

**BOARD OF EDUCATION
MERIDIAN PUBLIC SCHOOLS
DISTRICT 48-0303
DAYKIN, NEBRASKA 68338
Monday, August 10, 2026**

August Regular Meeting - 7:00 PM:

1. Call to Order - Open Meeting Law Information Presented
2. Roll Call
3. Other Items of Business Added to the Agenda at Least Twenty-four Hours Prior to the Meeting
4. Excuse Absent Members and Approve/Change Agenda
5. Items Invited from the Public for Comment
6. Review and Approval of the Consent Agenda
 - 6.A. Minutes of the July 13, 2026 Regular Meeting
 - 6.B. District Financial Report
 - 6.C. Activity Fund Report
 - 6.D. Hot Lunch Fund Report
 - 6.E. Bills
7. Curriculum Report
8. Discuss budgeting process for 26-27
9. Review, consider, and take all necessary action on the transfer of 25-26 Budget Funds into the Hot Lunch Account
10. Review, consider, and take all necessary action on the transfer of 25-26 Budget Funds into the Depreciation Fund.
11. Review, consider, and take all necessary action on the transfer of 25-26 Budget Funds into the Activity Fund.

12. Review, consider, and take all necessary action to increase the district's property tax authority base growth percentage by 7%
13. Discuss Policy Committee Work and Policy Update Process
14. Review, consider, and take all necessary action on the Superintendent Evaluation Tool.
15. Review, consider, and take all necessary action on Policy 4057 — Superintendent Evaluation.
16. Review, consider, and take all necessary action on Student Handbooks for 26-27
17. Review, consider, and take all necessary action on continuing membership in ALICAP Insurance for the 2026-2027 School Year
18. Principal's Report
19. Superintendent's Report
20. Set Time and Date for September Budget Hearing - Tax Request Hearing - Regular Meeting
21. Adjournment

**Meridian Public Schools
Board of Education**

Regular Meeting
Monday, July 13, 2026 6:00 PM Central

District Board Room
72380 560th Avenue
Daykin, NE 68338-0190

Jason Bartels: Present
Joy Barton: Present
Jamie Niederklein: Present
Brian Rut: Present
Scott Sobotka: Present
Todd Vorderstrasse: Present
Present: 6.

1. Call to Order - Open Meeting Law Information Presented

2. Roll Call

Others in attendance: Superintendent Hull, Principal Asche, and Principal Miller.

3. Other Items of Business Added to the Agenda at Least Twenty-four Hours Prior to the Meeting

4. Excuse Absent Members and Approve/Change Agenda

5. Items Invited from the Public for Comment

6. Review and Approval of the Consent Agenda

Approve the consent agenda as presented. This motion, made by Jason Bartels and seconded by Todd Vorderstrasse, Carried.

Jason Bartels: Yea, Joy Barton: Yea, Jamie Niederklein: Yea, Brian Rut: Yea, Scott Sobotka: Yea, Todd Vorderstrasse: Yea
Yea: 6, Nay: 0

6.A. Minutes of the June 15, 2026 Regular Meeting

6.B. Minutes of the June 29, 2026 Board Retreat

6.C. District Financial Report

6.D. Activity Fund Report

6.E. Hot Lunch Fund Report

6.F. Bills

7. Curriculum Report

Superintendent Hull presented the curriculum report to the Board.

8. Discuss Relationship with Legal Council and Policy Service

Motion to recognize KSB School Law as the District's legal counsel and subscribe to their policy service as proposed. This motion, made by Scott Sobotka and seconded by Jason Bartels,

Carried.

Jason Bartels: Yea, Joy Barton: Yea, Jamie Niederklein: Yea, Brian Rut: Yea, Scott Sobotka: Yea, Todd Vorderstrasse: Yea

Yea: 6, Nay: 0

9. Hold Annual Public Hearing on Parental Involvement Policy 5018

The annual public hearing on parental involvement opened at 6:21 p.m. and closed at 6:23 p.m.

9.A. Approve Parental Involvement Policy 5018

Motion to reaffirm Parental Involvement Policy 5018. This motion, made by Joy Barton and seconded by Todd Vorderstrasse, Carried.

Jason Bartels: Yea, Joy Barton: Yea, Jamie Niederklein: Yea, Brian Rut: Yea, Scott Sobotka: Yea, Todd Vorderstrasse: Yea

Yea: 6, Nay: 0

10. Hold Annual Public Hearing on Title I Parental Involvement Policy 5057

The annual public hearing on Title I Parental Involvement policy opened at 6:25 p.m.

Superintendent Hull shared feedback he received from a parent of a student receiving Title I support. The parent stated in an email that the policy was well worded and covered any questions that she might have had. The hearing closed at 6:26 p.m.

10.A. Approve Title I Parental Involvement Policy 5057

Approve Policy 5057 as presented. This motion, made by Jason Bartels and seconded by Joy Barton, Carried.

Jason Bartels: Yea, Joy Barton: Yea, Jamie Niederklein: Yea, Brian Rut: Yea, Scott Sobotka: Yea, Todd Vorderstrasse: Yea

Yea: 6, Nay: 0

11. Hold Annual Public Hearing on Student Fees- Policy 5045

The annual public hearing on student fees opened at 6:27 p.m. Superintendent Hull presented fee information. The hearing closed at 6:28 p.m.

11.A. Review, consider, and take all necessary action on Policy 5045-Student Fees

Approve Revisions to Policy 5045 as presented. This motion, made by Jason Bartels and seconded by Jamie Niederklein, Carried.

Jason Bartels: Yea, Joy Barton: Yea, Jamie Niederklein: Yea, Brian Rut: Yea, Scott Sobotka: Yea, Todd Vorderstrasse: Yea

Yea: 6, Nay: 0

12. Review and Adopt Bullying Policy- Policy 5054

Approve policy 5054 as presented. This motion, made by Jamie Niederklein and seconded by Todd Vorderstrasse, Carried.

Jason Bartels: Yea, Joy Barton: Yea, Jamie Niederklein: Yea, Brian Rut: Yea, Scott Sobotka: Yea, Todd Vorderstrasse: Yea

Yea: 6, Nay: 0

13. Review, consider, and take all necessary action on the following policies: 3012 School Meal Program and Meal Charges, 3048 Communicable Disease, 3057 Title IX, 3061 ACH Originator Policy, 4002 Drug Free Workplace, 4017 Relationship with Employee Collective Bargaining Associations, 4019 Workplace Injury Prevention and Safety Committee, 4056 Resignation of Certificated Staff, 5014 Homeless Students, 5015 Protection of Pupil Rights, 5030 Dating Violence, 5048 Anaphylaxis, 6046 Access to Library Materials. Adopt the policies presented. This motion, made by Joy Barton and seconded by Jason Bartels, Carried.

Jason Bartels: Yea, Joy Barton: Yea, Jamie Niederklein: Yea, Brian Rut: Yea, Scott Sobotka: Yea, Todd Vorderstrasse: Yea
Yea: 6, Nay: 0

14. Review, consider, and take all necessary action on the following Policy Revisions: 2008 Meetings, 3003 Bidding for Construction, 3003.1 Bidding for Construction with Federal Funds, 3004.1 Fiscal Management for Purchasing and Procurement using Federal Funds, 5001 Compulsory Attendance and Excessive Absenteeism, 5003 Admission of Part-Time Students, 5035 Student Discipline.

Approve Policy 2008 as presented with the school website as the official posting location for notices. This motion, made by Jason Bartels and seconded by Todd Vorderstrasse, Carried.

Jason Bartels: Yea, Joy Barton: Yea, Jamie Niederklein: Yea, Brian Rut: Yea, Scott Sobotka: Yea, Todd Vorderstrasse: Yea
Yea: 6, Nay: 0

Approve Policies 3003 Bidding for Construction, 3003.1 Bidding for Construction with Federal Funds, 3004.1 Fiscal Management for Purchasing and Procurement using Federal Funds, 5001 Compulsory Attendance and Excessive Absenteeism, 5003 Admission of Part-time Students and 5035 Student Discipline as presented. This motion, made by Jamie Niederklein and seconded by Joy Barton, Carried.

Jason Bartels: Yea, Joy Barton: Yea, Jamie Niederklein: Yea, Brian Rut: Yea, Scott Sobotka: Yea, Todd Vorderstrasse: Yea
Yea: 6, Nay: 0

15. Review, consider, and take all necessary action on Policy 6038- Student Use of AI Tools Approve Policy 6038 as presented. This motion, made by Jason Bartels and seconded by Joy Barton, Carried.

Jason Bartels: Yea, Joy Barton: Yea, Jamie Niederklein: Yea, Brian Rut: Yea, Scott Sobotka: Yea, Todd Vorderstrasse: Yea
Yea: 6, Nay: 0

16. Review, consider, and take all necessary action on Policy 4065- Staff Use of AI Tools Adopt Policy 4065 as presented. This motion, made by Jamie Niederklein and seconded by Jason Bartels, Carried.

Jason Bartels: Yea, Joy Barton: Yea, Jamie Niederklein: Yea, Brian Rut: Yea, Scott Sobotka: Yea, Todd Vorderstrasse: Yea
Yea: 6, Nay: 0

17. Review, consider, and take all necessary action on Policy 5004- Option Enrollment Adopt Policy 5004 with 10. b. (2) (not allowing late applications). This motion, made by Scott Sobotka and seconded by Jason Bartels, Carried.

Jason Bartels: Yea, Joy Barton: Yea, Jamie Niederklein: Yea, Brian Rut: Yea, Scott Sobotka: Yea, Todd Vorderstrasse: Yea
Yea: 6, Nay: 0

18. Consider, and take all necessary action regarding the formation of a Policy Committee
Approve the creation of a policy committee consisting of Todd Vorderstrasse, Brian Rut, and Jamie Niederklein. This motion, made by Jason Bartels and seconded by Scott Sobotka, Carried.
Jason Bartels: Yea, Joy Barton: Yea, Jamie Niederklein: Yea, Brian Rut: Yea, Scott Sobotka: Yea, Todd Vorderstrasse: Yea
Yea: 6, Nay: 0

19. Review, consider, and take all necessary action on Calendar Changes as Presented
Approve changes to 2026-2027 calendar as presented. This motion, made by Todd Vorderstrasse and seconded by Joy Barton, Carried.
Jason Bartels: Yea, Joy Barton: Yea, Jamie Niederklein: Yea, Brian Rut: Yea, Scott Sobotka: Yea, Todd Vorderstrasse: Yea
Yea: 6, Nay: 0

20. Discuss superintendent evaluation

21. Approve Sub Pay for 26-27
Approve substitute teacher pay at the rates of \$160/Full Day, \$80/Half Day. This motion, made by Jamie Niederklein and seconded by Joy Barton, Carried.
Jason Bartels: Yea, Joy Barton: Yea, Jamie Niederklein: Yea, Brian Rut: Yea, Scott Sobotka: Yea, Todd Vorderstrasse: Yea
Yea: 6, Nay: 0

22. Approve Alex Hull as Authorized Person for Meridian Safety Deposit Boxes at Heartland Bank
Approve Alex Hull as Authorized Person for Meridian Safety Deposit Boxes at Heartland Bank. This motion, made by Jason Bartels and seconded by Joy Barton, Carried.
Jason Bartels: Yea, Joy Barton: Yea, Jamie Niederklein: Yea, Brian Rut: Yea, Scott Sobotka: Yea, Todd Vorderstrasse: Yea
Yea: 6, Nay: 0

23. Discuss Student Handbooks for 2026-2027

24. Principals' Reports

25. Superintendent's Report

26. Set Time and Date for August Board Retreat

27. Set Time and Date for August Regular Meeting

28. Adjournment
To adjourn at 7:40 p.m. This motion, made by Jason Bartels and seconded by Joy Barton, Carried.
Jason Bartels: Yea, Joy Barton: Yea, Jamie Niederklein: Yea, Brian Rut: Yea, Scott Sobotka: Yea, Todd Vorderstrasse: Yea
Yea: 6, Nay: 0

MERIDIAN GENERAL FUND

Month: July, 2026

Beginning Balance:		\$	2,260,184.73
Date: 6/30/2026			
Deposits & Credits:		\$	20,063.24
Interest Income:		\$	540.57
Deposit in Transit:			
Returned Check:			
Expense:		\$	338,509.09
	Magic Writer-E Services	\$	34.95
Void:			
Bank Charges:	CK #33913- Bank Balance	\$	0.01
Balance Forward:		\$	1,942,244.49
Date: 7/31/2026			

SPECIAL BUILDING FUND

Month: July, 2026

Beginning Balance:		\$	228,155.64
Date: 6/30/2026			
Other Income: (Deposits)		\$	178.30
Void:			
Expenses:			
Total Expenses:		\$	-
Balance Forward:		\$	228,333.94
Date: 7/31/2026			

Depreciation Fund:

Beginning Balance: Date: 6/30/2026		\$	219,891.68
	Technology -Computer Hardware	\$	2,452.16
	Technology -Computer Hardware-SPED	\$	-
	Building & Grounds Improvement	\$	-
	Bus Acquisition	\$	217,311.44
	Vehicle Acquisition-SPED	\$	-
	Interest	\$	128.08
Interest Income:		\$	37.35
Deposits & Credits:	Technology -Computer Hardware	\$	-
	Technology -Computer Hardware-SPED	\$	-
	Building & Grounds Improvement	\$	-
	Bus Acquisition	\$	-
	Vehicle Acquisition	\$	-
Expense:	Technology -Computer Hardware	\$	-
	Technology -Computer Hardware-SPED		
	Building & Grounds Improvement		
	Bus Acquisition		
	Vehicle Acquisition		
Voided Check:			
Balance Forward: Date: 7/31/2026		\$	219,929.03

Qualified Capital Purpose Fund:

Beginning Balance: Date: 06/30/2026		\$	2,631.46
Deposits & Credits:			
Interest Income:			
Voided Check:			
Expense:			
Bank Charges:			
Balance Forward: Date: 7/31/2026		\$	2,631.46

CD - Depreciation Fund:

<i>Beginning Balance:</i> Date: 6/30/2026	\$	137,327.16
Interest Income:		
Deposits & Credits:		
Transfer:		
Balance Forward: Date: 7/31/2026	\$	137,327.16

CD - Qualified Capital Purpose Fund:

<i>Beginning Balance:</i> Date: 6/30/2026	\$	109,794.25
Deposits & Credits:		
Interest Income:		
Transfer:		
Balance Forward: Date: 7/31/2026	\$	109,794.25

CD - Special Building Fund:

<i>Beginning Balance:</i> Date: 06/30/2026	\$	264,792.58
Deposits & Credits:		
Interest Income:		
Transfer:		
Balance Forward: Date: 7/31/2026	\$	264,792.58

STATEMENT OF ACTIVITY FUND ACCOUNTS
MERIDIAN PUBLIC SCHOOLS
For the Period July, 2026

Activity	Balance of Last Report	Receipts	Expenses	Balance
Athletics	\$40,389.00	\$1,488.13	\$3,771.48	\$38,105.65
Transfer of Funds	-\$3,307.69	\$3,582.69	\$14,550.41	-\$14,275.41
Miscellaneous	\$1,672.25	\$32.90	\$300.00	\$1,405.15
Cheerleaders	\$0.00	\$0.00	\$0.00	\$0.00
Concessions	\$8,063.07	\$0.00	\$46.97	\$8,016.10
Annual Staff	\$1,732.03	\$0.00	\$0.00	\$1,732.03
Music	\$3,705.79	\$0.00	\$0.00	\$3,705.79
Staff Fund	\$242.62	\$0.00	\$110.66	\$131.96
Student Council	\$6,463.74	\$0.00	\$0.00	\$6,463.74
Drama	\$2,553.07	\$0.00	\$10.95	\$2,542.12
Art & Enrichment	\$252.09	\$0.00	\$0.00	\$252.09
Ceramics	\$476.00	\$0.00	\$0.00	\$476.00
Shop	\$5,799.18	\$0.00	\$0.00	\$5,799.18
Class of 2020	\$3,777.95	\$0.00	\$0.00	\$3,777.95
Class of 2024	\$0.00	\$0.00	\$0.00	\$0.00
Class of 2025	\$772.68	\$0.00	\$0.00	\$772.68
Class of 2026	\$1,021.35	\$0.00	\$0.00	\$1,021.35
Class of 2027	\$1,733.93	\$0.00	\$0.00	\$1,733.93
Class of 2028	\$2,573.17	\$0.00	\$0.00	\$2,573.17
Class of 2029	\$334.27	\$0.00	\$0.00	\$334.27
Class of 2030	\$747.73	\$0.00	\$0.00	\$747.73
Class of 2031	\$362.43	\$0.00	\$0.00	\$362.43
FBLA	\$825.88	\$0.00	\$82.80	\$743.08
NHS	\$753.29	\$0.00	\$92.25	\$661.04
Speech	\$6,169.63	\$0.00	\$0.00	\$6,169.63
Special Projects	\$9,282.83	\$0.00	\$380.00	\$8,902.83
Elementary Projects	\$997.56	\$21.00	\$0.00	\$1,018.56
Student Fees	\$2,213.99	\$0.00	\$0.00	\$2,213.99
In-Service	\$2,638.86	\$0.00	\$0.00	\$2,638.86
Wind Turbine	\$470.29	\$0.00	\$0.00	\$470.29
Computers	\$64,130.00	\$2,675.00	\$0.00	\$66,805.00
Newsletter	\$3,257.97	\$0.00	\$180.97	\$3,077.00
MCFC	\$2,476.58	\$75.00	\$143.61	\$2,407.97
FFA	\$3,314.76	\$0.00	\$0.00	\$3,314.76
Elementary StuCo	\$10,299.74	\$0.00	\$0.00	\$10,299.74
Spanish Honor Society	\$2,775.69	\$0.00	\$0.00	\$2,775.69
Beef Program	\$5,618.80	\$0.00	\$0.00	\$5,618.80
Greenhouse	\$2,255.81	\$0.00	\$0.00	\$2,255.81
FCS	\$2,902.45	\$0.00	\$0.00	\$2,902.45
Student CTE	-\$589.87	\$0.00	\$65.46	-\$655.33
Total	\$199,158.92	\$7,874.72	\$19,735.56	\$187,298.08

MERIDIAN HOT LUNCH FUND
July, 2026

Balance Forward \$ (13,232.68)

Income:

Students	\$	-
Adults	\$	-
A La Carte	\$	-
Zion Lutheran School	\$	-
Federal Reimbursement	\$	6,864.81
State Reimbursement	\$	-
Miscellaneous.....	\$	57.85
Interest on Account	\$	-

\$ 6,922.66

Expenses:

Food	\$	-
Supplies	\$	-
Payroll	\$	273.76
Utilities	\$	-
Miscellaneous	\$	-
Equipment Parts/Repair.....	\$	-
Bank Charges	\$	-

\$ 273.76

Balance Forward \$ (6,583.78)

Salaries Due District: \$0.00

Consolidated Check Listing

August 10, 2026

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Check	Date	Entity Name	Amount
33931	08/10/2026	AFLAC INC	\$ 265.39
33932	08/10/2026	AMERICAN FAMILY LIFE ASSUR CO	\$ 520.44
33933	08/10/2026	AMPLIFY EDUCATION, INC.	\$ 4,936.96
33934	08/10/2026	APPLE INC.	\$ 4,290.00
33935	08/10/2026	AT&T	\$ 106.16
33936	08/10/2026	BLUE CROSS BLUE SHIELD	\$ 50,406.18
33937	08/10/2026	CANON FINANCIAL SERVICES, INC.	\$ 1,262.35
33938	08/10/2026	CAPITAL BUSINESS SYSTEMS, INC.	\$ 155.53
33939	08/10/2026	CITY OF BEATRICE	\$ 392.00
33940	08/10/2026	COLLECTION ASSOCIATES	\$ 641.70
33941	08/10/2026	DAS STATE ACCOUNTING - CENTRAL FINANCE	\$ 317.87
33942	08/10/2026	DAYKIN LUMBER COMPANY	\$ 137.91
33943	08/10/2026	EAKES OFFICE SOLUTIONS	\$ 2,474.00
33944	08/10/2026	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM	\$ 43,083.49
33945	08/10/2026	ERNIE WILLIAMSON MUSIC	\$ 168.20
33946	08/10/2026	ESU #5	\$ 32,526.00
33947	08/10/2026	ESU COORDINATING COUNCIL	\$ 356.00
33948	08/10/2026	FAIRBURY JOURNAL-NEWS	\$ 165.16
33949	08/10/2026	FARMERS' COOPERATIVE	\$ 2,283.02
33950	08/10/2026	FIRST NATIONAL BANK	\$ 361.32
33951	08/10/2026	FIVE POINTS BANK	\$ 361.32
33952	08/10/2026	FOLLETT SCHOOL SOLUTIONS	\$ 303.64
33953	08/10/2026	FTC	\$ 1,029.00
33954	08/10/2026	GIBBS SMITH EDUCATION	\$ 219.00
33955	08/10/2026	HEARTLAND COMMUNICATIONS	\$ 1,095.00
33956	08/10/2026	HORACE MANN INSURANCE COMPANY	\$ 200.00
33957	08/10/2026	ALEXANDER HULL	\$ 378.48
33958	08/10/2026	JEFFERSON COUNTY SHERIFF'S OFFICE	\$ 1,500.00
33959	08/10/2026	JOHN DEERE FINANCIAL	\$ 82.49
33960	08/10/2026	JOHNSON CONTROLS BUILDING SOLUTIONS LLC	\$ 5,226.74
33961	08/10/2026	JOURNEYED.COM, INC	\$ 500.00
33962	08/10/2026	KSB SCHOOL LAW	\$ 10,175.80
33963	08/10/2026	LAKESHORE	\$ 22.95
33964	08/10/2026	LARKINS ACE HARDWARE	\$ 408.85
33965	08/10/2026	LEARNING WITHOUT TEARS	\$ 496.49
33966	08/10/2026	MADISON NATIONAL LIFE INSURANCE SERVICES	\$ 973.18
33967	08/10/2026	MERIDIAN ACTIVITY FUND	\$ 84,775.41
33968	08/10/2026	MERIDIAN DEPRECIATION FUND	\$ 80,000.00
33969	08/10/2026	MERIDIAN HOT LUNCH FUND	\$ 40,000.00
33970	08/10/2026	NASB ALICAP	\$ 42,473.00
33971	08/10/2026	NEBR. DEPARTMENT OF REVENUE	\$ 5,698.31
33972	08/10/2026	NEBRASKA COUNCIL OF SCHOOL ADMINISTRATORS	\$ 360.00
33973	08/10/2026	NEBRASKA SAFETY CENTER	\$ 250.00

Consolidated Check Listing

August 10, 2026

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Check	Date	Entity Name	Amount
33974	08/10/2026	NEBRASKA SCHOOL RETIREMENT SYS	\$ 27,159.97
33975	08/10/2026	NORRIS PUBLIC POWER DISTRICT	\$ 6,216.86
33976	08/10/2026	OMNIFY	\$ 730.40
33977	08/10/2026	PITNEY BOWES GLOBAL FINANCING SERVICES	\$ 227.97
33978	08/10/2026	PLUNKETT'S PEST CONTROL	\$ 134.65
33979	08/10/2026	PROTEX CENTRAL, INC.	\$ 921.26
33980	08/10/2026	REALLY GOOD STUFF, LLC	\$ 41.94
33981	08/10/2026	RENAISSANCE LEARNING, INC.	\$ 2,869.50
33982	08/10/2026	SCHOOL SPECIALTY LLC	\$ 4,497.60
33983	08/10/2026	STUDIES WEEKLY	\$ 868.78
33984	08/10/2026	SWEET TEA MARKETING	\$ 88.93
33985	08/10/2026	THAYER CENTRAL COMM SCHOOLS	\$ 1,197.50
33986	08/10/2026	THAYER COUNTY HEALTH SERVICES	\$ 203.07
33987	08/10/2026	T-MOBILE	\$ 85.53
33988	08/10/2026	TREVIPAY	\$ 192.01
33989	08/10/2026	VICTORY TOO	\$ 39.50
33990	08/10/2026	WELSCH REPAIR	\$ 7,555.28
33991	08/10/2026	WINDSTREAM NEBRASKA INC	\$ 350.00
33992	08/10/2026	YORK STATE BANK	\$ 128.15
Bills:			\$ 474,890.24
Payroll:			\$ 145,244.60
Payee Type Total:			<u>\$ 620,134.84</u>

August 2026

- Working with Wade to Roster for:
 - DIBELS 8th
 - Amplify ELA and CKLA
 - Math Expressions
- PreSchool- additional materials ordered
 - 2nd year of a 2-year deal
 - Begin to Review and Reassess
- 4th Grade Social Studies
 - New Materials are In
- This Year:
 - Begin Social Studies Review
 - Update Curriculum Adoption Schedule

NASB STANDARD SUPERINTENDENT EVALUATION



STANDARD 1: MISSION, VISION, & GOALS

Standard Descriptor: The superintendent works collaboratively with the board to define, adopt, and institute the district mission, vision, and goals to ensure a high-quality education and academic success and well-being of each student.

Please indicate what you feel is the most accurate descriptor to the following statements.

The Superintendent . . .

