees.
8. **Sanctions.** Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children’s Internet Protection Act, 47 USC § 254

FCC Order adopted August 10, 2011

47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)

Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)

**Kimball Public Schools**  
**Addition to Student Code of Conduct**  
*Appendix "2"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT'S AGREEMENT

In order to make sure that all members of Kimball Public School's community understand and agree to these rules of conduct, Kimball Public Schools asks that you as a student user sign the following statement:

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

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

Student's Name:

Student's Signature:

Date:

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

**Kimball Public Schools**  
**Addition to Student Code of Conduct**  
*Appendix "3"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

PARENT'S AGREEMENT

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

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

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

Student's Name:

Parent's Signature:

Date:

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

# Article 12 - Positive Behavior Interventions and Supports (PBiS)

Kimball Jr/Sr High School and Mary Lynch Elementary Schools are PBiS Schools with the established umbrella goals of: **Respect, Responsibility, Effort, and Safety**. Various areas of the school are targeted and positive student expectations are taught and reinforced by the staff. Students are rewarded for meeting these expectations and doing things the correct way. The following are the general expectations for Mary Lynch Elementary School:

## EXPECTATIONS

Show **RESPECT** for yourself, others, and school property  
Take **RESPONSIBILITY** for your actions and your choices  
Make the **EFFORT** to be a good student and citizen  
Think **SAFETY** for the good of everyone

### RESPECT

Participate Positively  
Listen to Others  
Wait your turn  
Think before you speak  
Use inside/outside voice appropriately

### RESPONSIBILITY

Be on time  
Be honest  
Be prepared  
Be accountable for your actions  
Use your manners  
Clean up after yourself

### EFFORT

Be prepared  
Listen  
Stay on task  
Do your best everyday

### SAFETY

Keep hands and feet to yourself  
Use equipment and school property appropriately  
Walk  
Practice good hygiene

# Article 13 - Extra-Curricular Activities - Rights, Conduct, Rules and Regulations

## Section 1 Student Fees Policy

### STUDENT ACTIVITIES

Policy 501.06

#### Student Fees

The board realizes some activities may require additional expenditures which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. (In other special cases where the parent/guardian requests that the student be exempt from charges, the superintendent shall determine granting of waivers.) No fees, specialized or unspecialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

For the purposes of this policy, the following definitions shall apply:

1. Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district;
2. Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary educational institution.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities, including extracurricular music courses;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;
4. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
5. Copies of student files or records as allowed by state statute;
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-after-school or pre-kindergarten services in accordance with state statute;
8. Summer school or night school;
9. Breakfast and lunch programs.

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall be provided with a musical instrument of the school's choice.

Waivers shall be provided to students who qualify for free or reduced-price lunches for fees, specialized equipment and specialized attire required for participation in extracurricular activities.

The superintendent shall establish a Student Fee Fund and ensure that funds collected as fees for the following purposes are properly recorded and deposited to it:

- Participation in extracurricular activities;

- Postsecondary education costs; and
- Summer school or night school.

The superintendent shall promulgate regulations outlining the purposes for which fees in these three areas are collected and shall ensure such fees are spent for those purposes.

The superintendent shall promulgate regulations to be published annually in the student handbook authorizing and governing:

1. Any non specialized clothing required for specified courses and activities;
2. Any personal or consumable items a student will be required to furnish for specified activities; and
3. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.

The superintendent shall also promulgate regulations authorizing and governing the following areas:

1. All fees to be collected within the nine numbered areas of the third paragraph of this policy;
2. Any other types of specialized equipment or attire to be provided by all students in the nine numbered areas of the third paragraph of this policy;
3. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
4. Deadlines for waivers for all types of fees;
5. Procedures for the handling of fees for students receiving postsecondary education credits;
6. Procedures for handling of fees related to summer school or night school;
7. Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy.

The maximum dollar amount of each fee must be specified as part of the administrative procedures policy.

Public concerns or complaints regarding required fees, attire or equipment shall be addressed under Policy 1001.02, Public Involvement.

This policy will be reviewed and re-adopted annually at a regular or special meeting of the board. This shall include a review of the amount of money collected under this policy and the use of waivers as provided by this policy. The policy shall be published in the student handbook provided at no cost to each household.

# Article 14 - State and Federal Programs

## Section 1 Notice of Discrimination

The Kimball Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Trevor Anderson, Superintendent of Schools, 901 S. Nadine Kimball, NE 69145 (308) 235-2188. tanderson@kpslonghorns.org

Employees and Others: Trevor Anderson, Superintendent of Schools, 901 S. Nadine Kimball, NE 69145 (308) 235-2188. tanderson@kpslonghorns.org

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

## Section 2 Designation of Coordinator(s)

Any person having inquiries concerning this district’s compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Kimball Public Schools, 901 S. Nadine St., Kimball, NE 69145, (308)235-2188

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Activities Director
Title IX	Discrimination or harassment based on sex; gender equity	Activities Director
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Special Education Director
Homeless student laws	Children who are homeless	Nurse
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

## Section 3 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

The following is a description of the rights granted by federal law to qualifying students with disabilities. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without

- discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
  3. Receive notice with respect to identification, evaluation or placement of your child.
  4. Have your child receive a free appropriate public education.
  5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
  6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
  7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
  8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
  9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
  10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
  11. File a local grievance.

## **Section 4 Notice Concerning Staff Qualifications**

The Every Student Succeeds Act (2015) gives parents the right to acquire information about the professional qualifications of their child's classroom teachers. Upon request, Kimball Public Schools will give parents the following information about their child's classroom teacher:

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

We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner.

Finally, Kimball Public Schools will give timely notice if your child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the Act.

## **Section 5 Breakfast and Lunch Programs**

### **FOOD SERVICE**

#### **Food Service Program**

#### **Policy 801.01**

#### **Description of Program**

Kimball Public Schools participate in the National School Lunch and Breakfast programs. Meals are required to meet specific nutritional standards established by the Federal Government. School meals

include fruits, vegetables, and whole grain-rich foods. Fat-free and low-fat milk; “right size” meals with portions designed for a child’s age; less saturated fat and zero trans fat.

### **MEAL ACCOUNTS**

The district uses a family lunch account system through Infinite Campus where each child in the family is under one account. Lunch accounts are debit accounts; therefore, there must be money in the account in order for the student to use it. The district allows the balance to go no lower than a minus ten dollars (-\$10.00). The cushion balance between zero and minus ten dollars is intended to allow the students to continue to use the account while money is being deposited into the account (Board policy 801.04). The district recommends keeping a positive account balance that accommodates your child or children’s particular spending habits. The amount you choose to maintain in your account is a personal choice based on how much monitoring of the account you wish to do.

Your student will be allowed to charge ala carte items to your account as long as there is a positive balance in the account

### **MONITORING OF ACCOUNT BALANCE**

There are multiple ways to monitor the balance of the meal account. The Infinite Campus parent portal and the Infinite campus mobile app both allow you to see the up-to-date balance as well as monitor what your child is buying at school. A weekly email is sent out with balance information. You may also call or email the food service director to check the balance on your account. Phone number is 308-235-4786 and email is [dterrill@kpslonghorns.org](mailto:dterrill@kpslonghorns.org).

### **DEPOSITS FOR MEAL ACCOUNTS**

To make a deposit to your meal account you may send money to the school or deposit money online through the parent portal of Infinite Campus. If you have not previously used the parent portal you will need to contact the school to receive login information.

### **FREE AND REDUCED PRICE MEAL PROGRAM**

A letter and application form for the free or reduced price meal program will be distributed to all households as a part of the school registration material. The letter will contain information on the eligibility standards, procedures for applying, and how an appeal may be filed. Please make sure to fully complete the application and return it to your child’s school as soon as possible.

If your household income changes during the school year you may reapply for free or reduced price meals at any time.

A NEW application must be submitted at the beginning of each school year.

### **FOOD SERVICE CONTACT INFORMATION**

If at any time you have questions or concerns about your lunch account or the food service program, contact Danessa Terrill at 308-235-4786 or email [dterrill@kpslonghorns.org](mailto:dterrill@kpslonghorns.org).

## **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 onlineat:** [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.

**Meal Charge Policy**

It is the policy of the District to comply with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide free or reduced meals to qualifying students.

**Student Eligibility**

Families of students who may be eligible for free or reduced price school meals should submit an application to determine their eligibility. Applications are available through the Superintendent or Superintendent's designee. As long as an application is submitted on or after July 1, the application will be considered current for the new school year. A student may become eligible for free or reduced meals at any time during the school year if the household experiences a change in financial circumstances.

**Meal Account Balances**

The District will ensure that families can check their meal account balances in a manner other than exclusively online. The District will ensure that at least one form of meal account payment is free of charge. The District encourages families to pre-pay without charge for free or reduced price meals. Notwithstanding the option to pre-pay, students and families will have a method to add funds during the school day. Any balance remaining in a pre-paid account shall carry over into the next month. Households approved for free or reduced price meals with funds remaining in their meal account at the end of the school year shall receive a refund upon request. When a student leaves the District or graduates, the District shall attempt to contact the student's household to return any funds remaining in the student's meal account. Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and the District shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent debt, pursuant to and in compliance with state and federal law. The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishes and handles the bad debt.

**Student Confidentiality**

The District will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions. The District shall not use or implement any colored or coded meal cards, tickets, tokens, or other methods of payment that would overtly identify a student as being eligible for free or reduced price meals.

**Distribution Annually**

This policy shall be provided in writing to all students' households at the start of each school year and to households transferring to the District during the school year. This policy shall also be provided annually to District staff members responsible for the enforcement of this policy, including food service professionals. The Superintendent or the Superintendent's designee shall maintain documentation of the annual distribution of this policy to students' households and District staff.

Legal Reference:

Richard B. Russell National School Lunch Act (42 U.S.C. § 1751); U.S.D.A. Memorandum SP 57-2016.

Date of Adoption: February 11, 2019

**STUDENT HEALTH**

**Policy 505.06**

**Section 6 Kimball Public Schools Wellness Policy**

The Kimball Public School District desires to promote healthy students and healthy living by supporting good nutrition, nutrition education, and regular physical activity. The district strives to promote student health and reduce childhood obesity. The district will achieve the goals of this policy by:

- A. Involving parents, students, board members, administrators, teachers, health professionals, and other interested members of the community in the development, monitoring, and review of the policy.
- B. Developing goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness.

Therefore, the board adopts the following School Wellness Policy

**1. Goals to Promote Student Wellness**

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

- a. Nutrition Education. To implement a curriculum that meets or exceeds the health and nutrition education objectives established by the Nebraska Department of Education.
- b. Physical Activity. To implement a curriculum that meets or exceeds the health and physical education objectives established by the Nebraska Department of Education.
- c. Other School Activities. To offer other suitable opportunities for students to engage in health-promoting activities.
- d. Social and Emotional Well Being. Programs and services that support and value the social and emotional wellbeing of students, families, and staff to build a healthy school environment.

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

**2. Nutrition Guidelines**

Nutrition guidelines have been selected by the District for all foods available in each school building during the school day with the objective of promoting student health and reducing childhood obesity. The guidelines are as follows: (1) school breakfast and lunch programs will be offered which meet or exceed the requirements of federal and state law and regulatory authorities and (2) no foods in competition with the school lunch or breakfast program shall be sold or otherwise made available to students anywhere on school premises during the period of one-half hour prior to the serving period for breakfast and lunch and lasting until one-half hour after the serving of breakfast and lunch. The Superintendent or designee shall establish such further nutrition guidelines as are determined appropriate to meet the stated mission.

**3. Assurance for Reimbursable School Meals**

The District gives the assurance that the District's guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and sections 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a)), as those regulations and guidance apply to the District.

#### **4. Plan for Measuring Implementation and Designation of Responsible Persons**

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

#### **5. Development of Policy**

The District assures that development of the Wellness Policy involved parents, students, representatives of the District's nutrition services department, the school board, school administrators, and the public.

Legal Reference: The Child Nutrition and WIC Reauthorization Act of 2004, 42 USC 1751; Regulations and Procedures for Accreditation of Schools, NDE Rule 10; National School Lunch Program, 42 U.S.C §§1751-1760, 1770; 7 CFR § 210

## Section 7 School-Parent Learning Compact

Mary Lynch Elementary School

This Title I School-Parent Compact has been jointly developed with parents and outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high academic standards. At the annual parent-teacher conferences the compact shall be discussed as it relates to the individual child's achievement.

### 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 learning environment to enable children to meet the challenging state academic standards.
2. Regularly communicate with parents on their child's progress.
3. Demonstrate professional behavior and positive attitude.
4. \_\_\_\_\_

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 school staff on an ongoing basis to be involved and support my child's learning.
2. Support your child's learning—volunteer in their classroom; participate, as appropriate, in decisions related to their education, guide positive use of extracurricular time.
3. Make sure my child is at school every day and on time, unless he/she is ill.
4. Provide a quiet place and time to do schoolwork and encourage my child to complete schoolwork.
5. \_\_\_\_\_
6. 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 school work on time.
6. \_\_\_\_\_

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

## K Combined District and School

### Section 8 Title 1 Parent and Family Engagement Policy

Kimball Public Schools intends to follow the Title I parent and Family Engagement Policy guidelines in accordance with federal law, *Section 116(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 the 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 parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings 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 educational 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 parents, 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.

## El Contrato entre la Escuela y Los Padres

Mary Lynch Escuela Primaria

Este contrato Título Uno entre la Escuela y los padres ha sido desarrollado juntamente con los padres y resume cómo los padres, el personal de la escuela entera, y los estudiantes compartirán la responsabilidad para mejorar el logro académico estudiantil y las maneras por el cual la escuela y los padres construirán y desarrollarán una colaboración para ayudar a hijos ganen las normas más alta del Estado. A las conferencias anuales entre los padres y los maestros el compacto estará discutido como relaciona al logro del hijo individual.

### Maestro / Escuela

*Es importante que los estudiantes logren. Yo estoy de acuerdo hacer las siguientes:*

1. Proveer el currículo e instrucción más alto en un ambiente aprendizaje que es apoyo y eficaz para los hijos cumplir los normas académicas desafiantes del Estado.
2. Comunicar regularmente con los padres en el progreso de su hijo.
3. Demostrar conducta profesional y un actitud positivo.
4. \_\_\_\_\_

La firma del maestro(a) \_\_\_\_\_

### Padres / Adulto cuidado

*Yo deseo que mi hijo lograr; por eso yo incentivaré él / ella por haciendo los siguientes:*

1. Comunicar y trabajar con maestros y el personal escolar en una base en curso ser involucrado y apoyado del aprendizaje de mi hijo.
2. Apoyar el aprendizaje de su hijo – se ofreciendo en su sala de clase; participe, como apropiado, en decisiones están relacionado a su educación, guíe uso positivo del tiempo extracurricular.
3. Asegurar mi hijo es a la escuela todos los días y a tiempo, a menos que él / ella está enfermo.
4. Proveer un lugar silencioso y tiempo para hacer tarea e incentive a mi hijo cumplir la tarea.
5. \_\_\_\_\_

La firma de los Padres \_\_\_\_\_

### Estudiante

*Yo se que mi educación es importante para mi. Es importante que yo trabajo a la mejor de mi habilidad. Yo estoy de acuerdo hacer las siguientes:*

1. Estar a la escuela todos los días y a tiempo a menos que estoy enfermo.
2. Ven a la escuela cada día preparado con materias y un actitud para aprender.
3. Estar responsable para mi comportamiento.
4. Respetar y cooperar con otros estudiantes y adultos.
5. devolver trabajo escolar completa a tiempo.
6. \_\_\_\_\_

La firma del estudiante \_\_\_\_\_

## **Una combinación del Distrito y la Escuela La Política de Título Uno Para La Compromiso de Los Padres y La Familia**

El Distrito Escolar de Kimball, NE tiene la intención a seguir La Política de Título Uno para la Participación de los Padres en consonancia con los leyes federales, ***Section 1116(1-f) ESSA, (Every Student Succeeds Act) of 2015.***

### **En General**

El documento del Distrito *‘La Política de Título Uno para la Participación de los Padres’* ha ido desarrollo juntamente con, actualizado periódicamente y distribuido a los padres y los miembros de la familia de los hijos lo quien están participando y la comunidad local en un formato que es comprensible y uniforme.

- Los padres y los miembros de la familia de todos estudiantes están bienvenido e incentivado hacerse involucrado con la escuela y educación de sus hijos; esta incluye los padres y los miembros de la familia lo quienes tienen competencia limitada en inglés, alfabetización limitada, desventura en economía, tienen discapacidades, fondo de raza o étnica minoría o hijos de migrantes.
  - Los padres están involucrado en la planeando, el repaso, evaluación y la mejora del programa de Título Uno, La política del compromiso y el pacto entre la escuela y los padres en una junta anual con los padres lo que está concertado a un tiempo conveniente. Esta estará incluir la planeando y implementación de actividades efectiva para los padres y la familia.
  - Conduce, con involucradamente significada de los padres y la familia, una evaluación anual del contenido y la efectividad de *‘La Política de Título Uno para la Participación de los Padres’*. Usa los resultados de la evaluación para diseñar las estrategias lo que son basó en evidencia para involucradamente de los padres que es muy efectiva, y para revisar *‘La Política de Título Uno para la Participación de los Padres’*.
  - Oportunidades están proveído para los padres y los miembros de familia para participar en las decisiones que están relacionado la educación de los hijos. La escuela y la agencia educacional local proveerán otro apoyo razonable para las actividades involucradamente paterno.
  - Los padres de los hijos están participando estarán proveído información sobre los programas debajo este parte, una descripción y explicación del currículo en uso, las formas de evaluación académica usó para medir el progreso estudiantil y niveles de logro de los criterios académicos desafiantes del estado. La escuela proveerá asistencia, oportunidades, y / o materiales y entrenamiento para ayudar a los padres trabajan con sus hijos para mejorar el logro de sus hijos en un formato, y cuando viable, en una lengua que los padres y los miembros de la familia pueden entender.
  - Eduque los maestros, el personal especializado instruccional apoyo, directores de la escuela, y otros líderes escolares, con la asistencia de los padres en el valor y utilidad de contribuciones de los padres, como contactar, comunicar con y trabajar con los padres como parejas iguales.
- Coopere e integre los programas y las actividades de involucradamente paterno con otro programas de Federal, Estado y local, incluyendo los programas preescolar que incentivan y apoyan los padres en una participación más completa en la educación de sus hijos.

**RECEIPT OF 2023/2024 PARENT-STUDENT HANDBOOK  
OF MARY LYNCH ELEMENTARY SCHOOL**

This signed receipt acknowledges that the 2023/2024 Parent-Student Handbook of Mary Lynch Elementary School is accessible on the Kimball Public Schools website at [www.kpslonghorns.org](http://www.kpslonghorns.org) or a hard copy can be requested at the Mary Lynch office. This receipt acknowledges that it is understood that the handbook contains student conduct and discipline rules and school board computer policy 603.08. The undersigned, as student, agrees to follow such conduct and discipline rules and computer policies. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook, which should be used to responding to harassment or discrimination.

Drug-Free Schools Statement: RECEIPT SHALL ALSO SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING KIMBALL PUBLIC SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO THE SAFE AND DRUG-FREE SCHOOLS LAW AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND THE POSSESSION, USE, OR DISTRIBUTION OF ALCOHOL OR TOBACCO ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Student's Signature

Parent or Legal Guardian's Signature

Return to:

Amanda Culek, Elementary Principal/Special Education Director  
Mary Lynch Elementary School  
1000 E. 6<sup>th</sup> Street  
Kimball, NE 69145



# MARY LYNCH ELEMENTARY SCHOOL

---

PARENT-STUDENT HANDBOOK

2023-2024

## TABLE OF CONTENTS

<b>Foreword</b>	<b>5</b>
Section 1 Intent of Handbook	5
Section 2 Members of the Board of Education	5
Section 3 Administrative Staff	5
Section 4 Teaching Staff	6
Section 5 Support Staff	6
<b>Article 1 – Mission, Vision and Goals</b>	<b>8</b>
Section 1 School Mission and Vision Statements	8
Section 2 Goals and Objectives	8
Section 3 Mutual Respect	9
<b>Article 2 - School Day</b>	<b>9</b>
Section 1 Daily Schedule	9
Section 2 Severe Weather and School Cancellations	9
Section 3 Open-Closed Campus	10
Section 4 Preschool Program Plan	10
Section 5 After-School Program – ELITE	10
Section 6 - Junior Kindergarten	11
<b>Article 3 - Use of Building and Grounds</b>	<b>11</b>
Section 1 Entering and Leaving the Building	11
Section 2 Visitors	12
Section 3 Smoke-Free Environment	12
Section 4 Care of School Property	12
Section 5 Searches	12
Section 6 District Wide Access Control System and Video Surveillance	13
Section 7 Use of Telephone	13
Section 8 Bicycles	13
Section 9 Student Valuables	14
Section 10 Lost and Found	14
Section 11 Accidents	14
Section 12 Insurance	14
Section 13 Bulletins and Announcements	14
Section 14 Copyright and Fair Use Policy	14
<b>Article 4 Attendance</b>	
Section 1 Attendance Policy	15
Section 2 Attendance and Absences	15
Section 3 Tardiness	17

Section 4 Leaving School	17
Section 5 Attendance is Required to Participate in Activities	17
Section 6 Make-up Work	17
<b>Article 5 - Scholastic Achievement</b>	<b>18</b>
Section 1 Grading System	18
Section 2 Promotion, Retention	18
Section 3 Progress Reports	18
Section 4 Report Cards	18
Section 5 Parent-Teacher Conferences	19
Section 6 Honor Roll	19
Section 7 Additional Academic Opportunities	19
<b>Article 6 - Support Services</b>	<b>20</b>
Section 1 Special Education Identification and Placement Procedures	21
Section 2 Guidance Services	22
Section 3 Restorative Practice	22
Section 4 Health Services	24
<b>Article 7 - Drugs, Alcohol and Tobacco</b>	<b>26</b>
Section 1 Drug-Free Schools	26
<b>Article 8 – Student Conduct</b>	<b>28</b>
Section 1 Short-Term Suspension	29
Section 2 Long-Term Suspension	29
Section 3 Expulsion	30
Section 4 Emergency Exclusion	31
Section 5 Other Form of Student Discipline	32
Section 6 Student Conduct Expectations	32
Section 7 Grounds for Short & Long Term Suspensions, Expulsion or Mandatory Reassignment	32
Section 8 Additional Student Conduct Expectations and Grounds for Discipline	35
Section 9 Inappropriate Public Displays of Affection (IPDA)	43
Section 10 Law Violations	44
<b>Article 9 - Due Process Procedure</b>	<b>45</b>
<b>Article 10 - Harassment and Bullying Policy</b>	<b>49</b>
<b>Article 11 - Network, E-Mail, Internet and Other Computer Use Rules</b>	<b>50</b>
<b>Article 12 - Positive Behavior Interventions and Supports (PBIS)</b>	<b>57</b>
<b>Article 13 - Extra-Curricular Activities - Rights, Conduct, Rules and Regulations</b>	<b>58</b>
Section 1 Student Fees Policy	58
<b>Article 14 - State and Federal Programs</b>	<b>60</b>
Section 1 Notice of Nondiscrimination	60
Section 2 Designation of Coordinator(s)	60

Section 3 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973	60
Section 4 Notice of Concerning Staff Qualifications	61
Section 5 Breakfast and Lunch Programs	62
Section 6 Kimball Public Schools Wellness Policy	65
Section 7 School-Parent Learning Compact	67
Section 8 Title 1 Parent and Family Engagement Policy	68
<b>Article 15 - Title IX Policy Action Plan</b>	<b>68</b>
<b>RECEIPT OF 2022/2023 PARENT-STUDENT HANDBOOK</b>	<b>71</b>

# Mary Lynch Elementary School Student Handbook

## Foreword

### Section 1 Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Mary Lynch Elementary School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their children in following the rules contained in this handbook.

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

### Section 2 Members of the Board of Education:

<u>Name</u>	<u>Contact Information</u>
Travis Cook, President	tcook@kpslonghorns.org
Jennifer Griebel, Vice President	kgriebel@kpslonghorns.org
Tom O’Brien, Secretary	tobrien@kpslonghorns.org
Chauncey Pedersen, Treasurer	cpedersen@kpslonghorns.org
Lanny Little	llittle@kpslonghorns.org
Ken Smith	ksmith@kpslonghorns.org

### Section 3 Administrative Staff:

<u>Name</u>	<u>Position</u>	<u>Email</u>	<u>Telephone</u>
Trevor Anderson	Superintendent	tanderson@kpslonghorns.org	308-235-2188
Danielle Reader	Secondary Principal	dreader@kpslonghorns.org	308-235-4861
Amanda Culek	Elementary Principal/Special Education	aculek@kpslonghorns.org	308-235-4696
Deb Bourlier	Administrative Assistant	dboulier@kpslonghorns.org	308-235-4696
Carmela Graves	Business Manager	cgraves@kpslonghorns.org	308-235-2188

## Section 4 Teaching Staff

<u>Name</u>	<u>Grade</u>	<u>Email</u>
Sarah Lewis	Guidance Counselor	slewis@kpslonghorns.org
Victoria Ingram	Pre-Kindergarten	vingram@kpslonghorns.org
Denelle Klosterman	Kindergarten	dklosterman@kpslonghorns.org
Cassady Malm	Kindergarten	cmalm@kpslonghorns.org
Rachel Lashmett	First Grade	rlashmett@kpslonghorns.org
Kelli Patterson	First Grade	kpatterson@kpslonghorns.org
Melissa Mekelburg	Second Grade	mmekelburg@kpslonghorns.org
Mark Head	Second Grade	mhead@kpslonghorns.org
Lani Heeg	Third Grade	lheeg@kpslonghorns.org
Blythe Diamond	Third Grade	bdiamond@kpslonghorns.org
Jolie Dorrell	4th-6th Reading	jdorrell@kpslonghorns.org
Krissy Segreaves	4th-6th Reading	kseagreaves@kpslonghorns.org
Ben Ferguson	4th-6th Math	bferguson@kpslonghorns.org
Katie Fryda	4th-6th Math	kfryda@kpslonghorns.org
Bernie Walker	4th-6th Social Studies	bwalker @kpslonghorns.org
Kevin Kilgore	4th-6th Science	kkilgore@kpslonghorns.org
Justin Mohr	Special Education	jmohr@kpslonghorns.org
Heidi Chesley	Special Education/Assessment Coordinator/Spec. Ed Coordinator	hchesley@kpslonghorns.org
Judy Walker	Title 1	jwalker@kpslonghorns.org
Beth Brown	Speech Pathologist	bbrown@kpslonghorns.org
Melissa Reich	School Nurse	mreich@kpslonghorns.org
Kristi Hiles-Smith	Music/Band	khsmith@kpslonghorns.org
Jacob Hoffman	Music	jhoffman@kpslonghorns.org
Dane Wurdeman	Physical Education	dwurdeman@kpslonghorns.org
Jamie Murdoch	Library/Media Specialist	jmurdoch@kpslonghorns.org

## Section 5 Support Staff

<u>Name</u>	<u>Position</u>
Bill Richards	Head Custodian
Connor Cluff	Custodian
Amanda Hargreaves	Paraprofessional
Julia McGinnis	Paraprofessional
Hannah Acheson	Paraprofessional
Trista Wurdeman	PreK Paraprofessional
Cynthia Rasmussen	Paraprofessional
Ashley Barnett	Paraprofessional
Tammara Sidell	Paraprofessional
Marci Munieo	Paraprofessional
Shawna Bojorquez	Cook
Kristina Biberos-Richards	Cook
Marcie Pratt	ELITE Director

# Article 1 – Mission, Vision and Goals

## Section 1 School Mission and Vision Statements:

Welcome to Kimball Public Schools!

The Board of Education, administration and staff are committed to providing an environment where every child can grow and learn in a positive environment.

The mission of Kimball Public Schools is to educate every student for a lifetime of success.

Our school system's vision is to provide all students with excellent instruction in every classroom, which reflects our commitment to ensuring all students learn at high levels.

At Kimball Public Schools, we believe:

- Seek out and use evidence-based practices that support student learning.
- Embrace a collaborative culture in which educators take collective responsibility to help all students learn at high levels.
- Enhance the collaborative team as the fundamental structure to improve instructional practices.
- Provide a guaranteed curriculum that meets or exceeds the state standards.
- Provide daily classroom formative assessment of student achievement to monitor progress.
- Ensure high expectations to inspire high levels of student learning.
- Support continuous learning and ongoing professional development for our educators.
- Enable all students to be prepared for post-secondary education and careers, and to become lifelong learners.
- Promote strong partnerships with parents and provide parents with the information to support their children's learning.

## Section 2 Goals and Objectives:

The goals and objectives of Mary Lynch Elementary School are to provide:

1. A curriculum broad enough, yet with sufficient depth, to allow education for all of the students;
2. Exploration of new and better means of education;
3. Effectiveness in all phases of the curriculum;
4. Ways and means to encourage professionalism among its staff members;
5. A total program, academic and extracurricular activities, which will contribute to the life-long cultural, social, and leadership qualities of the student;
6. The means whereby the community can make use of its facilities;
7. A means to communicate with the public so as a better understanding of the schools and its needs exist;
8. Staff necessary to fulfill the above objectives; and,
9. Facilities are necessary for the above objectives.

## Section 3 Mutual Respect:

Kimball Public Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

# Article 2 - School Day

## Section 1 Daily Schedule

The starting and dismissal time for Mary Lynch Elementary School:

*Monday, Tuesday, Thursday, Friday*

7:40 A.M. Breakfast Served  
8:10 A.M. Classes Begin  
3:15 P.M. Prek-1 Dismissal  
3:20 P.M. 2-6 Dismissal

*Wednesday*

7:40 A.M. Breakfast Served  
8:10 A.M. Classes Begin  
1:15 P.M. Prek-1 Dismissal  
1:20 P.M. 2-6 Dismissal

Students are not to enter the building until 8:00 A.M. unless they are attending the breakfast program. However, in the event of adverse weather conditions, students will be permitted to enter the building.

## Section 2 Severe Weather and School Cancellations

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will put the information on Thrill Share(school app) and notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities). Announcements about other Nebraska school closings are included in Sidney and Scottsbluff radio and Scottsbluff television broadcasts. Students and parents will want to pay special attention to which public school district is being closed.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day the notice will be broadcast by the media and **parents should have a plan in place to accommodate these circumstances.**

Parental Decisions. **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. The absence will be treated 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 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.

What Not To Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the media.

Emergency Conditions- Kimball Public Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law throughout the school year. There are plans for an Emergency Exit system, Tornado Warning System, and Critical Incident Response.

If the Kimball area is under an adverse **weather WARNING** at the time of dismissal, students will **not be** dismissed from school and the busses **will not run** until the weather warning has been nullified.

### **Section 3 Open-Closed Campus:**

All students are required to remain on campus during the school day, except when Kimball Public Schools receive written parent permission for their son/daughter to leave campus during lunch.

### **Section 4 Preschool Program Plan**

Kimball Public School's Preschool promotes a positive self-concept for each child. Our preschool is focused on developing the whole child. We encourage each child to think, reason, question and experiment every day. Our curriculum is closely tied to the K-12 curriculum and based on the Nebraska State Standards. All students will be assessed using Teaching Strategies GOLD.

#### **Preschool Times:**

*Monday, Tuesday, Thursday and Friday*

Morning Session: 8:15 a.m. to 11:15 a.m.

Afternoon Session: 12:15 p.m. to 3:15 p.m.

*Wednesday*

Morning Session: 8:15 a.m. to 10:15 a.m.

Afternoon Session: 11:15 a.m. to 1:15 p.m.

#### **Home Visits**

Home visits are a requirement for Rule 11. Each student will have 2 home visits per school year. The preschool teacher will schedule the visits with the families at the beginning of each semester.

### **Section 5 After-School Program – ELITE – Empowering Longhorns Inspires Tomorrow's Excellence**

ELITE will operate on school grounds four (4) days per week, Monday, Tuesday, and Thursday, directly after school, 3:20 p.m. to 6:00 p.m. beginning August 21st, 2023. On Wednesdays, ELITE will operate from 1:30 pm to 6:00 pm. ELITE will provide students with the opportunity for educational enrichment as well as assistance with daily homework. **We will offer a free nutritious snack.**

### **Section 6 Junior Kindergarten**

~~Junior Kindergarten will support kindergarten readiness through an adapted curriculum to meet the needs of our students. Our all-day program offers a prek/ kindergarten curriculum adapted for a younger age group that ensures a successful kindergarten transition. It's another year of critical skill development before kindergarten, with a focus on:~~

- ~~● Self-regulation~~
- ~~● Following complex directions~~
- ~~● Effective communication~~
- ~~● Sustaining attention~~
- ~~● Kindergarten State Standards~~

~~Students will be recommended for Jr. Kindergarten by the PreK teacher and elementary principal.~~

~~If a student is new to the district, their prior education will be taken into consideration as well as completion of Ages and Stages(60 months) Questionnaire with the parent/guardian. The elementary principal will decide on correct placement of the student upon enrollment.~~

~~At the completion of Junior Kindergarten, the student will be promoted to Kindergarten.~~

## **Article 3 - Use of Building and Grounds**

### **Section 1 Entering and Leaving the Building**

Beginning of School: Students should not be on school grounds prior to 7:40 a.m. During fair weather conditions, students can enter the building at 8:00 a.m. During bad weather, the entrance will be open by 7:30 a.m. for students to enter the building. Students are to stay in **their designated grade level area** and are not to go to any other part of the building without permission.

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Upon return to school during the day, students are to report to the school office.

End of School: Our regular school day ends at 3:20 p.m. Make-up work, special help, and assignment after school, club meetings, and other school activities begin at 3:30 p.m. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible.

After School Program: Our 21<sup>st</sup> Century After School Program (ELITE) will provide students additional educational support outside the regular school day through engagement in student-centered opportunities aligned to school-day learning objectives.

#### Pick Up and Drop Off of Students at Mary Lynch

Our purpose is to provide an environment that is safe for all students arriving and leaving school. All students traveling by bus will load and unload on the south side of the Mary Lynch Modular. This area is paved and designated by signs.

All students traveling by car will load and unload on 6th Street and in the driveway. The areas will be designated by signs as well as adults at each crosswalk. We discourage you from dropping off your child at any other location around Mary Lynch.

All students walking to and from school will be encouraged to use the crosswalks on 6th Street.

## Section 2 Visitors

All visitors must report to the office upon entering the front doors of the Mary Lynch Elementary building to sign in, in order to receive a visitor's pass. Parents are welcome at all times, however, previous arrangements need to be made with the principal if wanting to visit a classroom or staff member. It is usually best practice if your visit is of relatively short duration, approximately 30 minutes or less. This visit is not to be used as a conference with a teacher during school hours. You may make arrangements for conferences before or after school or when a teacher has set a regular scheduled conference time. Please sign in/out at the office upon entering/exiting the front entrance to the school. Visitations during the first week of school and the last week of school will require extraordinary reasons or permission from administrators.

## Section 3 Smoke-Free Environment

Kimball Public Schools declares all of our school's buildings to be smoke-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please remember that our buildings are smoke and tobacco-free and abide by our District's policy.