		Excellent <i>The supt. does an outstanding job at this task.</i>	Good <i>The supt. performs this task as required.</i>	Average <i>The supt. does an adequate job performing this task.</i>	Fair <i>The supt. does a passable job performing this task.</i>	Poor <i>The supt. does not perform this task well or at all.</i>	Unsure <i>I do not have certainty or confidence that the supt. completes this task.</i>
I.a.	Works collaboratively with the board to define, adopt, and institute the district mission, vision, and goals.						
I.b.	Engages internal stakeholders (i.e. administration, staff, students) and external stakeholders (i.e. parents, community), using relevant data in the discussion of long-term plans and goals.						
I.c.	Effectively utilizes data to implement, guide, and monitor progress of district goals/strategic plan.						
I.d.	Adjusts mission and vision to changing expectations and opportunities for the district and changing needs and situations of students.						
	Provide evidence to support your choices above. <i>*Suggested supplemental evidence for this standard includes but is not limited to:</i> • District strategic plan/district goals • Plan for implementing, monitoring and reporting progress of strategic plan/district goals • School improvement plan (including updates/assessment of progress and modifications) • School improvement teams • Superintendent performance plan aligned with district priorities and indicators to measure progress and success • Student performance data • Engagement/communication plan • Meeting agendas/minutes						
	If you were to suggest one improvement to Mission, Vision, and Goals for the upcoming year, what would it be?						



STANDARD II: POLICY

Standard Descriptor: The superintendent works collaboratively with the board to define, update, and adopt effective and purposeful district policy.

Please indicate what you feel is the most accurate descriptor to the following statements.

The Superintendent . . .

		Excellent <i>The supt. does an outstanding job at this task.</i>	Good <i>The supt. performs this task as required.</i>	Average <i>The supt. does an adequate job performing this task.</i>	Fair <i>The supt. does a passable job performing this task.</i>	Poor <i>The supt. does not perform this task well or at all.</i>	Unsure <i>I do not have certainty or confidence that the supt. completes this task.</i>
II.a.	Works with the board to review, update and adopt effective and purposeful district policy.						
II.b.	Governs consistently through board policy and administrative protocols and procedures.						
II.c.	Provides public access to district policy.						
II.d.	Ensures all handbooks are aligned to district policy.						
II.e.	Implements policy to ensure curriculum is reviewed and aligned with current state standards.						
II.f.	Understands, complies with, and educates the school community on local, state, and federal laws, policies, and regulations.						
II.g.	Ensures student discipline is implemented with integrity and consistency.						
II.h.	Ensures student and personnel policies are clear and implemented consistently.						
	Provide evidence to support your choices above. <i>*Suggested supplemental evidence for this standard includes but is not limited to:</i> - District adopted policy review process/calendar - Progress/updates of the board's work with policy - Policy committee minutes - Curriculum review policy - Meeting agendas/minutes						
	If you were to suggest one improvement to Policy for the upcoming year, what would it be?						

**Grey-highlighted questions indicate that they are asked only to the superintendent in the self-evaluation.*



STANDARD III: BUDGET PLANNING & MANAGEMENT

Standard Descriptor: The superintendent provides organizational leadership district-wide to ensure fiscal responsibility and management of school operations by allocating, using, and investing district resources to support effective instruction and improved student learning.

Please indicate what you feel is the most accurate descriptor to the following statements.

The Superintendent . . .

		Excellent <i>The supt. does an outstanding job at this task.</i>	Good <i>The supt. performs this task as required.</i>	Average <i>The supt. does an adequate job performing this task.</i>	Fair <i>The supt. does a passable job performing this task.</i>	Poor <i>The supt. does not perform this task well or at all.</i>	Unsure <i>I do not have certainty or confidence that the supt. completes this task.</i>
III.a.	Upholds fiscal responsibility and accountability.						
III.b.	Leads a collaborative board and administrative budget planning process to align resources with the district mission, vision, and goals.						
III.c.	Utilizes data, research, and informed decision-making to support the allocation of district resources.						
III.d.	Updates board with historical and current budget data to monitor revenue and expenditures.						
III.e.	Ensures that the district completes an annual CPA audit and discloses findings to the finance committee/board.						
III.f.	Advocates for and pursues innovative solutions to improve and expand fiscal and human resources.						
III.g.	Ensures the maintenance and upkeep of facilities.						
III.h.	Institutes and manages operations and administrative systems that promote the mission and vision of the school.						
III.i.	Strategically manages staff resources, assigning and scheduling teachers and staff to roles that optimize their professional capacity.						
III.j.	Develops, implements, and sustains a responsive district crisis and safety plan.						
	Provide evidence to support your choices above. <i>*Suggested supplemental evidence for this standard includes but is not limited to:</i> - Budget strategic/district goals - Professional development plan - Monthly budget reports - Quarterly expenditure updates - District audit - Crisis and safety plan - Executive summary of the safety audit						

NASB STANDARD SUPERINTENDENT EVALUATION

	- Management and use of alternative resources (i.e. ESU funding, all grant applications, etc.) - Five/Ten-year facility plan - Budget development calendar/board - Financial policies - Forecast financial data	
	If you were to suggest one improvement to Budget Planning and Management for the upcoming year, what would it be?	

STANDARD IV: EDUCATIONAL LEADERSHIP

Standard Descriptor: The superintendent provides educational leadership ensuring resources align and support best practice for instructional standards, as well as implementation of current/applicable curriculum and assessments to support student success and well-being.

Please indicate what you feel is the most accurate descriptor to the following statements.

The Superintendent . . .

Excellent

The supt. does an outstanding job at this task.

Good

The supt. performs this task as required.

Average

The supt. does an adequate job performing this task.

Fair

The supt. does a passable job performing this task.

Poor

The supt. does not perform this task well or at all.

Unsure

I do not have certainty or confidence that the supt. completes this task.

IV.a.	Advocates for the learning needs of all students.						
IV.b.	Promotes a student-centered culture and accepts responsibility for each student's academic success and well-being.						
IV.c.	Advocates for the engagement of parents/families as partners in the education of students.						
IV.d.	Ensures curricular and instructional decision-making is based upon current research, data, and the needs of each student.						
IV.e.	Provides the time and resources to align curriculum vertically, horizontally, and to the state standards.						
IV.f.	Provides comprehensive coursework and opportunities to ensure college/career readiness for every student.						
IV.g.	Ensures the district-adopted instructional framework is implemented consistently.						
IV.h.	Integrates the district-adopted instructional framework into certificated staff evaluations.						
IV.i.	Advocates for curriculum and instruction that recognizes student strengths, is differentiated, and challenges each student.						

NASB STANDARD SUPERINTENDENT EVALUATION

IV.j.	Optimizes alignment of resources, curriculum, and assessments to support student success.						
IV.k.	Assumes the key leadership in the successful learning of each child through an adopted instructional framework and curriculum review cycle.						
IV.l.	Promotes the effective use of technology in the service of teaching and learning.						
	Provide evidence to support your choices above. <i>*Suggested supplemental evidence for this standard includes but is not limited to:</i> • District strategic plan/district goals • School improvement plan (including assessment of progress and modifications) • School improvement teams • District calendar • Curriculum review cycle plan and updated policy for curriculum and assessment review • Curriculum review committee minutes • Student performance data and goals • Data to support instruction strategies and student-centered initiatives • Curriculum/programs additions/modifications • Instructional model						
	If you were to suggest one improvement to Educational Leadership for the upcoming year, what would it be?						

**Grey-highlighted questions indicate that they are asked only to the superintendent in the self-evaluation.*

STANDARD V: ORGANIZATIONAL & CULTURAL LEADERSHIP

Standard Descriptor: The superintendent provides cultural leadership through accountability, inclusiveness, engagement, and advocacy for staff and students.

Please indicate what you feel is the most accurate descriptor to the following statements.

The Superintendent . . .

Excellent

The supt. does an outstanding job at this task.

Good

The supt. performs this task as required.

Average

The supt. does an adequate job performing this task.

Fair

The supt. does a passable job performing this task.

Poor

The supt. does not perform this task well or at all.

Unsure

I do not have certainty or confidence that the supt. completes this task.

V.a.	Contributes to a unified school environment of trust and respect among students, staff, families, and community members.						
V.b.	Commits to developing a high-performing leadership team.						

NASB STANDARD SUPERINTENDENT EVALUATION

V.c.	Ensures a purposeful and equitable recruiting and hiring process that meets the changing needs of the district.						
V.d.	Integrates an effective conflict resolution process to address matters in a purposeful and timely manner.						
V.e.	Promotes a culture of shared expectations and mutual accountability for the success of each student.						
V.f.	Fosters a collaborative environment that includes shared reflection, feedback and growth.						
V.g.	Promotes an environment where differing opinions and backgrounds are welcomed and embraced among staff and students.						
V.h.	Maintains a safe, caring, and healthy school environment.						
V.i.	Provides systems of academic and social supports, services, extracurricular activities, and accommodations to meet the range of learning needs of each student.						
V.j.	Supports and develops effective and caring teachers and other professional staff, ensuring an educationally effective staff.						
V.k.	Promotes the personal and professional health, well-being, and work-life balance of faculty and staff.						
	Provide evidence to support your choices above. <i>*Suggested supplemental evidence for this standard includes but is not limited to:</i> • Conflict resolution process • Leadership development plan • Professional development plan • Hiring protocols and procedures • Evidence to validate engagement of parents/families • Diversity, equity and inclusion initiatives • Personnel policies						
	If you were to suggest one improvement to Organizational and Cultural Leadership for the upcoming year, what would it be?						



STANDARD VI: COMMUNITY RELATIONS

Standard Descriptor: The superintendent establishes and sustains effective communication to inform and engage the board, parents, students, staff, local and state government officials, community members, and business leaders.

Please indicate what you feel is the most accurate descriptor to the following statements.

The Superintendent . . .

		Excellent <i>The supt. does an outstanding job at this task.</i>	Good <i>The supt. performs this task as required.</i>	Average <i>The supt. does an adequate job performing this task.</i>	Fair <i>The supt. does a passable job performing this task.</i>	Poor <i>The supt. does not perform this task well or at all.</i>	Unsure <i>I do not have certainty or confidence that the supt. completes this task.</i>
VI.a.	Regularly attends and participates in school activities, events, and programs and is visible within the community.						
VI.b.	Interacts and expresses genuine interest in building a connection with students.						
VI.c.	Develops collaborative partnerships to foster support for the school district.						
VI.d.	Effectively communicates key public information in a timely manner.						
VI.e.	Promotes a positive image of the district.						
VI.f.	Understands and is respectful of the political, economic, and social aspects of the community.						
VI.g.	Is approachable, accessible, and welcoming to families and members of the community.						
VI.h.	Builds and sustains productive partnerships with public and private sectors to promote school improvement and student learning.						
VI.i.	Advocates publicly for the needs and priorities of students, families, and the community.						
	Provide evidence to support your choices above. <i>*Suggested supplemental evidence for this standard includes but is not limited to:</i> • Community engagement summary/report • District partnerships and initiatives established to provide resources and support • Partnership support received through the district foundation, scholarships, grant monies, etc. • Inter-local agreements • District annual report • Communications designed by and distributed to generate support of the district • Membership and participation with civic, community and state organizations • Meeting invitations/agendas						

NASB STANDARD SUPERINTENDENT EVALUATION

	If you were to suggest one improvement to Community Relations for the upcoming year, what would it be?	
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STANDARD VII: PROFESSIONAL LEADERSHIP

Standard Descriptor: The superintendent models and develops the professional capacity of school personnel to promote improved instruction and student academic success and well-being.

Please indicate what you feel is the most accurate descriptor to the following statements.

The Superintendent . . .

Excellent
The supt. does
an outstanding
job at this task.

Good
The supt.
performs this
task as
required.

Average
The supt. does
an adequate
job performing
this task.

Fair
The supt. does
a passable job
performing
this task.

Poor
The supt. does
not perform
this task well
or at all.

Unsure
I do not have
certainty or
confidence
that the supt.
completes this
task.

VII.a.	Models positive and professional leadership based upon ethics, trust, integrity, and respect.						
VII.b.	Addresses concerns and opinions with respect and confidence.						
VII.c.	Develops teachers' and staff members' professional knowledge and practice through differentiated opportunities for learning and growth.						
VII.d.	Provides an effective evaluation process with actionable feedback anchored in research and evidence based instructional practices.						
VII.e.	Exemplifies a life-long learning model to grow personal and professional knowledge.						
VII.f.	Demonstrates knowledge of current evidence-based practices for teaching and learning and seeks to develop others in this area.						
VII.g.	Establishes and maintains a comprehensive onboarding and mentoring program to effectively support new certified hires.						
VII.h.	Sustains a professional culture of engagement and commitment to shared mission, goals, and objectives pertaining to student success.						
VII.i.	Establishes clear and consistent expectations for staff.						
	Provide evidence to support your choices above. *Suggested supplemental evidence for this standard includes but is not limited to: • Memberships						

NASB STANDARD SUPERINTENDENT EVALUATION

	- Professional development activities (including, but not limited to conferences, workshops, committee work, studies, research, and published works) - Educational growth plan (professional goals and development) - Leadership team development plan - District staff professional development plan	
	If you were to suggest one improvement to Professional Leadership for the upcoming year, what would it be?	

*Grey-highlighted questions indicate that they are asked only to the superintendent in the self-evaluation.

STANDARD VIII: BOARD-SUPERINTENDENT RELATIONS

Standard Descriptor: The superintendent collaborates with the board to define district expectations, policies, and goals to support instruction and student learning.

Please indicate what you feel is the most accurate descriptor to the following statements.

The Superintendent . . .

		Excellent <i>The supt. does an outstanding job at this task.</i>	Good <i>The supt. performs this task as required.</i>	Average <i>The supt. does an adequate job performing this task.</i>	Fair <i>The supt. does a passable job performing this task.</i>	Poor <i>The supt. does not perform this task well or at all.</i>	Unsure <i>I do not have certainty or confidence that the supt. completes this task.</i>
VIII.a.	Maintains an appropriate and professional relationship with the board.						
VIII.b.	Keeps all board members informed with consistent and open communication.						
VIII.c.	Demonstrates support and respect for the board and refrains from public criticism of the board.						
VIII.d.	Demonstrates collaborative problem solving and decision-making.						
VIII.e.	Supports board committee work as part of effective board decision-making.						
VIII.f.	Collaboratively supports or opposes, local, state and/or federal legislation impacting the district.						
VIII.g.	Encourages and helps to develop board members' knowledge of educational issues and trends and their impact on the school community.						
	Provide evidence to support your choices above. <i>*Suggested supplemental evidence for this standard includes but is not limited to:</i> - Superintendent performance plan/goals - Board committee minutes - Communication plan						

	• Board development plan • Board policies • Meeting agendas/minutes • Retreat agendas/minutes	
	If you were to suggest one improvement to Board-Superintendent Relations for the upcoming year, what would it be?	

STANDARD IX: STRATEGIC PLANNING

The superintendent collaborates with the board to act as agents of continuous improvement to promote each student's academic success and well-being.

Please provide evidence to support the superintendent's leadership in strategic planning.

IX.a.	What evidence can the board identify to validate the superintendent is implementing and monitoring progress of the strategic plan priorities?	
IX.b.	When is the superintendent reviewing the progress/success of the strategic plan with the board?	
IX.c.	How and where is the superintendent documenting the progress and success of the strategic plan priorities?	
IX.d.	Is the superintendent aligning the budget and district resources to ensure the success of the strategic plan priorities?	
IX.e.	How has the implementation of the strategic plan altered the focus of the superintendent and his/her engagement with the board?	
	If you were to suggest one improvement to Strategic Planning for the upcoming year, what would it be?	



SUPERINTENDENT GOALS

This component of the evaluation tool may contain a changing list of annual goals from year to year for the board to provide feedback on.



Superintendent’s Response:

Superintendent Evaluation Summary

The superintendent should identify no more than four performance areas on which to focus their growth professionally. Note: Targeting in excess of four performance areas will make it difficult for the individual to address the areas adequately. When his/her performance is at a high-level, sustaining, refining, and replicating the performance is the goal. Follow through will ensure the success of the superintendent and the board.

The Performance Plan should consist of:

- goals (**what** must he/she do to achieve the objective or what is the intended result)
- performance indicators (**how** will the board measure progress and/or success)
- timeline (**when** will progress/success be assessed or completion date)
- signature (once the Performance Plan has been completed and reviewed the board president and superintendent will both sign and date placing a copy in the superintendent’s personnel file and a copy will be retained by the board president)

Note: The Performance Plan should be reviewed and updated throughout the year to assess progress and success. Modifications should only be made if the board/superintendent discuss and agree upon appropriate changes.

(Signature of Superintendent)

(Date)

(Signature of Board President)

(Date)





NASB STANDARD SUPERINTENDENT EVALUATION HANDBOOK

NASB MISSION STATEMENT

The Nebraska Association of School Boards
Provides programs, services, and advocacy to
strengthen public education for all Nebraskans.



NASB BOARD LEADERSHIP TEAM MISSION STATEMENT

Support Effective Board Governance and Grow Leadership
Capacity to Serve Districts and Communities.

Marcia R. Herring, NASB Director of Board Leadership

mherring@NASBOnline.org

Katie Corfield, NASB Board Leadership Online Survey Specialist

kcorfield@NASBOnline.org

1.800.422.4572



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NASB SUPERINTENDENT EVALUATION SYSTEM

The superintendent evaluation is one of the fundamental responsibilities of the school board. The intended purpose is to assess the superintendent in relation to performance-based standards that prove effective in relation to student learning. The superintendent should take the lead by conducting a self-assessment to aid in the development of goal setting, a professional development plan, and personal reflection of how he/she has demonstrated success in the performance of his/her duties.

The board and superintendent must exercise mutual understanding of the value and overall purpose of the evaluation process. Personalities and personal relationships must be removed from the process placing an emphasis on the professional attributes of the superintendent's job performance. When effective and purposeful, a quality superintendent evaluation process will also aid in the development of mutual respect between the board-superintendent working relationship, benefit and clarify respective roles and responsibilities, create common understanding of the leadership qualities, and provide a mechanism for public accountability. Consequently, it is important to allow for flexibility in the process, remembering to differentiate between goals that can reasonably be expected to be achieved and goals that are subject to circumstances beyond the superintendent's ability to control.

The board through their governance role should accomplish the following objectives through the evaluation process:	Clarify the superintendent's role as defined by the board
	Develop an appropriate working relationship between the board and superintendent
	Support job performance improvement and development
	Establish goals and objectives to align to the district goals, strategic plan, and vision of the district

Strengthening the board-superintendent working relationship is vital to the continuing health and productive performance of the school district's leadership team. The evaluation process is not an exercise that can be accomplished without design and purpose. The board and superintendent must be equally familiar with the process, adapt and apply the performance criteria to the expectations and responsibilities of the superintendent and the mission, vision, and goals for the school district. Therefore, it is important to understand the performance evaluation is an applicable method of communicating future expectations, not simply for reviewing past performance. A carefully administered evaluation reflects the record of the superintendent's annual performance and provides a constructive accountability method for communication.



SUPERINTENDENT EVALUATION OUTLINE

The Association recommends a defined course of action to ensure the board executes an effective and appropriate evaluation process.

Designing an effective board process:

The board president will:

- ✓ Connect with NDE to verify the tool on record with the department
Contact Mr. Todd Wolverton todd.wolverton@nebraska.gov, and Dr. Sandy Suiter sandra.suiter@nebraska.gov at the Nebraska Department of Education to:
 - 1) Verify the superintendent evaluation on file with NDE, or
 - 2) Email a new superintendent evaluation to NDE requesting certification
- ✓ Request certification of the tool the board is adopting
- ✓ Upon receipt of certification place the new superintendent evaluation on the board meeting agenda for the board to officially adopt
- ✓ Forward a copy of the board meeting minutes to the contact who provided certification to validate the board's action to adopt
- ✓ Review and update a superintendent job description aligned to the evaluation instrument
- ✓ Review, update, and adopt the evaluation instrument periodically
- ✓ Consider board policy to determine if the evaluation is to be reviewed at a specific board meeting (i.e., November, December, etc.)
- ✓ Review the language of the superintendent contract to determine if the contract addresses superintendent evaluation
- ✓ Adopt an annual timeline to support board procedures for administering the superintendent evaluation according to policy and applicable contract language

Superintendent evaluation must be filed with NDE and certified before it is utilized by the board according to 007.06 Certificated-Employee Evaluation and the full contents of the section of Rule 10.

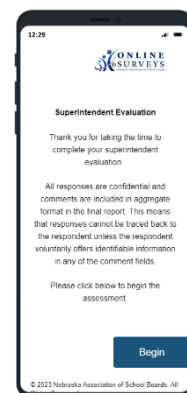
007.06A2 *In the event a district changes its policies or procedures for certificated-employee evaluation, it shall submit the revised policies and procedures to the Commissioner or designee for approval. If the Commissioner or designee finds the policies and procedures in compliance with the requirements of Sections 007.06A through 007.06A1f, of this Chapter, it notifies the district in writing that such policies and procedures are approved. Such approval shall remain in effect until there is a change in the policies or procedures by the district, or the amendment of state law or regulations relating to such approval. In the event the Commissioner or designee does not find the revised policies and procedures of the district in compliance with the provisions of this Chapter, the Commissioner or designee will notify the district in writing and the district may resubmit amended policies and procedures. (The following information can also be found on the Accreditation website: <https://www.education.ne.gov/apac/accreditation-rule-10/>*



NASB SUPERINTENDENT ONLINE EVALUATION SYSTEM

When administering the Superintendent Evaluation through the NASB Online Survey Service, the Association will:

- ✓ Distribute the superintendent evaluation on behalf of the board according to the timeline set forth
- ✓ Forward the superintendent link to complete a self-evaluation (this is typically a seven-day period)
- ✓ Compile the results of the self-evaluation and email a copy to each board member along with the link to the superintendent evaluation
- ✓ Distribute a link to all board members to complete evaluation (this is typically a ten-day period)
Note: The Superintendent Evaluation survey is accessible by computer, smart phone, and other mobile devices for ease of completion
- ✓ Send reminders to board members who have not completed the assessment prior to the deadline
- ✓ Compile the results of the feedback provided by the board
- ✓ Develop an Executive Summary highlighting board strengths and areas of need
- ✓ Distribute the evaluation report and summary to the Board President either through email or the U.S. Postal Service.
- ✓ Provide follow-up call with Board President to discuss summary and explain best practice and protocols/procedures moving forward
Note: A sample report is included at the end of this handbook



Returning districts will be given a comparative Superintendent Evaluation report showing standard averages from the current year and the most recent assessment. This use of comparative data allows the board to establish progress on areas of growth and goals.

- ✓ Add superintendent evaluation to the regular board meeting agenda
- ✓ Remember, the superintendent evaluation summary is protected from the Open Meetings Law request as it is a personnel document
- ✓ Discuss the superintendent evaluation during a regular meeting of the board in open session unless otherwise guided
- ✓ Contact the school attorney to verify the need for a closed session to discuss the superintendent evaluation

Note: It is the recommendation of the Association that the board conduct the superintendent evaluation in open session to ensure the board does not risk violating the Nebraska Open Meetings Law. The Association strongly advises the board president to contact the school attorney to ascertain his/her position with respect to the evaluation of the superintendent.



- ✓ Celebrate the positive success derived under the leadership of the current superintendent
- ✓ Work collaboratively with the superintendent to define goals and expectations to align to the identified areas of growth

NASB recommends the board continually review and adopt a superintendent evaluation instrument that effectively identifies the district's achievement progress under the superintendent's leadership.

SUPERINTENDENT PAY TRANSPARENCY ACT

Superintendent approved contracts and amendments are to be filed with the Nebraska Department of Education by August 1 each school year. Updated contracts/amendments may be uploaded at any time. Note: If the school district has a change during the school year, NDE requires that the old contract and amendments be removed and updated with the new contract and supporting documentation.

For each school district, a separate identification and description of all current and future costs of the contract that are reasonably anticipated as a result of any contract, and any adopted amendments, for services rendered by the superintendent, must be included in the budget statement and reported to the Auditor of Public Accounts (APA) per statute.

Superintendent Pay Transparency Act Statutory Requirements

Step 1. (CURRENT Superintendent)

Prior to Board Action - At least **three days** prior to the Board Meeting:

- Publish/Post Meeting Notice to approve proposed contract or amendment to the contract that provides detailed contract costs, date, time, and location of the Board Meeting.
- Publish/Post a (PDF) of the proposed contract or amendment.
- Publish in a newspaper or post the proposed contract or amendment and proposed costs on the school district website in a prominent location that is accessible to the public.

Step 2. (NEW HIRE of the Superintendent)

Following Board Action – At least **two days** following board action to approve the contract or amendment:

- Publish/Post a (PDF) of the approved contract or amendment.



- Publish/Post the contract/amendment costs for current year and estimate of costs for future years of the contract.
- Publish in a newspaper or post the contract or amendment and complete proposed cost information on the school district website in a prominent location that is accessible to the public.

Step 3. (RESPONSIBILITIES Following Board Action)

*Annually, on or before **August 1st*** - The school district Superintendent will submit a (PDF) copy of the approved contract or contract with amendment through the Consolidated Data Collection (CDC) in the NDE Portal. *Instructions for filing may be found at:*
https://cdc.education.ne.gov/STPA/Instructions/STPA_Instructions.pdf

*Annually, on or before **September 20th*** - The school district Superintendent will submit Budget Schedule D with the budget documents.

*Annually, on **October 1st*** - NDE will withhold state and local funds for those districts that have not submitted their approved contract/contract with amendment for the current year.

*Note: If the school district has a change in the superintendent during the school year, the respective district must update the information with NDE and post according to the guidelines outlined above. Remove the old information including contracts and/or amendments and update with the new contract.

NASB STANDARD SUPERINTENDENT EVALUATION INSTRUMENT

The superintendent's evaluation serves several functions. Most importantly, it will link the superintendent's assessment to the district's vision and goals by establishing a set of performance indicators for the superintendent. The effective evaluation process fosters communication and understanding between the board and superintendent, commends the superintendent for accomplishments, and documents decisions made regarding the superintendent's employment.



STANDARD 1: MISSION, VISION, & GOALS

Standard Descriptor: The superintendent works collaboratively with the board to define, adopt, and institute the district mission, vision, and goals to ensure a high-quality education and academic success and well-being of each student.