## Section 4 Care of School Property

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

Fines are determined on books according to the following criteria:

Lost Book:	Replacement cost
Missing one or both covers:	Same as lost book
Missing Page or Torn Page	50 cents per page (up to replacement cost)
Marks that cannot be erased:	20 cents per mark (up to replacement cost)

3. Damages to student Chromebooks can result in significant disruption to a student's education. Any student found to have caused damage to their Chromebook will be responsible for the cost of repairs or replacement not covered by the device's warranty. These costs will be assessed and charged accordingly. We encourage all students to take responsibility for the care and protection of their devices in order to minimize the risk of damage and ensure the best possible educational experience.

School-issued items that are stolen or damaged are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school reports and final grades.

## Section 5 Searches

Student 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, because school property is subject to search at any time by school officials. Periodic, random searches of desks, computers, and other such property

may be conducted at the discretion of the administration.

The following rules shall apply to searches of students and of a student's personal property and to 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 must 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 that have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

## **Section 6 District-Wide Access Control System and Video Surveillance**

The safety and security of the District's students, staff, physical space, and assets is a shared responsibility of all members of the KPS community. In order to meet this obligation, Kimball Public Schools has installed and implemented a district-wide access control system with updated procedures for access to facilities. To best facilitate the use of this system, the district has procedures for access to facilities. All district facility external doors will be locked during regular school hours. Access-control privileges are determined and assigned by district/school administration based on the specific needs and requirements of the District and the key/card holder. All visitors, parents, vendors, and those without access privileges will be required to request access via audio/video intercom, state the purpose for the access request, and be checked in the main offices. Detailed procedures for requesting and granting access are published in school handbooks and the district website at a future date.

The Board of Education has authorized video cameras on School District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

## **Section 7 Use of Telephone**

USE OF THE OFFICE PHONE WILL ONLY BE ALLOWED IN AN EMERGENCY OR WHEN A STUDENT IS ILL. There is a public courtesy phone available for student use at Mary Lynch Elementary. The courtesy phone is NOT to be used during class time. The use of the phone is not an excuse to be tardy to class.

## **Section 8 Bicycles**

Bicycles must be parked in the racks provided. All bicycles should be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property.

## **Section 9 Student Valuables**

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money to pay for

lunch, leave the money or valuables with a staff member in the school office for temporary and safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

## **Section 10 Lost and Found**

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel.

## **Section 11 Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

## **Section 12 Insurance**

Under Nebraska law, the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students in classes with a risk of personal injury or accident to have insurance coverage. The district does not make recommendations, nor handle the premiums or claims for any insurance company, agent, or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

## **Section 13 Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved and stamped by the Principal's office. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

## **Section 14 Copyright and Fair Use Policy**

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing coursework, they also must follow federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

## Article 4 – Attendance

### Section 1 Attendance Policy

Regular and punctual student attendance is required. The Board's policies require such attendance, the administration is responsible for developing further attendance rules and regulations, and students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

### Section 2 Attendance and Absences

Absences From School - Definitions. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

- ~~1. Excused Absences. Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:
  - a. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents);
  - b. Illness which causes a student to be absent from school;
  - c. Doctor or dental appointment which require student to be absent from school;
  - d. Court appearances that are required by a court order and the student is not responsible for needing to be in court;
  - e. School sponsored activities which require students to be absent from school;
  - f. Family trips in which student accompanies parent(s)/legal guardian(s);
  - g. Other absences which have received prior approval from the Principal.~~

~~The Principal has the discretion to deny approval for the latter two reasons, depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.~~

- ~~2. Unexcused Absences: An absence which is not excused is unexcused. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence, and may be required to make-up work and the time missed.~~

The following codes will be assigned to student absences for the following reasons:

UA – Parent Notification (Unexcused): A parent or guardian has called to let the school know their child will not be in school.

AP - Parent Notification (Excused): The parent or guardian provides one-week advance notice to the Principal and the student maintains an A or B average in the class.

CO – Court Ordered: The student is absent due to a court order.

DF – Death in the Family: The student is absent due to a death in the immediate family.

IS – In-School Suspension: The student is absent due to In-School Suspension

ME – Medical Excuse: The student has submitted documentation from a doctor to the school office related to the absence.

NC – No Call: The student is absent, and no call was received by a parent or guardian.

OS – Out of School Suspension: The student is absent due to Out of School Suspension

SB – Student Business: The student is absent due to a school-related activity

VIR – Virtual: The student is absent due to mandatory quarantine

1. Excused Absences: An Absence with any of the following codes will be excused, provided the required procedures have been followed, and will not be counted toward an accumulated absence for the quarter/semester: CO, DF, ME, SB, VIR, AP Excused
2. Unexcused Absences: All other absences listed above are considered unexcused and will be counted toward an accumulated absence for the quarter/semester.

A student who engages in unexcused absences may be considered truant per state law, Neb.Rev.Stat. § 79-201. Truancy is a violation of school rules. The consequence of such action may include suspension from classes and the student may be required to make up the time missed. Students who leave the school premises without permission during the school day will be considered truant.

#### Absence Procedure.

For excused absence, you will have one week to make up the missed work. If you have more than one excused absence in a week, you will still only have 5 days to make up the required work missed. If requested, assignment sheets will be prepared for students who are ill. If parents and/or students request assignment sheets the school should be contacted by no later than 9:00 a.m. A student will be considered truant until a parent/guardian contacts the school. After two days with no parent/guardian contact, the absence will be considered unexcused.

For unexcused absences, the teacher may choose how to manage missed coursework, subject to approval by the Principal. Students may be required to make-up work and the time missed.

The Principal shall have the discretion to deny or approve the excused or exempt status of absences depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age 6 to 16 to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior. Such services shall include, as appropriate, the services listed under the "Excessive Absenteeism" and "Reporting Habitual Truancy" policies.

Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a semester shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. The principal will initiate an informational letter to the parent/guardian of the student at that time informing them of the absence rate, the importance of attendance, and specific actions that need to be taken. Additional letters will be sent to the parent/guardian when the student reaches 10 and 15 absences. When a student accumulates 20 absences in the school year, then the County Attorney will be notified and legal action may be taken against the parent/ guardian.

After 5 unexcused absences	1 <sup>st</sup> communication from the principal
10 unexcused absences	2 <sup>nd</sup> communication from the principal Meeting scheduled to establish a collaborative attendance plan. Members may include the student, his/her guardians, the Truancy Diversion Coordinator, the principal, and the counselor.
15 absences	3 <sup>rd</sup> communication from the principal – revisit attendance plan with TDO and parents.
20 absences	Notification of the Kimball County Attorney (legal action may be taken)
21 absences	<del>Student may lose one credit hour</del> Meeting scheduled to determine future academic plans of the student. Members may include the student, his/her guardians, the Truancy Diversion Coordinator, the principal, the counselor, and the classroom teachers.

Upon the 10<sup>th</sup> day of absence, a letter from the principal's office will be sent to the parent/guardian of the student requiring that they contact the principal to set up a meeting. After the 10<sup>th</sup> day of absence and no later than the 15<sup>th</sup> day, the meeting with the parent/guardian and the principal should have taken place. Upon the 15<sup>th</sup> absence, an additional meeting may be requested.

Upon the 20<sup>th</sup> absence, the County Attorney will be notified and legal action may be taken against the parent/guardian. Upon the 21<sup>st</sup> absence, a meeting will be scheduled to determine the future academic plans of the student. Members may include the student, his/her guardians, the Truancy Diversion Coordinator, the principal, the counselor, and the classroom teachers.

Other actions stemming from excessive absenteeism/truancy may include:

1. One or more meetings shall be held between a school attendance officer, Truancy Diversion Officer, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such a meeting, the principal shall place in the student's attendance records documentation of such refusal.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the truancy problem will be conducted by the school administration to identify conditions that may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

Reporting Habitual Truancy. Students who accumulate twenty (20) unexcused absences per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating Neb.Rev.Stat. § 79-201, (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that statute. If, within one week after such notice is given such a person is still violating the school attendance laws or policies, the principal shall file a report with the county attorney of the county in which such person resides.

### **Section 3 Tardiness**

Tardy to School: Students will be considered tardy to school if they are not in their assigned class or ready and attentive in their assigned area by 8:15 a.m.

**For students who receive five unexcused tardies during a quarter; this will result in a ½ day of absence.**

### **Section 4 Leaving School**

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose. Students who leave without permission and without signing out in the proper manner will be considered truant.

### **Section 5 Attendance is Required to Participate in Activities**

Students must attend school all day the day of any scheduled school activity in order to participate in the activity. Failure to attend on that day will result in a student being withheld from participation in the activity. The principal retains the right to grant participation should exceptional circumstances prevail.

### **Section 6 Make-up Work**

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed will be determined by mutual agreement between the student and teacher. The student has the responsibility to contact

teachers, initially, regarding make-up assignments. If the parents or students have concerns prior to being absent they should contact the teacher/teachers in advance, preferably (3) days.

## Article 5 - Scholastic Achievement

### Section 1 Grading System

Kimball Public Schools will use Standards-Based Grading for Kindergarten through 3rd grade. Instead of receiving an “A” in math for the quarter, the student will receive a 1, 2, 3, or 4 for each standard covered during that quarter.

#### What do the levels represent?

**4.0 - Advanced:** Demonstrates understanding of beyond grade-level standards consistently and independently.

**3.0 - Proficient:** Demonstrates understanding of grade level standards consistently and independently.

**2.0 - Basic:** Demonstrates partial understanding of grade level standards with or without support.

**1.0 - Below Basic:** Demonstrates minimal (or no) understanding and does not meet grade-level standards even with support.

Kimball Public Schools will use the letter grading system for the 4th grade through 6th grade as follows:

A	93 - 100	Excellent
B	85 - 92	Good
C	77 - 84	Satisfactory
D	70 - 76	Needs Improvement
F	0 - 69	Failing
INC		Incomplete Work

Each teacher should define for students the grading procedures to be used in their classes.

### Section 2 Promotion, Retention

The professional staff at Kimball Public Schools will place students at the grade level and in the courses best suited to them academically.

Students will typically progress annually from grade to grade. A student may be retained at a grade level when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program. The building principal will make the final decision.

### Section 3 Progress Reports

~~Various supplemental reports may be sent to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the teacher determines.~~

~~Kindergarten, 1st, 2nd and 3rd rubrics will be used to represent students' progress on Nebraska State Standards. These rubrics will be reflected on their report cards. . 1 - Below Basic, 2 -~~

~~Basic, 3—Proficient, 4—Advanced.~~

Parents of students in Kindergarten through third grade may receive various supplemental reports throughout the school year concerning student performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent at the discretion of the teacher.

Every student in fourth through sixth grades will receive school-wide progress reports halfway through each grading period. These reports are sent home to inform both students and their parents or guardians of the student's academic progress and identify any areas that require improvement.

## **Section 4 Report Cards**

Report cards are issued at the end of each quarter, or nine-week sessions. Letter grades are used to designate a student's progress in 4th to 6th grade. Standards-Based grades will be given in Kindergarten 1st, 2nd and 3rd Grade. Incompletes shall be designated by an "INC". Students have two weeks after the end of the quarter to make up incomplete work. Failure to do so will cause the grade to change to a "U" (Failing). No incompletes will be given at the end of the fourth quarter, as all coursework must be completed by the end of the fourth quarter.

## **Section 5 Parent-Teacher Conferences**

Parent-teacher conferences will be held this year during the 2nd and 4<sup>th</sup> Quarter. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with one or more teachers as needed.

## **Section 6 Recognition**

~~The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st, 2nd, 3rd and 4th quarters. Students will be recognized accordingly:~~

### ~~4th-6th Grade~~

- ~~a. Students receiving all "A's" will be classified as students with DISTINCTION. b. Students earning a 90 percent or higher will be classified as students with HONOR. c. All class grades are figured the same for honor roll status.~~
- ~~d. Honor roll lists will be published at the end of each quarter.~~

### ~~1st Grade - 3rd Grade~~

- ~~a. Students earning all 3's and a minimum of 2 (4's) will be classified as students with DISTINCTION.~~
- ~~b. Students earning all 3's will be classified as students with HONOR.~~

The following section of the handbook highlights the commendable efforts of our students and their well-deserved recognition. Our students are recognized in two categories: Academic Honors and Life Skills Honors. The academic Honors program aims to acknowledge the academic excellence of our students, and therefore, Honor Rolls will be determined at the end of each quarter - 1st, 2nd, 3rd, and 4th. The Life Skills program aims to acknowledge students who are excelling in the areas of respect, responsibility, citizenship, work ethic, and organization. Accordingly, students who meet the criteria will receive due recognition.

### *Life Skills Recognition*

### *Schoolwide*

- a. Students receiving all 3's and 4's on the Life Skills rubric will be classified as students on the Life Skills Honor Roll.
- b. Students who have attended every class during each grading period will receive recognition as having perfect attendance.

### *Academic Honors*

#### *4th- 6th Grade*

- a. Students receiving all "A's" will be classified as students with DISTINCTION.
- b. Students earning "A's" and "B's" will be classified as students with HONOR.
- c. All class grades are figured the same for honor roll status.
- d. Honor roll lists will be published at the end of each quarter.

#### *Kindergarten - 3rd Grade*

- a. Each classroom teacher will give out an academic excellence award in the following areas:
  - Reading
  - Math
  - Most Improved

Teachers will take student grades, test scores, and participation into consideration for each of these awards. It is up to the teacher's discretion to determine the recipients of each award.

## **Section 7 Additional Academic Opportunities**

An academic study team, composed of Mary Lynch Elementary staff members and the principal, will brainstorm to come up with alternatives for the classroom teacher and your child. We do not want any student failing any subject area. We will do everything possible to assist your child to be responsible, successful and to be passing all subject areas on the grade card. According to Section 79-258. **Administrative and teaching personnel; authorized actions.** Your child may be asked to stay after school to attend Additional Academic Opportunities to receive additional assistance on their school work.

### **Section 79-258. Administrative and teaching personnel; authorized actions.**

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process.

Such actions may include, but need not be limited to, counseling of students, parent conferences, 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.

# Article 6 - Support Services

## Section 1 Special Education Identification and Placement Procedures

### What Does Special Education Mean?

Special education means educational experiences, curriculum, and services, including transportation, through the use of staff, facilities, equipment, and classrooms which have been adapted to provide special instruction for students with disabilities. In addition, special education provides the support services necessary for evaluation, placement, and instruction for students with disabilities. These services are free to parents unless they elect to place their child in a program other than one approved by the school district.

### How are Students with Disabilities Identified?

The request for permission will include a description of the action to be taken and a description of each evaluation procedure. Written statements showing the results of the evaluation and the reasons for placement in a special education program must be kept on file. Within 30 days after a student has been verified as having a disability, a conference will be held with parents. Advance notice will be given. At the conference, an Individual Education Program (IEP) will be developed.

### Students Who May Benefit

A student verified as having autism, behavior disorder, developmental delay, hearing impairment, intellectual disability, orthopedic impairment, other health impairment, specific learning disability, speech-language impairment, traumatic brain injury, or visual impairment may be placed in regular education with support services or may benefit from a special education classroom or service.

### Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

### Reevaluation

Students identified for special education will be reevaluated at least every three years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district shall obtain parental consent prior to conducting any reevaluation of a student with a disability.

### Individual Education Program (IEP)

Each student with a disability must have a written IEP prepared by the staff in cooperation with parents specifying programs and services which will be provided by the schools. If necessary, the district will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on a regular basis with the parent.

An IEP is developed in a conference setting. Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

1. A representative of the school district;
2. An individual who can interpret the instructional implications of evaluation results;
3. One or both parents;
4. The child (when appropriate);

5. At least one regular education teacher if the child is, or may be participating in the regular education environment;
6. At least one special education teacher;
7. A representative of the nonpublic school if the child is attending a nonpublic school;
8. A representative of a service agency if the child is receiving services from an approved service agency; and
9. Other individuals, at the discretion of the parent or school district.

It is permissible for parents to bring other persons to the IEP meeting, but it is a good idea to inform the school before the scheduled meeting. The school district will provide parents with a copy of the IEP.

#### Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). The school district must assure that students with disabilities are educated with students who do not have disabilities, to the maximum extent possible. Students are entitled to supplementary aids and services to help them in a regular educational setting. Students with disabilities may be placed in special classes, separate schools, or other situations outside the regular educational environment when the nature of the child's needs requires specialized educational techniques which are not available in current settings. Determination of a student's educational placement will be made by a team of persons who knows the student and who understands the tests and procedures that assess the student's learning abilities. Team members know the available programs and services which might help the student. Parents are asked for written consent to determine whether or not they approve of the educational placement recommended for their child. If the parent does not speak English or is hearing impaired, an interpreter may be requested. Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification, or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of free appropriate public education to the child.

#### Alternative Programs

Parents have a right to know about available private and public programs, other than those offered by the schools. The school district staff will provide information about those programs on request. If parents place the student in one of those programs, however, the school district is not required to pay for the student's education.

#### Transportation of Students Receiving Special Education

The district special education staff will make arrangements for transportation for eligible students to the extent such is required by the student's IEP. Students assigned to special education programs requiring attendance at schools outside their regular attendance area will be transported. Special conditions may warrant that special education students receive transportation to their assigned schools. If parents are dissatisfied with a transportation decision, they may contact the Superintendent for a review.

#### Access to Student Records

Parents have the right to inspect and review any education records relating to their child which are collected, maintained or used by the school district in providing educational services.

#### Nonpublic School Students

Students in state-approved nonpublic schools may participate in special education programs in the same manner as public school students.

#### Parental Review of Programs

Parents who want to review their child’s placement should request an IEP team meeting. If parents are not satisfied with the results of the conference, they may appeal to the Nebraska Department of Education for a formal hearing to be conducted by a state hearing officer. Parents dissatisfied with the findings and decisions made in a state-level hearing have the right to bring a civil action.

### Plans and Budget

With the exception of personally identifiable student records, district special education plans, and budgets are available for public inspection.

This is a summary of the Kimball Public Schools district plan for special education students. Anyone interested in obtaining a copy of the complete district policy or the Nebraska Department of Education Rule 51 (complaint procedures) or Rule 55 (appeal procedures) may contact the Superintendent at the Kimball Public Schools District Offices.

## **Section 2 Guidance Services**

Kimball Public Schools employs a guidance counselor for the purpose of assisting with the District’s testing program and to assist with scheduling and for students to discuss problems and resolve conflicts.

## **Section 3 Restorative Practice**

**Restorative Practice Policy:** Our school district supports proactive and reactive evidence-based initiatives to manage student misbehavior. Restorative Practices are grounded in principles and values that: are needs-based, hold students accountable, are focused on repairing harms, and support meaningful outcomes. Restorative Practices will be integrated within existing discipline measures and utilized as deemed appropriate.

**Restorative Practice Process:** Restorative Practices reflect the philosophy that when a misdeed occurs within a school, it affects those harmed, those causing the harm, and the wider school community. The goal of Restorative Practices is to address conflict using open and respectful dialogue that focuses on the harm caused and strategies to repair this harm and the relationships of those involved. Restorative Practices can include group conferencing, peer mediation, victim-offender mediation, or classroom peace circles, and can be formal or informal. These processes may be handled by district personnel, school resource offers, or others that support the district, such as, contractors, ESUs, volunteers, and those serving through Nebraska Supreme Court-approved mediation centers. In a Restorative Practice conference, students and parents/guardians agree to the following:

**Constructive Communication:** The goal of restorative practice is to foster new understanding through dialogue that results in a mutually-agreed resolution to the issues at hand. Students and parents agree to speak honestly and to listen respectfully without interruptions. The mediator/facilitator’s role is to manage communication and help the parties work to discover solutions that meet the needs and interests of all parties to the fullest extent possible. The mediator/facilitator will not make judgments, give legal advice, or present parties with solutions to their problems.

**Confidentiality, Privileged, and Voluntary Communications:** Pursuant to Neb. Rev. §§43-247.03, parties agree not to record or create transcripts of sessions and acknowledge they are responsible to maintain confidentiality and agree that communications during preparation, process, and follow up will not be shared with others, excepting:

- Agreements reached in the restorative process.
- When written permission by all participants is given.

When statements regarding unreported allegations of child abuse or neglect or threats to harm self or another are revealed. *When* process information must be shared with funding or referring agencies, such as Diversion, Probation, County Attorneys, or Courts.

**Agreements:** No agreement can be forced upon any party. Parties agree to take responsibility for carrying out any agreements made during the restorative process.

**Program Evaluation:** Participants may be asked to take part in evaluations of the process to comply with reporting requirements.

## **Section 4 Health Services**

### Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on a determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. When students are sent home for a fever greater than 100°F they are to remain out of school for a minimum of 24 hours without fever-reducing medication. Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

### Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that the child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school office.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR) or at his/her discretion.

For non-prescription medication that must be given on a routine basis by school personnel, parents must provide a signed written consent for the child to be given medication at school. This medicine should also be in its original container and must be left in the school office.

School personnel can occasionally give non-prescription drugs such as non-aspirin, antacid, etc.. Parents must have signed the "Authorization" form indicating what type of non-prescription medication can or cannot be administered to their student.

Students should not dispense any type of medication to another student.

### School Health Screening

Children in Pre-Kindergarten through fourth grade, as well as children in seventh and tenth grade are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates a BMI calculation. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents are notified of any health concerns as

they are identified. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

### Physical Examination

Evidence of a physical examination by a qualified physician is required within 30 days of enrollment of the child into any Early Childhood Special Education classes, kindergarten and the seventh grade, or in the case of transfer from out of state to any other grade. A parent or guardian who objects may submit a written statement of refusal for his or her child. The statement will be kept in the student's file. Waiver forms are available in the school office.

### Immunizations

Immunizations against the following diseases are required for every child:

- Measles • Mumps • Rubella • Poliomyelitis • Diphtheria • Pertussis • Tetanus and Varicella

All students in all grades will be required to present evidence of:

- 3 doses of DTP, DTaP, DT, or Td vaccine with one dose given on or after the 4th birthday.
- 3 doses of Polio vaccine
- 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if the student is 11-15 years of age.
- 2 doses of MMR or MMRV vaccine given on or after 12 months of age and separated by one month or more.
- 2 doses 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. If the child has had the varicella disease, they do not need any varicella shots.

Children age 2 through age 5 enrolled in a school-based program not licensed as a childcare provider (i.e., Head Start and Early Childhood Special Education) will be required to present evidence of:

- 4 doses of DTaP, DTP, or DT vaccine
- 3 doses of Polio vaccine
- 1 dose of MMR or MMRV vaccine given on or after 12 months of age
- 3 doses of Hepatitis B vaccine
- 3 doses of HiB vaccine or 1 dose of HiB vaccine given on or after 15 months of age.
- 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.
- 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age.

Students must show proof of immunization upon enrollment in Kimball Public Schools. Any student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations may complete a waiver statement which is available in school health offices.

Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

### Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Kimball Public Schools for the first time, you may obtain this document

from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

#### Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event the child has TWO cases of live lice in a semester, he or she will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice\*.
3. A child who is sent home from school for head lice should miss no more than two school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Individual buildings will perform classroom-wide or school-wide head checks as needed in order to control the condition at school.
8. \*Nit removal will be emphasized for effective management of the condition. For more information call the nurse at your child's school.

## **Article 7 - Drugs, Alcohol, and Tobacco**

## **Section 1 Drug-Free Schools**

The District implements regulations and practices which will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

### **Education and Prevention:**

This District promotes comprehensive, age-appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, this District will have proper in-service orientation and training for all employed staff.

### Drug and Alcohol Use and Prevention.

By this handbook, each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

### Drug and Alcohol Education and Prevention Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations

All students are provided age-appropriate, developmentally based drug and alcohol education and prevention programs for all students of the schools. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the District to encourage the use of outside resource personnel, such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

It shall further be the policy of the District, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational programs.

### Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs.

All students shall be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the Guidance Counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

### Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Tobacco, Illicit

Drugs, or Alcohol on School Premises or as a Part of Any of the School's Activities.

(In addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to prohibit the unlawful possession, use, or distribution of tobacco, illicit drugs, or alcohol on school premises or as a part of any of the school's activities.) This shall include such unlawful possession, use, or distribution of tobacco, illicit drugs, and alcohol by any student of the District during regular school hours or after school hours at school-sponsored activities on school premises, at school-sponsored activities off school premises.

Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.
9. The possession, use, or distribution of tobacco. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco look-alikes, and products intended to replicate tobacco products by appearance or effect.

It shall further be the policy of the district that violation of any of the above-prohibited acts will result in a disciplinary sanction being taken within the bounds of applicable law, up to and including short-term suspension, long-term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

**Drugs and Alcohol Prohibited - Standards of Conduct for Students and Employed Staff:**

The manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an educational function, or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant on school grounds, or during the educational function or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes on school grounds or during and educational function, or event off school grounds, is prohibited.

The possession, selling, dispensing or use of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function, or event off school grounds, is prohibited.

Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized, as stated in the next section on AUTHORIZED USE.

**Authorized Use:**

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall provide signed permission by the parent or physician.

**Disciplinary Sanctions:**

1. Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardians will be notified.
2. If the student is observed violating this policy, the student will be escorted to the Principal/Superintendent's office immediately, or if not feasible, the Principal/ Superintendent will be notified. The student's parents or legal guardian will be requested to pick up the student. If there is imminent danger to other students, school personnel, or students involved, the Principal/Superintendent, or such other personnel as authorized by the Principal/Superintendent, may have the student removed by authorized medical or law enforcement personnel.
3. Parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

**Safe and Drug-Free Schools-- Parental Notice**

NOTICE TO PARENTS: Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug-free school programs and activities other than classroom instruction, a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice, the student will be withdrawn from the program or activity to which parental objection has been made.

## **Article 8 – Student Conduct**

## **Student Discipline**

Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions that are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts, and parent conferences, rearrangement of schedules, requirements that a student remains in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian or in-school suspension. The discipline may include out-of-school suspension (short-term or long-term) and expulsion.

### **Section 1 Short-Term Suspension**

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

- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
- b. 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:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent interference with school purposes.
- b. Prior to the 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 the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who, in addition to the parent or guardian, is to attend the conference.
- e. A student on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

### **Section 2 Long-Term Suspension**

A long-term suspension means exclusion from school and any school functions for more than five school days but less than twenty school days. A student on a long-term suspension shall not be permitted to be on school

grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

### **Section 3 Expulsion**

- a. 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. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
- b. Suspensions Pending Hearing. 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.
- c. 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 in accordance with the law.
- d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with the law.
- e. 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. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
- f. Students Subject to Juvenile or Court Probation. Prior to the readmission to the school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or

Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed conditions, the student may be permitted to return to school. The student may, with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

## **Section 4 Emergency Exclusion**

A student may be excluded from school in the following circumstances:

- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
- b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

## **Section 5 Other Forms of Student Discipline**

Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remains 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. When in-school suspensions, after-school assignments, 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.

## **Section 6 Student Conduct Expectations**

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, wellbeing or rights of other students, staff or visitors.

## **Section 7 Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion, or Mandatory Reassignment**

The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety, or welfare of students, staff, and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal the property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat that causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing, or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" 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 or illegal substances 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.

8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes, or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
  - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
  - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that

statute existed on January 1, 1995. That statute includes the following statement: “The term ‘firearm’ means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.” The Superintendent may modify such a one-year expulsion requirement on a case-by-case basis, provided such modification is in writing.

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

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

## **Section 8 Additional Student Conduct Expectations and Grounds for Discipline**

The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. **Student Appearance:** Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
  - a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
  - b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
  - c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.

- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horseplay” or that would damage property (e.g. cleats).
- e. Headwear including hats, caps, bandannas, and scarves.
- f. Clothing or jewelry which exhibits nudity makes sexual references or carries a lewd, indecent, or vulgar double meaning.
- g. Clothing or jewelry that is gang-related.
- h. Visible body piercing (other than ears).

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal’s office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

## 2. **Academic Integrity.**

- a. **Policy Statement:** Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student’s level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

- b. **Definitions:** The following definitions provide a guide to the standards of academic integrity:
  - (1) **“Cheating”** means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

- (a) Tests (includes tests, quizzes and other examinations or academic performances):
- (i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
  - (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulas in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
  - (iii) Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.
  - (iv) Use of Other Students to Take Test. Having another person take one’s place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
  - (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- i) Use of Another’s Paper: Copying another student’s paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
  - (ii) Re-use of One’s Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
  - (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly

reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially rewritten by the student's parent or sibling. Assistance from home is encouraged, but the work must remain with the students.

(iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, paragraphs or illustrations, or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to an outside source.

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

(3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement

test or project at a level meeting minimum performance standards, the instructor will assign a grade that the instructor determines to be appropriate for the work.

- (2) Report to Parents and Administration. The instructor will notify the Principal of the offense, and the instructor or Principal will notify the student's parents or guardian.
- (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

### 3. Electronic Devices

- a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. Electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. 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.
- b. Definitions.
  - (1) "Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), 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:
    - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
    - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
    - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

- c. Possession and Use of Electronic Devices.
- (1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.
  - (2) Students are permitted to possess and use electronic devices before school hours, at lunchtime, and after school hours, provided that the student does not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
  - (3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a laptop computer for a class presentation).
  - (4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).
- d. Violations
- (1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (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 others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than the recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.
  - (2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

- (i) First 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 and a conference between the student and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.
  - (ii) 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 and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
  - (iii) 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 his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
- (3) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such a message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices, regardless of when the message was received on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that, at a minimum, the following penalties shall be imposed:
- (i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.
  - (ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.
- (4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation 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.

- e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. 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.

## **Section 9 Inappropriate Public Displays of Affection (IPDA)**

Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1. 1st Offense: Student will be confronted and directed to cease.
2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with the Administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.
9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.

10. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

## **Section 10 Law Violations**

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student’s maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student’s parent of the fact that the referral to legal authorities has been or will be made.  
The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor’s parents or guardian.

Legal Reference: Neb. Rev. Stat. sections 79-254 to 79-296

## **Article 9 - Due Process Procedure**

Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment: The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:
  - (a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.
  - (b) The penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge.
  - (c) A statement explaining the student's right to a hearing upon request on the specified charges.
  - (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
  - (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
  - (f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.
6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

**Hearing Procedure:**

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
4. Continuance. Upon a written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Kimball Public School Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn there from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single

hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

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

his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.

14. Final Decision of Board of Education. The final decision of the board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

## Article 10 - Harassment and Bullying Policy

It is the policy of Kimball Public Schools that “bullying” type behavior is not tolerated. These guidelines are established to respond specifically to bullying behavior.

- (i) Step One: The first time school personnel become aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school’s opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions that may include expulsion, in the event the conduct is also a violation of other provisions of the student code.
- (ii) Step Two: The second time school personnel become aware of a harassment incident, the student’s parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.
- (iii) Step Three: If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, **the school may assign the student to the Harassment Program level** set forth below which the school authorities determine to be appropriate.
- (iv) Step Four: If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

Harassment and Bullying Program--Levels: Purpose - All students have the right to attend Kimball Public Schools free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

1. Level I: The guidelines for a Level I placement are listed below.
  - a. The length of the assignment will be for a minimum of two weeks.
  - b. The student will report to the office no later than 7:45 a.m. each morning.
  - c. The student will eat on campus at an assigned table.
  - d. The student will report to an assigned room at the end of the day, and will remain until 4:00 p.m. This will allow all other students to leave the school grounds in safety.
2. Level II: The guidelines for this level are listed below.

- a. The length of the assignment will be for a minimum of two weeks.
  - b. The student will report to the office no later than 7:45 a.m. each morning.
  - c. The student will eat on campus at an assigned table.
  - d. The student will report to an assigned room at the end of the day, and remain until 4:00 p.m.
  - e. The student will not transition with other students between classes.
3. Level III: This is a long-term assignment. The guidelines are listed below.
- a. All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.

# Article 11 - Network, E-Mail, Internet and Other Computer Use Rules

INSTRUCTION - Policy No. 603.08

## Instruction

### Computer

#### Internet Safety and Acceptable Use Policy

##### A. **Internet Safety Policy**

It is the policy of Kimball Public Schools to comply with the Children’s Internet Protection Act (CIPA). With respect to the District’s computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called “hacking,” and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors’ access to materials (visual or non-visual) that are harmful to minors.

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

5. **Social Networking.** Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. **Adoption.** This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

**B. Computer Acceptable Use Policy**

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. **Technology Subject to this Policy.** This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. **Access and User Agreements.** Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. **Acceptable Uses.** The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. **Unacceptable Uses.**

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to

ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, 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.
- d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
  - 1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
  - 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
  - 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
  - 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
  - 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
  - 6. Users 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 a bug, virus, worm, Trojan horse, or similar name.
  - 7. Users shall not engage in any form of vandalism of the technology resources.
  - 8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
  - 1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
  - 2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
  - 3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or

- religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
4. to engage in or promote violations of student conduct rules.
  5. to engage in illegal activity, such as gambling.
  6. in a manner contrary to copyright laws.
  7. in a manner contrary to software licenses.
5. **Disclaimer.** The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. **Filter.** A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. **Monitoring.** Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District’s computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent’s designees.
8. **Sanctions.** Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children’s Internet Protection Act, 47 USC § 254

FCC Order adopted August 10, 2011

47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)

Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)

**Kimball Public Schools**  
**Addition to Student Code of Conduct**  
*Appendix "2"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT'S AGREEMENT

In order to make sure that all members of Kimball Public School's community understand and agree to these rules of conduct, Kimball Public Schools asks that you as a student user sign the following statement:

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

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

Student's Name:

Student's Signature:

Date:

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

**Kimball Public Schools**  
**Addition to Student Code of Conduct**  
*Appendix "3"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

PARENT'S AGREEMENT

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

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

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

Student's Name:

Parent's Signature:

Date:

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

# Article 12 - Positive Behavior Interventions and Supports (PBiS)

Kimball Jr/Sr High School and Mary Lynch Elementary Schools are PBiS Schools with the established umbrella goals of: **Respect, Responsibility, Effort, and Safety.** Various areas of the school are targeted and positive student expectations are taught and reinforced by the staff. Students are rewarded for meeting these expectations and doing things the correct way. The following are the general expectations for Mary Lynch Elementary School:

## EXPECTATIONS

Show **RESPECT** for yourself, others, and school property  
Take **RESPONSIBILITY** for your actions and your choices  
Make the **EFFORT** to be a good student and citizen  
Think **SAFETY** for the good of everyone

### RESPECT

Participate Positively  
Listen to Others  
Wait your turn  
Think before you speak  
Use inside/outside voice appropriately

### RESPONSIBILITY

Be on time  
Be honest  
Be prepared  
Be accountable for your actions  
Use your manners  
Clean up after yourself

### EFFORT

Be prepared  
Listen  
Stay on task  
Do your best everyday

### SAFETY

Keep hands and feet to yourself  
Use equipment and school property appropriately  
Walk  
Practice good hygiene

# Article 13 - Extra-Curricular Activities - Rights, Conduct, Rules and Regulations

## Section 1 Student Fees Policy

### STUDENT ACTIVITIES

Policy 501.06

#### Student Fees

The board realizes some activities may require additional expenditures which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. (In other special cases where the parent/guardian requests that the student be exempt from charges, the superintendent shall determine granting of waivers.) No fees, specialized or unspecialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

For the purposes of this policy, the following definitions shall apply:

1. Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district;
2. Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary educational institution.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities, including extracurricular music courses;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;
4. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
5. Copies of student files or records as allowed by state statute;
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-after-school or pre-kindergarten services in accordance with state statute;
8. Summer school or night school;
9. Breakfast and lunch programs.

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall be provided with a musical instrument of the school's choice.

Waivers shall be provided to students who qualify for free or reduced-price lunches for fees, specialized equipment and specialized attire required for participation in extracurricular activities.