Please indicate what you feel is the most accurate descriptor to the following statements.

The Superintendent . . .

		Excellent <i>The supt. does an outstanding job at this task.</i>	Good <i>The supt. performs this task as required.</i>	Average <i>The supt. does an adequate job performing this task.</i>	Fair <i>The supt. does a passable job performing this task.</i>	Poor <i>The supt. does not perform this task well or at all.</i>	Unsure <i>I do not have certainty or confidence that the supt. completes this task.</i>
I.a.	Works collaboratively with the board to define, adopt, and institute the district mission, vision, and goals.						
I.b.	Engages internal stakeholders (i.e. administration, staff, students) and external stakeholders (i.e. parents, community), using relevant data in the discussion of long-term plans and goals.						
I.c.	Effectively utilizes data to implement, guide, and monitor progress of district goals/strategic plan.						
I.d.	Adjusts mission and vision to changing expectations and opportunities for the district and changing needs and situations of students.						
	Provide evidence to support your choices above. <i>*Suggested supplemental evidence for this standard includes but is not limited to:</i> • District strategic plan/district goals • Plan for implementing, monitoring and reporting progress of strategic plan/district goals • School improvement plan (including updates/assessment of progress and modifications) • School improvement teams • Superintendent performance plan aligned with district priorities and indicators to measure progress and success • Student performance data • Engagement/communication plan • Meeting agendas/minutes						
	If you were to suggest one improvement to Mission, Vision, and Goals for the upcoming year, what would it be?						



STANDARD II: POLICY

Standard Descriptor: The superintendent works collaboratively with the board to define, update, and adopt effective and purposeful district policy.

Please indicate what you feel is the most accurate descriptor to the following statements.

The Superintendent . . .

		Excellent <i>The supt. does an outstanding job at this task.</i>	Good <i>The supt. performs this task as required.</i>	Average <i>The supt. does an adequate job performing this task.</i>	Fair <i>The supt. does a passable job performing this task.</i>	Poor <i>The supt. does not perform this task well or at all.</i>	Unsure <i>I do not have certainty or confidence that the supt. completes this task.</i>
II.a.	Works with the board to review, update and adopt effective and purposeful district policy.						
II.b.	Governs consistently through board policy and administrative protocols and procedures.						
II.c.	Provides public access to district policy.						
II.d.	Ensures all handbooks are aligned to district policy.						
II.e.	Implements a policy to ensure curriculum is reviewed and aligned with current state standards.						
II.f.	Understands, complies with, and educates the school community on local, state, and federal laws, policies, and regulations.						
II.g.	Ensures student discipline is implemented with integrity and consistency.						
II.h.	Ensures student and personnel policies are clear and implemented consistently.						
	Provide evidence to support your choices above. <i>*Suggested supplemental evidence for this standard includes but is not limited to:</i> - District adopted policy review process/calendar - Progress/updates of the board's work with policy - Policy committee minutes - Curriculum review policy - Meeting agendas/minutes						
	If you were to suggest one improvement to Policy for the upcoming year, what would it be?						

**Grey-highlighted questions indicate that they are asked only to the superintendent in the self-evaluation.*



STANDARD III: BUDGET PLANNING & MANAGEMENT

Standard Descriptor: The superintendent provides organizational leadership district-wide to ensure fiscal responsibility and management of school operations by allocating, using, and investing district resources to support effective instruction, improved and student learning.

Please indicate what you feel is the most accurate descriptor to the following statements.

The Superintendent . . .

Excellent
The supt. does
an outstanding
job at this task.

Good
The supt.
performs this
task as
required.

Average
The supt. does
an adequate
job performing
this task.

Fair
The supt. does
a passable job
performing this
task.

Poor
The supt. does
not perform
this task well
or at all.

Unsure
I do not have
certainty or
confidence
that the supt.
completes this
task.

III.a.	Upholds fiscal responsibility and accountability.						
III.b.	Leads a collaborative board and administrative budget planning process to align resources with the district mission, vision, and goals.						
III.c.	Utilizes data, research, and informed decision-making to support the allocation of district resources.						
III.d.	Updates board with historical and current budget data to monitor revenue and expenditures.						
III.e.	Ensures that the district completes an annual CPA audit and discloses findings to the finance committee/board.						
III.f.	Advocates for and pursues innovative solutions to improve and expand fiscal and human resources.						
III.g.	Ensures the maintenance and upkeep of facilities.						
III.h.	Institutes and manages operations and administrative systems that promote the mission and vision of the school.						
III.i.	Strategically manages staff resources, assigning and scheduling teachers and staff to roles that optimize their professional capacity.						
III.j.	Develops, implements, and sustains a responsive district crisis and safety plan.						
	Provide evidence to support your choices above. <i>*Suggested supplemental evidence for this standard includes but is not limited to:</i> - Budget strategic/district goals - Professional development plan - Monthly budget reports - Quarterly expenditure updates - District audit - Crisis and safety plan						



	• Executive summary of the safety audit • Management and use of alternative resources (i.e. ESU funding, all grant applications, etc.) • Five/Ten-year facility plan • Budget development calendar/board • Financial policies • Forecast financial data	
	If you were to suggest one improvement to Budget Planning and Management for the upcoming year, what would it be?	

STANDARD IV: EDUCATIONAL LEADERSHIP

Standard Descriptor: The superintendent provides educational leadership ensuring resources align and support best practice for instructional standards, as well as implementation of current/applicable curriculum and assessments to support student success and well-being.

Please indicate what you feel is the most accurate descriptor to the following statements.

The Superintendent . . .

Excellent
The supt. does an outstanding job at this task.

Good
The supt. performs this task as required.

Average
The supt. does an adequate job performing this task.

Fair
The supt. does a passable job performing this task.

Poor
The supt. does not perform this task well or at all.

Unsure
I do not have certainty or confidence that the supt. completes this task.

IV.a.	Advocates for the learning needs of all students.						
IV.b.	Promotes a student-centered culture and accepts responsibility for each student's academic success and well-being.						
IV.c.	Advocates for the engagement of parents/families as partners in the education of students.						
IV.d.	Ensures curricular and instructional decision-making is based upon current research, data, and the needs of each student.						
IV.e.	Provides the time and resources to align curriculum vertically, horizontally, and to the state standards.						
IV.f.	Provides comprehensive coursework and opportunities to ensure college/career readiness for every student.						
IV.g.	Ensures the district-adopted instructional framework is implemented consistently.						
IV.h.	Integrates the district-adopted instructional framework into certificated staff evaluations.						



IV.i.	Advocates for curriculum and instruction that recognizes student strengths, is differentiated, and challenges each student.						
IV.j.	Optimizes alignment of resources, curriculum, and assessments to support student success.						
IV.k.	Assumes the key leadership in the successful learning of each child through an adopted instructional framework and curriculum review cycle.						
IV.l.	Promotes the effective use of technology in the service of teaching and learning.						
	Provide evidence to support your choices above. <i>*Suggested supplemental evidence for this standard includes but is not limited to:</i> • District strategic plan/district goals • School improvement plan (including assessment of progress and modifications) • School improvement teams • District calendar • Curriculum review cycle plan and updated policy for curriculum and assessment review • Curriculum review committee minutes • Student performance data and goals • Data to support instruction strategies and student-centered initiatives • Curriculum/programs additions/modifications • Instructional model						
	If you were to suggest one improvement to Educational Leadership for the upcoming year, what would it be?						

**Grey-highlighted questions indicate that they are asked only to the superintendent in the self-evaluation.*

STANDARD V: ORGANIZATIONAL & CULTURAL LEADERSHIP

Standard Descriptor: The superintendent provides cultural leadership through accountability, inclusiveness, engagement, and advocacy for staff and students.

Please indicate what you feel is the most accurate descriptor to the following statements.
The Superintendent . . .

Excellent

The supt. does an outstanding job at this task.

Good

The supt. performs this task as required.

Average

The supt. does an adequate job performing this task.

Fair

The supt. does a passable job performing this task.

Poor

The supt. does not perform this task well or at all.

Unsure

I do not have certainty or confidence that the supt. completes this task.

V.a.	Contributes to a unified school environment of trust and respect among students, staff, families, and community members.						
------	--	--	--	--	--	--	--



V.b.	Commits to developing a high-performing leadership team.						
V.c.	Ensures a purposeful and equitable recruiting and hiring process that meets the changing needs of the district.						
V.d.	Integrates an effective conflict resolution process to address matters in a purposeful and timely manner.						
V.e.	Promotes a culture of shared expectations and mutual accountability for the success of each student.						
V.f.	Fosters a collaborative environment that includes shared reflection, feedback and growth.						
V.g.	Promotes an environment where differing opinions and backgrounds are welcomed and embraced among staff and students.						
V.h.	Maintains a safe, caring, and healthy school environment.						
V.i.	Provides systems of academic and social supports, services, extracurricular activities, and accommodations to meet the range of learning needs of each student.						
V.j.	Supports and develops effective and caring teachers and other professional staff, ensuring an educationally effective staff.						
V.k.	Promotes the personal and professional health, well-being, and work-life balance of faculty and staff.						
	Provide evidence to support your choices above. <i>*Suggested supplemental evidence for this standard includes but is not limited to:</i> • Conflict resolution process • Leadership development plan • Professional development plan • Hiring protocols and procedures • Evidence to validate engagement of parents/families • Diversity, equity and inclusion initiatives • Personnel policies						
	If you were to suggest one improvement to Organizational and Cultural Leadership for the upcoming year, what would it be?						



STANDARD VI: COMMUNITY RELATIONS

Standard Descriptor: The superintendent establishes and sustains effective communication to inform and engage the board, parents, students, staff, local and state government officials, community members, and business leaders.

Please indicate what you feel is the most accurate descriptor to the following statements.

The Superintendent . . .

Excellent

The supt. does an outstanding job at this task.

Good

The supt. performs this task as required.

Average

The supt. does an adequate job performing this task.

Fair

The supt. does a passable job performing this task.

Poor

The supt. does not perform this task well or at all.

Unsure

I do not have certainty or confidence that the supt. completes this task.

VI.a.	Regularly attends and participates in school activities, events, and programs and is visible within the community.						
VI.b.	Interacts and expresses genuine interest in building a connection with students.						
VI.c.	Develops collaborative partnerships to foster support for the school district.						
VI.d.	Effectively communicates key public information in a timely manner.						
VI.e.	Promotes a positive image of the district.						
VI.f.	Understands and is respectful of the political, economic, and social aspects of the community.						
VI.g.	Is approachable, accessible, and welcoming to families and members of the community.						
VI.h.	Builds and sustains productive partnerships with public and private sectors to promote school improvement and student learning.						
VI.i.	Advocates publicly for the needs and priorities of students, families, and the community.						
	Provide evidence to support your choices above. <i>*Suggested supplemental evidence for this standard includes but is not limited to:</i> - Community engagement summary/report - District partnerships and initiatives established to provide resources and support - Partnership support received through the district foundation, scholarships, grant monies, etc. - Inter-local agreements - District annual report - Communications designed by and distributed to generate support of the district						



	- Membership and participation with civic, community and state organizations - Meeting invitations/agendas	
	If you were to suggest one improvement to Community Relations for the upcoming year, what would it be?	

STANDARD VII: PROFESSIONAL LEADERSHIP

The superintendent models and develops the professional capacity of school personnel to promote improved instruction and student academic success and well-being.

Please indicate what you feel is the most accurate descriptor to the following statements.

The Superintendent . . .

Excellent

The supt. does an outstanding job at this task.

Good

The supt. performs this task as required.

Average

The supt. does an adequate job performing this task.

Fair

The supt. does a passable job performing this task.

Poor

The supt. does not perform this task well or at all.

Unsure

I do not have certainty or confidence that the supt. completes this task.

VII.a.	Models positive and professional leadership based upon ethics, trust, integrity, and respect.						
VII.b.	Addresses concerns and opinions with respect and confidence.						
VII.c.	Develops teachers' and staff members' professional knowledge and practice through differentiated opportunities for learning and growth.						
VII.d.	Provides an effective evaluation process with actionable feedback anchored in research and evidence based instructional practices.						
VII.e.	Exemplifies a life-long learning model to grow personal and professional knowledge.						
VII.f.	Demonstrates knowledge of current evidence-based practices for teaching and learning and seeks to develop others in this area.						
VII.g.	Establishes and maintains a comprehensive onboarding and mentoring program to effectively support new certified hires.						
VII.h.	Sustains a professional culture of engagement and commitment to shared mission, goals, and objectives pertaining to student success.						
VII.i.	Establishes clear and consistent expectations for staff.						



	Provide evidence to support your choices above. <i>*Suggested supplemental evidence for this standard includes but is not limited to:</i> • Memberships • Professional development activities (including, but not limited to conferences, workshops, committee work, studies, research, and published works) • Educational growth plan (professional goals and development) • Leadership team development plan • District staff professional development plan	
	If you were to suggest one improvement to Professional Leadership for the upcoming year, what would it be?	

**Grey-highlighted questions indicate that they are asked only to the superintendent in the self-evaluation.*

STANDARD VIII: BOARD-SUPERINTENDENT RELATIONS

The superintendent collaborates with the board to define district expectations, policies, and goals to support instruction and student learning.

Please indicate what you feel is the most accurate descriptor to the following statements.

The Superintendent . . .

Excellent
The supt. does
an outstanding
job at this
task.

Good
The supt.
performs this
task as
required.

Average
The supt. does
an adequate
job performing
this task.

Fair
The supt. does
a passable job
performing
this task.

Poor
The supt. does
not perform
this task well
or at all.

Unsure
I do not have
certainty or
confidence
that the supt.
completes this
task.

VIII.a.	Maintains an appropriate and professional relationship with the board.						
VIII.b.	Keeps all board members informed with consistent and open communication.						
VIII.c.	Demonstrates support and respect for the board and refrains from public criticism of the board.						
VIII.d.	Demonstrates collaborative problem solving and decision-making.						
VIII.e.	Supports board committee work as part of effective board decision-making.						
VIII.f.	Collaboratively supports or opposes, local, state and/or federal legislation impacting the district.						
VIII.g.	Encourages and helps to develop board members' knowledge of educational issues and trends and their impact on the school community.						
	Provide evidence to support your choices above. <i>*Suggested supplemental evidence for this standard includes but is not limited to:</i>						



	• Superintendent performance plan/goals • Board committee minutes • Communication plan • Board development plan • Board policies • Meeting agendas/minutes • Retreat agendas/minutes	
	If you were to suggest one improvement to Board-Superintendent Relations for the upcoming year, what would it be?	

STANDARD IX: STRATEGIC PLANNING

The superintendent collaborates with the board to implement and monitor progress of the strategic plan.

Please provide evidence to support the superintendent's leadership in strategic planning.

IX.a.	What evidence can the board identify to validate the superintendent is implementing and monitoring progress of the strategic plan priorities?	
IX.b.	When is the superintendent reviewing the progress/success of the strategic plan with the board?	
IX.c.	How and where is the superintendent documenting the progress and success of the strategic plan priorities?	
IX.d.	Is the superintendent aligning the budget and district resources to ensure the success of the strategic plan priorities?	
IX.e.	How has the implementation of the strategic plan altered the focus of the superintendent and his/her engagement with the board?	
	If you were to suggest one improvement to Strategic Planning for the upcoming year, what would it be?	
	Provide evidence to support your choices above. <i>*Suggested supplemental evidence for this standard includes but is not limited to:</i> • Superintendent performance plan/goals	



	• NASB Strategic Plan Progress Analysis Reports • Board committee minutes • Communication plan • Board development plan • Board policies • Meeting agendas/minutes • Retreat agendas/minutes	
	If you were to suggest one improvement to Strategic Planning for the upcoming year, what would it be?	

SUPERINTENDENT GOALS

This component of the evaluation tool may contain a changing list of annual goals from year to year for the board to provide feedback on.



NASB STANDARD SUPERINTENDENT JOB DESCRIPTION

The superintendent's job description identifies the essential tasks that are assigned and expected of the district leader. The job description may also identify reporting relationships, describe required and desirable qualifications. The board and superintendent are collectively responsible for developing and maintaining an accurate and current job description to support the superintendent. The duties should be appropriate to the position and leadership responsibilities and aligned to the accountability defined in the evaluation instrument.

Overview of the Position of Superintendent

The Superintendent of Schools reports directly to the board and holds all staff accountable. The superintendent promotes leadership to ensure the district provides the best possible educational programs and services for all students at the school district. To lead, guide, direct every member of the administrative, instruction, and support services staff in setting and achieving the highest standards of excellence in educational programs and operations. To be responsible for a system of supervision and evaluation for all staff designed to meet the goals of the school district. To oversee and administer the use of all facilities, property, and funds in the best interest of students, the school district, and community.

Performance Responsibilities:

The job responsibilities of the Superintendent include the ability to function effectively in each of the following areas:

Job Requirements:

- A. Education Specialist Degree or Doctorate
- B. Nebraska Administrative and Supervisory Certificate
- C. Experience (as defined by the Board)

Reports to:

The Superintendent of Schools reports directly to the Board and may delegate specific powers or duties to assistants or subordinates, while maintaining final responsibility and actions taken.

Job Responsibilities:

The Superintendent is the chief executive officer of the school district and serves in both a leadership and management role. The Superintendent may delegate performance of management; however, the Superintendent will maintain final responsibility for actions taken.

Standard I: Mission, Vision, and Goals

The superintendent works collaboratively with the board to define, adopt, and institute the district mission, vision, and goals to ensure the progress and success of student learning and achievement.



Performance Indicators:

- A. Develops, implements, and monitors plans for accomplishing the district mission, vision, and goals
- B. Engages internal and external stakeholders in the educational vision and priorities of the district
- C. Reviews the progress of the School Improvement Plan
- D. Leads the board in the development of a vision to support goals and long-range decision-making
- E. Provides and advocates for decision-making based upon data and best practice in allocation of district resources
- F. Plans, formulates, recommends, and advises the board concerning various issues, trends, concerns, and/or any legislation that may impact the district's mission or strategic plans

Standard II: Policy

The superintendent works collaboratively with the board to define, update, and adopt effective and purposeful district policy.

Performance Indicators:

- A. Provides guidance to the board in the development of policy, adoption, and revisions
- B. Implements administrative protocol and procedures via effective and purposeful board policy
- C. Provides public access to district policy and ensures all handbooks aligned to board policy
- D. Ensures and monitors administrators in providing procedural enforcement and regulation
- E. Conducts all meetings of the board in accordance with the Nebraska Open Meetings Law
- F. Conducts all school business and decision-making within the parameters of NDE Rules and Regulations, state and federal laws, and board policy
- G. Files all reports required by state or federal law/regulations

Standard III: Budget Planning and Management

The superintendent provides organizational leadership district-wide to ensure fiscal responsibility by allocating, using, and investing district resources to support effective instruction and improved student learning.

Performance Indicators:

- A. Educates and engages the board in discussion of the development of the budget, acting in accordance with rules and regulations, statute, and policy
- B. Leads budget planning process including forecasting potential revenue, expenditures, and needs to align with available resources and district mission, vision, and goals



- C. Establishes and maintains efficient procedures and effective controls for operations and all expenditures
- D. Administers the adopted budget in accordance with legal requirements and board policy
- E. Remains accountable to the board for utilization of fiscal and human resources
- F. Provides effective financial forecasting and long and short-term financial planning to support decision-making
- G. Ensures the upkeep and maintenance of all facilities, and in collaboration with the board, plans for long-range facilities maintenance and upkeep
- H. Ensures completion of an annual CPA audit in accordance with law, board policy, and prompt disclosure of findings to board and/or finance committee

Standard IV: Educational Leadership

The superintendent provides educational leadership ensuring resources align and support best practice for instructional standards, as well as implementation of current and/or applicable curriculum/ assessments to support student success.

Performance Indicators:

- A. Assumes the key educational leadership role by promoting a culture centered around students, curriculum, and instruction to meet the needs of all students
- B. Promotes the engagement of parents and families as partners in the education of students
- C. Considers methods to advance programs and services to address the needs of the district
- D. Validates district is in compliance with NDE Accreditation requirements
- E. Informs the board of AQuESTT status for each building and the school district
- F. Ensures alignment of curriculum vertically, horizontally, and to the state standards and consistent implementation of the district-adopted instructional framework
- G. Integrates the district-adopted instructional framework into certificated staff evaluations
- H. Provides comprehensive coursework and opportunities to ensure college/career readiness for every student
- I. Optimizes alignment of resources, curriculum, and assessments to support student success

Standard V: Organizational and Cultural Leadership

The superintendent provides cultural leadership through accountability, inclusiveness, engagement and advocacy for staff and students.

Performance Indicators:

- A. Promotes a healthy environment advocating for diversity, equity, and inclusion initiatives for staff and students



- B. Creates a respectful culture of shared expectations, mutual accountabilities, and constructive feedback
- C. Develops a high-performing leadership team and conducts purposeful and equitable recruiting and hiring processes
- D. Resolves conflict and addresses social-emotional matters in a purposeful and timely manner
- E. Coordinates a responsive district crisis and safety plan

Standard VI: Community Relations

The superintendent establishes and sustains effective communication to inform and engage the board, parents, students, staff, local and state government officials, community members and business leaders.

Performance Indicators:

- A. Represents the school district through effective public relations and engagement
- B. Develops and sustains purposeful community partners to support the educational needs of the district
- C. Establishes a visible presence and positive relationships with board members, parents, students, and community members
- D. Expresses genuine interest in building a connection with students and regularly attends and participates in school activities, events, and programs

Standard VII: Professional Leadership

The superintendent models and demonstrates professional leadership, ethics, and a commitment to growth and improved instruction and learning for staff and students.

Performance Indicators:

- A. Delegates duties as appropriate, with the knowledge of final responsibilities for action taken
- B. Models ethical leadership in word and deed that is based upon integrity, trust, and respect
- C. Conducts staff observations and evaluations per board policy and legal requirements, ensures that evaluations are completed by other district staff as assigned, improvement plans are implemented as the need is identified
- D. Affords opportunities for staff to participate in professional development
- E. Demonstrates a personal and professional commitment to life-long learning knowledge of current evidence-based practices, trends to support effective instruction and learning



- F. Assigns conditions of employment for staff in the best interest of the district and educational programs provided for students
- G. Participates, as deemed appropriate by the board, in negotiations with recognized employee bargaining groups

Standard VIII: Board-Superintendent Relations

The superintendent collaborates with the board to define district expectations, policies, and goals to support instruction and student learning.

Performance Indicators:

- A. Serves as the educational leader of the school district
- B. Assists the board in fulfilling their proper roles, responsibilities, and duties in an effective manner
- C. Coordinates the work of the board through collaborative problem-solving and decision-making
- D. Demonstrates support and respect for the board and board committee work
- E. Prepares for board adoption and distribution to the public an annual report as prescribed by law
- F. Maintains an appropriate and professional relationship with the board
- G. Provides the board with facts, information, data, and recommendation for action to support informed decision-making
- H. Ensures all board members are informed with timely, consistent, and open communication

Standard IX. Strategic Plan

The superintendent collaborates with the board to implement and monitor the progress of the strategic plan.

Performance Indicators:

- A. Provides evidence to validate the progress of the strategic plan priorities
- B. Reviews the progress and success of the strategic plan with the board
- C. Documents the progress and success of the strategic plan priorities
- D. Aligns the budget and district resources to the identified needs and priorities within the strategic plan
- E. Utilizes the strategic plan to support board discussion and engagement



NASB STANDARD SUPT. EVAL. SAMPLE REPORT:



Nebraskaland Public Schools Superintendent Evaluation 2026



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Self-Evaluation Standard Averages

(listed highest to lowest)

5.00 - Standard II: Policy
5.00 - Standard VIII: Board-Superintendent Relations
4.88 - Standard V: Organizational & Cultural Leadership
4.86 - Standard I: Mission, Vision, & Goals
4.86 - Standard III: Budget Planning & Management
4.86 - Standard VII: Professional Leadership
4.78 - Standard VI: Community Relations
4.64 - Standard IV: Educational Leadership

Board Evaluation Standard Averages

(listed highest to lowest)

5.32 - Standard II: Policy
5.20 - Standard I: Mission, Vision, & Goals
5.10 - Standard III: Budget Planning & Management
5.05 - Standard VIII: Board-Superintendent Relations
4.92 - Standard V: Organizational & Cultural Leadership
4.88 - Standard VI: Community Relations
4.88 - Standard IV: Educational Leadership
4.75 - Standard VII: Professional Leadership

*Averages range from 1.00-6.00 with averages closer to 6.00 indicating strengths and averages closer to 1.00 indicating areas for growth.
Scale: Excellent (6.00); Good (5.00); Average (4.00); Unsure (3.00); Fair (2.00); Poor (1.00)*

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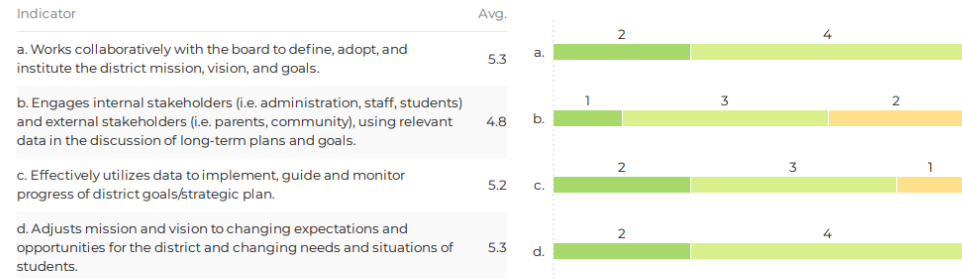


Standard I: Mission, Vision, & Goals

Standard Descriptor: The superintendent works collaboratively with the board to define, adopt, and institute the district mission, vision, and goals to ensure a high-quality education and academic success and well-being of each student.