The superintendent shall establish a Student Fee Fund and ensure that funds collected as fees for the following purposes are properly recorded and deposited to it:

- Participation in extracurricular activities;

- Postsecondary education costs; and
- Summer school or night school.

The superintendent shall promulgate regulations outlining the purposes for which fees in these three areas are collected and shall ensure such fees are spent for those purposes.

The superintendent shall promulgate regulations to be published annually in the student handbook authorizing and governing:

1. Any non specialized clothing required for specified courses and activities;
2. Any personal or consumable items a student will be required to furnish for specified activities; and
3. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.

The superintendent shall also promulgate regulations authorizing and governing the following areas:

1. All fees to be collected within the nine numbered areas of the third paragraph of this policy;
2. Any other types of specialized equipment or attire to be provided by all students in the nine numbered areas of the third paragraph of this policy;
3. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
4. Deadlines for waivers for all types of fees;
5. Procedures for the handling of fees for students receiving postsecondary education credits;
6. Procedures for handling of fees related to summer school or night school;
7. Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy.

The maximum dollar amount of each fee must be specified as part of the administrative procedures policy.

Public concerns or complaints regarding required fees, attire or equipment shall be addressed under Policy 1001.02, Public Involvement.

This policy will be reviewed and re-adopted annually at a regular or special meeting of the board. This shall include a review of the amount of money collected under this policy and the use of waivers as provided by this policy. The policy shall be published in the student handbook provided at no cost to each household.

# Article 14 - State and Federal Programs

## Section 1 Notice of Discrimination

The Kimball Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Trevor Anderson, Superintendent of Schools, 901 S. Nadine Kimball, NE 69145 (308) 235-2188. tanderson@kpslonghorns.org

Employees and Others: Trevor Anderson, Superintendent of Schools, 901 S. Nadine Kimball, NE 69145 (308) 235-2188. tanderson@kpslonghorns.org

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

## Section 2 Designation of Coordinator(s)

Any person having inquiries concerning this district’s compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Kimball Public Schools, 901 S. Nadine St., Kimball, NE 69145, (308)235-2188

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Activities Director
Title IX	Discrimination or harassment based on sex; gender equity	Activities Director
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Special Education Director
Homeless student laws	Children who are homeless	Nurse
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

## Section 3 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

The following is a description of the rights granted by federal law to qualifying students with disabilities. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without

- discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
  3. Receive notice with respect to identification, evaluation or placement of your child.
  4. Have your child receive a free appropriate public education.
  5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
  6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
  7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
  8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
  9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
  10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
  11. File a local grievance.

## **Section 4 Notice Concerning Staff Qualifications**

The Every Student Succeeds Act (2015) gives parents the right to acquire information about the professional qualifications of their child's classroom teachers. Upon request, Kimball Public Schools will give parents the following information about their child's classroom teacher:

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

We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner.

Finally, Kimball Public Schools will give timely notice if your child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the Act.

## **Section 5 Breakfast and Lunch Programs**

### **FOOD SERVICE**

#### **Food Service Program**

#### **Policy 801.01**

#### **Description of Program**

Kimball Public Schools participate in the National School Lunch and Breakfast programs. Meals are required to meet specific nutritional standards established by the Federal Government. School meals

include fruits, vegetables, and whole grain-rich foods. Fat-free and low-fat milk; “right size” meals with portions designed for a child’s age; less saturated fat and zero trans fat.

### **MEAL ACCOUNTS**

The district uses a family lunch account system through Infinite Campus where each child in the family is under one account. Lunch accounts are debit accounts; therefore, there must be money in the account in order for the student to use it. The district allows the balance to go no lower than a minus ten dollars (-\$10.00). The cushion balance between zero and minus ten dollars is intended to allow the students to continue to use the account while money is being deposited into the account (Board policy 801.04). The district recommends keeping a positive account balance that accommodates your child or children’s particular spending habits. The amount you choose to maintain in your account is a personal choice based on how much monitoring of the account you wish to do.

Your student will be allowed to charge ala carte items to your account as long as there is a positive balance in the account

### **MONITORING OF ACCOUNT BALANCE**

There are multiple ways to monitor the balance of the meal account. The Infinite Campus parent portal and the Infinite campus mobile app both allow you to see the up-to-date balance as well as monitor what your child is buying at school. A weekly email is sent out with balance information. You may also call or email the food service director to check the balance on your account. Phone number is 308-235-4786 and email is [dterrill@kpslonghorns.org](mailto:dterrill@kpslonghorns.org).

### **DEPOSITS FOR MEAL ACCOUNTS**

To make a deposit to your meal account you may send money to the school or deposit money online through the parent portal of Infinite Campus. If you have not previously used the parent portal you will need to contact the school to receive login information.

### **FREE AND REDUCED PRICE MEAL PROGRAM**

A letter and application form for the free or reduced price meal program will be distributed to all households as a part of the school registration material. The letter will contain information on the eligibility standards, procedures for applying, and how an appeal may be filed. Please make sure to fully complete the application and return it to your child’s school as soon as possible.

If your household income changes during the school year you may reapply for free or reduced price meals at any time.

A NEW application must be submitted at the beginning of each school year.

### **FOOD SERVICE CONTACT INFORMATION**

If at any time you have questions or concerns about your lunch account or the food service program, contact Danessa Terrill at 308-235-4786 or email [dterrill@kpslonghorns.org](mailto:dterrill@kpslonghorns.org).

## **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 onlineat:** [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.

**Meal Charge Policy**

It is the policy of the District to comply with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide free or reduced meals to qualifying students.

**Student Eligibility**

Families of students who may be eligible for free or reduced price school meals should submit an application to determine their eligibility. Applications are available through the Superintendent or Superintendent's designee. As long as an application is submitted on or after July 1, the application will be considered current for the new school year. A student may become eligible for free or reduced meals at any time during the school year if the household experiences a change in financial circumstances.

**Meal Account Balances**

The District will ensure that families can check their meal account balances in a manner other than exclusively online. The District will ensure that at least one form of meal account payment is free of charge. The District encourages families to pre-pay without charge for free or reduced price meals. Notwithstanding the option to pre-pay, students and families will have a method to add funds during the school day. Any balance remaining in a pre-paid account shall carry over into the next month. Households approved for free or reduced price meals with funds remaining in their meal account at the end of the school year shall receive a refund upon request. When a student leaves the District or graduates, the District shall attempt to contact the student's household to return any funds remaining in the student's meal account. Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and the District shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent debt, pursuant to and in compliance with state and federal law. The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishes and handles the bad debt.

**Student Confidentiality**

The District will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions. The District shall not use or implement any colored or coded meal cards, tickets, tokens, or other methods of payment that would overtly identify a student as being eligible for free or reduced price meals.

**Distribution Annually**

This policy shall be provided in writing to all students' households at the start of each school year and to households transferring to the District during the school year. This policy shall also be provided annually to District staff members responsible for the enforcement of this policy, including food service professionals. The Superintendent or the Superintendent's designee shall maintain documentation of the annual distribution of this policy to students' households and District staff.

Legal Reference:

Richard B. Russell National School Lunch Act (42 U.S.C. § 1751); U.S.D.A. Memorandum SP 57-2016.

Date of Adoption: February 11, 2019

**STUDENT HEALTH**

**Policy 505.06**

**Section 6 Kimball Public Schools Wellness Policy**

The Kimball Public School District desires to promote healthy students and healthy living by supporting good nutrition, nutrition education, and regular physical activity. The district strives to promote student health and reduce childhood obesity. The district will achieve the goals of this policy by:

- A. Involving parents, students, board members, administrators, teachers, health professionals, and other interested members of the community in the development, monitoring, and review of the policy.
- B. Developing goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness.

Therefore, the board adopts the following School Wellness Policy

**1. Goals to Promote Student Wellness**

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

- a. Nutrition Education. To implement a curriculum that meets or exceeds the health and nutrition education objectives established by the Nebraska Department of Education.
- b. Physical Activity. To implement a curriculum that meets or exceeds the health and physical education objectives established by the Nebraska Department of Education.
- c. Other School Activities. To offer other suitable opportunities for students to engage in health-promoting activities.
- d. Social and Emotional Well Being. Programs and services that support and value the social and emotional wellbeing of students, families, and staff to build a healthy school environment.

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

**2. Nutrition Guidelines**

Nutrition guidelines have been selected by the District for all foods available in each school building during the school day with the objective of promoting student health and reducing childhood obesity. The guidelines are as follows: (1) school breakfast and lunch programs will be offered which meet or exceed the requirements of federal and state law and regulatory authorities and (2) no foods in competition with the school lunch or breakfast program shall be sold or otherwise made available to students anywhere on school premises during the period of one-half hour prior to the serving period for breakfast and lunch and lasting until one-half hour after the serving of breakfast and lunch. The Superintendent or designee shall establish such further nutrition guidelines as are determined appropriate to meet the stated mission.

**3. Assurance for Reimbursable School Meals**

The District gives the assurance that the District's guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and sections 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a)), as those regulations and guidance apply to the District.

#### **4. Plan for Measuring Implementation and Designation of Responsible Persons**

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

#### **5. Development of Policy**

The District assures that development of the Wellness Policy involved parents, students, representatives of the District's nutrition services department, the school board, school administrators, and the public.

Legal Reference: The Child Nutrition and WIC Reauthorization Act of 2004, 42 USC 1751; Regulations and Procedures for Accreditation of Schools, NDE Rule 10; National School Lunch Program, 42 U.S.C §§1751-1760, 1770; 7 CFR § 210

## Section 7 School-Parent Learning Compact

Mary Lynch Elementary School

This Title I School-Parent Compact has been jointly developed with parents and outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high academic standards. At the annual parent-teacher conferences the compact shall be discussed as it relates to the individual child's achievement.

### 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 learning environment to enable children to meet the challenging state academic standards.
2. Regularly communicate with parents on their child's progress.
3. Demonstrate professional behavior and positive attitude.
4. \_\_\_\_\_

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 school staff on an ongoing basis to be involved and support my child's learning.
2. Support your child's learning—volunteer in their classroom; participate, as appropriate, in decisions related to their education, guide positive use of extracurricular time.
3. Make sure my child is at school every day and on time, unless he/she is ill.
4. Provide a quiet place and time to do schoolwork and encourage my child to complete schoolwork.
5. \_\_\_\_\_
6. 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 school work on time.
6. \_\_\_\_\_

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

## K Combined District and School

### Section 8 Title 1 Parent and Family Engagement Policy

Kimball Public Schools intends to follow the Title I parent and Family Engagement Policy guidelines in accordance with federal law, *Section 116(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 the 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 parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings 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 educational 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 parents, 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.

## El Contrato entre la Escuela y Los Padres

Mary Lynch Escuela Primaria

Este contrato Título Uno entre la Escuela y los padres ha sido desarrollado juntamente con los padres y resume cómo los padres, el personal de la escuela entera, y los estudiantes compartirán la responsabilidad para mejorar el logro académico estudiantil y las maneras por el cual la escuela y los padres construirán y desarrollarán una colaboración para ayudar a hijos ganen las normas más alta del Estado. A las conferencias anuales entre los padres y los maestros el compacto estará discutido como relaciona al logro del hijo individual.

### Maestro / Escuela

*Es importante que los estudiantes logren. Yo estoy de acuerdo hacer las siguientes:*

1. Proveer el currículo e instrucción más alto en un ambiente aprendizaje que es apoyo y eficaz para los hijos cumplir los normas académicas desafiantes del Estado.
2. Comunicar regularmente con los padres en el progreso de su hijo.
3. Demostrar conducta profesional y un actitud positivo.
4. \_\_\_\_\_

La firma del maestro(a) \_\_\_\_\_

### Padres / Adulto cuidado

*Yo deseo que mi hijo lograr; por eso yo incentivaré él / ella por haciendo los siguientes:*

1. Comunicar y trabajar con maestros y el personal escolar en una base en curso ser involucrado y apoyado del aprendizaje de mi hijo.
2. Apoyar el aprendizaje de su hijo – se ofreciendo en su sala de clase; participe, como apropiado, en decisiones están relacionado a su educación, guíe uso positivo del tiempo extracurricular.
3. Asegurar mi hijo es a la escuela todos los días y a tiempo, a menos que él / ella está enfermo.
4. Proveer un lugar silencioso y tiempo para hacer tarea e incentive a mi hijo cumplir la tarea.
5. \_\_\_\_\_

La firma de los Padres \_\_\_\_\_

### Estudiante

*Yo se que mi educación es importante para mi. Es importante que yo trabajo a la mejor de mi habilidad. Yo estoy de acuerdo hacer las siguientes:*

1. Estar a la escuela todos los días y a tiempo a menos que estoy enfermo.
2. Ven a la escuela cada día preparado con materias y un actitud para aprender.
3. Estar responsable para mi comportamiento.
4. Respetar y cooperar con otros estudiantes y adultos.
5. devolver trabajo escolar completa a tiempo.
6. \_\_\_\_\_

La firma del estudiante \_\_\_\_\_

## **Una combinación del Distrito y la Escuela La Política de Título Uno Para La Compromiso de Los Padres y La Familia**

El Distrito Escolar de Kimball, NE tiene la intención a seguir La Política de Título Uno para la Participación de los Padres en consonancia con los leyes federales, ***Section 1116(1-f) ESSA, (Every Student Succeeds Act) of 2015.***

### **En General**

El documento del Distrito *‘La Política de Título Uno para la Participación de los Padres’* ha ido desarrollo juntamente con, actualizado periódicamente y distribuido a los padres y los miembros de la familia de los hijos lo quien están participando y la comunidad local en un formato que es comprensible y uniforme.

- Los padres y los miembros de la familia de todos estudiantes están bienvenido e incentivado hacerse involucrado con la escuela y educación de sus hijos; esta incluye los padres y los miembros de la familia lo quienes tienen competencia limitada en inglés, alfabetización limitada, desventura en economía, tienen discapacidades, fondo de raza o étnica minoría o hijos de migrantes.
- Los padres están involucrado en la planeando, el repaso, evaluación y la mejora del programa de Título Uno, La política del compromiso y el pacto entre la escuela y los padres en una junta anual con los padres lo que está concertado a un tiempo conveniente. Esta estará incluir la planeando y implementación de actividades efectiva para los padres y la familia.
- Conduce, con involucradamente significada de los padres y la familia, una evaluación anual del contenido y la efectividad de *‘La Política de Título Uno para la Participación de los Padres’*. Usa los resultados de la evaluación para diseñar las estrategias lo que son basó en evidencia para involucradamente de los padres que es muy efectiva, y para revisar *‘La Política de Título Uno para la Participación de los Padres’*.
- Oportunidades están proveído para los padres y los miembros de familia para participar en las decisiones que están relacionado la educación de los hijos. La escuela y la agencia educacional local proveerán otro apoyo razonable para las actividades involucradamente paterno.
- Los padres de los hijos están participando estarán proveído información sobre los programas debajo este parte, una descripción y explicación del currículo en uso, las formas de evaluación académica usó para medir el progreso estudiantil y niveles de logro de los criterios académicos desafiantes del estado. La escuela proveerá asistencia, oportunidades, y / o materiales y entrenamiento para ayudar a los padres trabajan con sus hijos para mejorar el logro de sus hijos en un formato, y cuando viable, en una lengua que los padres y los miembros de la familia pueden entender.
- Eduque los maestros, el personal especializado instruccional apoyo, directores de la escuela, y otros líderes escolares, con la asistencia de los padres en el valor y utilidad de contribuciones de los padres, como contactar, comunicar con y trabajar con los padres como parejas iguales.

Coopere e integre los programas y las actividades de involucradamente paterno con otro programas de Federal, Estado y local, incluyendo los programas preescolar que incentivan y apoyan los padres en una participación más completa en la educación de sus hijos.

**RECEIPT OF 2023/2024 PARENT-STUDENT HANDBOOK  
OF MARY LYNCH ELEMENTARY SCHOOL**

This signed receipt acknowledges that the 2023/2024 Parent-Student Handbook of Mary Lynch Elementary School is accessible on the Kimball Public Schools website at [www.kpslonghorns.org](http://www.kpslonghorns.org) or a hard copy can be requested at the Mary Lynch office. This receipt acknowledges that it is understood that the handbook contains student conduct and discipline rules and school board computer policy 603.08. The undersigned, as student, agrees to follow such conduct and discipline rules and computer policies. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook, which should be used to responding to harassment or discrimination.

Drug-Free Schools Statement: RECEIPT SHALL ALSO SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING KIMBALL PUBLIC SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO THE SAFE AND DRUG-FREE SCHOOLS LAW AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND THE POSSESSION, USE, OR DISTRIBUTION OF ALCOHOL OR TOBACCO ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Student's Signature

Parent or Legal Guardian's Signature

Return to:

Amanda Culek, Elementary Principal/Special Education Director  
Mary Lynch Elementary School  
1000 E. 6<sup>th</sup> Street  
Kimball, NE 69145



**2023-2024**

Kimball Jr/Sr High School

**EXTRA-CURRICULAR ACTIVITIES  
HANDBOOK**

# Table of Contents

<b>Table of Contents</b>	<b>1</b>
Extra-curricular programs	1
Activity Philosophy	1
Activity Code of Conduct	2
Random Drug Testing Policy for Students in Grades 7-12	9
Policy Statement	9
Definitions	10
Drug Screening	12
Testing Procedures	13
"Team Selection" and "Playing Time"	18
Academic Grade Standard for Activities Participation	18
School Dances/Parties (Including Prom)	19
Student Fees Policy (Board Policy 501.06 and 501.07)	21

# EXTRA-CURRICULAR ACTIVITIES - RIGHTS, CONDUCT, RULES AND REGULATIONS

## Extra-curricular programs

Extra-curricular programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. The Kimball Public Schools will adhere to the rules and regulations set forth in Title IX guidelines on sex discrimination as well as other pertinent rules and regulations.

## Activity Philosophy

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

## Safety

The District's philosophy is also to maintain an activities program that recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, and to exercise common-sense. In addition, the District requires that activity team members travel to and from out-of-town events as a unit. Any exceptions to this rule must be approved by both the parents and the coach/sponsor and should be done in writing prior to the departure to the event or prior to releasing the student with the parent/guardian. The note should be given to the Principal, Activities Director, or their designee. Only those people involved with the activity will be allowed to travel in the school vehicle.

## Warning for Participants and Parents

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

## Activity Code of Conduct

This activity code of conduct is supplemental to the Kimball Public Schools student code of conduct which is in Article 8 of this handbook and any action taken hereunder may be in addition to any action under the student code of conduct said policy.

## Grounds for Extracurricular Discipline

The grounds for suspension from practices, participation in interscholastic competition, or other participation in extra-curricular activities and competitions are set forth below. In becoming familiar with the conduct rules for extracurricular activities, participants need to remember that they are not only representing themselves, but also, their school and community in all of their actions. Special conduct rules exist for the reasons that:

Participants in Activities Assume Responsibility for Leadership and are Representatives of Our School: Participants in extra-curricular activities assume a leadership role. The student body, the community and other communities judge our school on the students' conduct and attitudes, and how they contribute to our school spirit and community image. The students' performance and devotion to high ideals make their school and community proud.

Activities are a Privilege: Extra-curricular activities have an important place in the educational program of the Kimball Public School district. It is a privilege for the students who choose to participate. Students who participate and are accepted into the program are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. It is the belief that accepting responsibility for one's actions is a part of that philosophy.

The conduct rules apply to conduct of the student, regardless of whether the conduct occurs on and off school grounds. (If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct). The conduct rules apply to conduct

which occurs at any time during the calendar year. Conduct deemed inappropriate includes the following:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority. (Level 2)
2. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. (Level 3)
3. Sexual assault or attempting to sexually assault any person. (Level 4)
4. 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. (Level 4)
5. Causing or attempting to cause personal injury to a school employee, to a school volunteer, to any student, or to any other person. (Level 4)
6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student. (Level 3)
7. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon. (Level 4)
8. Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, nicotine, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of drug paraphernalia. (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 and includes the failure of a drug test by authorities (school- or non-school-issued)**). Also, it includes being impaired by reason of the abuse of any material used as a stimulant. In addition, "possession" of alcohol or drugs may be considered to have occurred for purposes of school rules if the student is in such close proximity to alcohol or drug (for example, a student being in a car where alcohol is in the back seat and no adults are present in the car) or to others who are consuming alcohol or drugs (for example, being at a student party at which other students are drinking) that school officials may reasonably determine that the student was in "possession" of the items as well). Because of the complexity of this issue, "possession" will be determined on a case-by-case basis. (Level 4)
9. Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401, of the Nebraska statutes, or material

represented to be alcoholic beverages, narcotics, drugs, controlled substance or inhalant. (Level 4)

10. Truancy or failure to attend assigned classes or assigned activities. (Level 1)
11. Tardiness to school, assigned classes or assigned activities. (Level 1)
12. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion. (Level 2)
13. Public indecency. (Level 2)
14. Repeated violation of any of the rules adopted by the school district or the school. (Level 2)
15. Engaging in any unlawful activity as determined by the United States or the State of Nebraska. (Level 4)
16. Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distracting or indecent to the extent that it interferes with the learning and educational process. (Level 2)
17. Willfully violating the behavioral expectations for those students riding Kimball Public Schools buses. (Level 2)
18. The knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon in a place where such items are prohibited. (Level 4)
19. The knowing and intentional use of force in causing, or attempting to cause, personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary. (Level 3)
20. Failure to report for the activity at the beginning of each season; reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor. Consequence will be as described in individual sport/activity handbook.
21. Failure to participate in regularly scheduled classes on the day of an athletic/activity event. A student must attend at least  $\frac{1}{2}$  day of classes (4

consecutive periods) unless allowance is made by the Activities Director in advance (e.g., doctor's appointment, death in the family, etc.)

22. Failure to attend all scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the coach will determine the validity of the reason. Every reasonable effort should be made to notify the coach or supervisor prior to all missed practices or meetings. Consequence will be as described in individual sport/activity handbook.
23. All other reasonable rules or regulations adopted by the coach or supervisor of a extra-curricular activity shall be followed, provided that participants shall be advised by the coach or supervisor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
24. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.
25. Any form of Hazing. Under LB710, students can also be prosecuted under a Class II misdemeanor. (Level 3)

### Consequences

#### Level 1

After 4 unexcused absences in any class in one season, the student will be ineligible for one week of activities. Each subsequent absence will result in an additional week of ineligibility. Three unexcused tardies in any class will count as one unexcused absence.

#### Level 2

1st Offense: Conference with Coach/Sponsor

2nd Offense: Suspension for 3 practices during which time the student will complete an Accountability Project assigned by the Coach/Sponsor.

3rd Offense: The student will be ineligible for one calendar week of activities. If no activities occur that week, the student will miss the next activity/game.

Each subsequent offense will result in the same consequence as the 3rd Offense.

### Level 3

The student will be ineligible for two calendar weeks of activities and miss at least two activities/games. Subsequent offenses in this category will result in consequences described in Level 4 below.

### Level 4

**Note: If the offense is a violation of item 8 or 9 above and the student has previously had a positive drug test (see section titled Random Drug Testing Policy), the consequences are cumulative. For example, a single prior positive test will result in consequences concurrent with a second violation (see below). If there have been two prior positive tests, the next violation of item 8 or 9 above will result in an activity suspension for one calendar year.**

Consequences for the first and second violations will be doubled if the violation occurs on school grounds, at a school function or event, or in a school vehicle.

1. First Violation - Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as prom) for 15 (fifteen) school days and a minimum of two activities. The first day of the suspension will be the day of the conference with the student.
2. Second Violation - Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as prom) for 30 (thirty) school days and a minimum of four activities. The first day of the suspension will be the day of the conference with the student.

In addition, for violations of Items 8 and/or 9 above, students and parents agree to participate in a school-approved program for chemical dependency. Said program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to school's Activities Director. Failure to participate and successfully complete the approved chemical dependency program will cause the participating student to be suspended from extra-curricular activities for the full forty days and four activities. All costs associated with the program are to be borne by the students parent or guardian.

3. Subsequent Violations - Upon finding of a subsequent violation, the student will be suspended from participating in the extra-curricular program and all school activities (including organizations and special events such as prom) for 1 (one) calendar year. The first day of the suspension will be the day of the conference with the student.

Note: Administrator has discretion based on the investigation of an incident to assign a more or less stringent consequence level.

### Procedures for Extracurricular Discipline

Students may be suspended by the Principal or the Principal's designee from practices or participation in interscholastic competition or participation in extra-curricular activities for violation of rules and standards of behavior adopted by the Kimball Public Schools Board of Education or the administrative staff of the school. If the activity is for a grade, the student will be provided an alternate assignment.

The following procedures will be followed with regard to suspension:

1. The school official(s) considering the suspension will make a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with school purpose.
2. Prior to the suspension, the student is to be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the school has, and be given the opportunity to explain the student's version of the facts.
3. If the student is not readily available to meet with the school official for this purpose before the suspension is to begin, then the suspension may be imposed at that time so long as the opportunity for the student to hear the charges and evidence and for the student to tell his or her side of the story occurs as soon as reasonably practicable. An effort to schedule a meeting for this purpose should be made by the student and the student's parent or guardian as well. Given the fact that extracurricular activity suspension actions at times need to be taken outside the regular school day, a telephone conference may be used to give the student the opportunity to provide the student's position.
4. Within two school days or such additional time as is reasonably necessary following the suspension, the Activity Director or designee will send a written statement to the student and the student's parents, or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reason for the action taken and the right to a hearing upon request on the specified charges.
5. An opportunity will be afforded the student, parents, or guardian of the student, at their request, to confer on an informal basis with regard to the school official who has imposed the suspension and to give that school official any further information in the student's defense.

6. If the student or student's parents or guardian are not satisfied with the determination of the school official, an informal hearing may be requested before the Superintendent. A form to request such a hearing must be signed by the parent or guardian will either be provided with the initial notice letter or be made available in the Principal's office. This request must be received by the building principal within five days of receiving the initial written notice of suspension.
7. If a Hearing is requested, it shall be held within ten calendar days of the request. The Superintendent will notify the participants of the time and place of the hearing within five days of receiving the request. There will be no stay of the penalty imposed pending an appeal.
8. Upon conclusion of the hearing, a written decision will be rendered within five school days. The written decision will be mailed or otherwise delivered to the participant, parents or guardian. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the hearing itself) shall be kept by the school.
9. Nothing contained in this regulation shall prevent the participant, parents, guardian or representative from discussing and settling the matter with the appropriate school personnel at any stage.

#### Attendance and Academics:

Student participants are expected to apply themselves academically by following these expectations:

1. Attend school regularly and show evidence of sincere effort towards scholastic achievement.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests he/she should contact the coach or sponsor in advance.
3. Attendance, for at least half a day, the day of a contest is required to be eligible for the contest that day. Arrangements in advance for extenuating circumstances, such as doctor/dentist appointments, funerals or other activities, can be made with the building Principal in writing. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

4. Appearance: Participants will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and well-groomed appearance.

## Random Drug Testing Policy for Students in Grades 7-12

### Policy Statement

The Board of Education for Kimball Public Schools values students' participation in extracurricular activities. Such students, as role models for other students, are a key to our goal to provide the best possible educational program for our students. To achieve our goal and to maximize the skills and talents of our students, it is important that each student understands the dangers of drug and alcohol use.

Participation in extracurricular activities is a privilege which can be taken away for failure to comply with this policy. The purpose of this policy is as follows:

- To provide for the health and safety of all students;
- To undermine the effects of peer pressure by providing legitimate reasons for students to refuse use of illegal drugs and/or alcohol;
- To identify students who use illegal drugs and/or alcohol; and
- To encourage students who use illegal drugs and/or alcohol to participate in appropriate treatment programs.

### Definitions

TPA: A Third Party Administrator, which shall use a certified laboratory in testing of samples.

Drugs: Any substance considered illegal by state or federal law, including but not limited to the Nebraska Uniform Controlled Substances Act, 28-401 *et seq.*, or which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances. For purposes of this policy, drugs shall include the illegal use of alcohol and any "look alike" substances, drugs, nicotine, or paraphernalia. This policy is intended to cover the maximum amount of substances permitted by law.

Drug Program Coordinator: Designated school officials who help administer the drug testing program and communicate with Third Party Administrator and Parents.

MRO: Medical Review Officer.

School Year: From the first day classes commence in the fall, unless the activity begins prior to the first day of classes, in which case it shall include the first day of practice

through and including the last day of classes or the last day of the activity in the school year.

Activity Programs: Any activity that meets the guidelines of an extracurricular activity at Kimball Public Schools, which shall include the following:

Basketball	Cheerleading	Cross Country	Instrumental Music	Vocal Music
Golf	Dance Team	Football	Flag Corps/Drill Team	FFA
Manager	Student Trainer	Honor Society	One Act Play	Marching Band
Quiz Bowl	Musical/Play	Speech	Yearbook/Publications	Wrestling
Track	Volleyball	Student Council	Academic Decathlon	ESports

Participant and Participant Pool: Any student who participates in any extracurricular activity as herein before set forth shall be a participant and his/her name shall be included in the participant pool. A participant shall enter the participant pool upon signing the attached consent form EXHIBIT A and returning said signed consent form to the Activities Director. A participant shall remain in the selection pool for an entire year (365 days) from the date the consent form is returned to the high school Activities Director. A participant may be subject to testing at any time during said 365 day period. Any student who tests positive will continue to be tested through the summer as a "Participant" if that student desires to participate in extracurricular activities in the following school year.

Sample Collection: Samples will be collected as directed by the Drug Program Administrator on the same day the student is selected for testing, or if the student is absent an alternate will be selected, in sequential order, from an alternate list provided by the Drug Program Administrator. If a urine sample is required, all students providing samples will do so alone in an individual bathroom or stall with the door closed.

Drug Program Administrator: The Board will choose a Third Party Administrator (TPA) for the purpose of determining through random selection the student(s)/ participant(s) to be tested. This will be accomplished by the use of a "Student List," compiled by the district. The TPA, by use of a SAMHSA certified laboratory, shall also process sample results and maintain privacy with respect to test results and related matters.

Medical Review Officer "MRO": Kimball Public Schools will utilize an MRO to review all laboratory-reported positive tests. The role of the MRO is critical to protecting the interest of the students. The MRO serves a critical role in determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. The MRO will demonstrate his/her knowledge by being certified by an MRO Accreditation

body. The parent or the guardian will be contacted by the MRO or his/her assistant. The MRO will report results of verified positives and/or warrant health and safety issues to the student and to the designated school representative through the TPA.

Scope of Tests: The drug screen tests for one or more illegal drugs, nicotine, and/or alcohol. The Drug Program Coordinator shall determine which illegal drugs shall be screened, but in no event shall that determination be made after selection of students for testing. Student samples will not be screened for the presence of any substances other than an illegal drug or for the existence of any physical condition other than drug use.

Non-Punitive Nature of Policy: No student shall be penalized academically for testing positive for illegal drugs or alcohol, unless otherwise permitted by law and the district's student discipline policies, rules, and regulations. If an outside activity is a graded assignment, the student will be provided an alternate assignment. The results of drug tests pursuant to this policy will not be documented in any student's academic records, unless otherwise required by law or district policy. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the district shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified as soon as possible by the district.

## Drug Screening

**General Policy:** Practical experience and research have proven that even small quantities of narcotics, abused prescription drugs or alcohol can affect judgment and reflexes which can create unsafe conditions for students, especially those involved in any activity covered in this policy. Even when not readily apparent, the effect can have serious results for students engaged in activities. Drug-using students participating in extracurricular activities are a threat to co-participants, other students, and themselves, and may make injurious errors. For these reasons, the Board has adopted a policy that all students participating in extracurricular activities must remain substance-free.

**Prohibitions:** All students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having controlled substances, improperly used medications, or any mind/mood altering or intoxicating substances present in their system unless otherwise prescribed by a licensed physician. This includes all "look alike" substances, paraphernalia, and any other such item. The district will not screen items which appear to be in violation of this policy. If a student has a question as to whether a substance, item, or any other thing may be subject to this policy, the student should ask the principal or activities director.

**Alcohol Use/Possession:** All students participating in extracurricular activities are prohibited from possessing or use of alcohol.

## **After School Hours Conduct**

After-school-hours use of drugs, alcohol, or any other prohibited substances is not permitted. This includes all "look alike" substances or items of any kind. All students participating in extracurricular activities should realize that these regulations prohibit all illicit drug use during and away from school activities.

## **Procedure**

All current students participating in extracurricular activities or students that have voluntarily been placed in the pool at the request of their parent/guardian

## **Random Testing**

The Board authorizes random unannounced screening of all students participating in extracurricular activities. The list of students participating in extracurricular activities contained in the random pool will be updated upon receipt of a signed consent form. Students participating in extracurricular activities who have been selected will be required to report to the designated collection site for testing.

## **Consent**

Each student wishing to participate in any extracurricular activity and the student's custodial parent or legal guardian shall consent in writing to drug testing pursuant to the district's drug testing program. Written consent shall be in the form attached to this policy as EXHIBIT A. No student shall be allowed to participate in any extracurricular activity absent such consent.

## **Removal from the Random Testing List**

A student may be removed from the testing pool if he/she has quit or been cut from an activity and a request form is signed by the student and his/her parents to be dropped. This must occur prior to being selected for testing in order to be removed from the testing pool of students. However, students are encouraged to remain in the pool throughout the school year as removal affects student participation in all school activities (e.g., Homecoming, Prom, etc.). Students may volunteer to remain in the pool even though he/she is no longer involved in the activity.

## **Summer Testing**

There is an obligation to continue support for students who test positive. Drug testing during the summer will provide another reason for a student to refrain from the use of drugs or alcohol. Any student who has tested positive during a random test will continue to be tested through the summer months under the guidelines established herein. The Drug

Program Coordinator will contact the student to establish a location and time for the test to take place.

## Testing Procedures

### General Guidelines

The Board shall rely, when practical, on the guidance of the Medical Review Officer in developing a consistent collection and testing protocol.

### Substances

Substances that students participating in extracurricular activities may be randomly tested for: alcohol, nicotine, amphetamines, cannabinoids, cocaine, opiates, synthetic opiates and PCP, and other substances, such as but not limited to steroids, barbiturates, and benzodiazepines, without advance notice as part of tests authorized by the Board for safety purposes. Such tests will be coordinated with the Drug Program Coordinator.

### Testing Procedure

The Board reserves the right to utilize breath, saliva, urinalysis, and any other testing procedures permitted by law. Urine and oral fluid samples which screen positive will be confirmed by GC/MS.

### Collection Sites

The Drug Program Coordinator will designate a collection site(s) at Kimball Public Schools where individuals may provide specimens.

### Collection Procedures

The Board and the TPA have developed and will maintain a documented procedure for collecting, shipping and accessing all specimens. The Board and the TPA will utilize a standard Custody and Control Form for all students participating in extracurricular activities testing. A tamper-proof sealing system, identifying numbers, labels, and sealed shipping containers will be used for specimen transportation. Collection sites will maintain instructions and training emphasizing the responsibility of the collection site personnel to protect the integrity of the specimen and maintain as proper a collection procedure that is reasonable.

### Return of Results

The TPA will transmit by a secure method the results of all tests to the DPA's MRO. The MRO will be responsible for reviewing test results of students. Prior to making a final decision, the MRO shall give the individual an opportunity to discuss the result either

face-to-face or over the telephone. The DPA shall then promptly tell the principal of the high school which student(s) tested positive.

### **Request for Retest**

A split specimen will be collected for all testing methods, with the exception of alcohol testing. A positive alcohol test will be confirmed with an EBT device. Students involved in the program may, upon a non-negative test result, request that the split sample be tested (within 72 hours of being notified of the final testing result) at a second nationally certified laboratory from a list provided by the MRO. The request for the test must be submitted in writing to the MRO. Students participating in extracurricular activities are required to pay the associated costs for an additional test in advance. However, the costs will be reimbursed if the result of the split sample test is negative.

**Positive Results:** Whenever a student's test results indicate the presence of any of the substances prohibited (positive test), the following will occur: If the sample tests positive, the custodial parent or legal guardian will be notified and a meeting will be scheduled with the Kimball Public School Activities Director (Drug Program Coordinator), the student, and the custodial parent or legal guardian.

**Note:** If a student has previously engaged in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, nicotine, controlled substance, inhalant or being under the influence of any of the above and has been assigned consequences accordingly, the consequences are cumulative. For example, a single prior offense will result in consequences concurrent with a second positive test (see below). If there have been two prior offenses, the first positive drug test will result in an activity suspension for one calendar year.

### **First Positive Test upon lab confirmation:**

DPC & Principal meeting with parent/s and student;

Consequences for the first and second violations will be doubled if the violation occurs on school grounds, at a school function or event, or in a school vehicle.

Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as prom) for 15 (fifteen) school days and a minimum of two activities. The first day of the suspension will be the day of the conference with the student.

If all activities in which the student participates cease before the end of the suspension, the remainder of the suspension will carry over to the following year's activities so the student completes the required number of days; and

Student must complete an approved drug and alcohol education class at the student's expense during the next available session. A district-administered negative test must be provided before the student may return to the activity; and complete follow up testing as required.

The student will be expected to attend and participate in all scheduled practices during the suspension.

**Second Positive Test (Grades 7-12):**

DPC & Principal meeting with parent/s and the student;

Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as prom) for 30 (thirty) school days and a minimum of four activities. The first day of the suspension will be the day of the conference with the student.

Student must complete an approved drug and alcohol education class at the student's expense during the next available session. A district-administered negative test must be provided before the student may return to the activity; and complete follow up testing as required.

Mandatory drug testing, a minimum of once a month, will commence after the first parent meeting for the next 12 months or end upon graduation from Kimball Public Schools.

The student will be expected to attend and participate in all scheduled practices during the suspension.

**Third and Subsequent Offenses (Grades 7-12):**

DPC & Principal meeting with parent/s and student;

Upon finding of a subsequent violation, the student will be suspended from participating in the extra-curricular program and all school activities (including organizations and special events such as prom) for 1 (one) calendar year. The first day of the suspension will be the day of the conference with the student.

Student must complete an approved drug and alcohol education class at the student's expense during the next available session. A district-administered negative test must be provided before the student may return to the activity; and complete follow up testing as required.

Mandatory drug testing, a minimum of once a month, will commence after the first parent meeting for the next 12 months or end upon graduation from Kimball Public Schools.

### **SELF-REPORT OPTION:**

If a student voluntarily reports, prior to being selected for random testing, to the coach, sponsor, activities director or principal within three (3) school days of the rule violation, the consequences for first and second violations will be reduced. In the case of a first violation, the suspension would be reduced to 7 school days and one (1) activity. A second violation would be reduced to 15 school days and two (2) activities. This applies to first and second offenses only.

**Refusal to Submit to Drug Use Test:** A participating student who refuses to submit to a drug test authorized under this policy, or fails or refuses to comply with any other provision of this policy (including counseling requirements or recommendations), shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for 12 months from the date of the violation and qualifies as a positive test.

**Adulteration/Substitution:** A participating student found to adulterate/substitute a sample or with paraphernalia that would be used in an attempt to adulterate/substitute a specimen will be treated as a positive test.

**Prescription Drug Error:** A student that is determined to have used a prescription drug without a legal prescription in their name will be given a positive test result by the MRO. If in meeting with the Parent/Guardian it is determined that this is the result of a parent/guardian error and not an intended abuse of the substance, the following will occur: The parent will submit, in writing to the designated official, an explanation of the error and recognition of the law in regards to prescription drugs. Upon receipt of this document and recognition as a reasonable explanation by the Designated Official, the suspension from driving and activities will be lifted and no assessment or intervention will be required. The student will undergo a follow-up drug screen at the parent's expense to ensure the banned substance(s) are gone or in decay. Upon completion of these requirements, this positive test will be removed from the student's record. This rule may only be applied one time in a student's enrollment within the school district.

Further errors ruled positive by the MRO will constitute the actions listed above.

**Appeal:** A student participating in extracurricular activities who has been determined by the principal or Drug Program Coordinator to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in any extracurricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided, and

his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

**Record Keeping and Confidentiality:** All records pertaining to participants shall be kept separate from the student records. The record keeping and results of all testing will be held in the strictest confidence. These records will be accessible only to the Drug Program Coordinator or his designee. Records pertaining to a particular student will be destroyed upon his/her graduation from Kimball Public Schools, or one year after his/her class graduation.

## **SEVERABILITY**

Should any sentence, clause, provision, or paragraph of this entire policy be deemed unlawful or unconstitutional, it is intended that, insofar as may be practicable, the remaining portions of this policy shall remain in full force and effect.

## **"Team Selection" and "Playing Time"**

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

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

## **Academic Grade Standard for Activities Participation**

Participation in extra-curricular school activities is encouraged and desirable for all students. At the same time, the principle mission and responsibility for each student is to

establish a firm academic foundation. A student participating in extra-curricular school activities must therefore:

1. Maintain passing grades in all classes. Any student having a grade below 70% in two (2) or more classes when grades are checked is ineligible to participate in extra-curricular activities until the student has worked his/her way off the eligibility list. The first time a student is deemed ineligible for a week, they will be placed on probation for that week. Each junior/senior high school student will be placed on probation only once per semester; each time thereafter the student will be ineligible.
2. Eligibility will be run starting the third (3rd) week of each semester and every week after that for the remainder of the semester. The period of ineligibility runs Wednesday through Tuesday. A preliminary grade will be calculated on Monday and a final grade on Tuesday. A student who is deemed ineligible on Tuesday will remain ineligible until the following Tuesday. Also, any student who fails two (2) or more classes during the first or third quarter will automatically be deemed ineligible for the first week of the following quarter.

Students who are academically ineligible cannot travel with any team, suit up for any event, or participate in any special school activity (such as prom.)

3. Although junior high extracurricular activities are included in the school day and students receive a grade, this eligibility policy is applicable to junior high activities as well. Junior High student grades are based on participation in practice not attendance outside of the school day.
4. Students and parents will be notified of their preliminary ineligibility via email on Monday of each week and official ineligibility on Tuesday of each week.
5. If a student is failing one (1) or more classes, they will not be allowed to attend activity practice until they have a passing grade in their classes, as verified in Infinite Campus, or until they have submitted a completed Return-to-Practice Form to their coach/sponsor. The Return-to-Practice form will be signed by the teacher or Longhorn Time Sponsor indicating either that the student has completed all work possible to raise their grade or that the teacher is unavailable to work with the student after school. The student may attend Longhorn Time if they choose. This will provide the student an opportunity to get the help they need to bring their grade back to passing. This time may be used to work on missing assignments, retake quizzes or tests, or work with teachers to help increase understanding. So long as a student is still eligible, as outlined in this policy, he/she may attend contests and events.

6. If a student is failing the same class (e.g., English) for more than three consecutive weeks they will also be considered ineligible.

### School Dances/Parties (Including Prom)

All school sponsored parties and dances must be scheduled through the Activities Director and/or Principal at least one week in advance of the desired date.

- Proper conduct and behavior will be expected at school sponsored parties and dances. All school policies and discipline procedures will apply.
- Unless approved by the administration, Junior High Students will not be permitted at High School social activities including but not limited to Homecoming, Winter Formal, and Prom. Also, High School Students will not be permitted to attend Junior High Social Activities.
- Out-of-school dates must be registered and approved by the High School Office ahead of time. Individuals 21 years of age and older will not be approved to attend. A student who brings a guest is responsible for their guest's behavior.
- The sponsors for each dance/party will establish a time limit where the doors will be locked and there will be no further admittance to that particular function.
- Once a student arrives at a dance/party and the doors have been closed, he/she may not leave the confines of the building or entrance area and be re-admitted.
- The school eligibility policy will be in effect for all dances/parties.

## Student Fees Policy (Board Policy 501.06 and 501.07)

The Board of Education of Kimball Public Schools has adopted this student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The Board realizes some activities may require additional expenditures, which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. *[In other special cases where the parent/guardian requests that the student be exempted from charges, the Superintendent shall determine granting of waivers.]* No fees, specialized or non-specialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

For the purposes of this policy, the following definitions shall apply:

1. Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district;
2. Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary educational institution.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities, including extracurricular music courses;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;
4. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
5. Copies of student files or records as allowed by state statute;
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-after-school or pre-kindergarten services in accordance with state statute;
8. Summer school or night school;

## 9. Breakfast and lunch programs.

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall be provided with a musical instrument of the school's choice. Students may rent school-owned band equipment for \$30 per year if available.

Waivers shall be provided to students who qualify for free or reduced-price lunches for fees, specialized equipment and specialized attire required for participation in extracurricular activities.

The Superintendent shall establish a Student Fee Fund and ensure that funds collected as fees for the following purposes are properly recorded and deposited to it:

- Participation in extracurricular activities;
- Postsecondary education costs;
- Summer school or night school.

The Superintendent shall promulgate regulations outlining the purposes for which fees in these three areas are collected and shall ensure such fees are spent for those purposes.

The Superintendent shall promulgate regulations to be published annually in the student handbook authorizing and governing:

- Any non-specialized clothing required for specified courses and activities;
- Any personal or consumable items a student will be required to furnish for specified activities;
- Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.

The Superintendent shall also promulgate regulations authorizing and governing the following areas:

- All fees to be collected within the nine numbered areas of the third paragraph of this policy;
- Any other types of specialized equipment or attire to be provided by all students in the nine numbered areas of the third paragraph of this policy;

- Procedures and forms for students or parent/guardians to apply for waivers under this policy;
- Deadlines for waivers for all types of fees;
- Procedures [to avoid the direct handling of fees; for the handling of fees] for students receiving postsecondary education credits;
- Procedures for handling of fees related to summer school or night school;
- Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy.

The maximum dollar amount of each fee must be specified as part of the administrative procedures policy.

Public concerns or complaints regarding required fees, attire or equipment shall be addressed under Policy 1001.02, Public Involvement.

This policy will be reviewed and re-adopted annually in August at a regular or special meeting of the board. This shall include a review of the amount of money collected under this policy and the use of waivers as provided by this policy. The policy shall be published in the student handbook provided at no cost to each household.

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

#### **A. Definitions**

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; (3) are not otherwise

required by the district; and (4) any activity that occurs off school property.

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

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

### **1. Guidelines for Clothing Required for Specified Courses and Activities**

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

### **2. Safety Equipment and Attire**

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

### **3. Personal or Consumable Items**

The district will provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

### **4. Materials Required for Course Projects**

The district will provide students with the materials necessary to complete all curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property

of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.

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

Industrial Technology Classes	\$30
Art Classes	\$30
Family and Consumer Science Classes	\$30

## 5. Extracurricular Activities

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. Upon request, the coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

Student activity card <i>Covers admission to all extracurricular events</i>	\$30.00
National Honor Society	\$30.00
Freshman Class Dues	\$30.00
Sophomore Class Dues	\$30.00
Junior Class Dues	\$30.00
Senior Class Dues	\$30.00

Cheerleading, Drill Team, Flag Corps	Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be \$500.00
Football	Students must provide their own football shoes, undergarments, and mouth guards
Golf	Students must provide their own golf shoes, undergarments and clubs
Softball and Baseball	Students must provide their own shoes, gloves, and undergarments
Track, Volleyball, Wrestling a Basketball	Students must provide their own shoes and undergarments
National FFA Organization	Students must purchase their own jackets and pay dues of \$30.00

## 6. Post-Secondary Education Costs

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

## 7. Transportation Costs

The district may charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

The maximum dollar amount of the transportation fee charged by this district shall be \$25.00.

## 8. Copies of Student Files or Records

The district may charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

The district may charge a fee of \$.25 per page for reproduction of student records.

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

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

The maximum dollar amount charged by the district for these services shall be \$100.00.

## 10. Participation in Summer School or Night School

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

The maximum dollar amount charged by the district for summer and night school shall be \$100.00.

## 11. Charges for Food Consumed by Students

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

sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs will be established by the Board of Education.

#### 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. The maximum dollar amount charged will be \$100.00.
Show Choir	Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$200.00

---

#### C. Waiver Policy

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

#### D. Distribution of Policy

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

#### E. Voluntary Contributions to Defray Costs

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs

of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

**F. Student Fee Fund**

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

## **June 2023 Superintendent Report**

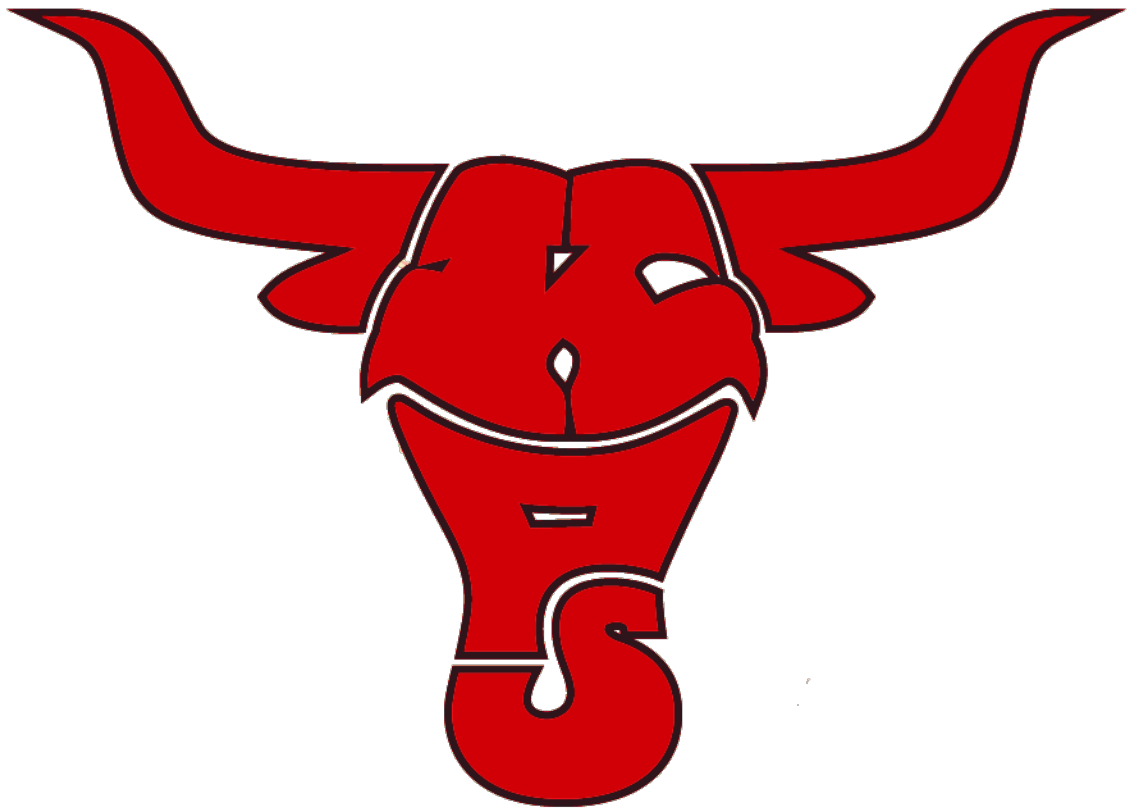
### **- Financial Update –**

- 57.19% of the budget spent; 75% of fiscal year completed. 25% of year remaining and 42.81% of budget unspent.
- Through May 2023, we have spent 57.19% at this point in 2022 52.68%, and in 2021 53.44% had been spent.
- Actual Year-To-Date Expenditures are \$7,144,699.20
- Compared to \$6,005,136.23 last year, \$5,961,277.81 two years ago and \$5,607,353.82 three years ago.
- The current cash balance in the General Fund is \$3,115,260.52.
- In 2022 at this time the balance was \$2,973,217.84, in 2021 the balance was at \$2,840,787.88.

### **- State Aid Certification 2023-24**

- LB 583 was passed this legislative session which voided original state aid calculations from March 1, 2023.
- As a result of LB 583, Kimball Public Schools will receive \$615,620 in state aid for the 2023-24 school year. This compares to \$51,679 in state aid for the 2022-23 fiscal year. This is a \$563,941 increase in state aid for the 2023-24 school year.
- Our certified budget authority for the 2023-24 school year is \$8,983,634. This remains unchanged from the original certification.

# **Kimball Public Schools Staff Handbook 2023-2024**



**The mission of Kimball Public Schools is to educate every student for a lifetime of success.**

**Our vision for Kimball Public Schools is to provide all students with excellent instruction in every classroom that reflects our commitment to ensuring all students learn at high levels.**

## Table of Contents

Accident Report Forms .....	Page 11
Activity Accounts .....	Page 17
Administrative Suggestions .....	Page 17
Alcohol/Drug Use .....	Page 08
Attendance and Punctuality.....	Page 08
Bereavement Leave.....	Page 12
Child Abuse Reporting .....	Page 17
Classified Staff .....	Page 10
Complaint Form Against School Personnel.....	Page 15
Duty Times .....	Page 08
Emergency Leave Bank .....	Page 13
Employee Evaluation.....	Page 08
Ethics, Professionalism & Professional .....	Page 15
Extra Duty Assignments .....	Page 19
Family Medical Leave.....	Page 14
Fire Drills.....	Page 20
Flex Leave and Sick Leave .....	Page 11
General Teaching Supplies.....	Page 18
Health Insurance .....	Page 15
Holidays .....	Page 14
Internet Safety Policy .....	Page 20
Inventories .....	Page 18
Jury Leave .....	Page 13
Keys/Security .....	Page 08
Learning Management Systems.....	Page 16
Leaving the Building .....	Page 08
Legal Notices and Information.....	Page 22
Lesson Plans .....	Page 16
Meal Allowance.....	Page 09
Medical Authorization Form .....	Page 19
Meetings .....	Page 18
Morning, After School and Lunch Supervision .....	Page 19
Multi-Cultural Education.....	Page 18
Open Door Policy/Chain of Command .....	Page 07
Para Professionals.....	Page 10
Paydays .....	Page 14
Positive Behavior intervention & Supports .....	Page 04
Procedures for Substitutes.....	Page 19
Procedures of Substitute Arrangement.....	Page 19
Professional Boundaries.....	Page 30
Professional Growth .....	Page 19
Professional Leave.....	Page 12
Purchasing Supplies or Equipment.....	Page 15
Records and Reports .....	Page 18
Retirement Workshop Leave.....	Page 15
School Foundation Grants .....	Page 19
School Mailboxes and Email.....	Page 09
School Philosophy .....	Page 07
School Security and Safety .....	Page 11
Staff Dress .....	Page 08

Student Attendance.....	Page 17
Student Discipline.....	Page 17
Student Fees.....	Page 20
Student Grading Scale.....	Page 11
Student Progress Reports.....	Page 11
Student Regulations .....	Page 17
Teacher Responsibilities .....	Page 15
Title IX .....	Page 32
Tobacco Usage .....	Page 08
Tornado Take Cover Procedures .....	Page 20
Travel and Transportation.....	Page 09
Weather Days Procedures .....	Page 09
Welcome .....	Page 05
What We Do .....	Page 07



# EXPECTATIONS



Show **RESPECT** for yourself, others, and school property.  
Take **RESPONSIBILITY** for your actions and your choices.  
Make the **EFFORT** to be a good student and citizen.  
Think **SAFETY** for the good of everyone.



## **RESPECT**

- Participate Positively
- Listen to others
- Wait your turn
- Think before you speak
- Use inside/outside voice appropriately

## **RESPONSIBILITY**

- Be on time
- Be honest
- Be prepared
- Be accountable for your actions
- Use your manners
- Clean up after yourself

## **EFFORT**

- Be prepared
- Listen
- Stay on task
- Do your best everyday

## **SAFETY**

- Keep hands and feet to yourself
- Use equipment and school property appropriately
- Walk
- Practice good hygiene

## **Positive Behavior interventions and Supports (PBIS)**

Kimball Jr/Sr High School and Mary Lynch Elementary Schools are PBIS Schools with the established umbrella goals of: **Respect, Responsibility, Effort, and Safety**. Various areas of the school are targeted and positive student expectations are taught and reinforced by the staff. Students are rewarded for meeting these expectations and doing things the correct way.

### **PBIS Overview:**

PBIS has been implemented at both Mary Lynch and Kimball Jr/Sr High School since January, 2013. The staff then used the umbrella goals to come up with desired expectations for the students. These expectations are stated in a positive manner, for example: “students will walk in the hallway” instead of “Do NOT run in the hallway”. There are different and unique expectations for various places in the school such as: classroom, hallway, lunch room, riding the bus...etc. These expectations are taught by all the teachers to all the students in a uniform manner using the same lesson plan. Staff members then reward students (both verbally and tangibly) when students are meeting the desired expectations.

Instead of just focusing on negative behavior, the goal of PBIS is to encourage positive behavior. However, students still receive discipline and consequences for improper behavior. It is a three to five year process to fully implement PBIS, however, schools that have implemented PBIS with fidelity have seen a dramatic reduction in behavior referrals to the office and an increase in student achievement and that is ultimately what KPS is looking for at this time.

The umbrella goals are the same for both buildings, however, implementation is different at Mary Lynch and the high school.

## **WELCOME!**

Whether you are new to Kimball Public Schools, a long-term veteran of our learning team, or in between, this handbook has been prepared to serve as a guide for you in your daily schoolwork. It is not meant to be a complete set of rules or regulations, only to serve as a guide for your efforts. If you have questions that are not answered by this handbook, contact your administrator for clarification.

## **BOARD OF EDUCATION**

Travis Cook – President

Jennifer Griebel - Vice-President

Thomas O'Brien – Secretary

– Treasurer

Kenneth Smith – Member

Lanny Little – Member

## **ADMINISTRATIVE STAFF**

Trevor Anderson – Superintendent

Danielle Reader – Secondary Principal

Amanda Culek – Elementary Principal/Special Education Director

## **DISTRICT DIRECTORS**

Darrell Howitt – Activities Director

Carmela Graves – District Business Manager

Travis Terrill – Technology Director

Danessa Terrill – Food Services Director

Gregg Fossand – District Transportation/Building and Grounds

Waylon Lewis – District Maintenance

Melissa Reich – District Nurse

Samantha Walter – ELL Coordinator

Heidi Chesley – Assessment Coordinator

## **SECONDARY TEACHING STAFF**

Katie Culek – Special Education

Jenna Enevoldsen - Mathematics

Jeri Ferguson – Social Sciences

Kristi Hiles-Smith – Instrumental Music

Jacob Hoffman – Vocal Music

Darrell Howitt – Physical Education

Mark Jefferis - Art

Tiffany Johnson – Special Education

Stephanie Kitchens – Secondary Counselor

Christine Lewis – Spanish

Arlen Mekelburg - Science

Gene Mohr – Industrial Arts

Jamie Murdoch – Librarian/ Media Specialist

Ty Neill - Business

Katherine Robinson – Math

Mary Schutz – Family Consumer Science

Matthew Shoup – Social Science

Virginia Splichal - English Language Arts

Sally Wheeler – Vocational Agriculture

Kathleen Winckler – English Language Arts

Meighan Maronde – Administrative Assistant

Jaclyn Burks – Full Time Substitute

Brittany Cook – Para

Kathleen O'Brien - Para

Tammy Shields – Para

Alvin Koski – Cafeteria

Ursula Risilia - Cafeteria

Brian Henderson – Activity Bus Driver

Donna Kudebeh – Meridian/Life Links/VALTS/ Panhandle Beginnings Bus Driver

### **MARY LYNCH ELEMENTARY STAFF**

Tori Ingram – Pre-Kindergarten

Denelle Klosterman – Kindergarten

Cassady Malm – Kindergarten

Rachel Lashmett – First Grade

Kelli Patterson – First Grade

Mark Head – Second Grade

Melissa Mekelburg – Second Grade

Lani Heeg – Third Grade

Blythe Diamond – Third Grade

Jolie Dorrell – Fourth Grade

Katie Fryda – Fourth Grade

Ben Ferguson – Fifth Grade

Kristina Segreaves – Fifth Grade

Kevin Kilgore – Sixth Grade

Bernie Walker – Sixth Grade

Sarah Lewis – Elementary Counselor

Heidi Chesley – Special Education

Justin Mohr – Special Education

Judy Walker – Title 1

Jacob Hoffman – Vocal Music

Kristi Hiles-Smith – Instrumental Music

Mark Jefferis – Art

Jamie Murdoch – Librarian / Media Specialist

Ty Neill - Keyboarding

Dane Wurdeman – Physical Education

Beth Brown – Speech Pathologist

Deb Bourlier – Administrative Assistant

Connor Cluff – Custodian

William Richards – Custodian

Hannah Acheson - Para

Ashley Barnett – Para

Trista Wurdeman – Para

Julia McGinnis – Para  
Amanda Hargreaves – Para  
Tammara Schlueter – Para  
Ruth Kniceley – Para  
Cyndi Rasmussen – Para  
Marci Muneio - Para

Shawna Allen-Bojorquez – Cafeteria  
Kristina Biberos-Richards – Cafeteria

Lorri Norberg – Bus Route Driver  
Karen Hottell - Bus Route Driver  
Brittany Cook – Bus Route Driver

## **WHAT THE SCHOOL DISTRICT DOES**

Education is the only business of the Kimball Public Schools. Our schools exist and people are hired for the sole purpose of serving students. Therefore, you must realize that the education process is both a service and an obligation to our students, their parents, and the community. This educational process encompasses the efforts of all of our employees.

We listen carefully to our patrons to make sure that we deliver what they need and have come to expect from us. If a student or parent has a problem, we respond quickly and make sure the problem is resolved. Our goal is to deliver a top quality education to students, to help our students use their education to their best advantage, and ultimately, to make sure that the student is prepared to face the challenges of the future. The entire staff, both classified and certified together form a team whose goal and responsibility must be to educate students. The environment for learning must be positive, safe, and conducive to the educational process.

## **EDUCATIONAL PHILOSOPHY OF THE KIMBALL PUBLIC SCHOOL DISTRICT**

The District believes that the Kimball Public Schools should provide the finest administrative, instructional, operating staffs, and physical facilities it can obtain within the limitations of the community's ability and willingness to furnish financial support.

The District believes that it is the responsibility of the schools to provide maximum learning opportunities for children who attend the Kimball Public Schools.

While emphasizing the meeting of individual learners needs in relation to their capabilities and interests, students shall be provided opportunities to obtain the knowledge, experience, and skills that will help them meet their immediate and life-long educational, vocational, and personal needs. It is expected that learners take an active role in this program.

It is the position of the District that students who graduate from the Kimball Schools, whether they choose a vocation or further formal education, will have to satisfactorily complete a basic course of study as outlined in the current Board policy before being awarded a high school diploma.

## **OPEN DOOR POLICY – CHAIN OF COMMAND**

Supervisors and administrators are available to answer questions and resolve issues for staff members as needs arise. All staff members should follow the “Chain of Command,” by speaking with their immediate supervisor, building principal, and finally the superintendent. Resolution at the source closest to the topic is a priority, and scheduling a time to meet with a supervisor is highly encouraged as opposed to “drop in” visits.

## **TOBACCO USE**

The Kimball Public Schools are Tobacco-Free school buildings. The use of any tobacco related product is strictly prohibited on school property and school vehicles at any time, whether school is in session or not.

## **ALCOHOL/DRUG USE**

The use of alcohol or drugs is prohibited on school property or in any school vehicle at any time, whether school is in session or not.

## **DUTY TIMES**

Duty times for all contracted days will be assigned by the building administrator or supervisor. Staff members are to work the assigned times unless otherwise approved by the building administrator or supervisor. Teachers will need to be at school by 7:45 a.m. and may leave at 4:00 p.m.

## **ATTENDANCE AND PUNCTUALITY**

Kimball Public Schools employees are expected to be reliable and punctual. You should report for work on time and as scheduled. If you cannot come to work or you will be late for any reason, you must notify your supervisor as soon as possible. Unplanned absences can disrupt your work and the educational process of the classroom. If you have a poor attendance record or excessive lateness, you may be subject to disciplinary action, up to and including employment termination in accordance to lawful procedures.

## **LEAVING THE BUILDING**

Staff members who desire to leave their assigned building during the school day except during their lunch time will notify the building principal in advance and report their return. Classified staff members are to check out on their time card if they leave work. Staff members who desire to be absent during duty times other than instructional time must receive permission of the building principal in advance.

## **EMPLOYEE EVALUATION**

Kimball Public Schools has a formal teacher evaluation process that will be reviewed at the start of the year with staff by the building principals. In addition, the District requires a yearly evaluation of all classified staff to be conducted in writing and conference by their immediate supervisor. Classified evaluations may impact annual employee pay raises and/or benefits.

## **STAFF DRESS**

Proper appearance is necessary to differentiate teachers from students and promote professionalism in Kimball Public Schools. Check with building principals for specific examples of appropriate dress. Professional shorts may be worn at the discretion of the Superintendent.

- Building principals will determine professional dress.

## **KEYS/SECURITY**

Each teacher is responsible for the security of his/her own classroom. Maximum security is gained by locking the door at night. The teacher must lock windows at night. Rooms with outside entrances need to be double-checked at night. Rooms must be clean and organized.

**When using the buildings after the custodian has locked them or on weekends, you are responsible for all lights, windows, and doors, and locks that you or pupils, under your supervision may have used. Head coaches/sponsors must check doors or assign an assistant for this duty.**

Administration and custodians will retain keys for all locks.

Pupils are not allowed in the building after school hours without faculty supervision. Keys are not to be loaned to students under any circumstances. If you have lost or indefinitely misplaced your keys, contact administration ASAP.

Do not prop open doors for easier access. This is particularly important during school hours as it defeats the purpose of keeping the doors locked while classes are in session.

When you keep students after school, at noon, or in the morning they are your responsibility. Be sure they have proper work to do and that the work is done before they leave and before you leave. Do not leave them for someone else to watch; they are your responsibility. Be sure the students are out of the building before you go home.

### **TRAVEL AND TRANSPORTATION**

Staff members requesting transportation or travel approval for student activities and in-service programs should submit a Request through the Transportation Request Form located on the school website in the menu tab to receive approval. If the trip request is not submitted in a timely manner (i.e. at least two days prior to departure), school transportation cannot be guaranteed for your trip and you will be responsible for your own transportation. In some instances, when approved, if the staff member takes his/her own vehicle, the school district will provide fuel only. If the school owned vehicle you use appears to be damaged, defective, or in need of repair, please notify the Transportation Director.

### **MEAL ALLOWANCE**

When overnight travel is required, the district will use the following meal allowance for staff and students: Breakfast: \$10.00, Lunch: \$10.00, Dinner: \$10.00, Total: \$30/ day. If the hotel has a breakfast included in the rate, the meal allowance for staff and students will be: Breakfast: Included with hotel, Lunch: \$15.00, Dinner: \$15.00, Total: \$30/ day.

### **SCHOOL MAILBOXES AND EMAIL**

Each staff will have a mailbox or location for the delivery of in district or out of district mail. All incoming mail will be distributed in these boxes daily. Each staff member will be assigned an email address and location to access email. Please check your mailbox and email daily for school announcements and other important information. Please do not let things pile up in your mailbox; they are not file or storage areas.

### **PROCEDURES FOR STAFF ON SCHOOL DAYS AFFECTED BY WEATHER**

#### **LATE START BECAUSE OF WEATHER**

Certificated Staff – will report to school in accordance with the established late start time

Paraprofessionals – will be paid only from the time they clock in

Food Service – will be paid only from time they clock in

Office Personnel – will report to school in accordance with the established late start time

Transportation staff – will report in accordance with the established late start time

Custodial Staff – will report to work as directed by the Director of Buildings & Grounds for snow removal and/or other duties

Directors (Transportation, Building & Grounds, Technology, Food Service) – will report to work as directed by the Superintendent

## **EARLY OUT BECAUSE OF WEATHER**

Certificated staff—may leave at the discretion of the superintendent

Paraprofessionals – may leave at discretion of building administrator and will be paid for the time on duty

Food Service – may leave at discretion of Food Service Director and will be paid for time on duty.

Office Personnel – may leave at the discretion of building administrator and will be paid for time on duty

Transportation staff – may leave in accordance with the established release time

Custodial Staff – may leave after building is secured and will be paid for time on duty

Directors (Transportation, Building & Grounds, Technology, Food Service) – may leave as directed by the Superintendent

## **SCHOOL CANCELLED BECAUSE OF WEATHER**

Paraprofessionals– will not be paid

Food service – will not be paid

Custodial Staff – will not be paid unless working

Hourly Secretarial Staff – will not be paid unless working

Bus Drivers – will not be docked wages for day and may be asked to make up time

Certificated Staff – will be paid for the day OR make up time as scheduled

\*If school is cancelled because of weather, ~~PTO or Vacation Hours may not be used~~ hourly classified staff members may use up to three (3) flex days for weather-related cancellations during the school year.

## **CLASSIFIED STAFF**

Classified staff members are very important district employees. They are under the supervision of the building principal and/or departmental supervisor. Staff members who are not a supervisor of a classified staff member are to make work requests for classified personnel through their supervisor or building principal. Secretaries are employed for duties assigned by the administration and should not be asked by teachers to copy materials, make phone calls, or other duties unless approved by the building principal.

School Board Policy 402.01 Classified Staff should be consulted for additional benefits or conditions of employment for classified staff. The information in this employee handbook is not to be considered in any way a contract of employment.

Employees designated as classified staff are considered “at-will” employees and Kimball Public Schools may terminate classified staff employee at any time for any or no reason and with or without advance notice. Terminated employees will receive vacation benefits that have been earned prior to the time of termination.

Depending on the date of separation, the employee may be required to reimburse any used but unearned leave and/or pay the cost of medical insurance for the final month.

## **PARA PROFESSIONALS**

Para Professionals (Paras) are employed by the school district to work directly with students under the direction of the teacher with the educational process. Paras that do not have a minimum of an Associate’s Degree will be required to complete Project Para training in the first 3 months of employment.

## **STUDENT PROGRESS REPORTS**

Students shall receive a progress report at the end of each quarter/grading period. Students, who are doing poorly, and their parents, shall be notified prior to the end of the semester in order to have any opportunity to improve their grade.

## **STUDENT GRADING SCALE**

The official grading scale for students in grades (PreK - 3) will be the following:

Advanced	- 4
Proficient	- 3
Basic	- 2
Below Basic	- 1

The official grading scale for students in grades (4-12) will be the following:

A = 4 = 100% to 93%
B = 3 = 92% to 85%
C = 2 = 84% to 77%
D = 1 = 76% to 70%
F = 0 = 69% and below

The official grading scale for students in grades 9-12 will be a 4.0 scale.

## **ACCIDENT REPORT FORMS**

An accident report form must be completed and submitted to the building principal if an injury or accident occurs to student or staff. The staff member injured or responsible for supervision of the student at the time of the injury is directed to complete in writing an "Accident Report" and submit a copy to the building principal and superintendent's office at their earliest convenience. Accident report forms are available in all offices.