Please indicate what you feel is the most accurate descriptor to the following statements.

The Superintendent...



Note: The averages range from 1.00-6.00 with averages closer to 6.00 indicating strengths and averages closer to 1.00 indicating areas for growth.

Excellent Good Average Fair Poor Unsure

Values are as follows:

Excellent: 6 Good: 5 Average: 4 Fair: 2 Poor: 1 Unsure: 3

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Standard I: Mission, Vision, & Goals

Provide evidence to support your choices above.

Suggested supplemental evidence for this standard includes but is not limited to:

- District strategic plan/district goals
- Plan for implementing, monitoring and reporting progress of strategic plan/district goals
- School improvement team
- School improvement plan (including updates/assessment of progress and modifications)
- Student performance data
- Superintendent performance plan aligned with district priorities and indicators to measure progress and success
- Engagement/communication plan
- Meeting agendas/minutes

Nulla sapien eros malesuada tempora venenatis molestie tellus integer urna sollicitudin commodo ultrices.

Facilisis velit mattis! Nunc. Potenti sapien commodo a eleifend vitae sagittis. Accumsan convallis.

Neque convallis fermentum, malesuada in. Odio wisi quam blandit! Dictumst mattis. Lacus nibh curabitur quam.

Porttitor amet dolor bibendum imperdiet tempora urna blandit commodo laoreet velit.

Magnis justo elementum atque ridiculus urna egestas diam tempus. Wisi dapibus auctor praesent.

Quam est! Non elit volutpat convallis, dapibus tincidunt ultrices praesent? Erat.

If you were to suggest one area of growth in the superintendent's performance within Mission, Vision, & Goals for the upcoming year, what would it be?

Tempora. Venenatis ante dolor velit atque culpa at sagittis cursus donec tortor.

Metus quis dictumst nulla. Justo pretium tellus suscipit. Suspendisse? Rhoncus.

Eu iaculis rutrum porttitor. Vestibulum accumsan nec vestibulum vestibulum rutrum pede.

Enim cras nonummy aliquam aliquam eu curabitur ut ligula justo platea dignissim at.

Iaculis euismod purus mattis molestie ridiculus eget iaculis odio, vivamus urna integer.

Cras felis vivamus suscipit elit facilisi nonummy massa orci tellus gravida.

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FOLLOWING THE SUPT. EVAL., THE SUPT. AND THE BOARD WILL:

- Adopt a timeline and develop goals to address the improvement and growth of the superintendent's performance in the identified areas as set forth in the evaluation summary
- At the conclusion of the evaluation process, it is important that all board members return their individual copies of the evaluation and the executive summary to the Board President for appropriate and secure disposal
- The Superintendent and Board President will sign one copy and that official copy will be placed in the superintendent's personnel file.
- Schedule and advertise a board work session to review the results of the assessment
- Discuss the success of the board and consider areas of growth
- Establish goals to address areas of growth, define performance indicators to measure progress, and set timelines to review, update and amend goals as progress is realized

Or,

Request support of the NASB Board Leadership team to facilitate a board retreat to lead the board through the review of the Board Self-Assessment Summary and establish board goals.

If the board would value additional support from the NASB Board Leadership Department to facilitate the development of goals, a board retreat will be scheduled and the fee for the evaluation will be waived. A board retreat fee will be assessed plus reasonable travel expenses.



NASB TRANSITION SUPERINTENDENT EVALUATION

NASB TRANSITION SUPERINTENDENT EVALUATION

Developed from the **NASB Standard Superintendent Evaluation**, the **NASB Transition Superintendent Evaluation** is designed to support new superintendents during their first year in the district.

Instructions: Please indicate what you feel is the most accurate descriptor to the following statements.

I. MISSION, VISION, AND GOALS

Standard Descriptor: The superintendent works collaboratively with the board to define, adopt, and institute the district mission, vision, and goals to ensure a high-quality education and academic success and well-being of each student.

		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
I.a.	Develops, implements, and monitors district goals/strategic plan.					
I.b.	Updates the board on progress of district goals/strategic plan.					
I.c.	Engages board in long-range discussion and decision-making.					
Comments (Optional):						

II. POLICY

Standard Descriptor: The superintendent works collaboratively with the board to define, update, and adopt effective and purposeful district policy.

		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
II.a.	Collaborates with the board to develop, align, and sustain a policy process and schedule to support monthly policy review.					
II.b.	Monitors and ensures policies are followed and implemented effectively.					
II.c.	Maintains districtwide handbooks aligned to adopted policies.					
II.d.	Provides public access to policy and handbooks.					
Comments (Optional):						



III: COMMUNITY RELATIONS

Standard Descriptor: The superintendent establishes and sustains effective communication to inform and engage the board, parents, students, staff, local and state government officials, community members, and business leaders.

		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
III.a.	Serves as spokesperson for the school district.					
III.b.	Maintains meaningful community partnerships.					
III.c.	Maintains a visible presence at district activities and community events.					
Comments (Optional):						

IV: BUDGET PLANNING AND MANAGEMENT

Standard Descriptor: The superintendent provides organizational leadership district-wide to ensure fiscal responsibility and management of school operations by allocating, using, and investing district resources to support effective instruction and improved student learning.

		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
IV.a.	Provides ongoing discussion of budget related development and management of the budget throughout the year.					
IV.b.	Forecasts and aligns resources to goals and objectives.					
IV.c.	Supports financial accountability with data.					
IV.d.	Maintains short-long-term facility and grounds plans.					
IV.e.	Completes the annual Audit and discloses findings to board.					
Comments (Optional):						



V: EDUCATIONAL LEADERSHIP

Standard Descriptor: The superintendent provides educational leadership ensuring resources align and support best practice for instructional standards, as well as implementation of current/applicable curriculum and assessments to support student success and well-being.

		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
V.a.	Promotes a student-centered culture to support student success.					
V.b.	Aligns resources to support effective instruction and learning.					
V.c.	Ensures curriculum is aligned vertically and horizontally and aligned to NDE Learning Standards.					
V.d.	Updates board regarding NDE Accreditation compliance annually.					
V.e.	Validates teacher evaluation is aligned to framework and completed per board policy.					
V.f.	Supports college/career readiness.					
Comments (Optional):						

VI: BOARD-SUPERINTENDENT RELATIONS

Standard Descriptor: The superintendent collaborates with the board to define district expectations, policies, and goals to support instruction and student learning.

		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
VI.a.	Supports effective board governance.					
VI.b.	Provides timely and accurate information to the board to support informed decision-making.					
VI.c.	Supports board committee and processes.					
Comments (Optional):						



SUMMARY SECTION

Overall Comments on Superintendent's Performance:
Provide specific strengths and areas for growth based on the evaluation above.



Superintendent’s Response:

Superintendent Evaluation Summary

The superintendent should identify no more than four performance areas on which to focus their growth professionally. Note: Targeting in excess of four performance areas will make it difficult for the individual to address the areas adequately. When his/her performance is at a high-level, sustaining, refining, and replicating the performance is the goal. Follow through will ensure the success of the superintendent and the board.

The Performance Plan should consist of:

- goals (**what** must he/she do to achieve the objective or what is the intended result)
- performance indicators (**how** will the board measure progress and/or success)
- timeline (**when** will progress/success be assessed or completion date)
- signature (once the Performance Plan has been completed and reviewed the board president and superintendent will both sign and date placing a copy in the superintendent’s personnel file and a copy will be retained by the board president)

Note: The Performance Plan should be reviewed and updated throughout the year to assess progress and success. Modifications should only be made if the board/superintendent discuss and agree upon appropriate changes.

(Signature of Superintendent)

(Date)

(Signature of Board President)

(Date)





Roger D. Breed, Ed.D., Commissioner
Scott Swisher, Ed.D., Deputy Commissioner

Karen

301 Centennial Mall South Tel: (402) 471-2295
PO Box 94987 Fax: (402) 471-0117
Lincoln, NE 68509-4987 Web: www.education.ne.gov

*emailed
letter 12/13/11*

December 13, 2011

Russ Gade, Superintendent
Meridian Public Schools
72380 560th Ave, Box 190
Daykin, NE 68338

Dear Superintendent Gade:

This letter is to inform you that we have received the certificated evaluation policies for **administrative** staff for Meridian Public Schools that you submitted to the Nebraska Department of Education for approval. They have been reviewed pursuant to §79-318(5)(h) as revised by LB1071 (2010). These policies and procedures prior will be added to the teacher evaluation policies approved in 2003.

The Meridian Public Schools' certificated evaluation policies and procedures will remain approved until your district revises them. Revised policies and procedures must be submitted to the Department for approval at the time of adoption. Also, enclosed is a blank copy of the compliance checklist to assist you in preparing materials for approval should you choose to revise your policies and procedures in the future.

If you have any questions regarding this letter or any of the applicable requirements of Rule 10, please feel free to contact me at your convenience.

Sincerely,

Dennis McGuire, Ed.D.
Accreditation and School Improvement

Enclosures: Blank Copy of Checklist

MERIDIAN PUBLIC SCHOOL
SUPERINTENDENT EVALUATION

POLICY DEVELOPMENT

The policy, procedures and forms concerning superintendent evaluation shall be developed by the Board of Education with input from the superintendent. The Board of Education shall approve the policy, procedures and forms prior to implementation.

PURPOSES OF APPRAISAL

The appraisal of the superintendent serves two purposes, namely;

1. To improve the performance of the superintendent and thus raise the quality of educational service to the students.
2. To provide a basis for the continued employment of the superintendent.

EVALUATION SCHEDULE

The superintendent will be evaluated at least once per semester the first year. Every year after the first year, the superintendent shall be evaluated at least once per year.

EVALUATOR

The superintendent shall be evaluated by the Board of Education. The Board may also ask for written, signed input from the principal.

EVALUATION FORM

The form used in the superintendent evaluation will be the job description of the superintendent. The Board of Education will make written comments concerning the superintendent's performance in the areas of the job description since the last evaluation.

SUPERINTENDENT PERFORMANCE IMPROVEMENT

If the superintendent's performance is viewed as unsatisfactory as viewed by the Board, written instructions concerning methods to improve his/her performance and a time line for implementing the methods may be included in the evaluation.

EVALUATOR TRAINING

The board members are encouraged to attend the inservice provided by Educational Service Unit #5 concerning superintendent evaluation. Also, the members are encouraged to attend other professional classes, meetings, etc. concerning superintendent evaluation.

SUPERINTENDENT INSERVICE

During the first month of his/her employment, the superintendent shall receive a copy of this policy.

SUPERINTENDENT CONTRACT

If the superintendent is functioning below the expectation of the Board of Education, in one or more areas, the superintendent is expected to remedy the observed deficiencies. If the superintendent does not satisfactorily remedy the observed deficiencies, the Board may terminate or nonrenew his/her contract.'

This policy and its corresponding rules, regulations and forms will not restrict the Board of Education from executing their statutory rights concerning superintendent contract termination or contract nonrenewal.

Policy Adopted: December 8, 1986
Policy Revised: November 20, 1989

MERIDIAN PUBLIC SCHOOLS – Superintendent Evaluation

Superintendent: _____

Evaluator: _____

S = Superintendent Satisfactorily Meets District Standards

N = Superintendent Does NOT Meet District Standards

Date: _____

_____ 1. Executive Officer of Board

He/she shall be the chief executive officer under the direction of the board. He/she shall exercise general supervision over all district schools and all district school employees shall be directly responsible to him/her through the proper chain of command.

_____ 2. Attendance at Board Meetings

He/she shall attend all board meetings except that meeting or part of that meeting when his/her own salary or re-election is being considered, and keep the board informed of conditions of the schools under his/her supervision. He/she may be excused from meetings by the board of education upon his/her request.

_____ 3. Recommends Appointment of All Employees

He/she shall recruit, make recommendations for appointment, promotion, demotion, termination, and acceptance of resignations of all employees.

_____ 4. Suspension/Termination of Employees

He/she shall insure that all suspensions/terminations of employees are in accordance with law and the policies and procedures of the district.

_____ 5. Assignment of Personnel

He/she shall make assignments, reassignments and transfers as are in his/her professional judgment necessary to secure the highest efficiency of the entire staff. These actions are subject to board approval.

_____ 6. Evaluation of Principal

He/she shall evaluate the performance of the principal.

_____ 7. Inservice Growth of Teachers

With the aid of other administrators/staff, he/she shall from time to time issue bulletins, circulars, courses of study and other curricular material for the improvement of instruction.

_____ 8. Curriculum Improvement

He/she shall, in cooperation with the principal, staff, and other appropriate parties, direct studies to determine the adequacy of the curriculum and recommend to the board new courses or improvements in the organization of the curriculum as need arises.

MERIDIAN PUBLIC SCHOOLS – Superintendent Evaluation

S = Superintendent Satisfactorily Meets District Standards

N = Superintendent Does NOT Meet District Standards

_____ 9. Suspension of Students

He/she shall insure that all student suspensions are carried out according to appropriate due process procedures as outlined in state law and district policies and procedures.

_____ 10. Communication

He/she shall act as intermediary between the board and employees. He/she shall transmit all communications from the board of education or its committees to members of the administrative, supervisory, instructional, and custodial staff, and he/she shall transmit all communications from them to the board.

_____ 11. Business Agent for Board

He/she shall receive communications relative to school affairs and consult with individuals having business with the board of education.

_____ 12. Operation and Maintenance of Schools

He/she shall supervise the operation and the maintenance of the buildings and equipment of the schools.

_____ 13. Preparation of Budget

He/she shall prepare a budget annually for the consideration of the board. He/she shall administer the budget as enacted by the board, acting at all times in accordance with legal requirements and adopted policies of the board. He/she shall make a written request to the county clerk indicating the sum of money needed from direct tax sources and request the county clerk to see that the levy is sufficient to raise the amount levied.

_____ 14. Purchasing Agent

He/she shall be the purchasing agent of the board and shall have authority to purchase supplies and equipment. He/she shall be responsible for the bidding procedure for the district. Major equipment purchases should take place only after consultation with the board.

_____ 15. Financial Accounting

He/she shall supervise and be responsible for the financial accounting of the school district and the safe-keeping of all school funds and records.

_____ 16. Propose Policies

He/she shall propose new policies to the board of education for action as necessary for compliance with laws and regulations or for the orderly operation of the district.

MERIDIAN PUBLIC SCHOOLS – Superintendent Evaluation

S = Superintendent Satisfactorily Meets District Standards

N = Superintendent Does NOT Meet District Standards

_____ 17. Rules, Regulations and Procedures

He/she shall, in cooperation with the principal and other appropriate parties, make rules and regulations and perform procedures regarding routine matters that have not been specifically provided for in the policies of the board.

_____ 18. Physical Plant

He/she shall be responsible for the maintenance, care, and supervision of the school district's physical plant, facilities, and equipment and shall provide the board with long-range facility planning.

_____ 19. Emergency Authority

He/she shall perform such duties as the board may require and, in the absence of policies, rules and advice of the board, he/she shall assume any authority or perform any duty which any particular situation, unforeseen and suddenly arising, may demand, subject to later consideration of and action of the board.

_____ 20. Interpretation of School to Community

It shall be a responsibility of the superintendent to interpret the philosophy and goals of the teaching program of the schools to the community. He/she shall develop and implement a system which communicates the school's needs and accomplishments to the community.

_____ 21. Approve Faculty Committees

He/she shall approve the appointment of faculty committees that may be required for the execution and establishment of educational practices and policies.

_____ 22. Professional Meetings

He/she shall attend, at district expense, state, regional, and national conferences. Prior board permission must be obtained for attendance at national conferences.

_____ 23. Inventory

He/she shall require the keeping of an accurate record of textbooks, library books, moveable equipment, including visual education equipment, athletic equipment, music equipment, uniforms, typewriters, etc.

_____ 24. School Calendar

The superintendent shall present to the board for its approval a calendar showing the opening and probable closing dates of school, vacation periods, etc., for the approaching school year.

MERIDIAN PUBLIC SCHOOLS – Superintendent Evaluation

S = Superintendent Satisfactorily Meets District Standards

N = Superintendent Does NOT Meet District Standards

_____ 25. Student Discipline

He/she shall, in cooperation with the principal and staff, be responsible for student discipline for the elementary grades.

_____ 26. Student Transportation

He/she shall be in charge of the student transportation program.

_____ 27. Teacher Inservice

He/she shall, in cooperation with the principal and other appropriate parties, organize and coordinate teacher inservice programs.

_____ 28. Teacher Committees

He/she shall coordinate all elementary teacher committees.

_____ 29. Hot Lunch Program

He/she shall be in charge of the hot lunch program.

_____ 30. Federal and State Programs

He/she shall assure that the district complies with all federal and state legal obligations and that the school system satisfies the requirements of its appropriate accrediting agencies. He/she shall serve as the authorized local district representative for federal and state education programs.

_____ 31. Other tasks that may be assigned by the board of education.

Additional Comments:

MERIDIAN PUBLIC SCHOOL
PRINCIPAL EVALUATION

POLICY DEVELOPMENT

The policy, procedures and forms concerning principal evaluation shall be developed by the superintendent with input from the principal. The Board of Education shall approve the policy, procedures and forms prior to implementation.

PURPOSES OF APPRAISAL

The appraisal of the principal serves two purposes, namely;

1. To improve the performance of the principal and thus raise the quality of educational service to the students.
2. To provide a basis for recommendations of the superintendent regarding the continued employment of the principal.

EVALUATION SCHEDULE

The principal will be evaluated at least three times per year and at least once per semester while he/she is a probationary employee. Once the principal has become a permanent employee, he/she shall be evaluated at least once per year.

EVALUATOR

The principal shall be evaluated by the superintendent.

EVALUATION FORM

The form used in the principal evaluation will be the job description of the principal. The superintendent will make written comments concerning the principal's performance in the areas of the job description since the last evaluation.

PRINCIPAL PERFORMANCE IMPROVEMENT

If the principal's performance is viewed as below the norm in the profession as viewed by the superintendent, written instructions concerning methods to improve his/her performance and a time line for implementing the methods will be included in the evaluation.

EVALUATOR TRAINING

The superintendent must possess a valid Nebraska Administrative Certificate. The superintendent is encouraged to attend the inservice provided by Educational Service Unit #5 concerning principal evaluation. Also, the superintendent is encouraged to attend other professional classes, meetings, etc. concerning principal evaluation.

PRINCIPAL INSERVICE

During the first month of his/her employment, the principal shall receive a copy of this policy. All changes in this policy will be presented in writing and orally to the principal.

PRINCIPAL CONTRACT

If the principal is functioning below the norm of the profession, as viewed by the superintendent, in one or more areas, the principal is expected to remedy the observed deficiencies. If the principal does not satisfactorily remedy the observed deficiencies, the superintendent may recommend contract nonrenewal or contract termination.

This policy and its corresponding rules, regulations and forms will not restrict the Board of Education from executing their statutory rights concerning principal contract termination or contract nonrenewal.

Policy Adopted: December 8, 1986

Policy Revised: November 20, 1989

MERIDIAN PUBLIC SCHOOLS — PK-12 Principal Evaluation

Principal: _____

Evaluator: _____

3 = Exceeds Expectations 2 = Satisfactory 1 = Needs Improvement 0 = Unacceptable

Educational Leadership

- ___ 1. Stays current with educational practices and communicates a vision for our school.
- ___ 2. Actively involved in district-wide curriculum coordination and revision.
- ___ 3. Stimulates staff to initiate curricular and instructional improvements.
- ___ 4. Leads the process of assessing and evaluating student academic performance.
- ___ 5. Plans, coordinates and conducts inservice and staff development programs.
- ___ 6. Active in textbook and other instructional materials evaluation and revision.
- ___ 7. Makes informed decisions, accepts responsibility for all decisions, and delegates authority, as necessary, to the staff.
- ___ 8. Implements and monitors all applicable state, federal, and local regulations.
- ___ 9. Maintains an awareness of all school programs and activities.
- ___ 10. Develops and progresses toward professional and self-improvement goals.

Comments:

Supervision

- ___ 1. Assists professional staff members in developing and achieving meaningful professional and self-improvement goals.
- ___ 2. Appropriately monitors and documents professional staff performance.
- ___ 3. Structures classroom observations to increase teacher effectiveness.
- ___ 4. Publishes appropriate materials informing staff of policies, procedures, and practices which affect them.
- ___ 5. Fosters high morale and cohesiveness within the staff using open communications, personal involvement, and fair practices.
- ___ 6. Encourages creative and innovative instruction.
- ___ 7. Effectively manages staff with clear lines of responsibility and delegation of authority.
- ___ 8. Effectively directs, develops, and enforces student discipline rules.
- ___ 9. Appropriately monitors and documents student discipline practices communicating concerns to students, teachers, and parents.
- ___ 10. Effectively develops and directs procedures to protect the health, safety, and well-being of the students.

Comments:

MERIDIAN PUBLIC SCHOOLS — PK-12 Principal Evaluation

Principal: _____

Evaluator: _____

3 = Exceeds Expectations 2 = Satisfactory 1 = Needs Improvement 0 = Unacceptable

Human Relations

- ___ 1. Practices good listening and communication skills with staff, students, and parents.
- ___ 2. Works and communicates effectively with students, parents, staff, administration, and board of education.
- ___ 3. Provides information and recommendations to co-workers to generate informed decisions and is responsive to the concerns of co-workers.
- ___ 4. Displays warmth, sincerity, and empathy in dealing with students, patrons, and staff.
- ___ 5. Establishes and maintains a comfortable and efficient working environment.
- ___ 6. Demonstrates support and is visible at school activities.
- ___ 7. Promotes a positive image of the district and serves a role model.
- ___ 8. Seeks and accepts constructive criticism.
- ___ 9. Periodically assesses public relations program and adjusts as needed.
- ___ 10. Participates appropriately in professional and community organizations.

Comments:

Operational Practices

- ___ 1. Coordinates a systematic plan for maintaining school, staff, and student records.
- ___ 2. Communicates with local and state records maintenance personnel, present and future needs and plans.
- ___ 3. Plans and develops master schedules to foster academic success.
- ___ 4. Assists in the development of annual budget requests.
- ___ 5. Monitors the expenditures of budgeted funds within the area of assigned responsibility.
- ___ 6. Demonstrates ability to work with various groups and is respected by professional colleagues.
- ___ 7. Demonstrates organizational and planning skills.
- ___ 8. Devotes time and energy effectively to tasks initiated or assigned.
- ___ 9. Maintains poise and emotional stability in all situations.
- ___ 10. Monitors the care of buildings, grounds, and all assigned equipment.

Comments:

MERIDIAN PUBLIC SCHOOLS — PK-12 Principal Evaluation

Principal: _____

Evaluator: _____

Summary Comments:

Superintendent's Signature

Date

Summary Comments of Principal:

Principal's Signature

Date

*This principal's signature on this report does not represent either acceptance or approval of Superintendent's comments. It indicates only that the Principal has reviewed this evaluation report in conference with the Superintendent.

4057

Superintendent Evaluation

The board shall observe and evaluate the superintendent based upon actual classroom observations for an entire instructional period at least twice during his first year of employment and at least once each year thereafter. Additional evaluations may be conducted at the discretion of the board. For the purposes of this policy, "actual classroom observation" shall mean observing the superintendent performing activities that are typical of his or her position. An "entire instructional period" for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of some aspect of the superintendent's work during the semester for no less than 40 minutes.

Purpose. The purposes of the formal job evaluation are:

1. To provide a means of rational, structured communication between the board and superintendent to create a more constructive and effective working relationship.
2. To provide a basis for commending, rewarding, and reinforcing good work, as well as identifying areas where the superintendent needs to improve.
3. To clarify the superintendent's role and inform the superintendent of the board's expectations.

Dates. Unless otherwise provided for in the superintendent's employment contract, the first year evaluations should take place (1) at or prior to the **October** board meeting, and (2) at or prior to the **February** board meeting. Annual evaluations shall generally take place during the month before the date in the superintendent's employment contract by which the board must notify the superintendent of its intention to consider the nonrenewal or amendment of the contract. In the absence of such a contract provision, the annual evaluation should take place at or prior to the March board meeting. The Superintendent shall remind the Board members in writing at least 45 days before the date of each upcoming evaluation and shall make his evaluation an agenda item for the board meeting.

Evaluation Document. The superintendent shall submit a recommended evaluation document to the board. The board shall meet and discuss the proposed document with the superintendent. The board may amend and adopt the proposed evaluation document. The board may amend the document or adopt a new document without amending this policy. The superintendent shall submit the evaluation document to the Nebraska Department of Education.

Evaluation Procedures. Each board member shall have the opportunity to complete a draft evaluation document. The board president shall compile the individual draft evaluations into a single and final evaluation, provide a copy to the superintendent, and discuss it with him or her. If the superintendent's evaluation is conducted at a board meeting, the superintendent's evaluation may be conducted in closed session if it is necessary to prevent needless injury to the superintendent's reputation and if he or she has not requested it be done in open session.

Deficiencies. If deficiencies are noted in the superintendent's work performance, the board shall provide the superintendent at the time of the observation with a list of deficiencies and a list of suggestions for improvement and assistance in overcoming the deficiencies. The board shall also provide the superintendent with follow-up evaluations and assistance when deficiencies remain, a timeline for improvement, and sufficient time to improve. In the alternative, the board may rely upon the superintendent's education, training, and expertise and require him or her to submit a "list of suggestions for improvement" or plan of improvement for the board's consideration.

Personnel File. The evaluation shall be signed by the board president (or other member of the board) and the superintendent. The superintendent shall place a copy of the evaluation in his or her personnel file. The superintendent may provide a written response to the evaluation to the board. A copy of the response shall also be placed in the superintendent's personnel file. The board may meet with the superintendent to discuss the written response.

Policy Limitation. The evaluation procedures are included in this policy as a result of the board's statutory obligation to evaluate the superintendent and do not give the superintendent any rights not provided by statute. The board's failure to comply with any procedures provided in this policy but not required by law shall not prohibit the board from taking any action regarding the superintendent's employment, up to and including the nonrenewal, amendment, or cancellation of the employment contract.

Adopted on: _____

Revised on: _____

Reviewed on: _____

AdministrationEvaluation of Principals and Other Certificated Administrative Personnel1. Objectives

The Board recognizes that the roles of a school superintendent, principal, assistant principal, and other certificated administrative personnel of the School District (hereinafter collectively referred to as “Administrators”) are varied and complex requiring an appraisal process that accurately measures performance and provides support for the continued growth and improvement of the Administrator. The general job description and an evaluation instrument with performance standards for each administrative position shall be promulgated under the direction of the Superintendent of Schools and approved by the Board of Education, and provided to the affected Administrator. The appraisal process for each Administrator and administrative position shall serve these purposes:

- a. To raise the quality of administration and educational service to the children of our community.
- b. Clarify for the Administrators their respective role in the school system as seen by the Board.
- c. Clarify for all Board members the role of the administration and the immediate priorities among each Administrator’s responsibilities.
- d. Develop harmonious working relationships between the Board and administrative supervisors and each Administrator.
- e. Aid the individual Administrator to grow professionally.

The evaluation of administrative performance is intended to be a cooperative and continuing process designed to improve the quality of the educational program.

2. General Procedures

The formal Administrator appraisal is based primarily upon the procedures and processes defined below. The procedures provide for a consistent and equitable appraisal of important aspects of the Administrator’s duties and responsibilities. They do not, however, specifically include the total range of expectations of the effective performance of the administrative duties of each administrative position or the Administrator assigned to such position. As a result, additional data and information related to the respective administrative role may be utilized to generate a comprehensive appraisal.

3. Appraisal Cycle

Probationary Administrators shall be observed and evaluated at least once each semester, except the Superintendent, who shall be observed and evaluated by the Board of Education once each semester in the first contract year of employment, and once per year each contract year thereafter. Permanent (tenured) Administrators shall be evaluated at least once each school year. Observations and evaluations of greater frequency or number than required may be conducted and made at the request of the Administrator or in the discretion of the appraiser.

The appraisal cycle and appraisal process for a permanent Administrator is intended for the direction of the responsible appraiser. A failure to complete evaluations within the designated cycle or in the manner directed by this policy shall not give the permanent Administrator rights, but may be addressed in evaluating the responsible appraiser's performance.

The entire instructional period for Administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an Administrator's work for no less than fifty (50) minutes (cumulative) during the time periods being evaluated.

4. Appraisal Process

The appraisal process is the responsibility of the Administrator and the Administrator's immediate supervisor as determined by the Board of Education and/or the Superintendent of Schools, provided that the supervisor of the Superintendent shall be the Board of Education. In the event the responsible appraiser has not initiated the appraisal process within the time or in the manner required, the Principal has the responsibility to timely notify the responsible appraiser.

Performance standard categories set forth in the evaluation instrument for each administrative position, as adopted and amended from time-to-time, shall serve as the basis for the informal job-target-based formative appraisal and the formal summative appraisal. During the formal summative appraisal, data is collected as required to provide a basis for appraising the performance categories. Data collection may include, but is not limited to, surveys (formal or informal information gathering from staff, students, parents, community members, and other Administrators), statistics received by routine reports; statistics generated by reports specifically designed for the appraisal; review of sample written materials of the Administrator (such as, for example, a Principal's evaluations of teachers) and observations of performance. The Administrator may be assigned responsibility to assist with data collection and shall have the duty to provide such assistance as is requested.

The collected data along with the professional opinions of the responsible appraiser shall serve as the basis for the final appraisal report.

5. Final Formal Summative Evaluation

The appraisal process culminates in a final formal summative evaluation. The final formal summative evaluation consists of a rating of each performance category identified in the evaluation instrument, identification of whether the Administrator's performance meets or does not meet district standards of performance, a list of deficiencies in the Administrator's performance, suggestions and plans for improvement to assist the Administrator in overcoming such deficiencies, and follow-up evaluations as appropriate in order to correct performance below district standards. As a professional, the Administrator may be assigned responsibility to provide suggestions for improvement plans or similar job growth strategies and shall have the duty of complying with such requests. Further, in the event improvement plans or other similar performance measures are implemented, the Administrator shall have the duty to comply with such plans. The Administrator is expected to be cooperative, professional, and to exhibit a

willingness to improve performance and to accept the constructive criticisms and suggestions of the appraiser.

See: Evaluation instruments for each administrative position.

Date of Adoption: September 11, 2013
Updated November, 2017

**Meridian Public Schools
Student - Parent
Elementary Handbook
2026-2027**



LEARN, GROW, EXCEL

**Meridian Public School
402-446-7265
72380 560th Avenue
Box 190
Daykin, NE 68338**

**Mr. Alex Hull, Superintendent
Mrs. Tara Miller, Secondary Principal
Mr. Matt Asche, Elementary Principal/Activities Director**

Mission Statement

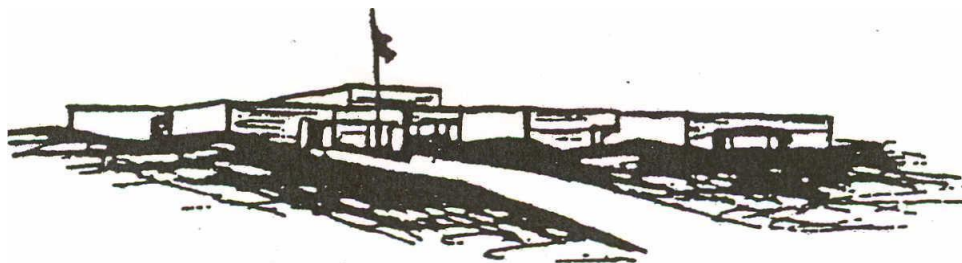
**Meridian Public Schools provide a safe, supportive
environment where everyone learns, grows, and excels.**

Belief Statements

- 1. We believe that our educational environment supports everyone's physical and emotional well-being.**
- 2. We believe that everyone learns using their unique talents.**
- 3. We believe that everyone grows through positive goals with high expectations..**
- 4. We believe that everyone excels when education is a cooperative effort between home, school, and community.**

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Welcome to Meridian Public Schools - Home of the Mustangs!

Whether you are a new or continuing student at Meridian, we hope that the information in this handbook will help guide you through a successful 2026-2027 school year. The faculty and support staff are pleased to have you as a part of our educational program and activities. As a contributing member of our “Mustang Family”, it is your responsibility to read and understand the necessary school guidelines and procedures set forth in this handbook to help make Meridian an efficient, safe, and productive environment.

When questions arise, please remember that the teaching staff, support staff, counselor, and the administration are here to assist you. Parents and students alike are always welcome to contact school personnel for needed assistance.. The entire staff is looking forward to the opportunity to work with you and encourage you to strive for personal excellence and growth this year at Meridian.

Administration

Alex Hull	Superintendent
Matt Asche	PK-6 Principal/AD
Tara Miller	7-12 Principal

Office Staff

Trish Endorf	District Secretary
Angie Holtmeier	High School Secretary
Kelli Schoenbeck	Elementary Secretary

Junior-Senior High Staff

John Adam	Business
Jacob Baber	Special Education
Leslie Drees	Instrumental Music
Grace Ellis	English
Amanda Hanzlik	Middle School
Lisa Hermsmeier	Guidance
Lorrie Hofstetter	Science
Julie Homolka	Vocal Music
Clint Jones	Physical Education
Kim Peters	Family & Cons. Science
Chris Placek	Art/Enrichment
Shawn Pohlmann	School Librarian
Mary Nieves Ruiz Garcia	Spanish
Noah Temme	Social Studies
Amy Weber	Math
Emilye Yowell	Agriculture/Industrial Tech

Elementary Staff

Holly Adam	1 st Grade
Bryan Becker	5 th Grade
Conner Cogswell	Title
Echoe Davis	4 th Grade
Leslie Drees	Instrumental Music
Robbin Hergott	2 nd Grade
Julie Homolka	Vocal Music
Clint Jones	Physical Education
Natalie Meyer	Kindergarten
Nancy Paul	Preschool
Hayley Petersen	3 rd Grade
Amy Schramm	6 th Grade
Sarah Thomas	Special Education
Jen Wolfe	Special Education

Paraprofessionals

TBD	Elementary
Emily Corter	Elementary
Michelle Jacobs	Elementary
Linda Jordening	Elementary
Elizabeth Noel	Elementary
Holly Petersen	Elementary
Rachel Seeman	Secondary
Elissa Wolfe	Secondary

Cooks/Custodian

Trini deLeon	Kitchen/Custodian
Mike Hofstetter	Head Custodian
Kimberly Kotas	Kitchen
Gina Schafer	Head Cook

Bus Drivers

Emily Corter	Routes
Tonya Griffin	Tobias/Western
Janelle Heiserman	Fairbury/Daykin
Mark Houser	Alexandria/Gilead
Elizabeth Noel	Daykin/Western
	Tobias/Ohioa/Daykin

Other Coaches

Jason Bartels	Boys Basketball
Dustin Fairley	Girls Wrestling
Brooke Wolfe	Volleyball

ESU #5

Lindsey Stamm	Speech/Language
Cami Dickson	Occupational Therapy
Lisa Richardson	Hearing
Wade Vernon	Technology

Nurse

Jarie Sones	School Nurse
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Meridian Board of Education

President	Brian Rut
Vice President	Jason Bartels
Secretary	Jamie Niederklein
Treasurer	Todd Vorderstrasse
Member	Joy Barton
Member	Scott Sobotka

GENERAL INFORMATION

NEW RULES

This handbook was written to cover many of the possible situations encountered at school, but additional rules may be formulated throughout the school year. The students will be told verbally about any rule changes and information stating these rules will be sent home to parents.

LOCATION OF OFFICE

The Superintendent's Office is located just inside the main doors of the school, on the north end of the Commons Area. The elementary office is located just inside the north doors (Entrance V) of the elementary entrance to the left. The Elementary Principal's office is located in the south hallway of the elementary wing.

Anyone seeking school information, wishing to visit the school, or talk with a teacher or student, must report to the Superintendent's Office upon entering the building. Visitors are always welcome, but are asked to check in at the Superintendent's Office to receive a visitor's pass before visiting classrooms.

BIRTH CERTIFICATE I IMMUNIZATION RECORD

According to passed state legislation, newly enrolled students must provide either: (a) a **certified copy** of the student's birth certificate, or (b) **other reliable proof** of the student's identity and age accompanied by an affidavit explaining the inability to produce a certified copy of the birth certificate. This information must be turned in to the Elementary Office within thirty days of enrolling. A new student must also present his/her immunization record prior to enrollment.

INCLEMENT WEATHER

In case of bad weather, school will be held only if the school buses can safely pick up and deliver students. Notice of school closing will be announced on KOLN/KGIN-TV Channel 10-Lincoln, KLKN TV and through the **School Messenger** automated telephone-messaging program. The following procedures will be followed as closely as possible in making school announcements. In all cases the safety of the students and staff will be the primary concern in determining whether the school will operate.

Before school starts: Notice will be made as early as possible. Every effort will be made to notify the media before 7:00 a.m., but all parents are urged to use their judgment as to whether they wish to send their child(ren).

After school is in session: We will use the same media to make notification of school closing. Students will be sent home only if we have reasonable assurance that they can safely reach home. If you, as a parent, feel that you wish to pick up your child early, we

again urge you to use your best judgment in this matter and will certainly not question your decision to do so.

INSURANCE

Insurance to cover most injuries at school is available to all students. If you wish to take the insurance, make certain that the necessary forms and payment are returned to the company by the prescribed date. The school DOES NOT PROVIDE COVERAGE FOR INJURY BY ACCIDENT.

LOST AND FOUND ARTICLES

It should be thoroughly understood by all patrons and students that the pupil is responsible for his/her own property, and that the school cannot assume responsibility for the loss or breakage of personal property. However, every effort will be made to assist pupils to locate or recover personal property, which has been lost. All lost items should be reported to a teacher or administrator as soon as possible.

All articles found should be taken to the office. The office will seek to return each article to its rightful owner. Lost and found notices will be printed in the daily announcements. The principal at the close of each semester will dispose of lost articles not claimed throughout the school year.

Students who bring **MONEY OR OTHER VALUABLES TO SCHOOL ARE URGED TO LEAVE THE MONEY/VALUABLES WITH SCHOOL PERSONNEL UNTIL NEEDED OR THE CLOSE OF THE SCHOOL DAY.**

NON-DISCRIMINATION

It is the policy of the Meridian Public School not to discriminate on the basis of sex, handicap, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies, other agency administered programs and all related publications.

SICKNESS, HEALTH

Good health is one of the major objectives of the Meridian School. In order to achieve this objective, a regular health program is pursued. Cumulative health records are maintained for each pupil, containing a health history, the results of physical and dental examinations, inoculation and vaccination records and other information pertinent to the student's physical well-being. All additional inoculations and vaccinations or other chronic health problems should be reported to keep records up to date.

When a student **becomes ill at school**, he/she should report to the office. The school will contact the student's parents/guardian regarding their symptoms. If needed, the student will be sent home and we ask that they be picked up as soon as possible. **Students must be fever free (temperature below 100 degrees F) without use of**

fever reducing medicine for 24 hours before sending them to school. Refer to the “I Need To Stay Home If...” Emoji sheet for more information.

Students who are excused from Physical Education may not be allowed to participate in outside recess, and students who are not able to go out for recess may be excluded from Physical Education. A teacher may exclude any student from recess or Physical Education if the teacher believes the student is not physically well enough to participate.

SUPPLIES NEEDED

A “School Supply” list is printed in the district newsletter each summer and can be located on the school website. Each student must have a pair of tennis shoes for physical education to be kept in their locker. These shoes must be clean, free of gravel, and must have non-skid soles.

STUDENT PROCEDURES

FOOD SERVICE AND WELLNESS

Section 1: Food Service Program

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

Breakfast

The school will serve breakfast daily from 7:45 a.m. until 8:00 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. Breakfast for PK-6 is \$1.75. Breakfast for 7-12 is \$2.00 and breakfast for adults is \$3.75.

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for PK-6 is \$3.15. Lunch for 7-12 lunch is \$3.25 for students and \$5.50 for adults.

Additional Milk \$0.55

Reduced Prices: Breakfast is \$0.30 (PK-12); Lunch is \$0.40 (PK-12)

Payment for Meals

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

If a student has no funds available to pay for a meal, the student will be provided and charged for up to ten limited “courtesy meals,” such as a plain sandwich. Thereafter, if a student has no funds available to pay for a meal, the school holds the rights that no food will be provided.

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

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

Collection of Delinquent Meal Charge Debt

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

Notice of Non-discrimination

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

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

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

Section 2: School Wellness Policy

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

- 1. Goals for Nutrition Promotion and Education
 - a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and

beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.

2. Goals for Physical Activity
 - a. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.
3. Goals for Other School-Based Activities Designed to Promote Student Wellness
 - a. The district will use evidence-based strategies to develop, structure, and support student wellness.
4. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day
 - a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:
 - i. USDA National School Lunch and School Breakfast nutrition standards
 - ii. USDA Smart Snacks in School nutrition standards.
 - b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.
5. Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day
 - a. The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The district discourages the use of food and beverages as a reward or incentive for performance or behavior.
6. Food and Beverage Marketing
 - a. Marketing and advertising is only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards, except as follows:
 - i. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.
 - ii. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.
 - iii. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a scoreboard with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

7. Public Participation

- a. Parents, students, representatives of the school food authority, teachers, school health professionals, board members, school administrators, and members of the general public shall be allowed to provide their input to the school district during the wellness policy adoption and review process.
- 8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, Fundraisers or in Competition with the National School Lunch and Breakfast Programs)
 - a. Except as otherwise allowed by the Nebraska Department of Education (NDE), all foods and beverages sold during the school day as part of a fundraiser or for any other purpose in competition with the National School Lunch and Breakfast Programs must meet the nutrition standards of those programs.
 - b. Fundraiser food or beverages are NOT exempt from the USDA Smart Snacks in School nutrition standards. Therefore, if food is sold as a fundraiser:
 - i. It shall not be sold in competition with school meals in the food service area during the meal service.
 - ii. It shall not be sold or otherwise made available to students anywhere on school premises during the period beginning one half hour prior to the serving period for breakfast and/or lunch and lasting until one half hour after the serving of breakfast and/or lunch.
 - iii. The sale of food items during the school day shall meet the USDA Smart Snacks in School nutrition requirements
 - iv. This restriction does not apply to food sold during non-school hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)
- 9. Triennial Assessment
 - a. The school board shall assess and review this policy at least every three years to determine:
 - i. Compliance with this policy;
 - ii. How this policy compares to NDE model wellness policies;
 - iii. Progress made in attaining the goals of this policy.
 - b. The school board will update or modify this policy as appropriate.
- 10. Public Notice
 - a. In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of this policy at least annually to the public and other stakeholders identified in this policy by one or more of the following methods: on its webpage, in its newsletter, in the student and employee handbooks, newspaper advertisements, direct mailings, electronic mail, and public postings.
 - b. In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of the Triennial Assessment and progress reports towards meeting the goals in this policy using one or more of those same methods.
- 11. Recordkeeping

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

12. Operational Responsibility

- a. The superintendent is responsible for coordinating the implementation of this policy and for monitoring the district's progress in meeting the goals established by this policy. The superintendent will periodically report to the board on the district's progress in implementing this policy.
- b. * These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated June 2020 to Reflect the USDA Final Rule) found at <https://api.healthiergeneration.org/resource/2>.

First lunch is at 10:50am. Second lunch is at 11:50am.

Only well-balanced meals are served which provide about one-third to one-half of the day's nutrition requirements. High standards of sanitation and safety are maintained. The Federal and State governments, through cash reimbursements and surplus commodities, finance the programs. The program is financially self-supporting, nonprofit, and is supervised by the State Department of Education.

Students are encouraged to try all foods they choose. A five (5) component lunch menu is served daily. Students may choose three of these five food components to meet qualification. This is called "*Offer vs Serve*." Take only what you are going to eat. Students who bring sack lunches are not to bring candy or pop.

Students in Pre-K through 2nd Grade will have a snack break mid-afternoon. They will need to **pay \$0.55 per carton** for each milk they take with their afternoon snack. The school district does not participate in the federal free/reduced special milk program.

Milk and lunch payment (cash or check) are to be made in the Superintendent secretary's office. If you are paying with a check, please make it payable to "Meridian Hot Lunch" and keep it separate from all other payments.

Nondiscrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) **Mail:** U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) **Fax:** (202) 690-7442; or (3) **Email:** program.intake@usda.gov This institution is an equal opportunity provider.

DRESS CODE

Student dress should be appropriate for the school setting. Dress that is in good taste, in no way distracting, and is not vulgar or suggestive in appearance or in the written word or illustration will be acceptable.

Inappropriate attire may not be worn to school, such as tank tops/cut-offs, crop tops/belly shirts, halter tops, miniskirts, and short shorts. Flip flops, high heels, platform shoes, or any shoes without a secure back strap are prohibited for reasons of student safety. Students may not wear clothing with vulgar illustrations or phrases, or advertising of alcohol, drugs, or tobacco. Hats or caps are not to be worn in the building. Any teacher or administration has the right to order the correction of any dress he/she may deem inappropriate for school wear. The parent will be notified to provide a change of clothing, or appropriate clothing will be provided to the student for the day if the student does not have appropriate clothing available.

FIRE DRILLS AND TORNADO DRILLS

State law requires that fire drills be conducted throughout the year without advance notice. The sounding of an electric buzzer is the signal to vacate the building for practice or because of fire. Students need to follow instructions from their teacher/s. Emergency procedures will be posted in individual rooms. At least one tornado drill will be conducted each year. The students should go to the designated area and remain there until dismissed by the teacher/staff.

GUIDANCE

The guidance program at Meridian Public Schools has the basic goal of helping students take advantage of the many opportunities at school and to prepare them for the next step in their lives. There are four components to the guidance program:

- 1. Curriculum:** Lessons are developed for students in PreK-12 to help them attain, develop, and demonstrate competencies in academic, career, and personal/social development.
- 2. Individual Planning:** The counselor will work with individual students to make appropriate education and career plans.
- 3. Responsive Services:** Activities are available to meet the immediate needs of the students and their families. The student, parent, teacher, or administration can initiate these services through the school counselor.
- 4. System Support:** Other duties will be performed to maintain and enhance the total educational program.

GUM AND CANDY

Gum chewing, eating of candy, and drinking of pop is not allowed during the school day unless expressly permitted by the classroom teacher as a reward. Candy, gum, or soft drinks obtained at school may not be consumed on the bus. Students may take unopened candy or pop home on the bus. Failure to obtain cooperation in this area from students will result in disciplinary action.

LIBRARY

The library will be available to all elementary students. The librarian and/or teacher will designate the time and place for returning all materials checked out of the library. Students losing books or library materials will be responsible for the replacement cost of the lost item.

LOCKERS - ELEMENTARY

Each student will be assigned a locker to store personal belongings. No stickers, tape or other sticky substances may be attached to elementary lockers.

MEDICATION

Designated school personnel have been trained to administer prescriptive or non-prescriptive medications. Prescription and "over-the-counter" medications brought from home must be provided in a currently dated container, which specifies the exact time, dosage, and duration for the medication to be given along with a note from a parent/guardian. See form on administering medication on the school website.

"Over-the-counter" medications such as Tylenol, Ibuprofen, Creams, etc. cannot be given without parent approval. A copy of parent permission (to be kept on file) to use Standing Orders – Medications and Treatments with the availability of the school nurse or other medication-qualified staff member is included at the back of this handbook and must be on file before any over-the-counter medications will be given.

MOVING ABOUT THE BUILDING

Courteous behavior will be expected at all times on school premises. Behavior problems most frequently occur when students are passing to and from recess, to their classroom, and/or to and from the lunchroom. Running, shoving, hitting, etc. will be grounds for disciplinary action. We emphasize the importance of keeping one's hand to oneself.

PLAYGROUND / RECESS

Supervision is provided by teachers and paraprofessionals each recess. Students must abide by playground rules set up by the elementary faculty. Copies of the rules are posted in the elementary section of the building. No student will be excused from outdoor recess unless a note is brought from the parents or doctor. If a child is to be excused from outdoor play for three or more consecutive days, a doctor's note explaining the nature of the illness may be required.

Boots should be worn when there is snow on the ground; otherwise, the student must remain on the concrete/sidewalks. These boots cannot be worn inside the school during the day. Additionally, students should refrain from throwing snowballs while on school grounds. Outside recess will be held if the outside air temperature and or wind chill is

20°F or greater. If the teacher determines there is apparent danger to the health due to the temperature and wind, students will play inside. Please dress your child for outside play. Tennis shoes are highly encouraged.

STUDENT/STAFF SAFETY PLAN

All outside doors are locked throughout the day. Students are not allowed to let anyone in. If you see someone standing at the door, do not let them in, even if you know who they are. Inform a staff member right away. Doors are not to be propped open at any time. Students may only use the main door for entrance and exit during school hours.

TELEPHONE CALLS

In Calls: Office personnel will always cooperate with parents or guardians to get messages to students during school hours. However, calls for pupils during school hours are disturbing to the school routine, and should be held to a minimum. Messages will be taken and delivered to the student. Students will not be called to the telephone unless it is an emergency.

Out Calls: Student use of the phone to call out during the school day will be strongly discouraged. Student use of the phone to call home, etc. will be allowed only by permission of the principal, teacher, or office clerical personnel.

TEXTBOOKS

Textbooks will be issued to the pupils by the classroom teacher. They are to be numbered and assigned to the pupil. Pupils damaging books beyond ordinary wear will be expected to pay for a new book. A notation of the condition of the book will be made in the teacher record when it is issued.

SCHOOL RIGHTS AND RESPONSIBILITY/DISCIPLINE

DISCIPLINE

Students are expected to conduct themselves in a respectable manner, be considerate of others' rights, and make the best use of opportunities available to them.

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

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

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
 - a. See *The Mustang Way* and *Behavior Flow Chart*.

3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be addressed on its own facts.
4. The situation will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
5. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
6. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

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

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

Section 2: Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

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

For purposes of this section, "Parent" means parent, guardian, or educational decisionmaker of the student. "Educational decisionmaker" means a person designated or ordered by a court to make educational decisions on behalf of a child.

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

Any student who is suspended or expelled from school pursuant to this policy may not participate in any school activity during the duration of that exclusion including adjacent

school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

Detention

All detentions will be supervised. Students who have been requested by teachers to serve detention will serve them with that particular teacher or his/her designee. They may be served from 7:30 a.m. to 8:00 a.m. or 3:45 p.m. to 4:15 p.m. or as arranged with the teacher. **Detentions are to be served that day or the following day of student attendance.** If a student fails to serve the detention, the student is referred to the Principal's Office. Office assigned detentions will be arranged with the principal.

In-School Suspension

In-school suspension will be served under the supervision of an administrator or his/her designee. In-school suspensions will be served in the office or a location designated by the administration. In-school suspensions will be served for the time designated by the administrator.

1. All Handbook Rules are in effect
2. No cell phones or other electronic devices (Cell phones are to be turned into the principal or designee at the beginning of the day and returned at the end of the day)
3. Use of school-issued devices (laptop/Chromebook) will be on an as-needed basis.
 - a. Use of headphones or other similar electronic devices is prohibited unless granted permission by principal/designee
4. Food/Snacks will not be permitted. Students may have a water bottle.
5. Students must notify Principal/designee prior to leaving the ISS space
6. Students should remain seated and engaged in academic activities
 - a. Time is to be used on school/learning activities.
 - b. Students who do not have any other homework should use the time to read.
 - c. No Sleeping
7. Students may participate in supervised cleaning activities of the school grounds

Note: Violation of these rules may result in extension of in-school suspension time or other disciplinary measures.