## **SCHOOL SECURITY AND SAFETY**

A handbook on school security and safety procedures (Standard Response Protocol and District Emergency Operations Plan) will be reviewed by the building principal to assist staff in a crisis situation or school security issue. Teachers and classified staff should be aware of these procedures.

## **Flex Leave and Sick Leave**

All personnel shall be entitled to ten (10) days of flex leave each year to be used as sick leave or personal leave. Any flex days not used in the current year can be accumulated up to 60 days in an individual sick leave account. At the beginning of each school year, all personnel will receive a report of the total number of days available.

Personnel will complete leave reports provided by the school. Flex leave used as sick leave may be completed within 2 days after an absence or illness. Flex leave used as personal leave requires a request filed with the building principal three days in advance except in the case of an emergency or special circumstance.

Accumulated individual sick leave days are to be used for medical necessity only and can only be used after flex days have been exhausted. A teacher may not use accumulated sick leave at any time he or she has accrued/ unused flex days. When sick leave is used, it may be taken for personal illness, illness for immediate family members, and medical appointments for the teacher or teacher's immediate family. Immediate family members are defined as spouse, children, parents, and siblings. The school district may ask for, and the teacher must provide, a doctor's report

verifying medical necessity.

Accumulated individual sick days will be used in conjunction with the Family Medical Leave Act.

No more than five (5) staff members may be granted flex leave at any one time. Requests will be granted in the order in which they are received.

No more than two (2) consecutive school days of flex leave may be taken at one time, except for in the case of an emergency, sickness, or special circumstances. No flex leave will be granted for the first day or last day of school where students are present in the building, except for in the case of an emergency, sickness, or special circumstances.

All personnel retiring from the system shall be paid \$50 a day for sick days accumulated up to 60 days providing they have met the Nebraska State Rule of 85 and providing they do not accept an early retirement incentive from the district.

All personnel who have at the end of the current school year unused Flex Leave remaining, the unused Flex Leave will then convert to Sick Leave. After the conversion, any person who has more than 60 accumulated Sick Leave days will be compensated for half of the days over 60 days at the per diem rate of their base. For example, a person who has 64 days at the end the school year will receive a per diem rate of their base multiplied by 2. Base for Classified employees would be their hourly rate of pay. Base for Certificated staff would be the negotiated base rate.

#### **BEREAVEMENT LEAVE**

For teachers this is a negotiated issue and they are encouraged to read the negotiated agreement that contains more relevant information. All Classified employees may be granted bereavement leave at the discretion of the Superintendent.

#### **PROFESSIONAL LEAVE (STAFF)**

Subject to the Superintendent's approval, each teacher shall be permitted two (2) days of paid professional leave each year to attend meetings or workshops that will be of value to the teacher in his/ her assigned area of responsibility. Staff members are expected to report to building administration on the merits of attendance. The District will reimburse the teacher for necessary registration fees and provide school transportation if applicable. The Superintendent may approve professional leave days for a teacher beyond the initial two (2) days.

#### **PROFESSIONAL LEAVE (COACHES/ SPONSORS)**

For coaches and/ or sponsors of Kimball Public Schools activities identified in the negotiated agreement, professional leave will be utilized when an absence is necessary for student attendance at activities and/ or events. These absences will not count towards the two (2) days of paid professional leave. If a coach/ sponsor attends a clinic and/ or state tournament during the school year, the coach/ sponsor may utilize his/ her two (2) days of paid professional leave. Similar to staff meeting or workshop attendance, coaches attending clinics and/ or a state tournament are expected to report to the Activities Director on the merits of attendance. Staff members attending activities and/ or events that are not a coach or sponsor of the activity (as identified by a signed extra duty agreement or grade-level assignment for the current school year) will utilize flex leave for attendance.

## **EMERGENCY LEAVE BANK**

An emergency leave bank is hereby established for the members of the certified bargaining unit, administration, and non-certified staff who elect to belong. Any bargaining unit member, administrator, or non-certified staff member may belong to the bank if he/she agrees to donate two (2) days of his/her flex days to the bank the first year that he/she wishes to participate in the sick leave bank. Membership will be taken the first five working days of the contracted year. At the end of the school year, the days remaining in the sick leave bank will be carried over to the following year. If the balance in the bank on the first day of school is under 200 days, each participating member of the sick leave bank must contribute one (1) flex day. The maximum number of days shall not exceed 300.

Such bank shall make available additional leave days to the employees when an illness or injury creates a serious health condition of a member or member of the employee's immediate family (i.e. spouse, children, parents, and siblings). This leave would occur after the employee has exhausted all accumulated flex days including accumulated individual sick leave days.

The Emergency Leave Bank may not be used for elective surgery. Elective surgery is defined as surgery a patient chooses to have done that is not an emergency. A statement of medical necessity from a physician may be requested in order for catastrophic leave to be granted for a surgery. No employee who is eligible for receiving disability benefits may receive days from the Emergency Leave Bank.

The following process will govern use of the emergency leave bank:

A completed application form to use the sick leave bank will be submitted to the Superintendent. The application will state the purpose and the number of days requested. The Emergency Leave Bank Committee, which shall consist of the Kimball Public Schools Superintendent and the President of the KEA, will review each individual application which shall be submitted on a form mutually agreed upon by the Superintendent and Association. The Emergency Leave Bank Committee reserves the right to approve or deny applications that may contain scenarios not outlined in the Emergency Leave Bank guidelines. The Committee's approval or denial of any Emergency Leave Bank request shall be final and shall not be subject to any grievance procedure or appeal process.

The KEA President and Superintendent's Secretary shall work together to keep an accurate account of total days in the sick leave bank.

## **JURY DUTY LEAVE**

If an employee is required to serve on a jury or called to court on behalf of the school, a dock in pay will not be made. The employee shall return to work as immediately as possible. If a stipend is provided for this service, it shall be turned over to the school. The employee may elect to forfeit school pay and keep the stipend.

## **HOLIDAYS**

The following days are recognized as paid holidays for full-time classified personnel employed and actively working when these days occur.

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Christmas Day

❖ All classified staff employed during the school year shall receive Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day as paid holidays.

## **PAYDAYS**

The Kimball Public School District has 12 standard employee pay periods usually on the 15<sup>th</sup> of every month.

## **FAMILY MEDICAL LEAVE**

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993 (FMLA).

The "leave year" for purposes of the FMLA shall be a "rolling" twelve-month period, measured backward from the date an employee uses any FMLA leave.

Substitution of accrued paid leaves for otherwise unpaid FMLA leaves may be required in the discretion of the Superintendent or the Board.

Employees shall be required to submit medical certifications to support a request for FMLA leave because of a serious health condition, or a sick leave, when such leave is for a duration in excess of five (5) successive days, and in such other cases as deemed appropriate by the Superintendent or the Board based on the nature of the illness or other circumstances surrounding the leave.

Second and third medical opinions may, in the Superintendent or the Board's discretion, be required. Employees shall be required to report periodically, at such times as requested by the Superintendent or the Board, on their intent to return to work from FMLA leaves and other leaves. Employees shall be required to submit a fitness-for-duty certification from their health care provider as a condition of returning to work from a FMLA leave taken because of the employee's serious health condition, or from a sick leave taken by reason of the employee's illness, when such leave was of a duration in excess of five (5) successive days, and upon request of the Superintendent or the Board when such is deemed appropriate by the Superintendent or the Board based upon the nature of the illness or other circumstances surrounding the leave.

An "equivalent position" for FMLA restoration purposes shall, in the case of certificated employees, be any administrative, teaching, or instruction related position for which the employee is qualified by reason of endorsement, college preparation, or experience, or other indicia; in the case of coaching or other similar extracurricular duty assignments, be any extracurricular duty assignment, and in the case of other employees or positions, be in a position with or at equivalent pay, benefits, and working conditions, involving similar or related duties, as determined by the Superintendent or the Board.

## **HEALTH INSURANCE**

Some district personnel receive health insurance benefits, depending upon the position. However, all employees eligible for health insurance benefits whether or not they use those benefits must complete an insurance application form within 30 days of employment indicating their request. Classified employees refer to Policy #402.01.

## **RETIREMENT WORKSHOP LEAVE**

Nebraska School Law 84-511 stipulates that an employee may attend a Pre-retirement Seminar twice after the age of 50. This is leave with pay and shall mean a day off paid by the employer and shall not mean vacation, sick, personal, or compensatory time. However, teachers need to plan ahead. Because of the problems of obtaining substitute teachers, not more than five teachers will be granted personal and/or retirement leave on any one-day. Requests will be granted in the order in which they are received.

## **PURCHASING SUPPLIES OR EQUIPMENT**

Items to be purchased by a staff member will be submitted via a Digital Requisition through WebLink and be approved prior to purchasing. Local businesses will be given consideration for all purchases.

## **COMPLAINT FORM AGAINST SCHOOL PERSONNEL**

This form is available from any school administrator. It outlines the formal procedures followed in the case of a complaint against a school employee.

## **PROFESSIONALISM/PROFESSIONAL ETHICS**

Each teacher is expected to conduct him/herself in a professional manner. The NSEA/KEA is your organization. The school has no policy of your attendance or involvement in your professional organization and the District does not pay professional dues for teachers. It is strongly recommended that each of you stress to your committee chairs to keep you up-dated on all school factors.

Membership and active work in civic and/or church organizations is encouraged. Socializing and fraternizing with school students should be kept within reasonable limits. Use good judgement in behavior and dress. Work to promote good moral standards and conduct among students. Teachers must cooperate with one another. Use proper language and avoid the use of profanity around students. Teachers are ambassadors of good will and should refrain from airing malicious gossip, etc. It is highly unprofessional to talk about school employees, students or school procedures in the classroom or in the community. Be sure that what is said is factual. Teachers need to remember and stress the importance of: Communications, Language, Morale, and Discipline.

Cell phone usage for personal social media, text messaging, phone calls, etc. should be limited to times when students are not present in the classroom so as to not distract from the learning environment. If a situation arises that requires use of a cell phone and/or monitoring of a cell phone for said purposes while students are in the classroom, please make the building principal aware of the situation.

We have many positive teachers. These teachers view the world optimistically even in the worst situations. They tend to be innovators, because they want to make things better and believe they can succeed. To positive people, change is exciting. Even when an idea fails, they look on the bright side. Positive people usually do not need much encouragement from others to maintain this cheery outlook; their positive views come from within.

No teacher shall have visitors during the hours of duty in the school without special permission of the administration. Any teachers approached by such an individual should refer him/her at once to the school office.

The teacher is expected to attend workshops or seminars when requested to do so by the administration. Expenses (registration & meals) shall be paid by the school district when such a request is made. Teachers may at other times attend meetings of their choosing without reimbursement as fulfillment of their professional leave. All teachers are expected to be on time for all meetings unless approved by the building principal.

### **TEACHER RESPONSIBILITIES**

- ❑ Teachers are to be in the building during duty hours unless their absence has been approved by the building principal.
- ❑ Teachers are to provide PROPER supervision of their room at all times and should not leave their room unless an emergency occurs or arrangements have been made with the principal for room supervision.
- ❑ Teachers are to complete the appropriate attendance procedures as specified by the building principal and make the proper corrections if errors are made.
- ❑ Teachers using the building at night, on weekends, or during vacation times are to make sure they turn off all lights and lock all doors when leaving. The OUTSIDE DOORS are especially important and should be checked to make sure they have locked properly.
- ❑ Your room is your responsibility. Teachers should take care to supervise their room appropriately and should see that papers and other trash are removed from the floor before departing for the day. Also make sure that any beverage spills are reported immediately to the office for proper care. Be sure to report any vandalism and attempt to correct the situation. Staff members need to report any custodial problems to the principal.
- ❑ Teachers are to turn in to the office student progress reports, grades, make-up work, and any other materials requested at the requested time. Grades should be update on a weekly basis on the building's computer grade book.
- ❑ Teachers are to remain in the classroom during the full period. Teachers are not to dismiss students before the bell.
- ❑ All guest speakers, field trips, and movies are to be cleared with the principal.
- ❑ Teachers are to be on time for all Staff Meetings, IEP meetings, Committee Meetings, and Assessment meetings unless excused by the principal.
- ❑ Lesson Plans are due as directed by the building principal.
- ❑ Failure to follow responsibilities as specified by the administration may result in verbal or written notification of unacceptable performance.

**LEARNING MANAGEMENT SYSTEMS (LMS)** – Kimball Public Schools utilizes a LMS at each facility to enhance the learning environment for our students. At Mary Lynch Elementary School, Google Classroom is used by staff members and Canvas is used by staff members at the High School.

### **LESSON PLANS--**

Lesson plans are detailed in Planbook and include: essential elements (learning objective, warm up, direct instruction, student practice, and closure). ~~Teachers will follow the Beyond Textbooks calendar as applicable.~~ Substitute lesson plans are clearly written and adequately prepared and provided to the office.

## **CHILD ABUSE – REPORTING**

As required by Nebraska School Laws 28-710 through 28-733, when any school employee has reasonable cause to believe that a child has been subjected to abuse or neglect or observes such child being subjected to conditions or circumstances which reasonably would result in abuse or neglect, he or she shall report such incident or cause a report to be made to the proper law enforcement agency or to the Department of Health and Human Services toll free at 1-800-652-1999. In accordance with Nebraska law, teachers **MUST** report suspected student abuse situations. The "Report for Suspected Student Abuse" may be obtained from the principal or guidance counselor.

## **STUDENT DISCIPLINE**

Staff members are encouraged to handle their own disciplinary problems. Students who fail to exercise their responsibilities to abide by the rules of the school or the classroom may be disciplined for their unacceptable behavior. Disciplinary actions by a teacher may include cleanup activities, exclusion from one class period, detention, additional school work, parental conference, or other actions approved by the building principal. **EDUCATORS ARE CAUTIONED NOT TO USE ANY FORM OF CORPORAL PUNISHMENT.**

If a student is involved in any of the following actions he should be referred to the principal.

- Use of violence
- Damage to property
- Physical Injury
- Fighting / Threats
- Possession of a weapon
- Repeated violation of rules
- Use or possession of alcohol or drugs
- Sexual harassment
- Any activity considered interference with school purpose

## **STUDENT ATTENDANCE**

Even though a record of student attendance and tardiness is kept in the office, teachers are responsible for keeping daily attendance records of their pupils in Infinite Campus. In addition, teachers should follow the attendance guidelines in their building for recording daily attendance with the office.

## **STUDENT REGULATIONS**

Most student regulations are printed in the parent/student handbook issued yearly to each individual student. All staff members will receive a copy and should familiarize themselves with the student regulations. Because of limited space not all student regulations are included in the Parent/Student Handbook. Inquiries on any other regulations should be directed to the principal.

## **ACTIVITY ACCOUNTS**

Class and organization sponsors are responsible for the accounting of the funds in their group's activity account. A monthly receipt and expenditure report will be given to the sponsor of each class or organization. If discrepancies are noticed, the principal should be notified immediately. Sponsors will not be released at the end of the year until he/she has audited the account properly with the Principal's Secretary. Therefore, it is highly recommended that such an auditing process include the class or organization treasurer prior to his being checked out of school at the end of the year.

## **GENERAL TEACHING SUPPLIES**

Teachers needing general teaching supplies such as paper, pencils, pens, and other similar items are to check with the building secretary for those materials. Because of the familiarity the secretaries have of the supply room and the location of various items, it is recommended that staff members ask them for assistance.

## **ADMINISTRATIVE SUGGESTIONS**

- ❑ Be as courteous to your class as you expect them to be with you. Look for things to praise, especially in students who are discipline problems. However, do not tolerate inappropriate actions toward you or other students.
- ❑ Watch your tongue. Humiliating a student by public ridicule or reprimand is generally unproductive.
- ❑ Keep your classroom rules to a minimum and inform students at the beginning of the school year what behavior you expect from them and what grading procedures you will use.
- ❑ Be consistent. When you reprimand a student for an action one day and ignore it the next day you are not sending them a clear message on what is acceptable.
- ❑ Control your temper, especially if your anger would involve inappropriate language.
- ❑ Always be prepared for class starting your instructional process shortly after the bell and using the complete class time for education, as idle time can easily become playtime and create discipline problems for you.
- ❑ Avoid punishing the class for the actions of a few. Not only is this unfair but will create resentment and is not educationally defensible.
- ❑ Don't hesitate to contact parents to praise exceptional performance or when students are having academic or discipline problems. Most parents appreciate comments directly from teachers.
- ❑ Move about your room. Walk among the students communicating with them. Many things can happen if you stay at your desk and grade papers, etc. during class
- ❑ Keep the principal informed when dealing with a problem student. Document in writing incidents and your efforts when dealing with students and parents.

## **RECORDS AND REPORTS**

Teachers are asked periodically to do certain reports and maintain certain records for the normal operation of the school. Please do them correctly and turn them in to the office on time. Your cooperation will greatly increase the efficiency of the operation of the school.

## **MULTI-CULTURAL EDUCATION**

It is the responsibility of all teaching staff members to provide students a program that reflects multi-cultural education in their classroom. They will submit a report at the end of the school year noting their multi-cultural educational activities.

## **MEETINGS**

The building principals will establish regularly scheduled meetings. Other periodic meetings may be scheduled as the need arises. Staff members are expected to attend all IEP meetings, committee meetings, assessment meetings, etc. if requested unless otherwise excused by the building administrator.

## **EXTRA DUTY ASSIGNMENTS**

Teachers may be assigned extra duties at the discretion of the administration. These are assigned annually. Those assignments will be remunerated as stipulated in the negotiated agreement. Other additional assigned duties may or may not have additional remuneration.

## **MORNING, AFTER SCHOOL, RECESS AND LUNCH SUPERVISION**

Teachers may be assigned supervision duties during the lunch period, before and after school, or recess as directed by the building principal.

## **INVENTORIES**

Teachers are required to inventory their classrooms yearly to submit at the end of the school year. Inventory should include textbooks, supplies, equipment, computers, desks, chairs, tables, and reference materials.

## **MEDICAL AUTHORIZATION FORM**

Parents are asked to complete this form granting permission for school personnel to dispense authorized medications or in some instances medical procedures.

## **SCHOOL FOUNDATION GRANTS**

The Kimball Public School Foundation supports many educational activities. Teachers may apply for monetary stipends from the foundation. The Foundation will not provide grants for salaries of personnel.

## **PROFESSIONAL GROWTH**

Nebraska School Law 79-830 requires that all teachers who obtain tenure show evidence of professional growth within a six-year period after becoming tenured. The school district has a policy indicating the procedures for meeting this professional growth requirement.

## **PROCEDURES FOR SUBSTITUTE ARRANGMENT**

- Teachers will call the Principal's secretary or Principal to arrange for a substitute teacher.
- Teachers unable to work should notify the secretary or Principal prior to 7:00 a.m. or as early as possible.
- Teachers who are going to be absent because of a school related activity are to notify the secretary or Principal as soon as they are aware of impending absences.
- Teachers should periodically check their office absentee file to make sure that student class lists, emergency lesson plans, and other pertinent information are in the file.
- Lesson Plans for the substitute teacher should be given to the secretary, principal, or left in the classroom when arranging for the substitute.
- Substitute teachers will be hired for all classes, if at all possible.

## **PROCEDURES FOR SUBSTITUTES**

- Substitutes should report to the office upon arrival at school.
- Substitutes should follow the lesson plans left by the teacher.
- Substitutes should complete the substitute teacher's worksheet and turn it into the office before leaving the building.
- If a substitute has any severe discipline problems with a student, they are requested to notify the Principal as soon as possible during that school day.
- Substitutes are to report to work according to the assigned duties.

## **TORNADO TAKE COVER PROCEDURES**

- Generally, notification to the school will be from the Civil Defense Office
- Method of warning to the staff and students to implement the take-cover procedures will be by intercom and personnel messengers.
- Staff and students should proceed immediately to their assigned take-cover areas.
- Staff members should remember to take their flashlights with them.
- Staff and students should remain in their assigned take-cover areas until instructed to leave shelter by personnel messengers.
- Staff and students should move to their assigned areas single file.

## **FIRE DRILLS**

- Drills will be held in accordance with state fire regulations.
- Established exits to be used by each room will be established.
- Posters are to be placed in each room indicating fire exits to be used.
- Designated staff are to check restrooms and others areas to make sure everyone is evacuated.
- Designate waiting or staging areas away from building and emergency vehicle access.

## **INTERNET SAFETY POLICY**

Staff and students have many opportunities to use the internet, email and other electronic resources as part of their educational tools. When using computers and electronic resources, teachers must be careful to follow district policies and procedures governing the usage. School computers and electronic resources are for the use of staff and students only. Other individuals are not to use school electronic resources unless approved by the administration. Staff members should be familiar with School District Policy 603.08, Internet Safety and Acceptable Use Policy.

## **STUDENT FEES**

The board realizes some activities may require additional expenditures which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. In other special cases where the parent/guardian requests that the student be exempted from charges, the superintendent shall determine granting of waivers. No fees, specialized or non-specialized attire, or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

For the purposes of this policy, the following definitions shall apply:

1. Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district.
2. Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary educational institution.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities, including extracurricular music courses;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;
4. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
5. Copies of student files or records as allowed by state statute;
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-after-school or pre-kindergarten services in accordance with state statute;
8. Summer school or night school;
9. Breakfast and lunch programs.

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall be provided with a musical instrument of the school's choice.

Waivers shall be provided to students who qualify for free or reduced-price lunches for fees, specialized equipment and specialized attire required for participation in extracurricular activities.

The superintendent shall establish a Student Fee Fund and ensure that funds collected as fees for the following purposes are properly recorded and deposited to it:

- . Participation in extracurricular activities;
- . Postsecondary education costs; and
- . Summer school or night school.

The superintendent shall promulgate regulations outlining the purposes for which fees in these three areas are collected and shall ensure such fees are spent for those purposes.

The superintendent shall promulgate regulations to be published annually in the student handbook authorizing and governing:

1. Any non-specialized clothing required for specified courses and activities;
2. Any personal or consumable items a student will be required to furnish for specified activities;
3. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.

The superintendent shall also promulgate regulations authorizing and governing the following areas:

1. All fees to be collected within the nine numbered areas of the third paragraph of this policy;
2. Any other types of specialized equipment or attire to be provided by all students in the nine numbered areas of the third paragraph of this policy;
3. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
4. Deadlines for waivers for all types of fees;
5. Procedures for students receiving postsecondary education credits;

6. Procedures for handling of fees related to summer school or night school;
7. Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy.

The maximum dollar amount of each fee must be specified as part of the administrative procedures policy.

Public concerns or complaints regarding required fees, attire or equipment shall be addressed under Policy 1001.02, Public Involvement.

This policy will be reviewed and re-adopted annually at a regular or special meeting of the board. This shall include a review of the amount of money collected under this policy and the use of waivers as provided by this policy. The policy shall be published in the student handbook provided at no cost to each household.

## LEGAL NOTICES AND INFORMATION

### EQUAL EMPLOYMENT OPPROTUNITY IS THE LAW

Employers Holding Federal Contracts or Subcontracts

It is the policy of the Kimball Public Schools not to discriminate in any of its education programs, activities or employment practices on the basis of ~~sex, age, race, color, national origin, religion, or handicap~~ sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status as required by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, the Federal Rehabilitation Act of 1973, and the Nebraska Equal Educational Opportunity Act in the education programs or activities which it operates.

It is the intent of the Kimball Public Schools to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the Kimball Public Schools.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to Mr. Trevor Anderson, Superintendent, or ~~Mr. Kenneth Smith~~ Mr. Darrell Howitt, Title IX, or ~~Mrs. Jamie Soper~~ Mrs. Amanda Culek, Section 504 Coordinator at Kimball High School.

Sexual harassment of any student or employee by an individual under the jurisdiction of Kimball Public Schools is expressly prohibited as a violation of law and Board policy. Persons determined to have engaged in sexual harassment shall be subject to disciplinary actions. (Full explanation may be found in Board policies.)

In compliance with State and Federal Regulations, Kimball Public Schools are actively seeking handicapped students between the ages of birth to 21 who reside in the Kimball School District. Parents with handicapped children or persons who know of children who may need services may call the superintendent's office.

### ASBESTOS NOTIFICATION

We have prepared an asbestos management plan for each building, a copy of which is maintained at the central district office and also in the administrative office for each major building describing the asbestos plan and the intended response.

Asbestos is dangerous only when it is broken loose from building material into fine, dust-like fibers and inhaled. Assuming the district maintains its operations and maintenance procedures

and, if as asbestos is to be removed or abated, then such removal is done under carefully controlled conditions, the asbestos should not represent a detectable risk to any building occupant. The district implemented its management plan and has conducted a periodic surveillance of all asbestos-containing building materials. This periodic surveillance is conducted to provide a continuous assessment to assure safety conscious management of asbestos-containing materials.

The detailed plan and updated information for each building, or for the entire district, is open to public review and is located in the office of each building. If you have any questions, please contact the district's administration.

### **RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN**

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex or national origin.

In addition to the protection of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal assistance.

### **INDIVIDUALS WITH DISABILITIES**

Section 503 of the Rehabilitation Act of 1973, as amended, prohibits job discrimination because of disability and requires affirmative action to employ and advance in employment qualified individuals with disabilities who, with reasonable accommodation, can perform the essential functions of a job.

### **VIETNAM ERA, SPECIAL DISABLED, RECENTLY SEPARATED, AND OTHER PROTECTED VETERANS**

38 U.S.C. 4212 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, prohibits job discrimination and requires affirmative action to employ and advance in employment qualified Vietnam era veterans, qualified special disabled veterans, recently separated veterans, and other protected veterans.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP). Employment Standards Administration. U.S. Department of labor, 200 Constitution Avenue. N.W. Washington, D.C. 20210 or call (202) 693-0101 or an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

## **PRIVATE EMPLOYMENT, STATE AND LOCAL GOVERNMENTS, EDUCATIONAL INSTITUTIONS.**

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under the following Federal laws:

### **AGE**

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination on the basis of age in hiring, promotion, discharge, compensation, terms, conditions or privileges of employment.

### **DISABILITY**

The Americans with Disabilities Act of 1990, as amended, protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship.

### **SEX DISCRIMINATION (WAGES)**

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended (see above), the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Retaliation against a person who files a charge of discrimination, participates in an investigation, or opposes an unlawful employment practice is prohibited by all of these Federal laws.

If you believe that you have been discriminated against under any of the above laws, you should contact one of the following:

The U.S. Equal Employment Opportunity Commission (EEOC), 1801 I Street. N.W., Washington. D.C 20507 or an EEOC field office by calling toll free (800) 669-4000. For individuals with hearing impairments, EEOC's toll free TDD number is (800) 669-6820.

## **PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINIANICAL ASSISTANCE**

### **INDIVIDUALS WITH DISABILITIES**

Sections 501. 504 and 505 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance in the federal government. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with reasonable accommodation, can perform the essential functions of a job.

If you believe you have been discriminated against in a program of any institution which receives Federal assistance, you should contact immediately the Federal agency providing such assistance.

## **NOTICE OF HEALTH INFORMATION AND PRIVACY PRACTICES**

This Notice of Health Information Privacy Practices explains how the Kimball Public School District 0001 will use and/or disclose your Protected Health Information (PHI) in compliance with the Health Insurance Portability and Accountability Act (HIPAA).

The Federal Health Insurance Portability and Accountability Act (HIPAA) provides as one of its provisions that group health care plans sponsored by employers and all health care providers including physicians, hospitals, labs, pharmacies, etc., must protect the confidentiality of what the law terms “protected health information” (PHI).

Covered entities must safeguard the PHI of individuals and may not release such information to any individual or agency, including the individual’s spouse or other family members, without the written authority of the individual. The provisions of the act become effective on April 14, 2003.

Kimball Public Schools provides our employees with health insurance through the Educators Health Alliance (EHA), underwritten by Blue Cross Blue Shield of Nebraska. Because EHA is a fully insured program, EHA will not seek or maintain any PHI. The only information EHA will receive from Blue Cross Blue Shield of Nebraska will be summative information needed to manage the Plan, to determine appropriate levels of coverage and set premium rates.

Employers are not directly covered by the provisions of the act. However, employers are indirectly covered because it may become necessary from time to time, for the Kimball Public Schools to obtain health information related to the employment policies of the Kimball Public Schools and to comply with state and federal law.

For the Kimball Public Schools to obtain employment related health information about you from a third party, you must provide written authorization for the Kimball Public Schools to do so. The appropriate authorization forms are available from the District’s bookkeeper.

Under what circumstances would the Kimball Public School District need health information?

1. Enrollment of employees in the BCBS health plan, dental and other insurance plans.
2. Accounting for sick leave under the Kimball Public School District’s sick leave policy.
3. Filing worker’s compensation claims for employees injured on the job.
4. Seeking medical certification for short-term or long-term disability insurance eligibility.
5. Medical information necessary for the Kimball Public School District to comply with the Americans with Disability Act.
6. Seeking certification for fitness to return to work after a medical leave of absence or a disability leave.
7. Certification for eligibility of leave as provided for in the Pregnancy Discrimination Act.
8. Medical information necessitated by compliance with OSHA.
9. On other occasions to allow the employer to be assured that the employee is medically capable of performing all the necessary duties required by the Kimball Public Schools.
10. For costing out negotiations proposals affecting coverage and single or marital status.
11. To comply with state and federal law.
12. Other employment related matters.

In order for the employee to be assured of the benefits to which he or she is entitled under the provisions of state or federal law and the policies and negotiated agreement of the Kimball Public School District, it will be necessary for the employee to comply with the request for information

related to these business purposes; and failure to comply with that request, in a timely fashion as set forth in any written request, will result in forfeiture of the benefits at issue.

The Kimball Public School District will not use any health information to discriminate against an employee or his or her spouse or dependents and will confine the use of such information to the specific use for which it is intended. Further, the Kimball Public School District will not provide or share this information with any other party, except for legitimate employment related matter and then only on a need-to-know basis or unless you provide written authorization to release the information to a third party.

All employment related health information will be maintained.

#### Misuse of Protected Health Information

The inappropriate access to or use of PHI is prohibited by federal law and is punishable by fines and in some instances incarceration. Any misuse of PHI by any employee of the Kimball Public School District in violation of federal law or the Kimball Public School District's employment policies jeopardizes the financial interest of the Association and may result in job sanctions, including termination of employment.

#### Sick Leave Forms

In order to protect your personal health information, when reporting sick leave or medical/dental appointments, the employee should provide only the information requested on the form (i.e. doctor appointment) and should refrain from providing any specific medical symptoms unless specifically requested by the Kimball Public School District.

#### Employment Forms

The Kimball Public School District will request personal information regarding insurance coverage, etc. upon initial employment and on those occasions when employment related health information changes, i.e. changing from single to married status.

#### Notification of Injury under Workman's Compensation

A staff member injured on the job shall notify the Kimball Public School District verbally of any injury as soon as practicable, but within the legal requirements of the insurance carrier. That policy and federal law authorizes the Kimball Public School District to disclose that information to the insurance carrier as part of any claim procedure without further authorization from you. The verbal notification is for your convenience, but the Kimball Public School District may require you to complete a written document relating the nature of the accident and injuries.

#### Specific Requests for PHI

Specific request by you or by the Kimball Public School District for your PHI, related to items set forth earlier in this policy, will be in writing and related to the purposes outlined in this policy. An employee will be provided with a copy of any form-requesting PHI. The Kimball Public School District will maintain a copy as part of the employee's employment record.

All information acquired under the provision of this policy will be maintained by the Kimball Public School District as part of the employee's employment record, and a reasonable effort will be made to protect its confidentiality and security.

Questions about this policy may be directed to the Kimball Public School District.

## Your Rights Provided by HIPAA

Rights regarding medical information Kimball Public School District may obtain from you or about you.

### ❖ Right to Inspect and Copy

You have the right to inspect and copy medical information the Kimball Public School District maintains in the course of your employment and related activities, except any information compiled in anticipation of or for use in any civil, criminal, or administrative action or proceeding.

### ❖ Right to Amend

If you think that medical information about you is incorrect or incomplete, you may ask to amend the information. The request must be in writing. The request must identify the specific information to amend and include information stating the reasons you believe the information is inaccurate.

### ❖ Restriction or Confidential Communications

You have a right to request restrictions and confidential communications concerning protected health information. Such restrictions may not be in conflict with the necessary business practices or provisions of law.

### ❖ Right to Accounting of Disclose

The Kimball Public School District has the right to disclose your PHI information acquired in the course of your employment with its management staff, legal counsel, insurance companies, etc., on a business need basis or in order to comply with the law. The Kimball Public School District will not disclose any PHI that is part of your employment record under any other circumstances, including disclosure to other family members, unless the Kimball Public School District receives a written request on a form signed by you identifying what information you wish disclosed and to whom. A copy of any request for disclosure will be maintained in your employment file and is subject to your inspection. The Kimball Public School District is not required to maintain such records longer than six (6) years or to maintain any information about disclosures or disclosure request prior to April 14, 2003.

### ❖ Right to Revocation of Disclosure

If you authorize disclosure of any information, either to the Kimball Public School District and/or to another party, you may revoke that authorization in writing at any time. Revocation of disclosure must be filed with the Kimball Public School District and will be maintained as part of your employment file. However, if the PHI is essential to secure employment benefits, revocation may result in denial of benefits.

### ❖ Complaint Alleging Violation

If you feel that your PHI has been used inappropriately or in violation of this policy you may file a written complaint with the Kimball Public School District or with the US Department of Health and Human Services.

### ❖ Change of Notice of Health Information Privacy Practices

The Kimball Public School District has the right to amend this Notice at any time in the future consistent with law. Until such amendment is made the Kimball Public School District will abide by the terms of this notice.

## **NOTICE CONCERNING COBRA CONTINUATION COVERAGE RIGHTS:**

### **Introduction**

You are receiving this notice because you have recently become covered under the Kimball Public School Blue Cross/Blue Shield health plan. This notice contains important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you and to other members of your family who are covered under the Plan when you would otherwise lose your group health coverage. This notice generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it. This notice gives only a summary of your COBRA continuation coverage rights. For more information about your rights and obligations under the Plan and under federal law, you should either review the Plan's Summary Plan Description or get a copy of the Plan Document from the Plan Administrator.

The Plan Administrator is Carmela Graves. The Plan Administrator is responsible for administering COBRA continuation coverage.

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a "qualifying event." Specific qualifying events are listed later in this notice. COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." A qualified beneficiary is someone who will lose coverage under the Plan because of a qualifying event. Depending on the type of qualifying event, employees, spouses of employees, and dependent children of employees may be qualified beneficiaries. Under the Plan, qualified beneficiaries who elect COBRA continuation must pay for COBRA continuation coverage.

If you are an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because either one of the following qualifying events happens:

1. Your hours of employment are reduced, or
2. Your employment ends for any reason other than your gross misconduct

If you are the spouse of an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because any of the following qualifying events happens:

1. Your spouse dies;
2. Your spouse's hours of employment are reduced;
3. Your spouse's employment ends for any reason other than his or her gross misconduct;
4. Your spouse becomes enrolled in Medicare (Part A, Part B, or both); or
5. You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because any of the following qualifying events happens:

1. The parent-employee dies;
2. The parent-employee's hours of employment are reduced;
3. The parent-employee's employment ends for any reason other than his/her gross misconduct;
4. The parent-employee becomes enrolled in Medicare (Part A, Part B, or both);
5. The parents become divorced or legally separated; or
6. The child stops being eligible for coverage under the plan as a "dependent child."