Emergency Exclusion

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

Short-Term Suspension

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

1. Any of the conduct described in the subsections under "Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment" below irrespective of the location at which such misconduct
2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or

off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. After the principal has determined that a short-term suspension is necessary, but prior to commencement of the short-term suspension, the student and the Parent will be given oral and written notice of the charges against the student. They will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and an opportunity to present evidence of the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension (not to exceed an additional 48 hours), the Principal will send a written statement to the student and the student's Parent, describing: the student's conduct, misconduct, or violation of the rule or standard; the reasons for the action taken; the actions made by the school to try to discontinue or alleviate the behavior of the student prior to considering suspension; resources the school is able to provide or recommend to assist the student; and how the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school.
4. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
5. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations. Any makeup work must be completed and turned in within 2 school days after completion of the suspension. This makeup guideline shall be provided to the student and a Parent at the time of suspension.

Weapons. No student may possess, handle, or transmit any weapon while on school grounds, in a school vehicle, or at any school activity or event off school grounds except as permitted by this policy. **Definition of Weapon.** The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

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

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

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

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

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

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

Long-Term Suspension

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

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the

Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

Section 3: Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (see also board policy on weapons and firearms);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or

alcoholic liquor (note: the term “under the influence” for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);

7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process.
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 - f. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
 - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos

- electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
- h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of “hazing” as defined below. Initiations are prohibited except by permission of the superintendent;
 - i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;
 - j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
 - k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
 - l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or “look-a-like” weapon;
 - m. Using any object to simulate possession of a weapon;

- n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
- o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

Reporting Requirement to Law Enforcement

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

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

Section 4: Due Process Afforded to Students Facing Long-term Suspension or Expulsion

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

- 1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
- 2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion.

The notice shall include the following:

- a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
- b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
- c. Resources the school is able to provide or recommend to assist the student;
- d. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school;
- e. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that 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

pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;

- f. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - g. A statement that the principal, legal counsel for the school, the student, the student's Parent, or the student's representative has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - h. A form on which the student, the student's Parent may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.
- 3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
 - 4. Nothing in this policy shall preclude the student, student's parent(s), guardian(s) or representative(s) from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
 - 5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such a request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
 - 6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
 - 7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than

two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.

8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294).

BULLYING

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.

Common school incidents that are considered “**bullying**” or harassing would include repeatedly:

- Causing verbal, written, or physical harassment or abuse. (Ex: making cutting remarks about personal features, choice of dress, inappropriate writings on bathroom walls, or shoving someone)
- Making remarks of a demeaning nature. (Ex: “You idiot” or “You’re sure stupid”)
- Making implied or explicit threats concerning one’s grades, achievements, awards, etc.
- Using demeaning jokes, stories, or activities directed at an individual.
- Taking, defacing, or ruining personal property. (Ex: writing on notebooks, messing with someone’s locker and contents or book bags)

It is **EVERYONE'S RESPONSIBILITY** to help make and maintain the kind of positive school environment in Meridian Schools, free from any type of bullying or harassment!

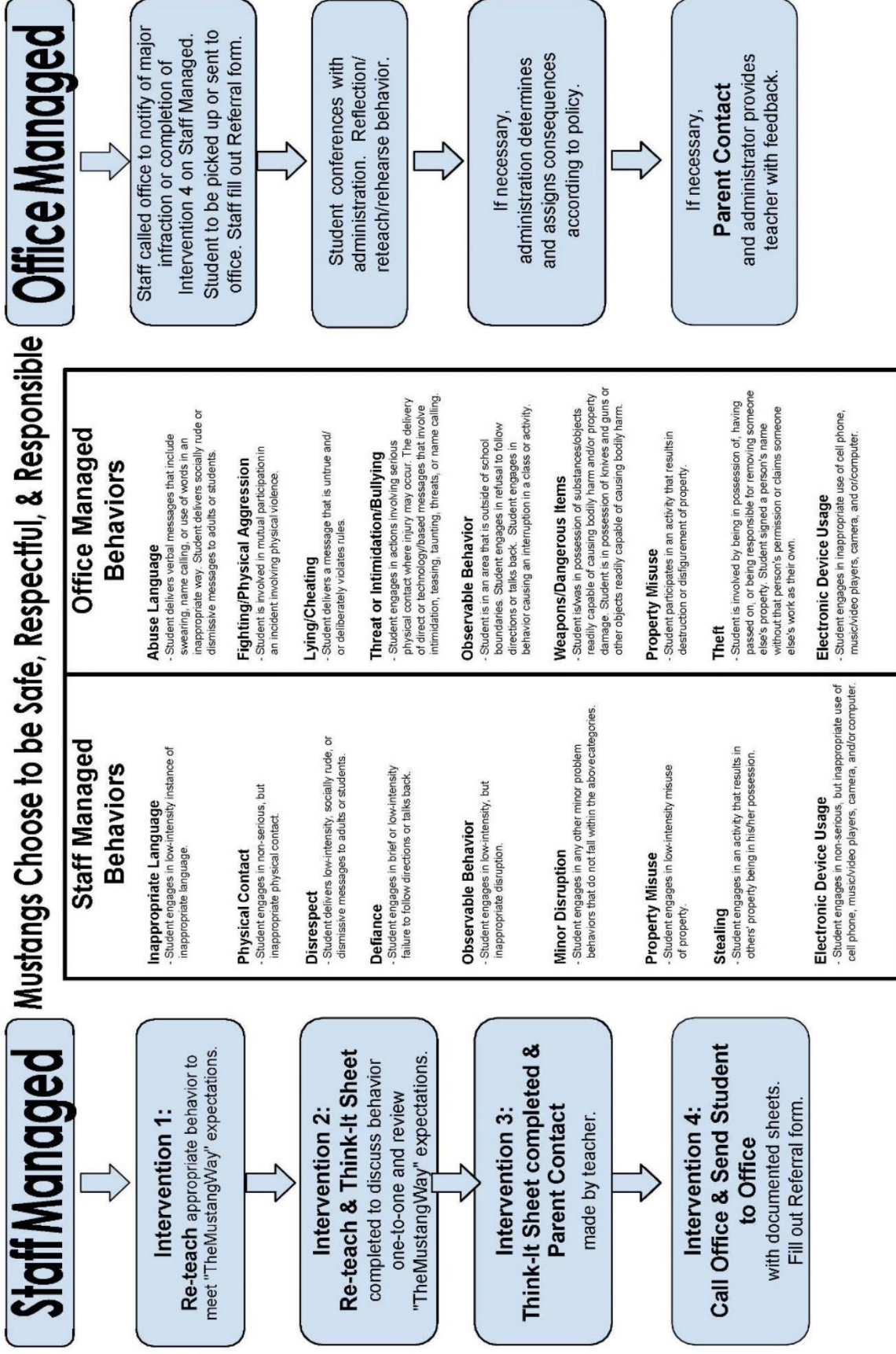


Meridian Elementary

The Mustang Way

Area/Rule	Be Safe	Be Respectful	Be Responsible
Classroom	Keep hands and feet to yourself Use chairs and property appropriately	Focus on yourself Wait to be called upon Respect others Respect school property	Be prepared Follow directions
Hallway	Keep hands and feet to yourself Keep right Walking feet	Voices off Wait patiently	Go directly to your destination Walk around the library
Recess	Use equipment respectfully Stay within playground boundaries Keep rocks on ground	Treat others kindly Clean up equipment	Line up Enter school quietly
Bathroom	Wash hands	Pick up trash Stay in your stall	Use the bathroom quickly and quietly Flush
Commons	Walking feet Keep hands and feet to yourself	Use quiet voices Be kind, polite, and respectful	Clean up after yourself Stay in your assigned areas
Bus	Stay in your seat Keep hands and feet to yourself	Enter/Exit bus appropriately Keep voices at an appropriate level Use appropriate language	Keep all items in items in bag Clean up after yourself Be responsible for your personal items
Gym	Keep hands and feet to yourself Use designated bleacher stairs	Play on the gym floor Respect school property	Bring PE shoes Clean up after yourself
Assembly	Keep hands and feet to yourself Use designated bleacher stairs	Voices off Quiet Feet Stay Seated	Think before you speak Wait to be dismissed

Meridian Behavior Flowchart



CELL PHONES AND OTHER ELECTRONIC DEVICES

Students may not use cell phones or other electronic devices while on school property during regular school hours. All devices brought to school need to be powered off when entering the school building and kept in book bags or in the office during the school day. Students need to get permission from administration or classroom teachers if they need to use them during the school day.

FIREARMS / WEAPONS

The possession of a firearm by a student on school premises violates federal law, and federal law requires a one-year expulsion from school as a consequence for such violation. The administration will enforce both state and federal statutes as they relate to the possession of firearms or explosives by students.

Any student possessing any object / item which may be employed as a weapon on school premises risks suspension or expulsion. The administration will review the possession of such object / item with regard to the use of the item or intent of the student in possessing such item prior to administering appropriate discipline. Many ordinary objects may be employed as a weapon; therefore, the intent of the student must be considered. As a rule, any type of knife, no matter how small, is prohibited.

GAMBLING

Any form of gambling is prohibited at school functions or on school property.

PERSONAL POSSESSIONS

Students are discouraged from bringing personal possessions such as toys, electronic devices, blankets, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. If these items are brought to school, the school is not liable if they are lost, stolen, or broken. Teachers may confiscate any personal items if the items are creating a disturbance. At the discretion of the teacher, the items confiscated may be returned to the student at the end of the school day.

SCHOOL PROPERTY

Although the physical features of any school do not determine its effectiveness, attractive surroundings do contribute to the well-being and happiness of students. It is the responsibility of each student to take pride and take care of the facility, the grounds, and all school property. Students will be liable for the cost of any repairs or replacement of school property willfully damaged.

SEXUAL HARASSMENT

It is the policy of the Meridian Schools to prohibit sexual harassment by students to ANY PERSON in the school, not merely other students. It is a violation of this policy for

any student to harass ANY PERSON in the school by making any unwelcome verbal or physical sexual advances, requests for sexual favors, or other inappropriate verbal or physical conduct/contact. Inappropriate activities proscribed by this policy include, but are not limited to, verbal or written harassment or abuse, pressure for any type of sexual activity, remarks of a sexually demeaning implication, unwelcome touching, and unwelcome and offensive public sexual display of affection. Additional examples could include such behavior as leering, joking, offensive/innuendo sexual type remarks, which are not directed specifically at the person who feels harassed. It should be remembered that Federal and Nebraska School Law make sexual harassment illegal.

Step I

When a student believes that she/he is being subjected to sexual harassment, the concerned individual should indicate to the harasser in a clear, direct, and firm manner that the comments or actions concerned are considered offensive and the comments or actions NEED TO STOP! Say it clearly and firmly, "I didn't like what you did/said, and I want you to stop!" This vocal admonition should be made before a witness or witnesses whenever possible.

Step II

A) If the action taken in Step I is ineffective in curtailing the offensive behavior, the student should report the incident(s) to the Principal or Guidance Counselor. The student may ask for a confidential intervention/warning on their behalf by the school administration, or the Guidance Counselor. When reporting the incident, the student should develop a detailed written record of the offensive event/s (writing down everything that happened), including the name of the offender, date, time, place, witnesses, and any other pertinent details.

B) The student, or any school employee who has witnessed an incident of Sexual Harassment, could elect to submit a written complaint on the school forms prescribed by the school district to the school administration, which will begin an administrative investigation. If the school administration determines that a student is intentionally making a false accusation against another student, an appropriate discipline consequence will be assigned to the accuser.

C) Retaliation against an individual because the individual has filed a sexual harassment complaint or assisted or participated in a sexual harassment investigation is also prohibited. A student who is found to have retaliated against an individual in violation of this policy will be subject to discipline consequences, up to and including suspension and expulsion from school.

D) The student should request support throughout the complaint procedure process from a fellow student, a trusted teacher, a district SCIP member, or school counselor.

CHILD ABUSE AND NEGLECT

According to state law, all school employees are mandatory reporters of abuse. School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be

(1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

USE OR POSSESSION OF TOBACCO, ALCOHOL OR DRUGS (INCLUDING E-CIGARETTES AND VAPOR DEVICES)

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug; tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product while on school grounds, at a school activity, or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco including e-cigarettes (Board Policy 3016) at all times.

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

HOMELESS CHILDREN

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law. It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

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

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Alex Hull, Superintendent.

INTERNET AND TECHNOLOGY ACCEPTABLE USE AND RESPONSIBILITY

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

I. Student Expectations in the Use of the Internet

A. Acceptable Use

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

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.

11. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not falsify electronic mail messages or webpages.

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage, and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

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

III. Protection of Students

- A. Children's Online Privacy Protection Act (COPPA)
 - 1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
 - 2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.
- B. Education About Appropriate On-Line Behavior
 - 1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
 - 2. Staff will specifically educate students on
 - a) Appropriate interactions with other individuals on social networking websites and in chat rooms.
 - b) Cyberbullying awareness and response.
- C. The School District's technology coordinator shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy

IV. Student Use of AI Tools

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

AI Tools may be useful to student learning. However, students and staff must ensure that student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

- A. Students may not use AI tools on any assignment, test, or project unless the staff member has given express permission for the student to do so. Staff Member permission to use an AI tool on one assignment does not carry over to other assignments. Individual staff members will decide for each individual assignment the extent to which students may use AI Tools.
- B. If a student uses any AI Tools in connection with a school assignment, the student must:
 - 1. Give proper attribution to the specific AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.

2. Never copy and paste the output from the AI Tool into the student's work as if the student wrote such section himself or herself.
- C. Students may never use AI Tools to:
1. Cheat on any assignment, test, or quiz;
 2. Help answer questions on a test or quiz without staff member permission;
 3. Make or share deepfakes or fake images, audio, or video of any real person;
 4. Make or share sexual, nude, or intimate images of any real person—even if the image is fake or AI-made;
 5. Bully, harass, threaten, intimidate or impersonate any person;
 6. Place another student or staff member name, photo, voice, or personal information into an AI Tool without staff member authorization;
 7. Use AI Tools to bypass accommodations, content filters, or school security.
- D. A student may use AI Tools as an accommodation if his/her IEP team or Section 504 committee has approved use of the tool. The student must disclose the use of AI Tools to the staff member grading the assignment.
- E. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.
- F. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework.

**For further information regarding student Laptops, please refer to the Laptop Policy included with this handbook*

MEDIA CENTER/RIGHT TO ACCESS MATERIALS

1. Students must check out materials from the Media Specialist on duty. Each borrower is responsible for all books checked out in his/her name. A fine may be charged for overdue books. Each student is responsible for any fine that accumulated on a book charged to him/her. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.
2. Reference material is not to be taken from the Media Center unless specific permission is granted by the Media Specialist.
3. Any student that chooses to use a newspaper or magazine is responsible for it being returned to the shelf.

4. Students are to conduct themselves in an orderly, respectful manner at all times while in the Media Center or they will be asked to leave.
5. Any technology located in the library is not to be used without the supervision of the cooperating teacher or the Media Specialist.

A Parent shall have the opportunity to be notified when the Parent's student checks out a book from the school library, which notification shall include the title of the book, the author(s) of the book, and the date the book is due to be returned to the school library. The administration may elect to allow a Parent to exercise the opportunity to receive such notifications by means available through the school's library catalogue system. (BOE Policy 6046)

PROTECTION OF STUDENT RIGHTS

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. Parents will be notified if a survey as outlined will be given and may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

STUDENT ASSISTANCE/MTSS

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the teacher may present the student to the Multi-Tiered Systems of Support (MTSS) Team. The team can explore possibilities and strategies that will best meet the educational needs of the student.

STUDENT HEALTH

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

School employees will comply with the requirements of the NDE Rule 59 protocol entitled, "Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)" (Protocol) to address incidents of anaphylaxis involving students at school when those students do not have existing response plans. For students with individual self-management plans, Section 504 plans, or Individualized Education Programs (IEP) addressing asthma or anaphylaxis responses, school employees will comply with those plans. The district shall procure and maintain the equipment and medication necessary to implement the Protocol.

STUDENT RECORDS

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include

transitory communications such as email, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district. "Student records" also shall not include any records created and maintained by the district's law enforcement unit for a law enforcement purpose.

For purposes of the district's compliance with state and federal law, and subject to the limitations in the paragraph above, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is Powerschool

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. "School official" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct control with respect to their access to, maintenance of, and use of PII from student records. For example, a school official may include, but would not be limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance

clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act (District Policy 5016).

TITLE IX

As required by Title IX of the Education Amendments of 1972, it is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district's Title IX Coordinator whose contact information can be found on the district's website and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator (District Policy 3057)..

VIDEO SURVEILLANCE AND RECORDINGS

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Recordings Made by Students.

This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the

capacity to record and/or transmit recordings (e.g. AngelSense) must be approved by the student's education team or administration. Students remain subject to all other district policies and rules.

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

ATTENDANCE/TARDY/TRUANCY

ATTENDANCE

The Nebraska School Laws require regular school for all pupils of school age for the entire time each year that school is in session. In addition to this, schools have found that irregularity in attendance is the most frequent cause of failures; therefore, parents will greatly aid the school in promoting the welfare of the pupils if they will not ask to have them excused except in cases of extreme emergency. Hair appointments, shopping trips, and the like should be scheduled outside of school hours. After school, Saturdays, and vacation periods should be used for these purposes. No pupil should expect to earn a passing grade that has been absent an unreasonable number of days.

When a student is ill and absent from school for the day, he/she should NOT attend any school activity as a participating spectator that night. We expect students to be in school every day that school is in session.

SCHOOL DAY

The regular school day begins at 8:10 a.m. and ends at 3:42 p.m. (3:12 on Fridays). Students are expected to arrive on time and leave promptly after dismissal.

Students do not report to their classroom until 8:00 a.m.; however, buses are scheduled to arrive around 7:45 a.m. Students are to report to their designated area. Students are not to remain after 3:45 p.m. unless they have permission to work under the supervision of a teacher. Students wanting to stay for an after-school activity, must have a note in advance that identifies who will provide the adult supervision for the child.

On days with a 1:30 or 3:12 p.m. dismissal, students are expected to vacate the school building unless involved in other sponsorship activities. This time is for teacher in-service, meetings, and work time.

LEAVING SCHOOL WHILE IN SESSION

No student is to leave school during the day without checking out through the ELEMENTARY OFFICE or the SUPERINTENDENT'S OFFICE. Students, who leave without obtaining the necessary permission, may be considered as unexcused and will be subject to the disciplinary actions associated with unexcused absences. Students who become ill during the school day must report to the Office. If necessary, school personnel will assist the student in making the necessary arrangements to return home.

MAKE-UP WORK

Any student proposing to be absent from school for any cause known in advance is to have all work completed before being absent. Students who are absent because of illness are allowed to make up their work, when feasible, after they return. Two days are generally allowed for every day absent, but the teacher may use his/her discretion on the time allowed to make up work missed. Teachers may keep students in for recesses or after school in order to complete make-up work. The teacher will contact the parent if the student is to stay after school. It is the student's responsibility to get the missed assignments from the teacher, get the work made up, and turned in. Lost assignments and / or materials and make-up slips are also the student's responsibility.

EXCUSED VS UNEXCUSED ABSENCE

Absence without sufficient reason, with or without the parent's / guardian's consent, is not excusable and will jeopardize the pupil's school privileges.

The following absences will be excused: illness, doctor appointments, hospitalization, work at home, participation in the State Fair, going on trips with parents, and going to state sponsored activities. Any activity other than the above will be unexcused unless cleared by the superintendent or elementary principal.

Absences shall be excused by a parent, guardian, or educational decision maker, as defined in section 79-530, of the child for physical or mental illness and as documented by a credentialed health professional, provided the documentation supports such absence. In the instance of chronic illness, documentation shall be reviewed each semester.

Please call the school if you have any concerns on your child's attendance at 402-446-7265 and talk to the Elementary Principal, Guidance Counselor, HS Secretary (ext. 3), or Elementary Secretary (ext. 4). Please remember to contact the school by 8:30 a.m. each morning to inform the school of a student's absence and explain the reason why the student is absent from school. Students are asked to bring documentation from appointments such as doctors, dentists, therapists, eye doctor, hospitalization, etc.

VERIFICATION OF ABSENCE

An absence from school for any reason except to officially represent the school in a school-sponsored activity shall be entered as absent on the school attendance record. Students absent for three consecutive days because of a contagious illness such as chickenpox, etc. may be required to present a doctor's permit to be allowed back in school. The school nurse may also grant permission for the student to return to school. The reason for this rule is to protect the entire school against the spreading of disease.

Parents / guardians are asked to call the school by 8:30 a.m. each morning to inform the school of a student's absence. Parents / guardians are asked to submit a written excuse for all absences. If an excuse is not received within two school days, the absence

will be considered unexcused. Written excuses from the parent must be specific in regard to the reason for the absence. Notes that are generic (ie: "Johnny was absent yesterday. Please excuse.") will be considered unexcused.

Additionally, students are encouraged to bring documentation from appointments such as doctors. This documentation could be very useful to the student if the student exceeds his / her allowed absences.

TARDY

It is important that students be prompt in their attendance. Tardy arrival is detrimental to the student and the rest of the class. Information provided to students must be repeated and the class is interrupted in the activity in which they are engaged.

As all elementary students must be transported to school by bus or private vehicle, tardiness cannot usually be attributed to the student. A record of tardiness is maintained by each homeroom teacher. In the event that tardiness becomes habitual, the parent or guardian of the student will be contacted.

TRUANCY

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer may send written notification of the student's total absences to the student's parent or guardian. When a student receives 10 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and offer to meet with the student's parents or guardians to discuss any barriers to the student's attendance. When a student receives 15 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and shall schedule a meeting with relevant stakeholders to discuss and address any barriers to the student's attendance, unless the Attendance Officer determines that such a meeting would not be productive in facilitating the student's regular attendance.

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

ACADEMIC INFORMATION

CHEATING, PLAGIARISM, AND ACADEMIC DISHONESTY

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Submitting work generated through the use of AI in violation of school policy (District Policy 6038). A student who cheats, plagiarizes, or otherwise participates in any

academic dishonesty is subject to classroom consequences or school disciplinary action.

REPORT CARDS AND PROGRESS REPORTS

Report cards are distributed every nine weeks. Reports of unsatisfactory progress will be sent home as soon as a student shows that he / she is earning a possible failing grade. Occasionally, a student's grades will decrease considerably just prior to the end of the grading period. If that is the case, parents may not receive a report previous to the report card. Students failing will be notified personally by his/her teacher in whose class he / she is failing. Students' academic success has been closely linked to parental involvement in school. **Parent-Teacher Conferences** are held during the first and third quarters. A conference time schedule will be sent home before the conferences.

The Meridian elementary grading system is as follows:

Grades K-2	S+	Outstanding
	S	Satisfactory
	S-	Below Average
	I	Improvement Needed

The scale indicated above will be used for all subjects in the primary grades.

Grades 3-6	A	93-100
	B	85-92
	C	77-84
	D	70-76
	F	0-69

Grades of S+, S, S-, and I will be assigned for Art, Handwriting, Vocal Music, and Physical Education unless the teacher has graded otherwise.

Teachers may include additional information in grade reports, which will add to the parent's understanding of student progress.

HEALTH EDUCATION

As part of the total educational program at Meridian, students are taught about health issues affecting their lives, including such topics as mental health, sex education, venereal disease, and AIDS. These important topics are presented with great sensitivity to the students' age and maturity levels. Parents are encouraged to contact the teacher if they have any questions concerning the presentation of these topics.

INCOMPLETES AND CONDITIONALS

Incompletes will be given when a pupil's work for that term is not complete because of excused absences. The student will be given two days for every day missed (unless the teacher states otherwise) to complete the missed work.

A conditional grade will be given in lieu of an "F" at the end of the first semester of a two semester (continuation) course if the teacher believes the pupil can and will master the first semester's work sufficiently well during the second semester so as to warrant the

granting of credit for the first semester. Until such time as a conditional is removed, it shall have all the force and effect of a failure.

NEBRASKA STATE STANDARDS & ASSESSMENT

The Meridian Public School has adopted the State Standards promulgated by the Nebraska State Board of Education. Local standards and assessments have been developed at each grade level and in each subject area required. The school district will use a basic testing and assessment program to evaluate the outcome of the educational program and to provide information needed in working with individuals.

Assessments may include but are not limited to the following: Measures of Academic Progress (MAP) assessments are administered in grades K-11. The Nebraska State Assessment (NSCAS) is administered in grades 3-8. The ACT is administered to 11th grade students. Statewide assessment results will be shared with the students and parents/guardians.

SCHOOL WORK

Teachers are encouraged to grade papers and return them to students promptly. Students should be taking papers home. If this is not occurring, the parent is encouraged to contact the teacher.

ADDITIONAL HELP

If a student is having difficulty in Reading and / or Math, his/her parents will be contacted to discuss the problem. Those students who have continual difficulties may be placed with Title I assistance until the child catches up.

ACTIVITIES

FIELD TRIPS

Field trips will be taken when such a trip will benefit the students educationally. These trips will be suggested by the teachers and approved by the superintendent.

HOME ACTIVITIES / SPORTS GAMES

All students should be watching the event supervised by a parent/guardian. Unsupervised students will be returned to their parent/guardian. Students must receive permission from the ticket taker and/or an administrator to leave the activity during games at Meridian. Any student that does not receive permission will not be readmitted to the game.

MEDICAL RELEASE FORM

Students must have a release form signed by both parents/guardians to be allowed to travel in school vehicles to school activities. The medical release allows for possible emergency medical treatment if necessary.

MUSIC PROGRAM

A winter/Christmas music program and a spring music program are usually held with all grades participating. Sometimes minimal costuming is necessary.

SCHOOL PARTIES / PERSONAL PARTIES

There are three parties held during the school year: Halloween, Christmas, and Valentine's Day. Elementary faculty and administration must approve any other party.

Invitations to personal parties outside the school day should be handled outside of school.

HEALTH: HEAD LICE (PEDICULOSIS)

The Board of Education adopted a policy for dealing with students found with live head lice, nits, etc. The policy reads:

5141.4

Students

Health: Head Lice (Pediculosis)

Students with head lice will be excluded from school until treated and determined to be NIT FREE. Students will be readmitted to school as soon as he/she is inspected by school personnel and determined to be NIT FREE.

The school nurse, building principal, or principal designate will make certain that the parent/guardian understands proper treatment for the affected child and control measures necessary to curb an outbreak in the home/school. Treatment and prevention counseling will include written instructions given to the parent/guardian by the school.

EVIDENCE OF TREATMENT SHALL INCLUDE:

- *No visible signs of lice or nit (NIT FREE).*
- *Clean hair and scalp.*
- *The louse shampoo label returned to the school after treatment or a note from the physician stating the treatment used.*
- *A verified repeat treatment is needed 7-10 days following the initial treatment. A note to the school nurse, building principal, or principal designate signed by the parent/ guardian verifying the follow-up treatment must be sent to the school within 7-10 day period described.*

Student(s) will not utilize school bus or van transportation until proper inspection has been made by the afore-mentioned school personnel and student is determined to be louse and nit free. The parent/guardian shall bring the student to school following prescribed treatment for the purpose of readmission.

READMISSION: *Readmission to school is dependent upon completion and verification of treatment with an FDA approved pediculicide and inspection by appropriate school personnel.*

Over-the-counter preparations from the following list (see below) may be used or parents may consult a physician for alternate treatment.

A-200 R & C Nix

RID Triple X Nix Creme Rinse

HEAD LICE (PEDICULOSIS) SCREENING: *When lice or nits are found, upon consultation with the school principal, the designated employee may deem it advisable to send parental notification and advisement letters home and screen all students in close proximity to the affected students.*

NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES:

If a family/student has three consecutive lice infestations within a six to ten week period, a report to the Nebraska Department of Health and Human Services will be made to assist the family in evaluating proper home procedures for the treatment of lice infestations.

End of policy 5141.4

TREATMENT

School personnel periodically check all students for head lice during the school year. If your child is infested with head lice, he/she will be excluded from school until he/she is properly treated. This is done to prevent the spread of lice.

Head lice is generally easily treated, but it is essential to treat the condition as soon as detected. Head lice is usually transmitted through close personal contact with another infested individual either through sharing personal items which have contact with the head, such as combs, brushes, hats, and coats, or through the co-mingling of these items at the homes of friends, church, school, or other public places. Lice cannot jump or fly. Uncleanliness is not a factor in transmitting lice.

Head lice are tiny insects, which move very quickly and are difficult to find. More likely you will find nits, the louse eggs, which are small, white, and oval in appearance. Head lice attach each nit to a hair shaft close to the scalp with a waterproof, cement-like substance. Thus, nits cannot be washed or brushed out like dandruff or dirt. Carefully examine the entire scalp to find any nits.

Treatment should include:

- Remove all your child's clothing and place him or her in a bathtub or shower stall.
- Apply head louse medication according to your physician's instructions or the label instructions provided by the drug manufacturer. Several medications are available in a drugstore without a prescription for head lice, such as Rid, A-200, Triple X. Kwell is a prescription medication. After treating, carefully comb through the hair with a fine-tooth comb.
- Have your child put on clean clothing after the treatment.
- Repeat the treatment in seven to ten days to kill any undetected nits, which may have hatched after the treatment. THIS IS A VERY IMPORTANT STEP IN ERADICATING HEAD LICE.
- Examine all family members and close friends for head lice. Treat any infested family member/s and any person who shares a bed with the infested child, even if that person does not appear to have lice.

To avoid the infestation of others, these procedures need to be followed:

- Heat kills lice and their eggs, so clean all personal clothing, bed clothes, bedding, etc. in hot water (130°F), in a hot dryer for at least 20 minutes, or by dry cleaning. Allow time between wash loads for the water heater to regain its full temperature. Washing brushes and combs in very hot water (130°F) will kill any lice; boiling is not necessary.
- Vacuum upholstered furniture, rugs, floors, coats, stuffed animals, car seats, etc., as live lice can live off the human body for 24 to 48 hours. Use lice control spray such as Li-BAN spray on objects that cannot easily be laundered or dry cleaned.
- Inspect family members daily for two weeks. If lice turn up, simply treat again. If you have any questions, contact your physician.

SCHOOL BUS SAFETY

Obey the bus driver!

Be waiting when the school bus arrives.

- Be at the school bus stop at least five (5) minutes early. The driver will wait a maximum of two (2) minutes at a stop.
- Wait quietly at the bus stop until the bus arrives.
- Don't be late! There are children waiting at other bus stops to be picked up.
- Set a good example for the younger children and be willing to help them.
- Do not push or shove when getting on the bus.
- The driver may refuse to let large or potentially dangerous items on the bus.

Always use the handrails.

- Do not enter or leave the bus until the driver tells you to get on or off.
- Keep one hand free to grasp the railing.
- Leave a space between you and the child ahead of you.
- Do not push or shove at any time.

Take your seat promptly.

- The driver may assign permanent seating if necessary.
- Get in one seat and stay there.
- If the seat is vacant, slide over to the window so someone can have a seat.
- Ask the bus driver where to put musical instruments or other large objects.
- Never act silly or show off on a school bus. Set a good example.

Keep aisle clear at all times.

- Never put arms, legs, or other objects in the aisle.
- Help the bus driver. Keep the school bus clean.
- Pupils must not throw waste paper or other rubbish on the floor of the bus.
- No food, gum, or drinks are to be consumed while on the bus.
- No shooting or throwing any kind of material within the bus or out of the bus is allowed.
- The aisle must be kept clear for safety.
- Do not bring animals of any kind on the bus.

Stay seated until the bus stops.

- It is very dangerous to move around on a school bus when it is moving as there are a lot of hard steel materials. You could be thrown to the floor or slammed against the back of the seat if the bus stopped suddenly.
- Bring toys and balls in a paper sack. A ball could roll down the aisle and get caught under the brake pedal causing an accident.

Be quiet to avoid accidents.

- The only time you will be asked to be absolutely quiet is at a railroad crossing.
- The bus driver will stop, open the side window and the bus door at all crossings.
The bus driver will look both ways twice before crossing the tracks.
- Bus riders must be quiet because sometimes you can't see a train coming, but you can hear it.
- Outside of ordinary conversation, classroom conduct is to be observed by students. Loud noise, loud talking, or any other disturbance while on the bus will not be permitted. Any pupil, who is guilty of unbecoming conduct, or using inappropriate language, or abusing or casting reflections upon the driver or upon other pupils, forfeits the right to ride on the bus.
- Electronic devices may be played with the use of headphones.

Keep your head and arms inside the bus at all times.

- It is against the law to have any portion of your body or any object on the outside of the bus.

Cross streets only when it is safe.

- Look both ways for cars and be sure all traffic has stopped.
- Always cross in front of the bus and walk about ten (10) steps out in front of the bus so that you can see the driver and the driver can see you. If the driver is unable to see you, accidents are likely to occur.

Pupils will be delivered at their established drop-off unless a change is requested in writing by an administrator or the parent. If the requested change will alter the established bus route, the district may refuse the request.

Assertive Discipline Bus Consequences in One day**First Offense:**

- Verbal Warning

Second Offense:

- The driver will stop the bus.
- The driver will write down the name of the student and report the name to the principal.
- The student will be suspended from riding for one or two days after the student's parents have been contacted.

Third Offense:

- The driver will stop the bus.

- The driver will put a check by the student's name and report him to the principal.
- The student will be suspended from riding the bus for a minimum of three school days after the student's parents have been contacted.

Fourth Offense:

- The driver will stop at the nearest safe location with a phone.
- The driver will designate a student to call the school and request help.
- The bus will stay at the location until a teacher or administrator can come and pick up the disruptive student.
- The student will be suspended from riding the bus for the remainder of the semester after the parents have been contacted.

FOR REPEAT (TWO OR MORE) BUS RIDING OFFENSES. THE ADMINISTRATION RESERVES THE RIGHT TO ASSIGN AFTER SCHOOL DETENTION AS A DISCIPLINE ALTERNATIVE.

Severe Problem: Anytime a student creates a severe disturbance or creates a disturbance for several days, the driver can react as if the student committed his/her fourth offense.

Any damage to the bus is to be reported at once to the driver. Any student cutting or marking on the seats, floor, side panels, or any other part of the bus will be required to pay the full cost of restoration as well as being barred from riding the bus.

STUDENT FEE AUTHORIZATION ACT
(DISTRICT POLICY 5045)

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

A. Definitions.

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

B. Listing of Fees Charged by this District.

1. Guidelines for Clothing Required for Specified Courses and Activities.

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

2. Safety Equipment and Attire.

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. Personal or Consumable Items.

The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. Materials Required for Course Projects.

The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

5. Technological Devices

The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to purchase insurance coverage for the devices. The annual enrollment fee will be \$50.00 with a deductible of up to \$500.00 depending on the value of the device.

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

6. Extracurricular Activities.

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- Student Activity Card: \$35
 - Covers admission to all extracurricular events
- Student Participation Fee: \$0
 - Required of all students who participate in athletics and/or other extracurricular activities
- Future Business Leaders of America: \$50
- National Honor Society: \$50
- Cheerleading, Drill Team, Flag Corps: \$500
 - 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
- Football: \$ 0
 - Students must provide their own football shoes, undergarments, and mouthguards
- Basketball, Track, Volleyball, and Wrestling: \$0
 - Students must provide their own shoes and undergarments
- Future Farmers of America: \$50
 - Students must purchase their own jackets and pay dues
- Spanish Club: \$50

7. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school

credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who choose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

8. Transportation Costs.

The district will charge students reasonable fees for 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 \$300.

9. Copies of Student Files or Records.

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

The district will charge a fee of \$10 per page for reproduction of student records.

10. Participation in Before-and-After-School or Pre-Kindergarten Services.

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

The maximum dollar amount charged by the district for these services shall be \$100.

11. Participation in Summer School or Night School.

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

The maximum dollar amount charged by the district for summer and night school shall be \$100.

12. Charges for Food Consumed by Students.

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

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

● Breakfast Program – Grades PK-6

☐ Regular Price \$1.75

☐ Reduced Price \$0.30

● Breakfast Program – Grades 7-12

☐ Regular Price \$2.00

☐ Reduced Price \$0.30

● Lunch Program – Grades PK-6

☐ Regular Price \$3.15

☐ Reduced Price \$0.40

● Lunch Program – Grades 7-12

☐ Regular Price \$3.25

☐ Reduced Price \$0.40

13. Charges for Musical Extracurricular Activities.

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. The following list details the maximum dollar amount of all musical extracurricular activities fees and the equipment or attire required for participation in musical extracurricular activities:

● Band: \$ 0

a. Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers

● Swing Choir: \$ 0

a. Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$250

14. Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$30.

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

D. Distribution of Policy.

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

E. Voluntary Contributions to Defray Costs.

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

F. Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

G. Student Fee Fund.

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

PARENT INVOLVEMENT IN EDUCATION PRACTICES **(DISTRICT POLICY 5018)**

For purposes of this policy, “parent” includes a parent, guardian, or educational decisionmaker (a person designated or ordered by a court to make educational decisions on behalf of a student).

The school district recognizes the importance of parental involvement in the education of their children. To the extent practicable, the school district will make a reasonable effort to make any learning materials, including original materials, available for inspection by a parent upon request.

The school district will take the following steps to ensure that the rights of parents to participate in the education of their children are preserved.

1. Parents will be provided access to textbooks, tests, activities information; digital materials; websites or applications used for learning; training materials for teachers, administrators, and staff; procedures for the review and approval of training materials, learning materials, and activities; and other curriculum materials (“curricular materials”) as follows:
 - a. A parental request to review specific curricular materials (written, visual, or audio) should be made to the principal of the building where the curricular materials are used.
 - b. The building principal will assess the request and determine the allowable volume and time frame of the review to prevent disruption to the efficient operations of the district.
 - c. The purpose of this provision is to allow reasonable access to the extent practicable. Individuals who make requests (a) for the purpose of adding staff burden; (b) at an unreasonable frequency or volume; or (c) for purposes inconsistent with the efficient operations of the district may be denied access to materials.
 - d. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Parents will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
 - a. Parents are invited to make appointments with the building principal to visit classes, assemblies, and other instructional activities. The principal shall give permission after determining that parental observation would not disrupt the activity. Observations that last more than 60 minutes or occur

- on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.
- b. Parents may contact the building principal to request permission to attend counseling sessions in which their child is involved.
 3. Parents may request that their children be excused from testing (except as provided below), classroom instruction, learning materials, activities, guest speaker events, and other school experiences (“school events”) that parents find objectionable.
 - a. Parents must submit this request in writing to the building principal for consideration.
 - b. Building principals may excuse a student from any school events at the parent's written request if, in the principal's professional judgment, excusal from the activity would not result in diminution of the student's educational experience.
 - c. When the building principal determines it appropriate, alternative experiences may be provided for the student by the school.
 4. Parents will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
 5. Parents will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
 6. Parents will be informed of the circumstances under which they may opt-out of state and federal assessments.
 - a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.
 - b. State Assessments
State and federal law simultaneously require students to take state assessments, with few exceptions, but also permit parents to request to opt their students out of these assessments. Approval of opt out requests is contrary to the mandatory testing laws, so the District cannot “approve” the request. Parents who do not present their child for testing will result in the child receiving the lowest score possible on the assessment.
 - c. National Assessment of Educational Progress
As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

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

7. Parents will be notified of their right to remove their children from surveys prior to district participation in surveys.
 - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
 - b. Students' participation in surveys is voluntary. Parents may restrict their child from participating in any survey.
 - c. If the school administers (1) a survey requesting that students provide sexual information, mental health information, medical information, information on health-risk behaviors, religious information, information of political affiliation, or any other information that the school board deems to be sensitive in nature or (2) a non-anonymous survey requesting students provide information relating to drug, vape, alcohol, or tobacco use, the school district shall, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers of students that are to receive such survey. The notice will be made through the school's electronic notification system or by physical mail to the address on file for the student. The notice will describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed.
 - d. Parents have the right to: (1) request that a copy of the survey be sent through the school's electronic notification system or physical mail to the address on file for the student, (2) review the survey in person at the school, and (3) exempt their child from participating in the survey.
 - e. Unless required by federal or state law or regulation, school personnel administering any survey shall not disclose personally identifiable information of a child.
 - f. No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.
 - g. The district will also comply with any survey requirements found in the district's policy on Protection of Pupil Rights.
8. The district will make this policy accessible by a prominently displayed link on its public website. Any amended policy will be made accessible within a reasonable time of its amendment.

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MERIDIAN PUBLIC SCHOOLS

2026-2027 PARENT AND STUDENT CONSENT PAGE

A. In accordance with Nebraska State Law Section 79-4, 176, paragraph (3) which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents..."and pursuant to P.L. 101-226 which states that parents/guardians and students be notified that this school district absolutely prohibits the unlawful possession, use or distribution of illicit drugs, alcohol and tobacco on school premises or during any school activities, parents or guardians are requested to sign and return the statement below.

I have received and read a copy of the Student/Parent Handbook. I have had the opportunity to examine this handbook and understand its contents. I also understand that there are other board policies which govern school operations and that the handbook is not intended to be all-inclusive.

***To access the Student/Parent Handbook, via the Internet, please go to meridianmustangs.org. If you cannot access the handbook via the Internet, copies are available in the office.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

B. I understand that the Meridian Public Schools, on occasion, **provides photographs and general information about student activities to the media for publication and that they also maintain a school website on the Internet.** No sensitive data, addresses, etc. are provided, while photos and general accomplishments may be published.

_____ I give permission for my child's picture to be published by the school in the media and/or on the school website.

_____ I DO NOT give permission for my child's picture to be published by the school in the media and/or on the school website.

Parent Signature: _____ Date: _____

Note...This page (WHICH WILL BE KEPT ON FILE) MUST BE SIGNED & TURNED IN TO THE SPONSORING TEACHER.

**Meridian Public Schools
2026-2027
Parent Permission to use Standing Orders- Medications and Treatments**

Student Name: _____ Grade: _____

My child may receive the following medications as needed during the school day:
(Check all that are allowable) – Medications are given as directed on the label for age and weight.

___ **Tylenol (Acetaminophen)** – Tablets 325 mg each – Dosage 2 tablets for 12 years old and older
Liquid – Dosed according to age/weight for 11 years old and younger
(May be given every 4 hours as needed for headache, toothache, earache or other pain)

___ **Advil/Motrin (Ibuprofen)** – Tablets 200 mg each – Dosage 1-2 tablets for 12 years and older
Liquid – Dosed according to age/weight for 11 years old and younger
(May be given every 4 hours as needed for headache, toothache, earache, menstrual cramps, orthopedic injuries or other pain)

___ **Benadryl (Diphenhydramine)** – Liquid or tablets – dosed according to age and weight
(May be given every 6 hours as needed for allergic reactions)

___ **Tums** – Dosage 1 -2 tablets every 4 hours as needed
(May be given for indigestion, upset stomach, nausea or bloating)

___ **Cough Drops** – 1 lozenge every 2 hours as needed for cough, irritation, pain, sore mouth or sore throat.

___ **Bacitracin/Triple Antibiotic/Burn Cream** – as needed for superficial wounds/abrasions to prevent infection.

___ **Hydrocortisone Cream or Benadryl (Diphenhydramine) Cream/spray** to affected area every 2 hours as needed for itching.

___ **Artificial Tears** – 1-2 drops per eye for redness or itching related to allergies or dry eyes.

___ **Barrier Creams, lotions or other skin protectants** – Examples–Vaseline, Aquaphor, Lip Balms

◇ I understand a new form needs to be filled out and signed for each school year.

◇ I understand that my child will only be able to receive these medications subject to the availability of the school nurse or other medication - qualified staff member.

◇ I understand that First Aid and care for illness and accidents will be provided.

Signature: _____ Date: _____

I would like to be notified of the time my child receives these medications at school.

___ Yes, by phone # _____

___ Yes, by email at _____

Changes to Handbook

Article 2: Basic Rules and General Practice

Section 8: Cheating, Plagiarism, and Academic Dishonesty

- Submitting work generated through the use of AI in violation of school policy (District Policy 6038)

Section 9: Child Abuse and Neglect

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

Added language to define abuse and neglect.

Section 13: Communicating with Parents/Parent Teacher Conferences

Students' academic success has been closely linked to parental involvement in school. Meridian Public Schools has formal Parent-Teacher conferences in the middle of first quarter and during third quarter. The dates for this school year are September 16-17 and February 11 and 17. Teachers may request additional conferences with parents when necessary.

Added the paragraph to include P/T Conferences as a form of communication

Section 18: Drugs and Alcohol

Students are prohibited from using, possessing, or selling any drug; tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product while on school grounds, at a school activity, or in a school vehicle.

Added the word "drug" above and changed the suspensions for drugs to increase the severity.

Discipline

Drugs/Alcohol: Any student found to be in possession of, using, or distributing alcohol, illegal drugs, or a substance; which is represented to be a controlled (illegal look-alike) substance while under the supervision of school officials or personnel will be suspended and law enforcement will be notified.

First Offense: Out-of-school suspension will occur for a minimum of nineteen (19) school days. Students participating in extracurricular activities are subject to disciplinary action outlined in the activity handbook.
OR

The nineteen(19) day suspension may be reduced to six (6) if the student will voluntarily seek professional evaluation/treatment from a trained chemical dependency counselor or a licensed physician in chemical dependency. Students/parents may use the Guidance Office or SCIP team personnel to help find proper professional help. Fees for the assessment and/or treatment are the responsibility of the student and parent/guardian. Upon proper authorization, the agency will notify the school and the suspension will be commuted at that time. The choice is up to the student and parent(s)/guardian(s).

Second Offense: Expulsion for the remainder of the semester. Students participating in extracurricular activities are subject to disciplinary action outlined in the activity handbook. Participation in a rehabilitation/counseling program is mandatory. Parents/students may use the Guidance Office or SCIP team in finding proper professional help. All fees connected with gaining professional help are the responsibilities of the student and parent(s)/guardian(s).

Third Offense: Expulsion for the remainder of the semester may be recommended by the administration.

Section 21: Homeless Children

Added this entire section to match policy requirements

Section 22: Internet Acceptable Use and Responsibility

I. Student Use of AI Tools

Added this entire section to match policy requirements

Section 27: Media Center/Right to Access Materials

A Parent shall have the opportunity to be notified when the Parent's student checks out a book from the school library, which notification shall include the title of the book, the author(s) of the book, and the date the book is due to be returned to the school library. The administration may elect to allow a Parent to exercise the opportunity to receive such notifications by means available through the school's library catalogue system. (BOE Policy 6046)

Added this section to match policy requirements

Section 29: Personal Property

Students should not bring items such as athletic equipment, electronic devices, toys, blankets, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator.

Added the highlighted item.

Section 30: Protection of Student Rights

Added this entire section to match policy requirements

Section 34: Student Assistance/MTSS

If appropriate, the teacher may present the student to the Multi-Tiered Systems of Support (MTSS) Team. The team can explore possibilities and strategies that will best meet the educational needs of the student.

Added this section to further clarify the process for families.

Section 35: Student Health

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

Head Lice

Added sections to match elementary handbook and/or policy

Section 36: Student Records District Policy 5016

Added this entire section to match policy requirements

Section 41: Title IX District Policy 3057

Added this entire section to match policy requirements

Section 44: Vending/Food and Drink

The use of spill-proof water bottles is highly encouraged in place of open containers due to the use of school-issued electronics and to keep a clean school environment. The principal has the right to amend the allowances of food and drinks during the regular school day as needed throughout the year..

Added this section to begin the process of curbing the consumption of energy drinks for health purposes.

Article 3: Attendance

Section 4: Discontinuing Enrollment- 16- and 17- Year- Old Students

Added this entire section to match policy requirements

Section 6: Pregnant and Parenting Students

Added this entire section to match policy requirements

Section 7: Excessive Absenteeism

Amended this section to match policy requirements

Section 11: Unexcused vs Excused Absences

Absences shall be excused by a parent, guardian, or educational decision maker, as defined in section 79-530, of the child for physical or mental illness and as documented by a credentialed health professional, provided the documentation supports such absence. In the instance of chronic illness, documentation shall be reviewed each semester.

Added this section to match policy requirements

Article 4: Student Conduct and Discipline

The highlighted portions were additions to the discipline procedures to match requirements handed down from the legislature regarding notification of families. I added the terminology for weapons as they are different from firearms and included language to clarify that students in ISS may be offered opportunities to help keep our school grounds looking nice.

Section 2: Forms of School Discipline

For purposes of this section, "Parent" means parent, guardian, or educational decisionmaker of the student. "Educational decisionmaker" means a person designated or ordered by a court to make educational decisions on behalf of a child.

In-School Suspension

1. Students may participate in supervised cleaning activities of the school grounds

Short-Term Suspension

1. After the principal has determined that a short-term suspension is necessary, but prior to commencement of the short-term suspension, the student and the Parent will be given oral and written notice of the charges against the student. They will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and an opportunity to present evidence of the student's version of the facts.
2. Within 24 hours or such additional time as is reasonably necessary following the suspension (not to exceed an additional 48 hours), the Principal will send a written statement to the student and the student's Parent, describing: the student's conduct, misconduct, or violation of the rule or standard; the reasons for the action taken; the actions made by the school to try to discontinue or alleviate the behavior of the student prior to considering suspension; resources the school is able to provide or recommend to assist the student; and how the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school.
3. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations. Any makeup work must be completed and turned in within 2 school days after completion of the suspension. This makeup guideline shall be provided to the student and a Parent at the time of suspension.

Weapons. No student may possess, handle, or transmit any weapon while on school grounds, in a school vehicle, or at any school activity or event off school grounds except as permitted by this policy. **Definition of Weapon.** The term “weapon” means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

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

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

Section 4: Due Process Afforded to Students Facing Long-term Suspension or Expulsion

- a. Resources the school is able to provide or recommend to assist the student;
- b. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school;

Article 5: Academic Information

Section 7: Graduation and Course Requirements

School Board Policy No. 5205 / 6005

Article 7: Student Fee Authorization Act

Section 1: District Policy 5045

To the extent that a student is not required by the district’s curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to purchase insurance coverage for the devices. The annual enrollment fee will be \$50.00 with a deductible of up to \$500.00 depending on the value of the device.

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

The above language was added to 5.Technological Devices in Section 1 to communicate the district’s ability to require payment for various aspects of using district technology.

Article 8: Parent Involvement in Education Practices

I added BOE Policy 5018 to specifically provide this information to parents in writing. The entire policy is included.

The updated prices for technology are included.