Sometimes, filing a proceeding in bankruptcy under Title 11 of the United States Code can be a qualifying event. If a proceeding in bankruptcy is filed with respect to the employer and that bankruptcy results in the loss of coverage of any retired employee covered under the Plan, the retired employee is a qualified beneficiary with respect to the bankruptcy. The retired employee's spouse, surviving spouse, and dependent children will also be qualified beneficiaries if bankruptcy results in the loss of their coverage under the Plan.

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee, commencement of a proceeding in bankruptcy with respect to the employer to the extent retiree health coverage is provided, or enrollment of the employee in Medicare (Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event within 30 days of any of these events.

For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator. The Plan requires you to notify the Plan Administrator within 60 days after the qualifying event occurs. You must send this notice to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. For each qualified beneficiary who elects COBRA continuation coverage, COBRA continuation coverage will begin on the date of the qualifying event.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, enrollment of the employee in Medicare (Part A, Part B, or both), your divorce or legal separation, or a dependent child losing eligibility as a dependent child, COBRA continuation coverage lasts for up to 36 months.

When the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage lasts for up to 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

#### **Disability extension of 11-month period of continuation coverage**

If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled at any time during the first 60 days of COBRA continuation coverage and you notify the Plan Administrator in a timely fashion, you and your entire family can receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. You must make sure that the Plan Administrator is notified of the Social Security Administration's determination within 60 days of the date of the determination and before the end of the 18-month period of COBRA continuation coverage. This notice should be sent to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

#### **Second qualifying event extension of 18-month period of continuation coverage**

If your family experiences another qualifying event while receiving COBRA continuation coverage, the spouse and dependent children in your family can get additional months of COBRA continuation coverage, up to a maximum of 36 months. This extension is available to the spouse and dependent children if the former employee dies, enrolls in Medicare (Part A, Part B, or both),

or gets divorced or legally separated. The extension is also available to a dependent child when that child stops being eligible under the Plan as a dependent child. In all of these cases, you must make sure that the Plan Administrator is notified of the second qualifying event within 60 days of the second qualifying event. This notice must be sent to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

### **If You Have Questions**

If you have questions about your COBRA continuation coverage, you should contact the Superintendent or Plan Administrator or you may contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA).

### **Keep Your Plan Informed of Address Changes**

In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

### **Notice of Nondiscrimination**

The Kimball Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Trevor Anderson, Superintendent of Schools, 901 S. Nadine Kimball, NE 69145 (308) 235-2188. [tanderson@kpslonghorns.org](mailto:tanderson@kpslonghorns.org)

Employees and Others: Trevor Anderson, Superintendent of Schools, 901 S. Nadine Kimball, NE 69145 (308) 235-2188. [tanderson@kpslonghorns.org](mailto:tanderson@kpslonghorns.org)

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

### ***Formal Complaint Procedures***

The Kimball Public Schools Board of Education shall have in place forms and formal procedures to be implemented for any individual to use in the event that he or she individually or as a representative of a group/organization feels that he/she has been aggrieved in some manner, and that attempts to resolve the matter through other means have not reached satisfactory results.

### ***Professional Boundaries Between Employees and Students***

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework,

class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school--related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).

- Engaging in social-networking friendships with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend or follow students on any social networking site.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance - verbal, written, or physical - towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.
- Discussing alcohol, tobacco or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.
- "Grooming," which includes building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District. A staff member seeking an exception must receive advance approval from his or her administrator. If a staff member is unable to communicate with an administrator in advance (such as in the event of an emergency), the staff member must notify the administrator as soon as possible, but not later than 24 hours immediately following the event. Any person who suspects a District employee of engaging in any prohibited conduct under this policy, including grooming, should contact the Superintendent as soon as practical.

An employee who violates this policy may face discipline, up to and including termination of employment, and may be referred to the appropriate certification or credentialing agencies for further discipline.

A violation of this policy will result in referral to the Department of Health and Human Services, law enforcement, or both.

## **TITLE IX POLICY ACTION PLAN**

The Kimball Public School District does not discriminate on the basis of sex in any educational program or activity that it operates. The District is required by Title IX (20 U.S.C. § 1681) and 34 CFR Part 106 not to discriminate in such a manner. This requirement not to discriminate also applies to admission and employment. Any inquiries about the application of Title IX may be referred to the District Title IX Coordinator, to the Assistant Secretary of the Office of Civil Rights, or both.

Darrell Howitt, Title IX Coordinator  
901 South Nadine St  
Kimball, NE 69145  
dhowitt@kpslonghorns.org  
(308)235-4861

For information regarding the Kimball Public School District procedure for complaints of sexual harassment including the complaint process, how to file a report or a complaint of sexual harassment, how to file a formal complaint of sexual harassment, and how the District will respond to such complaints see Board Policy 501.15.1 located at [kpslonghorns.org](http://kpslonghorns.org).

# KIMBALL PUBLIC SCHOOLS

## STAFF HANDBOOK

### ACKNOWLEDGEMENT

OF

### RECEIPT AND COMPLIANCE

This is to acknowledge that I have received a copy of the Kimball Public Schools 2023-24 STAFF EMPLOYEE HANDBOOK. I will familiarize myself with the material in the handbook and my personal conduct will be governed by its contents. I further understand that the Kimball Public Schools may change, rescind, or add to any policies, benefits, or practices described in this handbook with or without prior notice.

Anything not included within this classified handbook is board policy, administrative regulation, or management prerogative.

***PLEASE RETURN THIS PAGE TO THE OFFICE OF SUPERINTENDENT WITHIN FIVE DAYS***

Employee's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Printed Name \_\_\_\_\_

# Kimball Public Schools

## Kimball Public Schools

### Assessment Director Job Description

It is the policy of Kimball Public Schools to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Superintendent.

- A. **Job Title:** Assessment Director
- B. **Department:** Administration
- C. **Education Level and Certification:** A Bachelor's Degree or higher required, in addition to all other required or assigned certification and training; Masters degree or higher preferred. Must at all times of employment possess a Nebraska Administrative and Supervisory Certificate with such endorsements as required by NDE Rule 10.
- D. **Reports to:** Building Principal(s)
- E. **Qualifications:** Knowledge and expertise about assessment in the state of Nebraska. Administrative and management skills pertaining to personnel. Effective time management and ability to work alone at times or with other personnel. Facilitator of intellectual and professional development of teachers. Exhibit ability to work with staff, students, parents, and general public in a positive, friendly, and personable manner.
- F. **Essential Job Functions:** The primary responsibility of the assessment coordinator is to disseminate information pertaining to assessment from the Nebraska Department of Education to appropriate staff members, provide professional development to teachers, develop assessments and compile data. Other responsibilities are as follows (Additional duties as directed by the Building Principal(s)):
  - 1. Coordinate the school's professional development calendar in conjunction with the building principals to allot for time for assessment data and review sessions with district staff members.
  - 2. Plan, develop, and coordinate schedule of assessments for PK-12 at district facilities.
  - 3. Analyze, compile, and present assessment data to PK-12 staff members identifying strengths and gaps in the existing curriculum.
  - 4. Assist staff members with gathering, examination, and analysis of data to identify areas of strengths and gaps in the existing curriculum for teachers or groups of teachers.
  - 5. Keep current on assessment trends and potential impacts for school district.

## **Kimball Public Schools**

6. Communicate testing accommodations for special education students to appropriate personnel at the Nebraska Department of Education by state mandated deadlines.
7. Perform any other duties that may be assigned by the Building Principal(s).

**G. Terms of Employment:** Salary and work year to be determined annually.

DRAFT

# PROPOSED

## Kimball Public Schools

### 2023-2024 Fees Schedule

#### MEAL FEES

Breakfast	K-6	\$ <u>2.00</u> 1.90
	7-12	\$ <u>2.25</u> 2.15
	Reduced	\$ .30
Lunch	Adult	\$ <u>2.70</u> 2.60
	K-6	\$ <u>3.00</u> 2.90
	7-12	\$ <u>3.25</u> 3.15
	Reduced	\$ .40
Summer Breakfast	Adult	\$ <u>3.85</u> 3.75
	18 & under	FREE
Summer Lunch	Adult	\$ 2.75
	18 & under	FREE
After School Program	Adult	\$ 5.00
	K-12	FREE

#### ATHLETIC PASSES

KPS Student (K-12) (KPS students will be admitted free with pass)	\$ FREE
One Adult	\$ 50.00
Two Adults	\$ 75.00

Senior Adult Lifetime Passes are free to those 62 & over that request one.

#### Activity Admission Prices

High School - Adult	\$ 5.00
Student	\$ 4.00
Junior High - Adult	\$ 4.00
Student	\$ 3.00

## Policy 1001.02

### COMMUNITY RELATIONS

1001.02

#### Parental Involvement in Education

Pursuant to LB 1161, it shall be the policy of the Kimball Public Schools to involve parents in the schools while acknowledging the rights of parents to have access to the schools, and information about testing, curriculum, programs, and their own child.

To the extent practical, Kimball Public Schools provides accessibility and opportunities for the participation of parents with disabilities, limited English proficiency, and migratory children, including providing information and reports in a manner, format, and language that such parents can use and understand.

The Kimball Schools shall seek to involve and inform parents in ways, such as but not limited to, the following:

- Scheduled parent-teacher conferences.
- Serving on strategic planning committees.
- Serving on classroom or other topical committees.
- Sponsoring and inviting parents to special educational seminars/presentations.
- Encouraging parental visits in school.
- Opening our school to parents to attend school activities and having special recognition nights for parents.
- Using parents to help sponsor on class trips or activities.
- Including parent contact as part of teacher evaluation.
- Publish annually a report to parents & patrons.

In addition, the district acknowledges certain rights parents/guardians shall have relative to accessing information regarding the school, its materials, its curriculum, testing data, and the parent/guardian's individual child's performance and records. These rights shall be as follows:

1. As provided by federal law, parents may access all records pertaining to their children who are under the age of 18. For children who are over the age of 18, access may be with the agreement of the student.
2. Parents may check out for a period of 14 days copies of available textbooks used in the curriculum of the Kimball Public Schools. Such books must be returned in substantially the same condition as when they were borrowed. If books are damaged or damaged beyond use, the cost for repairs or new replacement shall be assessed.
3. Parents may review curriculum documents, media materials, and other such materials during the regular working hours. Notice of five working days to provide such materials for

- review shall be required. Board of Education Policy shall govern complaints relative to the appropriateness of instructional materials, and procedures and forms for parents to request the reconsideration of instructional or media materials will be provided.
4. Upon written request, within three days, submitted to the building principal by the parent/guardian, children shall be excused from specific surveys, standardized testing, instructional sessions, or other school experiences which the parent or guardian finds as objectionable. The request shall include the reason or reasons the parent or guardian finds the material to be objectionable. An alternative lesson or assignment may be provided in appropriate situations where a child would be excused from a specific instructional session, or survey, or standardized test.
  5. Parents may upon any reasonable advanced written request, upon a school provided form, attend and monitor courses, assemblies, counseling sessions, and other instructional activities, unless such attendance would substantially interfere with a legitimate school interest.
  6. A standardized testing program to meet requirements of state standards and assessments is established for the district. School wide results of the standardized testing programs are part of the annual report to parents and patrons. In addition, a parent report is provided to the student's parent/guardian which provides the individual student profile and data as to the student's test performance. Test data is also recorded in the student's cumulative record. Upon request by the parent/guardian, the district will provide a time and date upon which a parent may review a sample of the test.
  7. This policy shall be adopted following a formal public hearing and reviewed on an annual basis and either altered or reaffirmed by the board following a public hearing.

Ref LB 1161 -- State Statute

Adopted: August 11, 2003  
Reviewed: June 12, 2017  
June 11, 2018  
June 10, 2019  
June 8, 2020  
June 14, 2021  
June 13, 2022

## **STUDENT ACTIVITIES**

### **Student Fees**

The board realizes some activities may require additional expenditures which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. (In other special cases where the parent/guardian requests that the student be exempted from charges, the superintendent shall determine granting of waivers.) No fees, specialized or nonspecialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

For the purposes of this policy, the following definitions shall apply:

1. Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district;
2. Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary educational institution.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities, including extracurricular music courses;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;
4. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
5. Copies of student files or records as allowed by state statute;
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-after-school or pre-kindergarten services in accordance with state statute;
8. Summer school or night school;
9. Breakfast and lunch programs.

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall be provided with a musical instrument of the school's choice.

Waivers shall be provided to students who qualify for free or reduced-price lunches for fees, specialized equipment and specialized attire required for participation in extracurricular activities.

The superintendent may establish a Student Fee Fund and ensure that funds collected as fees for the following purposes are properly recorded and deposited to it:

- . Participation in extracurricular activities;
- . Postsecondary education costs; and
- . Summer school or night school.

The superintendent shall promulgate regulations outlining the purposes for which fees in these three areas are collected and shall ensure such fees are spent for those purposes.

The superintendent shall promulgate regulations to be published annually in the student handbook authorizing and governing:

1. Any nonspecialized clothing required for specified courses and activities;
2. Any personal or consumable items a student will be required to furnish for specified activities; and
3. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.

The superintendent shall also promulgate regulations authorizing and governing the following areas:

1. All fees to be collected within the nine numbered areas of the third paragraph of this policy;
2. Any other types of specialized equipment or attire to be provided by all students in the nine numbered areas of the third paragraph of this policy;
3. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
4. Deadlines for waivers for all types of fees;
5. Procedures for the handling of fees for students receiving postsecondary education credits;
6. Procedures for handling of fees related to summer school or night school;
7. Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy.

The maximum dollar amount of each fee must be specified as part of the administrative procedures policy.

Public concerns or complaints regarding required fees, attire or equipment shall be addressed under Policy 1001.02, Public Involvement.

This policy will be reviewed and re-adopted annually at a regular or special meeting of the board. This shall include a review of the amount of money collected under this policy and the use of waivers as provided by this policy. The policy shall be published in the student handbook provided at no cost to each household.

Adopted: September 13, 2004  
Reviewed: June 12, 2017  
          June 11, 2018  
Amended: June 10, 2019  
Reviewed: June 8, 2020  
          June 14, 2021  
          June 13, 2022

## **STUDENT ACTIVITIES**

### **Administrative Procedures For Student Fees**

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

#### **A. Definitions.**

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

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

##### **1. Guidelines for Clothing Required for Specified Courses and Activities.**

Students are responsible for complying with the district’s grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

##### **2. Safety Equipment and Attire.**

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

**3. Personal or Consumable Items.**

The district will provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

**4. Materials Required for Course Projects.**

The district will provide students with the materials necessary to complete all curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.

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

- |                                       |         |
|---------------------------------------|---------|
| ▪ Industrial Technology Classes       | \$30.00 |
| ▪ Art Classes                         | \$30.00 |
| ▪ Family and Consumer Science Classes | \$30.00 |

**5. Extracurricular Activities.**

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. Upon request, 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:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>▪ Student activity card<br/><i>Covers admission to all extracurricular events</i></li> </ul> | <p>\$30.00</p>  |
| <ul style="list-style-type: none"> <li>▪ National Honor Society</li> </ul>  | <p>\$30.00</p>  |
| <ul style="list-style-type: none"> <li>▪ Freshman Class Dues</li> </ul>   | <p>\$30.00</p>  |
| <ul style="list-style-type: none"> <li>▪ Sophomore Class Dues</li> </ul>  | <p>\$30.00</p>  |
| <ul style="list-style-type: none"> <li>▪ Junior Class Dues</li> </ul>   | <p>\$30.00</p>  |
| <ul style="list-style-type: none"> <li>▪ Senior Class Dues</li> </ul>   | <p>\$30.00</p>  |
| <ul style="list-style-type: none"> <li>▪ Cheerleading, Drill Team, Flag Corps</li> </ul>  | <p>Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be \$500.00.</p> |
| <ul style="list-style-type: none"> <li>▪ Football</li> </ul>  | <p>students must provide their own football shoes, undergarments, and mouth guards</p>  |
| <ul style="list-style-type: none"> <li>▪ Golf</li> </ul>  | <p>students must provide their own golf shoes, undergarments, and clubs</p>   |
| <ul style="list-style-type: none"> <li>▪ Softball and Baseball</li> </ul>   | <p>students must provide their own shoes, gloves, and undergarments</p>   |
| <ul style="list-style-type: none"> <li>▪ Track, Volleyball, Wrestling and Basketball</li> </ul>                                     | <p>students must provide their own shoes and undergarments</p>  |
| <ul style="list-style-type: none"> <li>▪ Future Farmers of America</li> </ul>   | <p>student must purchase their own jackets and pay dues of \$15.00</p>  |

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

Some students enroll in postsecondary courses while still enrolled in the district’s high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge

Administrative Procedures For Student Fees

for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

**7. Transportation Costs.**

The district may charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

The maximum dollar amount of the transportation fee charged by this district shall be \$25.00.

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

The district may charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

The district may charge a fee of \$.10 per page for reproduction of student records.

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

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

The maximum dollar amount charged by the district for these services shall be \$100.00.

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

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

The maximum dollar amount charged by the district for summer and night school shall be \$100.00.

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

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

The maximum dollar amount charged by the district for the breakfast and lunch programs will be established by the Board of Education.

## **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. The maximum dollar amount charged will be \$100.00.
- Swing Choir Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$200.00

## **C. Waiver Policy.**

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

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

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

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

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff

members of the district are directed to clearly communicate that fact to students, parents and patrons.

**F. Student Fee Fund.**

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

**KIMBALL PUBLIC SCHOOLS**  
**Student Fee Waiver Application**

The Kimball Public School District will waive certain fees for students who qualify for free and reduced lunches under the income guidelines of the United States Department of Agriculture. If you would like the school district to waive specific student fees for your child, you must fill this form out in its entirety and submit it, along with any required documentation, to the office of the Superintendent of Schools.

Part 1: Name of the child on whose behalf you are requesting a fee waiver:

---

Part 2: Specific fee(s) for which you are requesting a waiver:

---

Part 3: Eligibility. Select ONE of the following:

- a.  Check here if your child is eligible for fee waivers because he or she is a foster child. Please attach official documentation from the agency sponsoring the child.
- b.  Check here if your child is eligible for fee waivers because you receive Food Stamps, FDPIR or TANF for the child.

**Please attach a copy of one of the following:**

- A Food Stamp, FDPIR or TANF Certification Notice that shows dates of certification
- A letter from Food Stamp or Welfare Office confirming your receipt of Food Stamps, FDPIR or TANF
- An ATP (Authorization to Participate) card with an expiration date. Do not send your EBT card.

- c.  Check here if you are claiming your child is eligible because your household income is less than 180% of poverty level, please check here.

Please complete the following:

(Everyone in your household)	Last month=s income and how often it was received Example: \$100/monthly \$100/twice a month \$100/every other week				Check if no income
	Earnings from work before deductions	Welfare, child support, alimony	Pensions, retirement, Social Security	Other	
	_____/_____ _____	_____/_____ _____	_____/_____ _____	_____/_____ _____	
	_____/_____ _____	_____/_____ _____	_____/_____ _____	_____/_____ _____	G
	_____/_____ _____	_____/_____ _____	_____/_____ _____	_____/_____ _____	G
	_____/_____ _____	_____/_____ _____	_____/_____ _____	_____/_____ _____	G
	_____/_____ _____	_____/_____ _____	_____/_____ _____	_____/_____ _____	G
	\$/_____/_____ _____	\$/_____/_____ _____	\$/_____/_____ _____	\$/_____/_____ _____	G

Please attach documents verifying the amount of money your household received last month from each source. The documents you provide must show the **name** of the person who received the income, the **date** it was received, **how much** was received and **how often** it was received.

**Acceptable documentation includes:**

**Jobs:** current paycheck stub or pay envelope that shows how often pay is received; letter from employer stating gross wages and how often they are paid; or business or farming papers, such as a ledger or tax books.

**Social Security, Pensions, or Retirement:** A notice of eligibility from state employment security office, check stub, or letter from Workers= Compensation Court.

**Welfare Payments:** A benefit letter from a welfare agency.

**Child Support or Alimony:** A court decree, agreement, or copies of checks received.

**Other income (such as rental income):** Information that shows the amount of income received, how often it is received, and the date received.

**No income:** A brief note explaining how you provide food, clothing and housing for your household and when you expect an income.

**Part 4. Signature and verification**

An adult household member must sign this application.

**PLEASE READ THIS CERTIFICATION BEFORE SIGNING:**

I certify that all information on this application is true and that all income is reported. By my signature on this document, I give school authorities permission to disclose my child=s eligibility for fee waivers to school personnel as necessary to effect the fee waiver. I understand that any clothing, equipment, or other materials used by my child during his or her participation in the activity for which student fees have been waived are and will remain the property of the school district.

Sign Here

Date:

Adopted: December 19, 2005

Reviewed: June 12, 2017

June 11, 2018

Amended: June 10, 2019

Page 10 of 9

Policy 501.07

Student Fees

Reviewed: June 08, 2020

June 14, 2021

June 13, 2022

Student Discipline

Anti-Bullying Policy

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The school district shall review the anti-bullying policy annually.

**Legal Reference:**     Laws 2008, LB 205  
                              Student Discipline Act, Neb. Rev. Stat. ' ' 79-254 to 79-296  
                              NDE February 2003 State Board Action; Reaffirmed December 2005

Adopted:     08-11-2008  
Reviewed:    06-12-2017  
               03-12-2018  
               06-11-2018  
               06-10-2019  
               06-08-2020  
               06-14-2021  
               06-13-2022

**Policy 602.01**

**ALTERNATE PROGRAMS**

**602.01**

**MULTI-CULTURAL EDUCATION PROGRAM**

It shall be the policy of the Kimball Public Schools, in compliance with such legal authority by way of the following policy:

- (1) Statement of the philosophy or mission of the district Multi-Cultural Education Program.

It is the philosophy of the district as well as the mission of the district to provide learning experiences for students to obtain knowledge about and respect for the diversity and commonalities of the cultures, histories, and contributions of African Americans, Hispanic Americans, Native Americans, and Asian Americans and to adequately stress the contributions of all ethnic groups.

- (2) Development of district program goals.

It shall be the duty of the Superintendent of Schools or his or her designee to develop program goals reflecting multi-cultural education at the local level. Generally such goals shall include, but not be limited to, infusing into all subject areas of the core curriculum in grades K-12, appropriate informational items and activities which will provide learning experiences for students in accordance with the statement of philosophy and mission of the district's Multi-Cultural Education Program Policy.

It shall further be the policy of the district to include informational items in the core curriculum when educationally appropriate and when such inclusion would not cause an inappropriate deviation from the particular discipline being taught, studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans, and all ethnic groups. Such inclusion shall place special emphasis on human relations and sensitivity toward all races as it relates to language arts, social science, science, mathematics, vocational education, foreign language, visual and performing arts, and personal health and physical fitness.

It shall further be the policy of the Board to direct the administrator to use such methodologies and personnel as the administrator or his or her designee deems appropriate to develop a district program at the local level with due regard for the need to present knowledge about cultures, histories, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans, and all ethnic groups to the local district as well as to the State of Nebraska and the various disciplines of the core curriculum.

On or before November 1, 1995 and annually thereafter, the Superintendent of Schools shall further present evidence in a form prescribed by the Nebraska Department of Education that multi-cultural education is being taught to students in accordance with this policy. A copy of this report shall be presented to the Board of Education as evidence the district is teaching multi-cultural education as provided by this policy.

The Superintendent of Schools shall periodically, as deemed appropriate by the Superintendent of Schools, provide staff development for the administrative staff, the teaching staff and the support staff of the district. Such staff development shall be consistent and congruent with this policy and shall have as its objective enabling such staff to develop an effective multi-cultural education program in the district.

The Superintendent of Schools shall designate a staff committee on terms as the Superintendent may determine for selecting appropriate materials for meeting the purpose of this policy. The process for selecting appropriate materials shall be as deemed appropriate by the staff committee, which shall be charged by the Superintendent of Schools with rendering to the Superintendent of School's periodic reports as to the selection of such materials as well as a periodic assessment of the district's Multi-Cultural Education Program as defined by this policy. (Exhibit "A").

It shall be the policy of the district to further designate local community members to work in concert with the staff committee and the administration in the development, implementation, and assessment phases of the multi-cultural education plan of the district as described in this policy. Staff and community representatives in this process shall include such cultural diversity of the district as may exist, if any. It shall not be the policy of the district concerning the local development, implementation, and assessment of the multi-cultural education plan to be obliged to rely on any representatives from outside of the district. However, nothing in this policy shall prohibit the Superintendent of Schools from seeking out such representatives, if in his or her sole discretion, such representatives would be of benefit to the district in the development, implementation, and periodic assessment of the multi-cultural education plan of the district.

The incorporation of multi-cultural education into the core curriculum of the district in grades K-12 shall have taken place on or before the last day of the 1994-95 school year and shall continue thereafter.



InstructionAssessments—Academic Content Standards

The Board of Education may vote to adopt the academic content standards recommended by the State Board of Education (“State Board”).

If the Board of Education does not affirmatively vote to adopt an academic content standard recommended by the State Board, then the Board of Education will adopt a standard equal to or excess in rigor of the standard recommended by the State Board.

The administration shall be responsible for implementing assessments on the state standards in accordance with the procedures established by the State Board and the Department of Education, including conducting assessments in the same subject areas and the same grade levels as established in the state standards, and the reporting of scores and sub-scores.

This policy does not supersede the existing standards adopted by the Board of Education except as set forth herein.

Legal Reference: Neb. Rev. Stat. §§ 79-760 to 79-760.05

Adopted: August 10, 2009

Reviewed: June 12, 2017

Revised: June 11, 2018

Reviewed: June 10, 2019

June 08, 2020

Revised: June 14, 2021

Reviewed: June 13, 2022

## Multi-Cultural Report 2022-2023

This report shall serve as evidence that the Kimball Public School district is teaching multi-cultural education as provided by the KPS Board Policy 602.01. Each teacher in the district has provided a Report of Multi-Cultural Education Program Event which documents how multi-cultural education was infused into curriculum in their classroom. These reports are maintained by each building principal and can be viewed upon request.

A handwritten signature in black ink, appearing to read 'T. Anderson', with a long horizontal flourish extending to the right.

Trevor Anderson  
Superintendent, Kimball Public Schools

StudentsStudent AttendanceAttendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

A. Attendance and Absences.

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.
  - a. School Excused. Any of the following circumstances that lead to an absence will be identified as a *School Excused* absence, provided the required attendance procedures have been followed:
    - (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension.
    - (2) Other absences as determined by the principal or the principal's designee.
  - b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:
    - (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.
    - (2) Other absences are those in which the parent has not communicated a reason for the student's absence.

2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office.

District student/ parent handbooks will outline procedures governing make up work from an absence at each district facility.

3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in Kimball Public Schools or resides in the

Kimball Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the

child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

4. Reporting and Responding to Excessive Absenteeism. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."
5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a semester shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:
  - a. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and
  - b. One or more meetings between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:
    - (i) The physical, mental, or behavioral health of the child.
    - (ii) Educational counseling;
    - (iii) Educational evaluation;

- (iv) Referral to community agencies for economic services;
- (v) Family or individual counseling; and
- (vi) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child’s attendance records.

6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child’s family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Legal Reference: Neb. Rev. Stat. ' ' 79-201 and 79-209

Adopted: February 11, 2002  
 Revised: July 14, 2014  
 Amended: October 12, 2020  
 Revised: June 14, 2021  
 July 12, 2021

## CLASSIFIED PERSONNEL

### Classified Personnel

The primary role of classified personnel is to support and enhance the efforts of the certificated staff. The board of education provides for the following classified employees:

1. Transportation personnel
2. Clerical personnel
3. Custodial personnel
4. Food service personnel
5. Teacher Assistants

The number of employees in each supportive area shall be determined by the superintendent, with the assistance of his staff, who shall make recommendations to the board for approval.

All non-certificated employees are at will employees and all are positions and assignments which do not legally require an endorsement or certificate from the Nebraska Department of Education are on an at will basis. Nothing in board policy or administrative practices shall be intended to create or be a contract between the school district and the non-certificated employee.

The school district has the right to re-assign or terminate non-certificated employees at any time without cause, without prior disciplinary action, irrespective of the lack of any evaluation or the presence of any prior evaluation.

#### ■ Full –Time Employees

A full-time classified employee is one who works a minimum of 35 hours per week for twelve months per year at the same position.

#### ■ Employment

The employment of capable persons shall be the responsibility of the superintendent or his designee, who shall also be responsible for orientation, supervision, evaluation, retention, or release of classified personnel. Release of classified personnel should be done with two weeks notice from the superintendent or his/her designee.

#### ■ Condition of Employment

Classified employees are subject to all applicable policies of the board and the administrative rules and regulations that may apply.

No acts of discrimination in hiring practices shall be made because of race, color, creed, religion, national origin, sex, or marital status. Assignment and duties shall be at the discretion of the superintendent or his/her designee.

The superintendent or his/her designee can transfer classified personnel according to his/her judgement.

#### ■ Insurance

All employees are covered with workman's compensation insurance.

Clerical personnel, Custodial personnel, Food Service Director, Transportation Director, or other full-time employees who work at least 40 weeks per school year are eligible to participate in the district's health insurance program. The district will pay 100% of the cost of the district's single health insurance premium.

The Bookkeeper/School Board Secretary will receive a full family health insurance benefit provided by the school district.

#### ■ Vacations

After the anniversary date of the first full year of employment, full-time classified employees will receive a paid vacation period of 40 hours. After the anniversary date of the second full year of employment and each year thereafter, the employee will receive a paid vacation period of 80 working hours. There is no carry-over or accumulation of unused vacation. Any unused vacation remaining from is paid out on the first payroll following the employee's anniversary date. Full-time classified employees that are salaried will have unused vacation paid out on the first payroll following the completion of their contract year. This vacation time must be approved by the superintendent or his/her designee.

#### ■ Holidays

The following days are determined as paid holidays for full-time classified personnel.

1. New Years Day
2. Memorial Day
3. July 4<sup>th</sup>
4. Labor Day
5. Thanksgiving Day

6. Christmas Day
7. Additional days will be approved by Superintendent as deemed appropriate.

The following days are determined as paid holidays for secretarial staff who work an 8-hour position for 10 months.

1. New Years Day
2. Memorial Day
3. Labor Day
4. Thanksgiving Day
5. Christmas Day

❖ All classified staff employed during the school year shall receive Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day as paid holidays.

■ Evaluation

Each classified employee is to be evaluated in writing by an administrator or supervisor at least once a year.

Flex Leave and Sick Leave

All regular classified personnel shall be entitled to ten (10) days of flex leave each year to be used as sick leave or personal leave. Any flex days not used in the current year can be accumulated up to 60 days in an individual sick leave account. At the beginning of each school year, each regular classified personnel will receive a report of the total number of days available.

Regular classified personnel will complete leave reports provided by the school. Flex leave used as sick leave may be completed within 2 days after an absence or illness. Flex leave used as personal leave requires a request filed with the supervisor three days in advance except in the case of an emergency or special circumstance.

Accumulated individual sick leave days are to be used for medical necessity only and can only be used after flex days have been exhausted. Regular classified personnel may not use accumulated sick leave at any time he or she has accrued/ unused flex days. When sick leave is used, it may be taken for personal illness, illness for immediate family members, and medical appointments for the teacher or teacher's immediate family. Immediate family members are defined as spouse, children, parents, and siblings. The school district may ask for, and the teacher must provide, a doctor's report verifying medical necessity.

Accumulated individual sick days will be used in conjunction with the Family Medical Leave Act.

No more than two (2) consecutive school days of flex leave may be taken at one time, except for in the case of an emergency, sickness, or special circumstances. No flex leave will be granted for the first day or last day of school where students are present in the building, except for in the case of an emergency, sickness, or special circumstances.

Any regular classified personnel retiring from the system shall be paid \$50 a day for sick days accumulated up to 60 days providing they have met the Nebraska State Rule of 85 and providing they do not accept an early retirement incentive from the district.

Regular classified personnel who have at the end of the current school year unused Flex Leave remaining, the unused Flex Leave will then convert to Sick Leave. After the conversion, any person who has more than 60 accumulated Sick Leave days will be compensated for half of the days over 60 days at the per diem rate of their base. For example, a person who has 64 days at the end the school year will receive a per diem rate of their base multiplied by 2. Base for Classified employees would be their hourly rate of pay.

- Bereavement Leave

All Classified employees may be granted bereavement leave at the discretion of the Superintendent.

- Salary

The salary for Classified Employees will be recommended by the Superintendent of Schools and approved annually by the Board of Education. The Superintendent may begin an employees salary at the level he/she feels necessary. After one calendar or school year of employment Classified Employees will receive a longevity raise. Merit raises may be given once annually in a lump sum.

Adopted: August 8, 2005  
Revised: September 11, 2006  
October 14, 2013  
June 10, 2019  
July 13, 2020  
June 13, 2022

Community RelationsUse of School Facilities: Student Groups ~~and Boy Scouts~~

1. ~~Access by Youth Organizations.~~ The District will allow, upon request, a representative of a recognized youth organization to provide: (1) oral or written information to students regarding the youth organization and how such youth organization furthers the educational interests and civic involvement of students in a manner consistent with good citizenship; and (2) services and activities to any student who is a member of such youth organization. A “recognized youth organization” is limited to those group listed in 36 U.S.C. Subtitle II, Part B. Each requesting youth organization will be permitted to provide information at school at least once during each school year. The administration will make a good faith effort to find a mutually agreeable date, time, and location for each requesting youth organization, though the administration shall have the ultimate authority to select the date, time, and location for any requesting youth organization. Under no circumstances will any requesting youth organization be permitted to provide oral information to students during instructional time, unless previously approved by the Superintendent or Superintendent’s designee. Every representative from a requesting youth organization must submit to, at the organization’s cost, a background check. The Superintendent or Superintendent’s designee may refuse to allow an individual to be on school grounds if the individual’s background check discloses a prior felony conviction or if, in the Superintendent’s discretion, the background check otherwise reveals concerns about student safety. Nothing in this Paragraph preempts or undermines any provision of the District’s Parental Involvement Policy.
  
- ~~1.2.~~ Equal Access to Student Groups. In the event any of the secondary schools (grades 6-12) have a limited open forum as defined in the Equal Access Act, such school(s) shall not deny equal access or a fair opportunity to, or discriminate against, any students who wish to conduct a meeting within that limited open forum on the basis of the religious, political, philosophical, or other content of the speech at such meetings. A limited open forum for this purpose exists if the secondary school grants an offering to or opportunity for one or more noncurriculum related student groups to meet on school premises during noninstructional time.

All such student meetings at school are subject to the following requirements:

- a. the meeting must be voluntary and student-initiated;
- b. there must be no sponsorship of the meeting by the school or its agents or employees;
- c. employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
- d. the meeting must not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- e. non-school persons may not direct, conduct, control, or regularly attend activities of the student group.

The administration shall in all respects maintain the District in compliance with the Equal Access Act.

~~2.3.~~ Equal Access to Boy Scouts-Outside Groups Meeting at School. If the District provides an opportunity for one or more outside youth or community groups to meet on school premises or in school facilities before or after school hours, the District shall **make that opportunity available to other similarly situated groups.**~~not deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America. The same principles apply to any other youth group listed in Title 36 of the United States Code as a "patriotic society."~~ The administration shall in all respects maintain the District in compliance with the ~~Boy Scouts of America~~ Equal Access Act.

~~The use of school facilities for student meetings and Boy Scouts as provided above shall be subject to the same provisions as other community, non-school groups and may be required to complete a community use application as and to the same extent as other noncurriculum related student groups (in the case of student meetings) and other outside youth or community groups (in the case of the Boy Scouts).~~

Legal Reference: 20 U.S.C. §§ 4071-4074 (Equal Access Act)  
20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act) & 34 CFR  
Part 108  
**LB 705, § 126.**

Adopted: August 10, 2009

Reviewed: October 9, 2017

StudentsFull-Time and Part-Time EnrollmentFull Time Enrollment

Students must be enrolled in Kimball Public Schools on a full-time basis. Full-time basis is defined as attending classes for the full instructional day within the public school system.

Exceptions are permitted only for:

1. enrolled students attending another state accredited institution such as a vocational-technical school or a college or university for school credit;
2. enrolled students taking the limited number of credits needed to graduate in the school year;
3. enrolled students in need of modified school attendance as an accommodation for a disability or similar unique circumstance;
4. enrolled students receiving special education services where the student's IEP requires a modified schedule, or non-enrolled students receiving special education services or other legally mandated services required to be provided to eligible resident children under state and federal laws and regulations;
5. students from other school districts participating in programs offered by the District pursuant to an interlocal agreement or other arrangement approved by the School Board; and
6. non-public school students in accordance with the policies and procedures set forth in this policy.

Part-Time Enrollment of Non-Public School Students

The School Board shall allow the part-time enrollment of students who are residents of the school district and who are also enrolled in a private, denominational, or parochial school or in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements. Such students are referred to herein as "non-public school students."

The School Board establishes the following guiding principles for enrollment of non-public school students:

- (1) The primary school for a non-public school student is the student's private, denominational, parochial or home school.
- (2) Enrollment of a non-public school student in Kimball Public Schools is allowed for the purpose of providing enhanced educational opportunities not otherwise available to the non-public school student. It is not to supplant programming of the student's primary school.
- (3) Non-public school students are not to be given priority over full-time students.
- (4) Non-public school students are to be enrolled only in programs or courses that are educationally appropriate for the student.
- (5) Enrollment of non-public school students is not to negatively affect the educational services to be provided to full-time students.

The School Board establishes the following specific policies and procedures for enrollment of non-public school students. In the event the specific policies and procedures require interpretation or do not fully resolve an issue, the above established guiding principles are to be considered.

A. Non-Public School Student Enrollment Application Procedures.

1. Application. Parent or guardian must submit an Application of Non-Public School Student for Part-Time Enrollment to the principal of the school the student desires to attend.
2. Deadline for Applications. The application must be received by August 1<sup>st</sup> preceding the school year the student wishes to enroll.
  - a. Change of Residence Exception: The application deadline for a student who becomes a resident of the District after the school year has commenced is: 20 calendar days after the student becomes a resident of the District. The principal may delay enrollment until the next following quarter or semester starts, or at such other time as determined to be educationally appropriate.
  - b. High School Course Exception: The application deadline for a student who desires to enroll in a second semester high school course is December 1<sup>st</sup>.
3. Action on Applications. The principal will review the application and will notify the parent of the approval or denial of the application within 2 weeks of receipt of the application or 2 weeks prior to the start of school or 2 weeks prior to the start of the next semester, whichever is later.
4. Appeals. The parent or guardian may appeal the principal's action to deny their application. Any such appeal must be submitted to the Superintendent within 14 calendar days from the date of the principal's action. The appeal shall be in writing and shall be decided on the basis of the written submission. The Superintendent may request the parent or guardian to provide further explanation or information and the appeal may be denied in the event the parent or guardian fails to fully respond on a timely basis. The Superintendent shall decide the appeal within 10 calendar days of the submission of the appeal. The Superintendent may make a decision later than the 10 days in the event good reason for delay exists. Good reason includes but is not limited to the Superintendent being unable to gather the information the Superintendent determines necessary to make the decision within the decision period.
5. Annual Applications. Part-time enrollment is determined annually. Application must be made each school year. There will be no guarantee that enrollment will be continued from one year to the next.

B. Non-Public School Student Admission

1. Admission Requirements. Students must meet the normal admission requirements. This include the requirements that the student: be a resident of the District, be of school attendance age and not have graduated or have received a GED.
2. Admission Process. Students must complete the normal enrollment process and forms required by the District and/or the building for enrollment of all children. This includes the requirements relating to: birth certificates, immunizations, physical examinations, and visual evaluations.

C. Non-Public School Student Enrollment Standards

1. Maximum Enrollment. Students may not enroll in more than 2 middle school or high school courses during any one semester. Elementary students may not enroll in programming of greater than 90 minutes of instruction each day.
2. Capacity Limits. Enrollment will **ordinarily** be subject to capacity limits. Any grade level, program, or course which has been determined to be at capacity for option enrollment purposes ~~shall will not ordinarily~~ not be available for non-public school students. ~~The middle school principal and counselor shall also establish capacity limits for particular courses each semester. Students will not be permitted to enroll in courses beyond the established capacity limits.~~
3. Integrated Courses. Students must meet prerequisite requirements to be enrolled in a course by appropriate credits earned through an accredited program. The principal may on a discretionary basis allow prerequisite requirements to be satisfied where the student provides reasonable indications that the academic criteria have been met, such as results from achievement tests or other indications of adequate preparation.
4. Educationally Appropriate Programs and Courses. Students will not be allowed to enroll in programs or courses which the school administration determine to not be educationally appropriate for the student. Determination of whether a program or course is educationally appropriate will be made based on the standards the District uses for making academic placement decisions.
5. ~~Essential versus Non-Essential Elective Selection of Courses. Subject to Paragraphs 1 through 4 of this Paragraph C, and all other applicable provisions of the Policy Non-public school students may select their courses. are not permitted to enroll in essential courses. Essential courses are those which are required to be offered by the student's private, denominational, parochial or home school. For non-public school students attending an approved school, essential courses are: language arts, social studies, science, mathematics, vocational education, foreign language, visual and performing arts, and personal health and physical fitness.~~

~~For non-public school students attending an exempt school, essential courses consist of a sequential program of instruction designed to lead to basic skills in the language arts, mathematics, science, social studies, and health. A non-public school student will not be precluded by this provision from enrolling in non-essential elective courses.~~

#### D. Non-Public School Student Policies

1. General Standard. Non-public school students who are enrolled part-time are to be subject to the same standards as full-time enrolled students except where appropriate to reflect their part-time status.
2. Building assignment. Students must enroll in the attendance center that serves the student's residence, provided that the administration reserves the authority to make a different attendance center assignment. A student may request assignment to an attendance center other than that of the student's residence under the intra-district transfer procedures.
3. No Partial Part-Time Enrollment. Students must apply for enrollment and attend the entire school year for which enrollment is made or, for high school courses, for the full length of the course. Once enrolled, part-time students will be required to participate in all activities, programs, and tests related to the program or course for which the student is enrolled, including as applicable State or District-wide assessments, as full-time students.
4. Student Conduct Policies. Students enrolled on a part-time basis shall be required to follow all school policies that apply to other students at any time the part-time student is present on school grounds or at a school-sponsored activity or athletic event. This includes the District's student conduct policies. Students enrolled on a part-time basis shall be subject to discipline, including suspension or expulsion, for violation of student conduct rules.
5. Attendance. Students enrolled on a part-time basis are not exempt from the compulsory attendance laws or from the District's attendance policies. Students who engage in excessive absenteeism as defined in Board policy are to be reported under the truancy laws.
6. Presence on School Grounds. Students enrolled on a part-time basis are to be present on school grounds during the school day only at the times required for their attendance in the program or course in which they are enrolled. Exceptions may be made in the discretion of the principal or the principal's designee. Students must sign in and out of the school by following the building level procedure. Students are responsible for being aware of any changes in the school schedule during inclement weather or for other reasons.
7. Transportation. Students enrolled on a part-time basis are not entitled to

transportation or transportation reimbursement, **unless otherwise required by law**. Full-time students will be given first consideration for parking on the high school campus.

8. Academic Honors. Students enrolled on a part-time basis will not be eligible to graduate or receive a diploma from the District or receive academic honors (for example, class rank and honor roll) except to the extent the student meets all requirements of the District's policies for such, including attainment of minimum credits and semesters of attendance.
9. Extracurricular Activities. **Any student who is a resident of the District and who is enrolled in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements may participate in any of the District's extracurricular activity programs to the same extent and subject to the same requirements, conditions, and procedures as a full-time student in the District. The District's Activities Director will coordinate with the student's parent or guardian to secure assurances of compliance with these exceptions. Any student covered by this subsection must enroll in five credit hours through the District in any semester. There shall be no preference given to any student participating in any extracurricular activity based off their status as a full-time or part-time student. Part-time students will be expected to comply with the same or similar expectations as full-time students to participate in any activity, including team rules. ~~Students enrolled on a part-time basis may be permitted in the discretion of the principal and athletic director to participate in extracurricular activities with a minimum enrollment of 10 semester credit hours of classes.~~ Participation in activities that are subject to the bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws.**

Legal Source: Laws 2006, LB 821; Neb. Rev. Stat. Section **79-2,136 and 79-526;**  
**LB 705 § 75**  
Title 92, Nebraska Administrative Code, Chapter 10

Adopted: August 14, 2006  
Revised: July 10, 2017  
Reviewed: April 11, 2022

**APPLICATION OF NON-PUBLIC SCHOOL STUDENT  
FOR PART-TIME ENROLLMENT**

Application Process:

- Step 1: Complete Parts I, II and III of this Application.
- Step 2: Complete the attached “Statement of Person in Legal or Actual Charge or Control of a Child” form.
- Step 3: Complete Part IV of this Application, **if** you checked item (2) (b) (c) or (d) of the “Statement of Person in Legal or Actual Charge or Control of a Child” form.
- Step 4: Sign this Application in the presence of a notary

Note: You may also need to provide the following documents:

- (1) birth certificate
- (2) proof of immunization, proof of physical examination, and proof of visual evaluation, or written objections signed by parent or legal guardian
- (3) durable power of attorney (delegation of parental powers)
- (4) student records from school currently attending and school last attended & release of student records form

**PART I–Student Information**

Student’s Name:	DOB:	Grade Level:
Parent/Guardian’s Name(s):	Address:	Telephone:
School Currently Attending:	School Address:	Telephone:
School Last Attended:	School Address:	Telephone:
Special Needs/Concerns (e.g. health concerns) (information is requested for accommodation planning purposes): _____	Special Education Needs: ___ Yes ___ No	If “yes” describe needs: ____ _____ _____

**PART II–Part-Time Enrollment Request**

Semester Child seeks to begin attending:	
Course(s) or Program(s) in which Child seeks to enroll:	
If the Course is an Integrated Course (e.g. Algebra II), provide description of courses Child has passed to meet prerequisites:	
State whether the Course or Program is offered in the Child’s School:	
State whether Child is seeking to participate in extracurricular activities; and if so, list the activities:	

**PART III–Expulsion Status**

Has the child been expelled from school (either public or private, and in any state)? \_\_\_ Yes \_\_\_ No

Has the term (time period) of the expulsion been completed? \_\_\_ Yes \_\_\_ No

If “no,” state the reason for the expulsion and the term (time period) of the expulsion: \_\_\_\_\_

**PART IV– Residency Information.** If you checked item (2) (b) (c) or (d) of the “Statement of Person in Legal or Actual Charge or Control of a Child” form, provide the following supplemental information:

<p><b>A. Child living with adult who is exercising parental responsibility for the child</b>  Name of adults(s) with whom child resides: _____  Child's relationship to those adults: _____  How long has child lived with you? _____  Why is the child residing in the District? (Explain thoroughly) _____  Who is legally responsible for the child? _____  Are you assuming parental responsibilities for this child? _____  Have you given the District a signed Power of Attorney? _____</p>	<p><b>B. Child living on own</b>  Do the parents/guardians supply any necessities of life (e.g., food, rent or shelter, health care, etc.) for this child (if "yes", explain)? _____  Do the parents/guardians claim the child as a dependent for tax purposes? _____  Do the parents/guardians provide health insurance coverage? _____  Do the parents/guardians provide an allowance or other monetary benefits? (Explain thoroughly) _____  Why is the child residing in the District? (Explain thoroughly) _____</p>
--	---

STATE OF NEBRASKA )  
 )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

The applicants affirm that the above information is full, true and complete to the best of the applicant(s)' knowledge and belief, that the applicants are not aware of any facts which may make the child ineligible for admission to this public school district, and understand and agree that an exclusion from school and criminal complaint may result from the giving of false information. In the circumstance where the child is living with a person other than a parent or legal guardian, the applicant(s) assumes the legal responsibility of a parent for the student for education purposes, and the legal responsibility of a parent in matters concerning liability for disciplinary action, damages to school property, damages to private property at school, and injuries, etc. which may be caused by this child.

It is understood that admission for part-time enrollment is subject to annual application and approval. If admitted the building assignment is to be determined by District policy, the child will be subject to the student conduct and attendance policies of the District, the child must apply for enrollment and attend the entire school year unless an exception exists, and the child is not permitted on school grounds except during times required for attendance in the courses or programs for which part-time enrollment is approved, subject to the discretion of the building principal. It is further understood that the child is not eligible for transportation or transportation reimbursement.

\_\_\_\_\_  
Applicant(s)  
Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

STATEMENT OF PERSON IN LEGAL OR ACTUAL CHARGE OR CONTROL OF A CHILD SUBMITTED TO KIMBALL PUBLIC SCHOOLS FOR PURPOSES OF SCHOOL ENROLLMENT

The undersigned state that I am an adult in legal or actual charge or control of (Child's Name): , a child who resides in this school district at (Child's Address)

- 1) I state that I am the child's parent, or
2) I state that I have been entrusted with, or assumed, day-to-day care and full-time supervision of, and responsibility for, the child and have been given the authority to act as parent or guardian in educational matters as established by (check all that apply):
a) a court or testamentary appointment as a legal guardian (attach copy) and/or
b) a power of attorney delegating such parental powers (attach copy) and/or
c) through an in loco parentis designation by a parent in which I have been authorized to stand in the place of the parent in caring for and raising the child (attach any written documentation of such designation), and/or
d) through some other set of circumstances (please explain on a separate sheet).

I understand that I may be requested to provide additional information regarding this child. The names and current or last known address of the child's parents are:

Mother: Address: Telephone:

Father: Address: Telephone:

I understand that I will be responsible for, and will be expected to make, decisions regarding education (including, but not limited to, records, discipline, and special education unless otherwise provided under special education laws and regulations), emergency medical care, and other matters for this child while in legal or actual charge or control of this child and I state that I have the authority to take such responsibility and to make such decisions and to so act. I also understand that I will have responsibilities under the state truancy laws to cause this child to attend school.

Signature of Adult in Legal or Actual Charge or Control Dated:

Home Address of Adult in Legal or Actual Charge or Control Home Phone:

Daytime Work Address Daytime Work Phone:

**NOTE:** SECTION 79-215 R.R.S. PROVIDES THAT IF THE STUDENT IS HOMELESS OR IF THE ADULT DOES NOT HAVE A PHONE NUMBER AND ADDRESS WHERE HE OR SHE MAY GENERALLY BE REACHED DURING THE SCHOOL DAY, THOSE PARTS OF THE FORM MAY BE LEFT BLANK AND A BOX MAY BE MARKED ACKNOWLEDGING THAT THESE ARE THE REASONS THESE PARTS OF THE FORM WERE LEFT BLANK. THE ADULT WITH LEGAL OR ACTUAL CHARGE OR CONTROL OF THIS STUDENT SHALL ALSO SIGN THE FORM.

\_\_\_\_\_ This child is homeless, which is the reason items were left blank.

\_\_\_\_\_ This adult does not have a phone number or address where they may generally be reached during the school day.

-----  
**(FOR SCHOOL'S USE)**

**APPLICATION STATUS**

- Decision:**
- Not Admitted      ( )      Child a Non-resident
  - Not Admitted      ( )      Board of Education Approval Required (Expelled Student)
  - Not Admitted      ( )      Other \_\_\_\_\_
  - Admitted            ( )      Residency based on \_\_\_ Natural parent is a resident of District \_\_\_ In Loco Parenti \_\_\_ Child is Emancipated
  - Admitted            ( )      Courses or Programs of part-time enrollment:

\_\_\_\_\_  
\_\_\_\_\_

(Admission is subject to receipt of birth certificate, proof of immunization, physical and visual evaluation, and other required documentation)

**Notes:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

StudentsOption EnrollmentA. Process and Time Lines to Option In

For a student to attend Kimball Public Schools as an option enrollment student, the student's parent or legal guardian must submit an application to the Board of Education of the Kimball Public School District between September 1 and March 15 for enrollment during the following and subsequent school years (the "application period").

Upon receipt of an application, the Superintendent or the Superintendent's designee shall provide the resident school district with the name of the applicant on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

**Provisions for Waiver of Application Deadline**

The application deadline will be waived by the School District for applications to option into the Kimball Public School District, provided that the application contains a release approval from the resident district and satisfies any other requirements of law. Further, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level or school building or in any special education programs operated by this School District which have been determined by the School District to be at capacity in accordance with the capacity standards (Appendix "1"), and no waiver of the deadline shall be made for such an application regardless of whether such capacity determinations are declared invalid for any reason.

B. Rejection of Applications; Reasons

1. Capacity: An option enrollment application shall be rejected in the event the capacity of a program, class, grade level, or school building ~~or the availability of appropriate special education programs~~ operated by the School District would be exceeded by acceptance of the application, and an option enrollment application shall be rejected in the event the application is for enrollment in a program, class, grade level, or school building which has been declared unavailable to option students due to lack of capacity.

The Director of Special Education shall review on a case-by-case basis all option applications for students that would receive or could be eligible to receive special education or related services. If the Director or designee determines that the District does not have the capacity to provide the student with the appropriate services and accommodations, then the Director or designee shall send a denial notice to the parent(s) or guardian(s) and include a description of services and accommodations that the District does not have the capacity to provide.

2. Timeliness: An option enrollment application shall be rejected in the event the application is not filed on a timely basis and the filing deadline has not been waived.
3. Previous Option Enrollment: An option enrollment application shall be rejected in the event the student has previously filed an option enrollment application for

enrollment in any School District and has had such application accepted, unless a statutory exception to the “one-time” rule is applicable to the student’s circumstance.

4. Other Reasons: An option enrollment application may be rejected in the event the Superintendent, the Superintendent’s designee, or the School District determines: The application is not submitted on a form prescribed by the State Department of Education, is not completely and accurately filled in, is not received within the time required by law, or any additional information requested to be supplied is not supplied to the School District within the time lines indicated; or in the event acceptance of the application is not required by law. Matters which are legally prohibited from being considered as standards for acceptance or rejection of applications (including “previous academic achievement, athletic or extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings” and further including, without limitation, race, national origin, and gender) shall not be considered as reasons for acceptance or rejection.

C. Priority of Acceptance

Priority shall be accorded in the following order: (1) first, to those applications required to be given priority by law, (2) second, to those with a sibling in attendance at Kimball Public Schools, with priority within this group being given to those who had earliest filed applications, and (3) third to those without an option student sibling in attendance at Kimball Public Schools, with priority within this group to those who had earliest filed applications.

Filing date determinations are made by the Superintendent, or the Superintendent’s designee. In the event applications within a group are received at the same or substantially the same time, priority as between such same-date applications shall be determined on the basis of random drawing.

D. Determination of Capacity

The School District will determine and set, on an annual basis, the maximum number of option enrollment applications the School District will accept in any program, class, grade level or school building ~~or in any special education programs~~ operated by this School District, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this School District will contract based on existing contractual arrangements, and ~~availability of appropriate special education programs, and~~ may declare a program, class or school unavailable to option students due to lack of capacity. Such determinations may be made in the form of an Appendix “1” to this Policy. The determination and declaration made for any school year shall continue in effect for the next and subsequent school years unless otherwise determined and/or declared. **The capacity for special education services shall be determined on a case-by-case basis as determined by the Director of Special Education or designee.**

E. Releases for Options Out

**Provisions for Release**

A request for release of a resident student of the Kimball Public School District who

submits an enrollment option application after March 15 or any other statutory deadline will be granted unless the release shall not be granted if the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

The Superintendent or the Superintendent's designee is hereby authorized to execute such releases on behalf of the School District and the School District, subject to subsequent ratification by the School District.

F. Notification of Acceptance or Rejection

In the case of an application to option enroll into the Kimball Public School District, the Superintendent or the Superintendent's designee shall notify, in writing, the parent or legal guardian of the student and the resident school district whether the application is accepted or rejected on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

If an option enrollment application or a request for release is rejected by the Kimball Public School District, the Superintendent or the Superintendent's designee shall provide written notification to the parent or guardian stating the reasons for the rejection and the process for appealing such rejection to the State Board of Education. Such notification shall be sent by certified mail.

G. Applications Subsequent to Relocations or Mergers

An option enrollment application does not require a release and shall be accepted or rejected within forty-five days after filing in the following circumstances:

1. the student relocated to a different resident school district after February 1, or
2. the student's option school district merged with another district effective after February 1, and
3. the application is for attendance during the immediately following and subsequent school years.

H. Status of Option Student

A student who is admitted under the enrollment option program shall be treated as a resident student, and in such regard shall be required to provide such enrollment information and documentation as is required for enrollment of other students (e.g., certified birth certificate and evidence of physical examination, visual evaluation and immunization), shall be required to be enrolled on a full-time basis, and shall be required to adhere to student conduct rules. The building assignment for an option student, as well as classroom and grade level assignments, shall be determined by the administration.

An option student shall not be entitled to transportation except as required by law. Transportation or transportation reimbursement will be provided in the following circumstances:

1. The Kimball Public School District may, upon mutual agreement with the parent

or legal guardian of an option student, provide transportation to the option student on the same basis as provided for resident students. The school district may charge the parents of each option student transported a fee sufficient to recover the additional costs of such transportation.

2. Option students who qualify for free lunches are eligible for either free transportation or transportation reimbursement from the option school district. The District's policy is that the District selects which service (transportation or reimbursement) is to be provided to students.
3. For option students receiving special education services, the transportation services required in the student's Individualized Education Plan shall be provided by the resident school district.

I. Information Regarding Schools, Programs, Policies and Procedures.

As part of the option enrollment program, the administration shall make information about the Kimball Public Schools and its school, programs, policies and procedures available to all interested persons and shall have a copy of the option enrollment policy and regulations available at each school building.

Legal Reference: Neb. Rev. Stat. §§ 79-232 to 79-246

Date of Adoption: February 11, 2019

Reviewed: February 15, 2022

[Print on School District Letterhead]

[Date]

[Insert Name of Parent/Guardian]  
[Insert Street Address]  
[Insert City], NE [Insert Zip Code]

RE: Option Enrollment; [Insert Name of Student]

Dear [Name]:

I am writing to notify you of the rejection of your:

- \_\_\_ option enrollment application
- \_\_\_ request for a release approval.

Reason for Rejection: The reason for the rejection is that your application or request does not meet the conditions for approval that are set forth in the District’s option enrollment policy and/or state law. Additional reasons for the rejection are set forth in the completed application form, which is enclosed.

Special Education Capacity Determination: If the option application disclosed or revealed that the student would receive or could be eligible to receive special education or related services, the District conducted an individualized analysis to determine capacity. After this careful individualized assessment, the District’s Director of Special Education or designee concluded that the District does not have the capacity to provide the student with the following services and accommodations:

---



---



---



---

Appeal Process: The parent or legal guardian may appeal a rejection of an application or of a request to release. The appeal is to be filed with the State Board of Education within thirty days after the date the notification of rejection is received. A sample petition form for an appeal can be found ~~in Appendix A of~~ on the Nebraska Department of Education’s

~~Rule 61~~(<http://www.nde.state.ne.us/LEGAL/RULE61.html>)-website  
(<https://www.education.ne.gov>).

Sincerely,

[Name of School] Public Schools

[Name of Superintendent], Superintendent

Enclosure: Completed Option Enrollment Application

Sent via certified mail

StudentsStudent Discipline

A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
- b. 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:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. 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 the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary, **not to exceed an additional 48 hours**, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to

school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. ~~The principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.~~

- e. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.
  3. Expulsion:
    - a. 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. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
    - b. Suspensions Pending Hearing. 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. **If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.**

- c. 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 in accordance with law.
- d. Alternative Education: Students who are expelled may be **provided offered** an alternative education program that will enable the student to continue academic work for credit toward graduation. **A student will not be required to attend the alternative education program in order to complete classwork and homework.** In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
- e. 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. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
- f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent,

upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

- g. **Returning from Expulsion.** At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.
- h. **Exception for Pre-Kindergarten through Second Grade Students.** Notwithstanding the foregoing, no pre-kindergarten through second grade student may be suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with this Policy's disciplinary procedures.

- 4. **Emergency Exclusion:** A student may be excluded from school in the following circumstances:
  - a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
  - b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, 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.
- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.
- C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.
1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
  2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
  3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
  4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was

- necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
  6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
  7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" 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 or illegal substances 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.
  8. Public indecency or sexual conduct.
  9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
  10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
  11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
  12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
  13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
  14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and

intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.

15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
  - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
  - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.

- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
  - c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
  - d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.
- D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.
- 1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
    - a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
    - b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
    - c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
    - d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
    - e. Head wear including hats, caps, bandannas, and scarves.
    - f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
    - g. Clothing or jewelry that is gang related.
    - h. Visible body piercing (other than ears).

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the

Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

2. Academic Integrity.

- a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

- b. Definitions: The following definitions provide a guide to the standards of academic integrity:
- (1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
- (a) Tests (includes tests, quizzes and other examinations or academic performances):
- (i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the

- instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
- (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
  - (iii) Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.
  - (iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
  - (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- i) Use of Another’s Paper: Copying another student’s paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
  - (ii) Re-use of One’s Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

- (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
  - (iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
  - (v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
- (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
- (2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
- (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
  - (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
- (3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to

report a known act of cheating or plagiarism to the instructor or administration.

- c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
  - (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
  - (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Electronic Devices

- a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. 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.
- b. Definitions.
- (1) "Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top 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:
    - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
    - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
    - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.
- c. Possession and Use of Electronic Devices.
- (1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.
  - (2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
  - (3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
  - (4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student’s parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent’s condition).
- d. Violations

- (1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (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 others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) “sexting;” or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.
- (2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school’s main office to be identified, placed in a secure area, and returned to the student and/or the student’s parent/guardian in a consistent and orderly way.
  - (i) First 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 and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school’s main office and retrieves the electronic device.
  - (ii) 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 and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student’s parent/guardian personally comes to the school’s main office and retrieves the electronic device.
  - (iii) 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 his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

- (3) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:
- (i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.
  - (ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.
- (4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation 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.

- e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. 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.

- E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be

reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1. 1st Offense: Student will be confronted and directed to cease.
2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.
9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
10. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

G. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by

school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

Legal Reference: Neb. Rev. Stat. sections 79-254 to 79-296

Adopted: August 11, 2008  
Revised: June 9, 2014  
June 10, 2019  
August 12, 2019

## ALTERNATE PROGRAMS

### Alternative Educational Programs or Plans For Expelled Students

In the event action is being taken to expel a student from this school district, the Administration may offer the student an alternative school, class, or educational program (hereinafter referred to as an "alternative program"); or (2) the development of a plan of behavior modification, educational objects, and financial resources and community programs available to meet the behavioral and educational objects, and monthly reviews to assess the student's progress toward meeting the specified goals and objects. An expelled student may not be required to attend the alternative program.

#### A. ALTERNATIVE EDUCATION PROGRAM:

The Superintendent or Superintendent's designee is hereby granted the authority to arrange and plan for a student's alternative educational program, based on the available resources and student's individual circumstances.

#### B. EDUCATION PLAN PROGRAM:

If the administration elects not to provide an alternative education program, or if a student declines to participate in the alternative education program, the following procedures shall be followed:

(1) A conference shall be called by a school administrator and held to assist the district in the development of a plan with the participation of a parent or a legal guardian, the student, a school representative, and a representative of either a community organization with a mission of assisting young people or a representative of an agency involved with juvenile justice.

(2) The plan shall be in writing and adopted by a school administrator and presented to the student and the parent or legal guardian.

(3) The plan shall:

(a) Specify guidelines and consequences for behaviors which have been identified as preventing the student from achieving the desired benefits from the educational opportunities provided,

(b) Identify educational objectives that must be achieved in order to receive credits toward graduation,

(c) Specify the financial resources of the community programs available to meet both the educational and behavioral objects identified, and

d) Require the student to attend monthly reviews in order to assess the student's progress toward meeting the specified goals and objectives.

The school district shall submit such plan on the form "Section 79-266(2) Plan" attached to this policy as Appendix "1".

~~It shall be the policy of the Kimball Public Schools in order to comply with the 79-266 and Rule 17 of the Nebraska Department of Education to provide an alternative school, class, or educational programs for expelled students. The alternative school, class, or program shall enable the expelled student to continue academic work for credit toward graduation or grade advancement. Credit towards graduation shall be awarded to students who have successfully completed the approved alternative program.~~

~~Program Definition and/or Guidelines:~~

~~Students expelled from the Kimball Public Schools shall be given the opportunity to participate in an alternative program to continue their educational progress towards grade completion or graduation.~~

~~Grades Kindergarten—8<sup>th</sup> grade:~~

~~Students in grades K-8 who are expelled from the Kimball Public Schools shall be provided the opportunity to continue their appropriate grade level learning activities through teacher school monitored lesson completion at home or other non-school settings. Teachers shall provide appropriate lessons and monitor the student's progress. Such lessons and monitoring shall be done at times mutually agreed upon by the teacher(s), student, parent, and administration. Such monitoring will occur off school property unless approved by the administration.~~

~~Grade 9—12 students:~~

~~Students expelled from the Kimball Public Schools who are in grades 9-12 may continue their educational progress towards graduation through the use of approved correspondence courses, community college courses, distance learning courses, or other courses approved by the school administration. Upon successful/satisfactory completion of such course(s), the Kimball Public Schools shall reimburse the student/parent for any book and tuition costs he/she incurred and such course(s) shall be entered on the student's transcript and counted as credit toward graduation.~~

Adopted: July 10, 2000  
Reviewed: November 10, 2014  
March 13, 2023

**SECTION 79-266(2) PLAN**

Student: \_\_\_\_\_

Date and Participants: \_\_\_\_\_

(List parent or legal guardian, school representative, and community or agency representative)

**(a) Guidelines and Consequences for Behaviors**

The student has been recommended for expulsion for conduct as specified in correspondence and memoranda recently provided to the student and the student's parents or guardian. This conduct has had the effect of preventing the student from achieving the desired benefits from the educational opportunities provided. The student is expected to conform his conduct to the school rules for which he has been recommended for expulsion and all other established school rules. Further disciplinary measures, including possible future expulsions, can result from future violations of such behavioral guidelines and expectations.

**(b) Educational Objectives**

In order to graduate, the student needs to receive the credits listed in Attachment "A", subject to future modifications in graduation requirements.

**(c) Financial Resources and Community Programs Available**

The financial resources and community programs available to meet the educational and behavioral objectives identified in this plan include school resources (e.g., upon return from the recommended expulsion, counseling with the school counselor, and meetings with the school administration and teachers) and community organizations which assist young people (e.g., civic organizations, local college and university programs, and community college programs).

**(d) Monthly Reviews & Other**

During the period of the expulsion, the student shall be required to attend monthly reviews with the Principal or designee to assess the student's progress toward meeting the specified goals and objectives. The student shall be responsible for contacting the named school official to schedule the monthly meetings. (Attach separate sheet for any additional information or terms of plan).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_, adopted by the school administrator after a conference held to assist the district in the development of the plan with the participation of a parent or legal guardian, the student, a school representative, and a representative of either a community organization with a mission of assisting young people or a representative of an agency involved in juvenile justice, and presented to the student and parent or legal guardian at the conference prior to the student being expelled in accordance with law.

Adopted by \_\_\_\_\_

[Administrator]

Attachments: Attachment "A" (academic credits needed to graduate or other, if applicable)

StudentsInitiations, Hazing, Secret Clubs and Outside Organizations

Initiations. Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

Hazing. Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means 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 with any school organization. Such prohibited hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with 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, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Secret Organizations. It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Outside Organizations. It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

Legal Reference: Neb. Rev. Stat. §§ 79-2,101 to 79-2,~~103~~ 102  
Student Discipline Act, Neb. Rev. Stat. §§ 79-254 to 79-296  
Reference Neb. Rev. Stat. §§ 28-311.06 to 28-311.07

Adopted: July 25, 2016

Reviewed: September 12, 2022

InstructionSpecial Education

Kimball Public Schools adopts this special education policy with the intent that the policy maintains the District's compliance with all applicable laws affecting special education services and programs. The Superintendent or designees shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines and procedures related to this policy in all respects.

The District will abide by all state and federal laws relating to special education. The District's special education policy and regulations, guidelines and procedures related to this policy are to be interpreted so as to be in compliance with such laws. In the event of changes in law, the school administration shall be authorized to implement modifications of practice to comply with such changes (whether the changes impose more or less stringent procedural or substantive requirements) until such time as amended policies are adopted by the Board of Education. References herein to 92 NAC 51 citations are made to Rule 51 as in effect on the date of the adoption of these policies. In the event of renumbering or other revisions to Rule 51, the policy shall be interpreted and implemented consistent with such renumbering or revisions.

**1. Free Appropriate Public Education**

A free appropriate public education shall be made available to all children with disabilities residing in the District, including children with disabilities who have been suspended or expelled, from date of verification through the school year in which the child is no longer eligible or the student reaches twenty-one (21) years of age, whichever occurs earlier. An Individualized Education Plan ("IEP") will be created for each such child that will enable the student to make progress appropriate in light of the student's unique circumstances

Legal Reference: 92 NAC 51-004.01 through 004.03A and 007.07C2 through 007.07C6

**2. Full Educational Opportunity Goal**

The District shall take steps to ensure that its children with verified disabilities, **through the school year in which the child reaches the age of twenty-one**, have available to them the variety of educational programs and services available to children without disabilities in the areas served by the District, including art, music, industrial arts, family consumer science education, and vocational education.

Legal Reference: 92 NAC 51-004.11A

**3. Child Find**

All children from birth **through the school year in which the child reaches** ~~to~~ age twenty-one (21) with disabilities residing in the District, including children with disabilities who are homeless or are wards of the state or attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, will be identified, located and evaluated. A practical method shall be developed and implemented by the administration to determine which children with disabilities are currently receiving needed special education and related services. The District will implement multiple methods to provide parents, guardians, and community members with information regarding how to refer a child for

an evaluation and the identification process and will publish an annual notice of any significant activity that is designed to identify, locate, or evaluate children to publicly notify parents, guardians, or appointed surrogates. The District's child find process will be consistent with Federal and Nebraska regulations. Legal Reference: 92 NAC 51-006.01 through 006.01A2

#### **4. Pre-Referral Interventions**

For a school age student, a general education student assistance team (SAT) or a comparable problem solving team shall be used prior to referral for multidisciplinary team evaluation. The SAT or comparable problem solving team shall utilize and document problem solving and intervention strategies to assist the teacher in the provision of general education. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation shall be completed. A referral shall include information from the SAT or comparable problem solving team, meeting the requirements of 92 NAC 51-006.01B and a listing of the members of the SAT or comparable problem solving team.

Legal Reference: 92 NAC 51-006.01B

#### **5. Disability Verification and Eligibility**

Eligibility for services will be determined by a multidisciplinary team based on the results of a comprehensive evaluation. The multidisciplinary team will identify whether a child is eligible for special education services based on the disability categories identified by Nebraska and Federal regulations. The multidisciplinary team will rule out the determinant factor is due to a lack of appropriate instruction in reading or math or due to lack of English proficiency. The team will prepare a written report documenting all evaluation findings in accordance with Federal and Nebraska requirements that will be provided to the parent, guardian, or appointed surrogate. When a child is not eligible for services, the multidisciplinary team will determine if general education interventions or strategies are needed.

Legal Reference: 92 NAC 51-006.03; 92 NAC 51-006.04B through 006.04N;

#### **6. Individualized Education Program (IEP)**

An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007 by teams that will include all roles identified within Federal and Nebraska rules. Any draft of an IEP that is developed will not be considered final until it is reviewed and revised based on the team, including the parent, guardian, or appointed surrogate, input, and consensus. The district will make reasonable efforts to obtain informed consent from the parent, guardian, or appointed surrogate for special education placement on the IEP form before services are initiated. Revocation of consent for services must be documented by the parent, guardian, or appointed surrogate in writing.

Legal Reference: 92 NAC 51-007

#### **7. Least Restrictive Environment**

To the maximum extent appropriate, children with disabilities, **through the school year in which the child reaches the age of twenty-one**, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled. Placement for a student with a disability will be based upon a completed IEP developed by a group of persons, including the parent, guardian, or appointed surrogate, knowledgeable about the child, the meaning of the evaluation data, and the placement options. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the

nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily (the “Least Restrictive Environment Rules”). The District will ensure that a continuum of alternative placements is available to meet the needs of children with disabilities, particularly those in disproportionate groups, for special education and related services.

Legal Reference: 92 NAC 51-008.01

### **8. Procedural Safeguards**

Children with disabilities and their parents, guardians, or appointed surrogates shall be afforded the required procedural safeguards. Parents, guardians, and appointed surrogates will be given a copy of their procedural safeguards annually or upon initial referral or parental (parent, guardian, or appointed surrogate) request for evaluation; upon request by a parent, guardian, or appointed surrogate; upon receipt by the school district or approved cooperative of the first occurrence of the filing of a complaint under 92 NAC 51-009.11 and the first occurrence of filing a special education due process case under 92 NAC 55; and in accordance with the discipline procedures in 92 NAC 51-016.

Legal Reference: 92 NAC 51-009.01 through 009.07; 009.10 through 009.12; 009.14, 006.07

### **9. Disciplinary Removal of Children with Disabilities**

School personnel may remove a child with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension ~~as long as those removals do not constitute a change of placement. The District defines a change of placement as it is defined under 92 NAC 51-016. for no more than ten (10) consecutive school days and for additional removals of not more than ten (10) consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement. If a student with a disability violates a code of student conduct,~~ The school district will ensure that school personnel appropriately consider unique circumstances on a case-by-case basis when determining whether a change in placement ~~has occurred. as defined in Federal and Nebraska rules, is appropriate for the student. Change of placement decisions related to disciplinary removals will be consistent with Federal and Nebraska regulations.~~ Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the school district, the parent, and relevant members of the student’s IEP shall conduct a manifestation determination pursuant to 92 NAC 51-016. If the conduct which gave rise to the violation of the school code is determined to be a manifestation of the student’s disability, any change of placement for the student will only be made by a student’s IEP team. For disciplinary changes in placement that would exceed ten (10) consecutive school days, if the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child’s disability, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures that would be applied to children without disabilities.

Legal Reference: 92 NAC 51-016

### **10. Evaluation, Identification, and Reevaluation Procedures**

Children with disabilities shall be evaluated, identified, and reevaluated by a team of multidisciplinary qualified professionals in accordance with 92 NAC 51-006. The MDT of a child suspected of having a specific learning disability shall include the additional requirements in

accordance with 92 NAC 51-006.04K. The District will make reasonable efforts to obtain written permission for evaluation in accordance with Federal and Nebraska rules. Revocation for consent for evaluation must be documented by the parent, guardian, or appointed surrogate in writing.

The documented results of the evaluation will be provided to parent, guardian, or appointed surrogate and included in student files. All evaluation components will be at district expense. The District will utilize a variety of assessment instruments to ensure district teams have access to appropriate measures to complete evaluations. The district will follow any publisher guidelines for assessments and will not use outdated or culturally inappropriate tools.

The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. The parent, guardian, or appointed surrogate will be given written notice of the District's decision to either move forward with the Independent Educational Evaluation or to initiate a hearing to determine the appropriateness of the evaluation. If the District agrees to move forward with the evaluation, locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent, guardian, or appointed surrogate from obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent, guardian, or appointed surrogate with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation.

Legal Reference: 92 NAC 51-006

#### **11. Confidentiality of Personally Identifiable Information**

A system of safeguards will be implemented to protect the confidentiality of student records and information in accordance with law.

Legal Reference: 92 NAC 51-003.16, 003.20, 009.03 through 009.03M3

#### **12. Transition of Children from Part C to Preschool Programs**

Children participating in early intervention programs under Part C of the IDEA (early intervention services) will be appropriately evaluated, identified, and have services under Part B of the IDEA by age 3 in a manner consistent with 92 NAC 52-008. Children receiving early intervention services under Part C of the IDEA may continue to receive Part C services, upon parental consent, until the August 31st following the child's third birthday. The District will participate in transition planning conferences arranged by the designated lead agency.

Legal Reference: 92 NAC 52-008

#### **13. Children in Nonpublic Schools**

To the extent consistent with the number and location of children with disabilities in the District who are enrolled by their parents, guardians, or appointed surrogates in nonpublic elementary and secondary schools in the District, provision will be made for the participation of those children in the programs assisted or carried out under Part B of the IDEA (services for school-aged children) by providing them with special education and related services.

Legal Reference: 92 NAC 51-012.08 and 015

#### **14. Personnel Standards and Personnel Development**

Personnel providing special education or related services to children with disabilities shall be appropriately and adequately prepared and trained in accordance with IDEA requirements and the District will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide such services.

Legal Reference: 92 NAC 51-010

**15. Accessibility of IEP and Responsibility to Implement**

A child's IEP shall be accessible to each regular education teacher, special education teacher, related service provider, and other service provider who is responsible for the IEP's implementation. Each of the aforementioned providers shall be informed of his or her specific responsibilities related to implementing the child's IEP, and the specific accommodations, modifications, and supports that must be provided for the child in accordance with the IEP. All providers who are responsible for the implementation of a child's IEP are expected to implement the child's IEP according to its terms.

**16. Participation in and Reporting of State and District Wide Assessments**

All children with disabilities shall be included in all general state and district wide assessment programs, including assessments described under section 612(a)(16)(A) of the IDEA with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. The District will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments.

Legal Reference: 92 NAC 51-004.05

**17. Suspension and Expulsion Rates**

The District will examine data, including data disaggregated by race/ethnicity, gender, LEP status, and disability category, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities.

Legal Reference: 92 NAC 51-004.06E

**18. Access to Instructional Materials**

As part of any printed instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of printed instructional materials, the District will enter into a written contract with the publisher of the printed instructional materials to:

- A. Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Material Access Center, electronic files containing the contents of the printed instructional materials using the National Instructional Materials Accessibility Standard, or
- B. Purchase instructional materials from the publisher that are produced in, or may be rendered in specialized formats.

Legal Reference: 92 NAC 51-004.15

**19. Over-Identification and Disproportionality**

Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized for the evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided

and administered in the child's native language or mode of communication, unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child. All District special education provisions will be equitably available to all children regardless of race, ethnicity, language, location, transience, income level, and access to medical care.

Legal Reference: 92 NAC 51-006.02C

#### **20. Prohibition on Mandatory Medication**

Children shall not be required to obtain a prescription for a controlled substance as a condition of attending school, receiving an evaluation to determine whether a child has a disability or the nature and extent of special education and related services the child needs, or receiving special education services.

Legal Reference: 92 NAC 51-004.11D; 21 U.S.C. §812(c)

#### **21. Transportation**

Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law to access academic, related services, and nonacademic services and activities as determined by the child's IEP. Except when a parent is transporting only his or her child, the District shall require that the driver and vehicle meet the standards required by 92 NAC 91 and 92.

Legal Reference: 92 NAC 51-014.01 through 014.02

#### **22. Surrogates**

A surrogate will be appointed, and other action taken to ensure the rights of children with a disability as required by law. The surrogate may represent the child in all matters related to the identification, evaluation, and educational placement of a child and the provision of a free appropriate public education to the child.

Legal Reference: 92 NAC 51-009.10

#### **23. Early Intervention Services – Consent**

When a parent refuses to provide consent under 92 NAC 52, a meeting will be held or offered to explain to the parents how their failure to consent affects the ability of their child to receive services under 92 NAC 52.

Legal Reference: 92 NAC 52

Legal Reference: 34 CFR Parts 300, 303 and 304  
Neb. Rev. Stat. Sec. 79-1110 to 79-1167  
92 NAC 51, 52 and 55

Date of Adoption: August 8, 2011  
Reviewed: July 13, 2015  
Revised: June 14, 2021  
June 13, 2022

## **Policy 501.18**

### **STUDENT ACTIVITIES**

#### **MANDATORY RANDOM DRUG TESTING OF STUDENTS**

##### **POLICY STATEMENT**

The Board of Education for Kimball Public Schools values students' participation in extracurricular activities. Such students, as role models for other students, are a key to our goal to provide the best possible educational program for our students. To achieve our goal and to maximize the skills and talents of our students, it is important that each student understands the dangers of drug and alcohol use.

Participation in extracurricular activities is a privilege which can be taken away for failure to comply with this policy. The purpose of this policy is as follows:

- 1) To provide for the health and safety of all students;
- 2) To undermine the effects of peer pressure by providing legitimate reasons for students to refuse use of illegal drugs and/or alcohol;
- 3) To identify students who use illegal drugs and/or alcohol; and
- 4) To encourage students who use illegal drugs and/or alcohol to participate in appropriate treatment programs.

##### **DEFINITIONS**

**TPA:** A Third Party Administrator, which shall use a certified laboratory in testing of samples.

**Drugs:** Any substance considered illegal by state or federal law, including but not limited to the Nebraska Uniform Controlled Substances Act, 28-401 *et seq.*, or which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances. For purposes of this policy, drugs shall include the illegal use of alcohol and any "look alike" substances, drugs, **nicotine**, or paraphernalia. This policy is intended to cover the maximum amount of substances permitted by law.

**Drug Program Coordinator:** Designated school officials who help administer the drug testing program and communicate with Third Party Administrator and Parents.

**MRO:** Medical Review Officer.

**School Year:** From the first day classes commence in the fall, unless the activity begins prior to the first day of classes, in which case it shall include the first day of practice through and including the last day of classes or the last day of the activity in the school year.

**Activity Programs:** Any activity that meets the guidelines of an extracurricular activity at Kimball Public Schools, which shall include the following:

Basketball	Cheerleading	Cross Country	Instrumental Music	Vocal Music
Golf	Dance Team	Football	Flag Corps/Drill Team	FFA
Manager	Student Trainer	Honor Society	One Act Play	Marching Band
Quiz Bowl	Musical/Play	Speech	Yearbook/Publications	Wrestling
Track	Volleyball	Student Council	Academic Decathlon	ESports

**Participant and Participant Pool:** Any student who participates in any extracurricular activity as herein before set forth shall be a participant and his/her name shall be included in the participant pool. A participant shall enter the participant pool upon signing the attached consent form EXHIBIT A and returning said signed consent form to the Activities Director. A participant shall remain in the selection pool for an entire year (365 days) from the date the consent form is returned to the high school Activities Director. A participant may be subject to testing at any time during said 365 day period. Any student who tests positive will continue to be tested through the summer as a “Participant” if that student desires to participate in extracurricular activities in the following school year. A student will be removed from the testing pool if he/she has quit or been cut from an activity. Quitting the activity must occur prior to being selected for testing to be removed from the testing pool of students.

**Sample Collection:** Samples will be collected as directed by the Drug Program Administrator on the same day the student is selected for testing, or if the student is absent an alternate will be selected, in sequential order, from an alternate list provided by the Drug Program Administrator. If a urine sample is required, all students providing samples will do so alone in an individual bathroom or stall with the door closed.

**Drug Program Administrator:** The Board will choose a Third Party Administrator (TPA) for the purpose of determining through random selection the student(s)/ participant(s) to be tested. This will be accomplished by the use of a “Student List,” compiled by the district. The TPA, by use of a SAMHSA certified laboratory, shall also process sample results and maintain privacy with respect to test results and related matters.

**Medical Review Officer “MRO”:** Kimball Public Schools will utilize an MRO to review all laboratory-reported positive tests. The role of the MRO is critical to protecting the interest of the students. The MRO serves a critical role in determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. The MRO will demonstrate his/her knowledge by being certified by an MRO Accreditation body. The parent or the guardian will be contacted by the MRO or his/her assistant. The MRO will report results of verified positives and/or warrant health and safety issues to the student and to the designated school representative through the TPA.

**Scope of Tests:** The drug screen tests for one or more illegal drugs, **nicotine**, and/or alcohol. The Drug Program Coordinator shall determine which illegal drugs shall be screened, but in no event shall that determination be made after selection of students for testing. Student samples will not be screened for the presence of any substances other than an illegal drug or for the existence of any physical condition other than drug use.

**Non-Punitive Nature of Policy:** No student shall be penalized academically for testing positive for illegal drugs or alcohol, unless otherwise permitted by law and the district's student discipline policies, rules, and regulations. **If an outside activity is a graded assignment, the student will be provided an alternate assignment.** The results of drug tests pursuant to this policy will not be documented in any student's academic records, unless otherwise required by law or district policy. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the district shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified as soon as possible by the district.

## **DRUG SCREENING**

**General Policy:** Practical experience and research have proven that even small quantities of narcotics, abused prescription drugs or alcohol can affect judgment and reflexes which can create unsafe conditions for students, especially those involved in any activity covered in this policy. Even when not readily apparent, the effect can have serious results for students engaged in activities. Drug-using students participating in extracurricular activities are a threat to co-participants, other students, and themselves, and may make injurious errors. For these reasons, the Board has adopted a policy that all students participating in extracurricular activities must remain substance-free.

**Prohibitions:** All students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having controlled substances, improperly used medications, or any mind/mood altering or intoxicating substances present in their system unless otherwise prescribed by a licensed physician. This includes all "look alike" substances, paraphernalia, and any other such item. The district will not screen items which appear to be in violation of this policy. If a student has a question as to whether a substance, item, or any other thing may be subject to this policy, the student should ask the principal or activities director.

**Alcohol Use/Possession:** All students participating in extracurricular activities are prohibited from possessing or use of alcohol.

### **After School Hours Conduct:**

After-school-hours use of drugs, alcohol, or any other prohibited substances is not permitted. This includes all "look alike" substances or items of any kind. All students participating in extracurricular activities should realize that these regulations prohibit all illicit drug use during and away from school activities.

**Procedure:**

1. **All Current Students Participating in Extracurricular Activities or Students That Have Voluntarily Been Placed in the Pool at the Request of Their Parent/Guardian**

A. **Random Testing**

The Board authorizes random unannounced screening of all students participating in extracurricular activities. The list of students participating in extracurricular activities contained in the random pool will be updated upon receipt of a signed consent form. Students participating in extracurricular activities who have been selected will be required to report to the designated collection site for testing.

B. **Consent**

Each student wishing to participate in any extracurricular activity and the student's custodial parent or legal guardian shall consent in writing to drug testing pursuant to the district's drug testing program. Written consent shall be in the form attached to this policy as EXHIBIT A. No student shall be allowed to participate in any extracurricular activity absent such consent.

C. **Removal From the Random Testing List**

Students who quit or are cut from an activity, prior to being selected for random testing, may request their name be dropped from the testing list. A request form must be signed by the student and his/her parents to be dropped. However, students may volunteer to remain in the pool even though he/she are not part of the activity.

D. **Summer Testing.** There is an obligation to continue support for students who test positive. Drug testing during the summer will provide another reason for a student to refrain from the use of drugs or alcohol. Any student who has tested positive during a random test will continue to be tested through the summer months under the guidelines established herein. The Drug Program Coordinator will contact the student to establish a location and time for the test to take place.

2. **Testing Procedures**

A. **General Guidelines**

The Board shall rely, when practical, on the guidance of the Medical Review Officer in developing a consistent collection and testing protocol.

B. **Substances**

Substances that students participating in extracurricular activities may be randomly tested for: alcohol, **nicotine**, amphetamines, cannabinoids, cocaine, opiates, synthetic opiates and PCP, and other substances, such as but not limited to steroids, barbiturates, and benzodiazepines, without advance notice as part of tests authorized by the Board for safety purposes. Such tests will be coordinated with the Drug Program Coordinator.

C. **Testing Procedure**

The Board reserves the right to utilize breath, saliva, urinalysis, and any other testing procedures permitted by law. Urine and oral fluid samples which screen positive will be confirmed by GC/MS.

### 3. **Collection Sites.**

The Drug Program Coordinator will designate a collection site(s) at Kimball Public Schools where individuals may provide specimens.

### 4. **Collection Procedures**

The Board and the TPA have developed and will maintain a documented procedure for collecting, shipping and accessing all specimens. The Board and the TPA will utilize a standard Custody and Control Form for all students participating in extracurricular activities testing. A tamper-proof sealing system, identifying numbers, labels, and sealed shipping containers will be used for specimen transportation. Collection sites will maintain instructions and training emphasizing the responsibility of the collection site personnel to protect the integrity of the specimen and maintain as proper a collection procedure that is reasonable.

### 5. **Return of Results**

The TPA will transmit by a secure method the results of all tests to the DPA's MRO. The MRO will be responsible for reviewing test results of students. Prior to making a final decision, the MRO shall give the individual an opportunity to discuss the result either face-to-face or over the telephone. The DPA shall then promptly tell the principal of the high school which student(s) tested positive.

### 6. **Request for Retest**

A split specimen will be collected for all testing methods, with the exception of alcohol testing. A positive alcohol test will be confirmed with an EBT device. Students involved in the program may, upon a non-negative test result, request that the split sample be tested (within 72 hours of being notified of the final testing result) at a second nationally certified laboratory from a list provided by the MRO. The request for the test must be submitted in writing to the MRO. Students participating in extracurricular activities are required to pay the associated costs for an additional test in advance. However, the costs will be reimbursed if the result of the split sample test is negative.

**Positive Results:** Whenever a student's test results indicate the presence of any of the substances prohibited (positive test), the following will occur: If the sample tests positive, the custodial parent or legal guardian will be notified and a meeting will be scheduled with the Kimball Public School Activities Director (Drug Program Coordinator), the student, and the custodial parent or legal guardian.

**Note:** If a student has previously engaged in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, nicotine, controlled substance, inhalant or being under the influence of any of the above and has been assigned consequences accordingly, the consequences are accumulative. For example, a single prior offense will result in consequences concurrent with a second positive test (see below). If there have been two prior offenses, the first positive drug test will result in an activity suspension for one calendar year.

#### ***First Positive Test upon lab confirmation:***

- DPC & Principal meeting with parent/s and student;
- The Student is notified of suspension from competitions in all extracurricular activities (including all organizations and special events such as prom) for 15 (fifteen) school days and a minimum of two activities. The first day of the suspension will be the day of the conference with the student ~~for at least 20 calendar days during the school year~~. If all activities in which the student participates cease before the end of the suspension, the remainder of the suspension will carry over

to the following year's activities so the student completes the required number of days; and

- Student must complete an approved drug and alcohol education class at the student's expense during the next available session. A district-administered negative test must be provided before the student may return to the activity; and complete follow up testing as required.

~~\*\* (Sundays excluded and~~ The student will be expected to attend **and** participate in all scheduled practices during the suspension)~~\*\*~~

### ***Second Positive Test (Grades 7-12):***

- DPC & Principal meeting with parent/s and the student;

The Student is notified of suspension from competitions in all extracurricular activities (including all organizations and special events such as prom) for 30 (thirty) school days and a minimum of four activities. The first day of the suspension will be the day of the conference with the student ~~for at least 40 calendar days during the school year.~~ If all activities in which the student participates cease before the end of the suspension, the remainder of the suspension will carry over to the following year's activities so the student completes the required number of days; and

- Student must complete an approved drug and alcohol education class at the student's expense during the next available session. A district-administered negative test must be provided before the student may return to the activity; and complete follow up testing as required.

- Mandatory drug testing, a minimum of once a month, will commence after the first parent meeting for the next 12 months or end upon graduation from Kimball Public Schools.

~~\*\* (Sundays excluded and~~ The student will be expected to attend **and** participate in all scheduled practices during the suspension)~~\*\*~~

### ***Third and Subsequent Offenses (Grades 7-12):***

- DPC & Principal meeting with parent/s and student;

The Student is notified of suspension from competitions in all extracurricular activities (including all organizations and special events such as prom) for 1 (one) calendar year. The first day of the suspension will be the day of the conference with the student ~~for at least 60 calendar days during the school year. If all activities in which the student participates cease before the end of the suspension, the remainder of the suspension will carry over to the following year's activities so the student completes the required number of days; and~~

- Student must complete an approved drug and alcohol education class at the student's expense during the next available session. A district-administered negative test must be provided before the student may return to the activity; and complete follow up testing as required.

- Mandatory drug testing, a minimum of once a month, will commence after the first parent meeting for the next 12 months or end upon graduation from Kimball Public Schools.

~~\*\* (Sundays excluded and the student will be expected to attend and participate in all scheduled practices during the suspension)\*\*~~

### ***Fourth Positive Test (Grades 7-12):***

- ~~———— DPC meeting with the parent/s and student;~~

- ~~———— Suspension of eligibility to participate in activities for the remainder of the student's time as a student at Kimball Public Schools.~~

### **SELF-REPORT OPTION:**

If a student voluntarily reports, **prior to being selected for random testing**, to the coach, sponsor, activities director or principal within three (3) school days of the rule violation, the consequences

for first and second violations will be reduced. In the case of a first violation, the suspension would be reduced to ~~10~~ **7 school** days and one (1) activity. A second violation would be reduced to ~~20~~ **15 school** days and **two (2) activities**. This applies to first and second offenses only.

**Refusal to Submit to Drug Use Test:** A participating student who refuses to submit to a drug test authorized under this policy, or fails or refuses to comply with any other provision of this policy (including counseling requirements or recommendations), shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for 12 months from the date of the violation and qualifies as a positive test.

**Adulteration/Substitution:** A participating student found to adulterate/substitute a sample or with paraphernalia that would be used in an attempt to adulterate/substitute a specimen will be treated as a positive test.

**Prescription Drug Error:** A student that is determined to have used a prescription drug without a legal prescription in their name will be given a positive test result by the MRO. If in meeting with the Parent/Guardian it is determined that this is the result of a parent/guardian error and not an intended abuse of the substance, the following will occur: The parent will submit, in writing to the designated official, an explanation of the error and recognition of the law in regards to prescription drugs. Upon receipt of this document and recognition as a reasonable explanation by the Designated Official, the suspension from driving and activities will be lifted and no assessment or intervention will be required. The student will undergo a follow-up drug screen at the parent's expense to ensure the banned substance(s) are gone or in decay. Upon completion of these requirements, this positive test will be removed from the student's record. This rule may only be applied one time in a student's enrollment within the school district.

Further errors ruled positive by the MRO will constitute the actions listed above.

**Appeal:** A student participating in extracurricular activities who has been determined by the principal or Drug Program Coordinator to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in any extracurricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided, and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

**Record Keeping and Confidentiality:** All records pertaining to participants shall be kept separate from the student records. The record keeping and results of all testing will be held in the strictest confidence. These records will be accessible only to the Drug Program Coordinator or his designee. Records pertaining to a particular student will be destroyed upon his/her graduation from Kimball Public Schools, or one year after his/her class graduation.

## **SEVERABILITY**

Should any sentence, clause, provision, or paragraph of this entire policy be deemed unlawful or unconstitutional, it is intended that, insofar as may be practicable, the remaining portions of this policy shall remain in full force and effect.

Adopted: July 10, 2017  
Reviewed: December 13, 2021

## Students

### Extracurricular Activity

#### **Section 1 Extracurricular Activity Philosophy**

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

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

#### Safety

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

#### Warning for Participants and Parents

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

## Section 2 Extracurricular Activity Code of Conduct

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

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

### Scope of the Code of Conduct.

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

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

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

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

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

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school

shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

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

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

substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" 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 or illegal substances 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.

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

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

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

#### Meaning of Terms.

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

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

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

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

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

### **Consequences.**

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

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

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

**Drugs (including tobacco), Alcohol, and Weapons Violations.**

An activity participant who violates the drug, alcohol, or weapons rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods. Consequences will be doubled if the violation occurs on school grounds, at a school function or event, or in a school vehicle.

1. First Violation: Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as prom) for ~~20 (twenty) calendar~~ 15 school days and a minimum of two activities. The first day of the suspension will be the day of the conference with the student. ~~The student must complete an approved drug and alcohol education class at the student's expense during the next available session. A district-administered negative test must be provided before the student may return to the activity; and complete follow up testing as required.~~
2. Second Violations: ~~Students may select Option A or B. (Only A for Weapons Violations)~~  
~~Option A:~~ Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as prom) for ~~40 (forty) calendar~~ thirty school days and a minimum of four activities. The first day of the suspension will be the day of the conference with the student. ~~The student must complete an approved drug and alcohol education class at the student's expense during the next available session. A district-administered negative test must be provided before the student may return to the activity; and complete follow up testing as required. Mandatory drug testing, a minimum of once a month, will commence after the first parent meeting for the next 12 months or end upon graduation from Kimball Public Schools.~~
3. ~~Option B:~~ Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as prom) for ~~20 (twenty) school~~ days and a minimum of two activities. The first day of the suspension will be the day of the conference with the student.

~~—OR—~~

~~Option B: Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as prom) for 20 (twenty) school days and a minimum of two activities. The first day of the suspension will be the day of the conference with the student.~~

~~—AND—~~

~~Students and parents agree to participate in a school-approved program for chemical dependency. Said program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to school's Activities Director. Failure to participate and successfully complete the approved chemical dependency program will cause the participating student to be suspended from extra-curricular activities for the full forty days and four~~

~~activities. All costs associated with the program are to be borne by the students parent or guardian.~~

4. **Third and Subsequent Violations:** Upon finding of a subsequent violation, the student will be suspended from participating in the extra-curricular program and all school activities (including organizations and special events such as prom) for 1 (one) calendar year. The first day of the suspension will be the day of the conference with the student. ~~The student must complete an approved drug and alcohol education class at the student's expense during the next available session. A district-administered negative test must be provided before the student may return to the activity; and complete follow up testing as required. Mandatory drug testing, a minimum of once a month, will commence after the first parent meeting for the next 12 months or end upon graduation from Kimball Public Schools.~~

Note: If a student has previously tested positive for alcohol, nicotine, or other illegal drugs and has been assigned consequences accordingly, the consequences are accumulative. For example, a single prior offense will result in consequences concurrent with a second violation. If there have been two prior positive tests, the first violation will result in an activity suspension for one calendar year.

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

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

**Letters and Post-Season Honors.** A student who commits a Code of Conduct violation is:

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

**Self-Reporting.**

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

**Determining a Violation Has Occurred.** A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

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

**Procedures for Extracurricular Discipline.** The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
  - a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
  - b. The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.

3. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
  - a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
  - b. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.
  - c. If a hearing is requested:
    - i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
    - ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
    - iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
    - iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures
6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

### **Section 3 Attendance**

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly and show evidence of sincere effort towards scholastic achievement.

2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity, be in attendance for at least half a day. A student who is not in attendance at least half a day is ineligible for the contest, performance, or activity.

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

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

#### Section 4 Academic Standards

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

1. Be enrolled in at least 20 credit hours in the semester of participation.
2. Maintain passing grades in all courses. Any student having a grade below 70% in two (2) or more classes when grades are checked is ineligible to participate in extra-curricular activities until the student has worked his/her way off the eligibility list. The first time a student is deemed ineligible for a week, they will be placed on probation for that week. Each junior/senior high school student will be placed on probation only once per semester; each time thereafter the student will be ineligible.
3. If a student is failing the same class (e.g., English) for more than three consecutive weeks they will also be considered ineligible.
4. Academic requirements do not apply to:
  - (A) Instructional field trips which are a part of the scheduled course learning experience; or
  - (B) ~~Activities or events which are a part of the student's grade requirements.~~ If an outside activity or event is a graded assignment, the student will be provided an alternate assignment. Although junior high extracurricular activities are included in the school day and students receive a grade, this eligibility policy is applicable to junior high activities as well. Junior High

student grades are based on participation in practice not attendance outside of the school day.

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296

Date of Adoption: August 10, 2020

Revised: July 26, 2021

Safety and SecurityFirearm Policy

It shall be the policy of the Kimball Public School District to undertake all reasonable efforts to prohibit the unlawful possession, the knowingly and intentionally selling, attempting to sell, providing, loaning, delivering, or in any other way transferring the possession of a firearm to a juvenile, and to prevent the unlawful possession of a firearm, including concealed firearms, in a school, on school grounds, in a school owned vehicle, or at a school sponsored activity or athletic event. This policy shall not apply to the issuance of firearms to or possession by members of the Armed Services of the United States, active or reserve, National Guard of the State, or reserve officers training corp, peace officers, off duty cops, or other duly authorized law enforcement officers when on duty or training or when contracted by a school to provide school security or school event contract services. Further, nothing in this policy shall be construed to require school action when a firearm is lawfully possessed by a person receiving instruction, or instruction under the immediate supervision of an adult instructor, or as to firearms contained within a private vehicle operated by a non-student adult when the firearm is not loaded, is encased, and is either in a locked firearm rack that is on a motor vehicle or is in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied or otherwise fastened with no part of a firearm exposed.

Any unlawful use or possession of a firearm, including concealed firearms, as described in this policy and as described by statute shall as soon as is reasonably possible be reported to an appropriate peace officer. Nothing in this policy shall be construed to prevent the district from carrying out regular disciplinary procedures as have been adopted by the Board of Education or as otherwise authorized by law.

Legal Reference: Neb. Rev. Stat. Sec. 28-1204.04

Date of Adoption: [Insert Date]

Students

Naloxone in School

The Board hereby permits the storage, administration, and implementation of naloxone (also known as Narcan) in school, so long as such storage, administration, and implementation complies with all legal requirements and the best interests of student health.

The Superintendent is hereby delegated the authority to develop rules and regulations to handle and administer naloxone in the event of a suspect opioid overdose, or in other emergency situations that require prompt attention.

Legal Reference: Neb. Rev. Stat. § 28-470

Date of Adoption: [Insert Date]

DRAFT

StudentsCollection of Information Relating to Dyslexia

The District will collect and maintain the following information relating to dyslexia during each school year:

- (1) Testing for a specific learning disability in the area of reading, including tests that identify characteristics of dyslexia and the results of such tests;
- (2) The number of students identified as having a reading issue, including dyslexia, pursuant to the assessment administered under the Nebraska Reading Improvement Act and Policy 6213;
- (3) The number of students identified in Paragraph (2) that have shown growth on the measure used to identify the reading issue; and
- (4) All other data required by law and/or the District's special education obligations.

By July 1st of each year, the District will provide the Nebraska State Department of Education with information collected about dyslexia, as requested by the Department.

Any student or parent/guardian with questions or concerns about dyslexia are encouraged to contact the District's Director of Special Education.

Legal Reference: LB 298 (2023)

Date of Adoption: [Insert Date]

StudentsSeizure Safe Schools

Each school building will have a “seizure action plan” if the following criteria are met: (1) at least one student in that building has been identified as having a seizure disorder; and (2) that student’s parent or guardian and health care provider have worked with the school to develop a seizure action plan.

Every building with a seizure action plan will have at least one employee who has met the training requirements necessary to administer or assist with the self-administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms.

In accordance with state law, except in the case of an emergency, prior to the administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms by a school employee, a student's parent or guardian must:

1. Provide the school with a written authorization to administer the medication at school;
2. Provide a written statement from the student's health care practitioner containing the following information:
  - a. The student's name;
  - b. The name and purpose of the medication;
  - c. The prescribed dosage;
  - d. The route of administration;
  - e. The frequency that the medication may be administered; and
  - f. The circumstances under which the medication may be administered.
3. Provide the medication to the school in its unopened, sealed package with the intact label affixed by the dispensing pharmacy; and
4. Collaborate with school employees to create a seizure action plan.

If permitted by the student's seizure action plan, a student shall be allowed to possess the supplies, equipment, and medication necessary to treat a seizure disorder in accordance with such seizure action plan.

Any authorization provided by a parent or guardian shall be effective only for the school year in which it is provided and shall be renewed each following school year.

Legal Reference: Neb. Statute 79-3201 to 3207

Date of Adoption: [Insert Date]

InstructionBehavioral Points of Contact

The Superintendent is delegated the authority to designate one or more behavioral awareness and health points of contact for each school building in the District. The behavioral awareness and health point of contact may be an administrator, nurse, psychologist, or another appropriate staff member. Each behavioral awareness and health point of contact will be trained in behavioral awareness and health and have knowledge of community service providers and other resources that are available for the students and families in the District. The District will maintain or have access to a registry of local mental health and counseling resources for students and parents.

The points of contact will be listed on the District's website and in the student handbook.

The Superintendent shall report the designated behavioral awareness and health points of contact to the Nebraska State Department of Education each year when requested by the Department.

In addition, all District employees who interact with students, as determined by the Superintendent, shall receive at least one hour of behavioral and mental health training with a focus on suicide awareness and prevention training each year. The Superintendent or designee shall be responsible for coordinating this training.

Legal Reference: Neb. Rev. Stat. § 79-11,159  
LB 705, § 4 (2023)

Date of Adoption: [Insert Date]

PersonnelExtra Duty Compensation – Certificated StaffExtra Duty Assignments

Certificated staff members may be assigned extra duties at the discretion of the Superintendent or Superintendent's designee.

Full time certificated staff who are anticipated to work more than 1100 hours each school year are expected to work additional hours each month of the contract year in fulfillment of their extra duty assignments. Part-time certificated staff who are anticipated to spend fewer than 1100 hours in their regular teaching assignments each school year must track the hours they spend on extra duty assignments and submit those hours to the district bookkeeper monthly.

Certificated staff covered by the collective bargaining agreement between the board and the local education association will be paid the salary amounts set in that contract for performance of their extra duties.

Subject to the other provisions of this policy, certificated employees assigned to extra duty assignments shall be paid in 12 equal installments beginning with the first regular pay period of the contract year in which the services will be rendered. The payment for exempt employees assigned extra duty sponsorship duties after the beginning of their contract for a given school year shall be distributed evenly across the remaining pay periods for the school year beginning with the first pay period following the assignment.

Certificated employees who are assigned extra duties will be informed of that assignment in an assignment letter.

Extended Contract Days

If a certificated staff member is assigned extended contract days by the Superintendent or Superintendent's designee, that assignment shall be included in his/her individual employment contract with the board of education. Staff shall be compensated for assigned extended contract days at the individual employee's daily contract rate calculated by dividing his/her regular salary by the number of contract days set by the board for all certificated teaching staff.

Unless otherwise directed by the administration, extended contract days shall be completed prior to the first regular duty day for teachers for the impending contract year. Teachers must document their completion of extended contract days on the form provided by the office and submit that form to their direct supervisor at the end of each month.

Payment for Extended Contract Days

Teachers assigned to extended contract days shall be paid for that assignment in 12 equal installments beginning with the first regular pay day of the contract year in which the services are rendered.

Date of Adoption: [Insert Date]

DRAFT