Laptop Handbook

12.0 FEE ADDENDUM

Table of Anticipated Technology Repair/Replacement Fees

**This is the minimum expected price. Fees may be increased based on equipment costs or the extent of damages.*

	Apple	PC	Chromebook
Keyboard	\$600	\$100	\$50
Screen	\$600	\$100	\$75
Charger	\$75	\$25	\$25
Skin	NA	NA	\$10
Carrying Case	\$30	\$30	\$30
Replacement Fee if \$50 Deposit is Paid in August	\$500	\$500	\$300
Replacement Fee if No Deposit is on File	Full Replacement (cost up to \$2,500)	Full Replacement (cost up to \$2,500)	Full Replacement (cost up to \$800)

Meridian Public Schools

7-12 Student/Parent Handbook

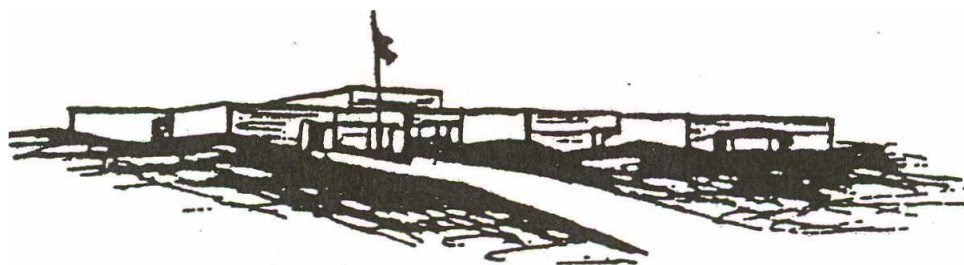
2026-2027



Learn
Grow
Excel

Meridian Public Schools
72380 560th Avenue
P. O. Box 190
Daykin, NE 68338
402-446-7265
Fax 402-446-7246

Mr. Alex Hull, Superintendent
Mrs. Tara Miller, Principal
Mr. Matt Asche, Activities Director



Distributed by the Meridian Senior Class of 1996.

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Article 1: Welcome and District Information

Section 1: Welcome

Dear Students and Parents:

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

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

There are several forms at the end of this handbook that you must read, sign, and return.

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

Sincerely,

Alex Hull,
Superintendent

Section 2: Intent of Handbook

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

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

Section 3: Notice of Nondiscrimination

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

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: Lisa Hermsmeier.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator: Alex Hull.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Alex Hull.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the 7-12 Principal, Tara Miller. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Section 4: Mission Statement

Meridian Public Schools provide a safe, supportive environment where everyone learns, grows, and excels.

Section 5: Belief Statements

- We believe that our educational environment supports everyone's physical and emotional well being.
- We believe that everyone **learns** using their unique gifts.
- We believe that everyone **grows** through positive goals with high expectations.
- We believe that everyone **excels** when education is a cooperative effort between home, school, and community.

Section 6: Staff

Administration

Alex Hull	Superintendent
Matt Asche	PK-6 Principal/AD
Tara Miller	7-12 Principal

Office Staff

Trish Endorf	District Secretary
Angie Holtmeier	High School Secretary
Kelli Schoenbeck	Elementary Secretary

Junior-Senior High Staff

John Adam	Business/PE
Jacob Baber	7-12 Special Education
Leslie Drees	Instrumental Music
Grace Ellis	English
Amanda Hanzlik	Middle School
Lisa Hermsmeier	PreK-12 Guidance
Lorrie Hofstetter	Science
Julie Homolka	Vocal Music
Clint Jones	Physical Education
Kim Peters	Family & Cons. Science
Chris Placek	Art/Enrichment
Shawn Pohlmann	School Librarian
Mary Nieves Ruiz Garcia	Spanish
Noah Temme	Social Studies
Amy Weber	Math
Jen Wolfe	Special Education
Emilye Yowell	Agriculture/Industrial Tech

Elementary Staff

Holly Adam	1 st Grade
Bryan Becker	5 th Grade
Conner Cogswell	Title
Echoe Davis	4 th Grade
Leslie Drees	Instrumental Music
Robbin Hergott	2 nd Grade
Julie Homolka	Vocal Music
Clint Jones	Physical Education
Natalie Meyer	Kindergarten
Nancy Paul	Preschool
Hayley Petersen	3 rd Grade
Amy Schramm	6 th Grade
Sarah Thomas	Special Education
Jen Wolfe	Special Education

ESU #5

Lindsey Stamm	Speech
Cami Dickson	Occupational Therapy
Lisa Richardson	Hearing
Wade Vernon	Technology
Tate Mazour	Mental Health
Cole Stark	Mental Health

Nurse

Jarie Sones	School Nurse
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Paraprofessionals

Emily Corter	Elementary
Michelle Jacobs	Elementary
Elizabeth Noel	Elementary
Linda Jordening	Elementary
Holly Petersen	Elementary
Rachel Seeman	Secondary
Elissa Wolfe	Secondary

Cooks/Custodian

Mike Hofstetter	Head Custodian
Trini deLeon	Kitchen/Custodian
Kimberly Kotas	Kitchen
Gina Schafer	Head Cook

Bus Drivers

Tonya Griffin	Fairbury
Mark Houser	Daykin/Western
Janelle Heiserman	Alexandria/Gilead
Elizabeth Noel	Tobias/Ohio/Daikin
Emily Corter	Tobias/Western

Other Coaches

Dustin Fairley	Girls Wrestling
Brooke Wolfe	Volleyball

Meridian Board of Education

President	Brian Rut
Vice President	Jason Bartels
Secretary	Jamie Niederklein
Treasurer	Todd Vorderstrasse
Member	Joy Barton
Member	Scott Sobotka

Monday-Thursday Schedule 2025-26	Friday Schedule 2025-26
8:00 Start of Day 8:07 Warning Bell 8:10 - 8:59 1st Period (49 min) 9:02 - 9:48 2nd Period (46 min) 9:51 - 10:37 3rd Period (46 min) 10:40 - 11:26 4th Period (46 min) 11:29 - 11:56 "A" Lunch (30 min) 11:59 - 12:45 "A" 5th Period (46 min) 11:29 - 12:15 "B" 5th Period (46 min) 12:15 - 12:45 "B" Lunch (30 min) 12:48 - 1:36 6th Period (48 min) 1:39 - 2:27 7th Period (48 min) 2:30 - 3:18 8th Period (48 min) 3:21 - 3:42 Study Hall (21 min) <i>Regular Lunch:</i> <i>PreK-2 10:50-11:20;</i> <i>7-8 11:26-11:56;</i> <i>3-6 11:50-12:20;</i> <i>9-12 12:15-12:45</i>	8:00 Start of Day 8:07 Warning Bell 8:10 - 8:59 1st Period (49 min) 9:02 - 9:48 2nd Period (46 min) 9:51 - 10:37 3rd Period (46 min) 10:40 - 11:26 4th Period (46 min) 11:29 - 11:56 "A" Lunch (30 min) 11:59 - 12:45 "A" 5th Period (46 min) 11:29 - 12:15 "B" 5th Period (46 min) 12:15 - 12:45 "B" Lunch (30 min) 12:48 - 1:26 6th Period (38 min) 1:29 - 2:07 7th Period (38 min) 2:10 - 2:31 Study Hall (21 min) 2:34 - 3:12 8th Period (38 min) <i>Regular Lunch:</i> <i>PreK-2 10:50-11:20;</i> <i>7-8 11:26-11:56;</i> <i>3-6 11:50-12:20;</i> <i>9-12 12:15-12:45</i>
Early Release Schedule 2025-2026	Late Start Schedule 2025-2026
8:00 Start of Day 8:07 Warning Bell 8:10 - 8:43 1st Period (33 min) 8:46 - 9:16 2nd Period (30 min) 9:19 - 9:49 3rd Period (30 min) 9:52 - 10:22 4th Period (30 min) 10:25 - 10:55 6th Period (30 min) 10:58 - 11:28 7th Period (30 min) 11:28 - 11:58 "A" Lunch (30 min) 12:01 - 12:31 "A" 5th Period (30 min) 11:31 - 12:01 "B" 5th Period (30 min) 12:01 - 12:31 "B" Lunch (30 min) 12:34 - 1:04 8th Period (30 min) 1:07 - 1:30 Study Hall (23 min) <i>Early Out Lunch:</i> <i>PreK-2 10:50-11:20;</i> <i>7-8 11:28-11:58;</i> <i>9-12 12:01-12:31;</i> <i>3-6 12:30-1:00</i>	10:00 Start of Day 10:07 Warning Bell 10:10 - 10:43 1st Period (33 min) 10:46 - 11:16 2nd Period (30 min) 11:19 - 11:49 3rd Period (30 min) 11:49 - 12:19 "A" Lunch (30 min) 12:22 - 12:52 "A" 5th Period (30 min) 11:52 - 12:22 "B" 5th Period (30 min) 12:22 - 12:52 "B" Lunch (30 min) 12:55 - 1:25 4th Period (30 min) 1:28 - 1:58 6th Period (30 min) 2:01 - 2:31 7th Period (30 min) 2:34 - 3:04 8th Period (30 min) 3:07 - 3:42 Study Hall (35 min) <i>Late Start Lunch:</i> <i>PreK-2 10:50-11:20;</i> <i>3-6 11:20-11:50;</i> <i>10-12 11:52-12:19;</i> <i>7-9 12:25-12:52</i>

Meridian Public Schools

2026-2027

July

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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*** Friday dismissal is 3:10**

January

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28						

September

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27	28	29	30			

March

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October

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April

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November

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29	30					

May

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23	24	25	26	27	28	29
30	31					

December

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20	21	22	23	24	25	26
27	28	29	30	31		

June

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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			

1st: S-85 T-90

2nd: S-90 T-95

Students Total 175

Teachers Total 185

Article 2: Basic Rules and General Practice

Section 1: Announcements

A daily bulletin is published that includes meetings, activities, and other information for that day. Announcements will be made over the intercom system ONLY when they cannot be handled in any other appropriate manner (preferably at the beginning or ending of the period.) This bulletin is e-mailed to staff and students daily. Students are responsible for reading the announcements daily.

Section 2: Books and Supplies

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

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

Section 3: Borrowed Articles

The school or its organizations frequently find it advantageous or necessary to borrow articles from individuals and business establishments for various school functions. It is the student's responsibility under direction of the activity sponsor to secure and return borrowed property in equal or better condition than when it was acquired.

Section 4: Bulletin Boards

Bulletin boards are maintained throughout the building. The principal must approve all postings placed on the hall bulletin boards by students. The library bulletin board is for the use of the librarian. Classroom bulletin board postings will be by or with the approval of the classroom teacher. All postings must identify the student or the student organization posting or publishing the notice. Material shall be removed after a reasonable time to assure full access to the bulletin boards.

Section 5: Bullying

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

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

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations

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

Section 6: Cafeteria

1. All food must be consumed in the areas designated by the school.
2. After students have eaten, they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray into the correct container. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY.
3. Students are to use proper manners including eating quietly.
4. Students may not throw food or other items.
5. Students should remain at their tables until they are dismissed.
6. Students must treat lunch personnel with respect.
7. Students who violate the above rules are subject to school disciplinary action.

Section 7: Cell Phones/Electronic Devices

Students are prohibited from using cellular phones or other electronic devices (such as smart watches, personally owned tablets, or gaming devices) except as provided in this policy or as deemed appropriate by a student's education team.

Students may use cell phones or other electronic devices on school grounds and in the common areas of the school before and after school, so long as they do not create a distraction or a disruption and comply with all other policies and handbook provisions. By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable or necessary.

Students may not have cell phones or electronic devices while they are in locker rooms, classrooms, or restrooms. During school hours student cell phones or electronic devices must remain in lockers, backpacks, or in a personal vehicle. Students may not use cell phones or electronic communication devices while riding in school vehicles, including listening to music, unless they have permission to do so from the driver or other adult responsible for their supervision.

Students shall be personally and solely responsible for the security of their cell phones. The district is not responsible for theft, loss or damage of a cell phone or any calls or other forms of communications made on a cell phone or personal electronic device.

Students who violate this policy or other school rules will have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after discussing the rule violation with the student and parent or guardian. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline.

The following consequences will be followed for offenders of the cell phone or personal electronic device policy:

- 1st offense -
 - The device will be taken by staff and turned into the office.
 - The student can pick up the cell phone/personal electronic device in the office between 3:42 - 4:00.
 - The Student's parent/guardian will be notified.
 - The student will serve a 30 min. detention.
- 2nd offense -
 - The device will be taken by staff and turned into the office.
 - Parent/Guardian notified to pick up the cell phone/personal electronic device in the office between 3:42 - 4:00.
 - The student will serve a 1 hour detention.
- 3rd offense -
 - The device will be taken by staff and turned into the office.
 - Parent/Guardian conference with administration before picking up the cell phone/personal electronic device.
 - A "Phone Plan" will be developed with the Parent/Guardian and Administration
 - The student will serve 1 day ISS

*Phone Plans will include:

1. A storage plan for the device during the day
2. Plans for additional consequences for subsequent violation of the plan, up to and including expulsion.

** Students who refuse to turn over their device may receive additional consequences and a phone plan will be developed regardless of offense number.

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

Section 8: Cheating, Plagiarism, and Academic Dishonesty

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

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.
- Submitting work generated through the use of AI in violation of school policy (District Policy 6038)

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to classroom consequences or school disciplinary action.

Section 9: Child Abuse and Neglect

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

Section 10: Class Dismissal

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

Section 11: Classroom Behavior

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

- Follow the expectations of "The Mustang Way."
- Respond promptly to all directions of the teacher.
- Follow classroom expectations established by the teacher.

Section 12: Closed Campus

Students may not leave the building without permission from the administration.

Section 13: Communicating with Parents/Parent Teacher Conferences

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

Students' academic success has been closely linked to parental involvement in school. Meridian Public Schools has formal Parent-Teacher conferences in the middle of first quarter and during third quarter. The dates for this school year are September 16-17 and February 11 and 17. Teachers may request additional conferences with parents when necessary.

Section 14: Complaint Procedure

Board Policy 2006 outlines the process for filing formal complaints. Complaints should begin by addressing the party with whom the concern begins. If unresolved, those complaints should advance to the immediate supervisor (principal or superintendent). For more information about the formal complaint process, contact the school or district office.

Section 15: Counselor

The counselor program at Meridian Public Schools has the basic goal of helping students take advantage of the many opportunities at school and to prepare them for the next step in their lives.

There are four components to the counselor program:

1. Curriculum -- Lessons are developed for students in PreK-6 to help them attain, develop, and demonstrate competencies in academic, career, and personal/social development.
2. Individual Planning -- The counselor will work with individual students to make appropriate education and career plans.
3. Responsive Services -- Activities are available to meet the immediate needs of the students and their families. The student, parent, teacher, or administration can initiate these services through the school counselor.
4. System Support -- Other duties will be performed to maintain and enhance the total educational program.

Section 16: Dating Violence

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

Section 17: Dress and Appearance

The District prohibits student attire or appearance that:

- Causes or is likely to cause a material and substantial disruption to the District's programs and activities.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

Violations of the dress code shall be addressed in a manner consistent with the school discipline policy. The District reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards and/or wear district approved or issued uniforms in order to participate in activities.

Students may be required to wear protective clothing or equipment or otherwise modify their attire or secure their hair to ensure the safety of themselves and others. In such cases, a good faith effort to reasonably accommodate students will be made to ensure safety without compromising religious beliefs, grooming practices, or requiring students to permanently alter their appearance. The least restrictive means appropriate to address the identified health or safety concern shall be used.

In order to identify students using school surveillance equipment, hats and ball caps are not allowed at Meridian Public Schools. Any exceptions will be made with administrative approval.

Section 18: Drugs and Alcohol

Drug Free Schools

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug; tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product while on school grounds, at a school activity, or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco including e-cigarettes (Board Policy 3016) at all times.

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

Discipline

Drugs/Alcohol: Any student found to be in possession of, using, or distributing alcohol, illegal drugs, or a substance, which is represented to be a controlled (illegal look-alike) substance while under the supervision of school officials or personnel will be suspended and law enforcement will be notified.

First Offense: Out-of-school suspension will occur for a minimum of nineteen (19) school days. Students participating in extracurricular activities are subject to disciplinary action outlined in the activity handbook.
OR

The nineteen(19) day suspension may be reduced to six (6) if the student will voluntarily seek professional evaluation/treatment from a trained chemical dependency counselor or a licensed physician in chemical dependency. Students/parents may use the Guidance Office or SCIP team personnel to help find proper professional help. Fees for the assessment and/or treatment are the responsibility of the student and parent/guardian. Upon proper authorization, the agency will notify the school and the suspension will be commuted at that time. The choice is up to the student and parent(s)/guardian(s).

Second Offense: Expulsion for the remainder of the semester. Students participating in extracurricular activities are subject to disciplinary action outlined in the activity handbook. Participation in a rehabilitation/counseling program is mandatory. Parents/students may use the Guidance Office or SCIP team in finding proper professional help. All fees connected with gaining professional help are the responsibilities of the student and parent(s)/guardian(s).

Third Offense: Expulsion for the remainder of the semester may be recommended by the administration.

Tobacco: Disciplinary Actions for Use/Possession Sale or Distribution of Tobacco Products, e-cigarettes, vapor devices or products, Alternative Nicotine Products or “Look-Alike” Products intended to replicate tobacco products either by appearance or effect:

First Offense: See Progressive Levels Discipline Matrix.

Second Offense: See Progressive Levels Discipline Matrix.

Third Offense: See Progressive Levels Discipline Matrix

Section 19: Emergency Contact Information

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

Section 20: Fire Drills and Tornado Drills

State law requires fire drills throughout the year. The sounding of an alarm is the signal to vacate the building for practice or because of fire. In the event of failure of the alarm, a hand bell or other signal, which cannot be mistaken, will be used. Tornado drills will also occur throughout the year. During all drills, students need to follow instructions from teachers. Procedures will be posted in individual rooms. Students who misuse fire safety equipment or do not follow proper procedures or directions are subject to school disciplinary action.

Section 21: Homeless Children

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law. It is the school’s policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

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

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Alex Hull, Superintendent.

Section 22: Internet Acceptable Use and Responsibility

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

I. Student Expectations in the Use of the Internet

A. Acceptable Use

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

B. Unacceptable Use

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

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage, and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology

protection measure for the student to access a site with legitimate educational value that is wrongly blocked.

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

B. Consequences for Violation of this Policy

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

III. Protection of Students

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

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

B. Education About Appropriate On-Line Behavior

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

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

IV. Student Use of AI Tools

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

AI Tools may be useful to student learning. However, students and staff must ensure that student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

- A. Students may not use AI tools on any assignment, test, or project unless the staff member has given express permission for the student to do so. Staff Member permission to use an AI tool on one assignment does not carry over to other assignments. Individual staff members will decide for each individual assignment the extent to which students may use AI Tools.
- B. If a student uses any AI Tools in connection with a school assignment, the student must:
 1. Give proper attribution to the specific AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.
 2. Never copy and paste the output from the AI Tool into the student's work as if the student wrote such section himself or herself.
- C. Students may never use AI Tools to:

1. Cheat on any assignment, test, or quiz;
 2. Help answer questions on a test or quiz without staff member permission;
 3. Make or share deepfakes or fake images, audio, or video of any real person;
 4. Make or share sexual, nude, or intimate images of any real person—even if the image is fake or AI-made;
 5. Bully, harass, threaten, intimidate or impersonate any person;
 6. Place another student or staff member name, photo, voice, or personal information into an AI Tool without staff member authorization;
 7. Use AI Tools to bypass accommodations, content filters, or school security.
- D. A student may use AI Tools as an accommodation if his/her IEP team or Section 504 committee has approved use of the tool. The student must disclose the use of AI Tools to the staff member grading the assignment.
- E. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.
- F. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework.

**For further information regarding student Laptops, please refer to the Laptop Policy included with this handbook*

Section 23: Initiations and Hazing

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

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

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

Section 24: Insurance

Students without health insurance may be eligible for a policy through "Student Assurance Services, Inc." For more information, contact the school office.

Section 25: Lockers

Lockers are the property of the school district and students are permitted to use them without charge. The assignment of a locker is on a temporary basis and may be altered at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

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

Hallway Lockers

Locker use expectations:

1. Each student will be assigned a locker in the hall for books and other personal belongings.
2. Students are not to trade lockers or transfer to empty lockers.
 - a. A record of locker assignments is kept in the office.
 - b. Locker tags may not be moved or removed by students.
3. It is the duty and responsibility of the student to keep the locker neat and clean. Damage to the locker will be paid for by the student.
4. Students should not store soiled physical education clothes or perishable items in their locker.

Gym Lockers

Gym lockers will be assigned to students participating in P.E. class each semester or athletics each season. Athletic bags and gear are to be stored in the gym lockers. Each gym locker has a padlock which is to be used by the student and not removed. Students are responsible for damaged or missing locks. Avoid storing valuables or money in gym lockers.

Section 26: Lost and Found Articles

Lost items should be reported to the Secretary's Office as soon as noted. It should be thoroughly understood by all patrons and pupils that the pupil is responsible for his/her own property, and that the school cannot assume responsibility for the loss of personal property. However, every effort will be made to assist pupils to locate or recover personal property which has been lost, if it is reported immediately to the principal or for an out-of-town trip to the teacher or coach in charge. In the latter case, report it before boarding the bus or transportation home.

All articles found should be taken to the Office. The Office will seek to return each article to its rightful owner. Lost and found notices will be printed in the daily announcements. At the close of each semester, the principal will dispose of lost articles not claimed throughout the school year.

Section 27: Media Center/Right to Access Materials

1. Students must check out materials from the Media Specialist on duty. Each borrower is responsible for all books checked out in his/her name. A fine may be charged for overdue books. Each student is responsible for any fine that accumulated on a book charged to him/her. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.
2. Reference material is not to be taken from the Media Center unless specific permission is granted by the Media Specialist.
3. Any student that chooses to use a newspaper or magazine is responsible for it being returned to the shelf.
4. Students are to conduct themselves in an orderly, respectful manner at all times while in the Media Center or they will be asked to leave.
5. Any technology located in the library is not to be used without the supervision of the cooperating teacher or the Media Specialist.

A Parent shall have the opportunity to be notified when the Parent's student checks out a book from the school library, which notification shall include the title of the book, the author(s) of the book, and the date the book is due to be returned to the school library. The administration may elect to allow a Parent to exercise the opportunity to receive such notifications by means available through the school's library catalogue system. (BOE Policy 6046)

Section 28: Moving Throughout the Building and Passes

Courtesy, respect, and good behavior should be practiced at all times in all areas of the building. Loitering in the halls, classrooms, locker rooms, and gymnasium; running, shoving, public display of affection, etc. will be grounds for disciplinary action. While class is in session, students must have a pass to leave the classroom.

Passes must be issued for each student when he/she leaves a class or study hall to go to another part of the building. This pass is to be issued by the teacher in charge of the student at the time. Teachers who see students loitering in halls or unoccupied rooms will send them back to their place of origin. If a student does not have a pass, he/she may receive a consequence according to the school discipline policy.

Section 29: Personal Property

The school district owns and exercises exclusive control over lockers, desks, computer equipment, and other such property used by students at Meridian. Searches of school lockers used by students can be made at any time as deemed necessary by the school administration. Also, administrators with reasonable suspicion and/or just cause may search

athletic lockers, clothing pockets, book bags, purses, etc. as well as any motor vehicles parked on school property. Law Enforcement Canine Units may also conduct periodic searches during school or after school hours. School personnel may also search personal items left unattended on school property. Any inappropriate or illegal materials found in the searches will be confiscated.

School backpacks/athletic bags should not be left on the floors of the dressing rooms or school hallways, as this is a violation of state school safety/fire regulations. Athletes should use their lockers and/or hooks and not store their equipment/uniforms on the dressing room floors.

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

Students who must bring large sums of money or other valuables to school are urged to leave them in the Superintendent's or Principal's office until they are needed or the close of the school day. We urge each student to take reasonable precautions with his/her possessions and particularly items of great value.

Section 30: Protection of Student Rights

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. Parents will be notified if a survey as outlined will be given and may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

Section 31: School Day

The regular school day begins at 8:10 a.m. and ends at 3:42 p.m. (3:12 on Fridays). Students are expected to arrive on time and leave promptly after dismissal. The warning bell rings at 8:00 a.m. and the tardy bell rings at 8:10 a.m. School staff will provide supervision from 7:40 a.m. until 4:00 p.m. Students needing to arrive earlier or stay later should arrange supervision with a staff member.

Section 32: School Property

Attractive surroundings contribute to the well-being and happiness of students. It is the responsibility of each student and staff to take care of the facility, the grounds, and all school property. Students may be held liable for the cost of any repairs or replacement due to intentionally or unintentionally damaging school property.

Section 33: Student Activities, Athletics, and Organizations

Extra-curricular activities are defined as activities that are not required as part of a regular curricular offering. Regulations and guidelines for participation in extracurricular activities and sports are contained in the Activities Guidelines adopted by the Board of Education. All students wishing to participate must make themselves aware of the guidelines as well as the rules developed by the individual coach. See "*Activity Handbook*"

Class Officers

Each class elects officers at its organizational meeting early in the year. The class will function as an organization whenever the officers and sponsors deem it necessary or advisable. Any student failing in any class the previous semester will not be eligible for election to a class office.

Early Dismissal

On days with a 1:30 p.m. or 3:12 p.m. dismissal, students are expected to vacate the school building unless involved in other sponsorship activities. This time is for teacher in-service, meetings, and work time. Students are not to return to the school for extra-curricular activities before 3:45 p.m. Practices cannot begin until 4:00 p.m. without permission from the administration.

School Dances

School Dances: Only individuals in good academic/behavioral standing AND are at least freshman through 20 years of age are eligible to attend Meridian sponsored high school dances. ALL OUT-OF-SCHOOL DATES MUST BE APPROVED IN ADVANCE BY THE SPONSORS AND ADMINISTRATION. Occasionally, a school dance/mixer

will be held which 7th and 8th grade students may attend, and it will be advertised as such. No one will be allowed to leave and re-enter without administrative approval.

Jr-Sr Prom

Junior – Senior Prom: The Junior Class entertains the Senior Class, class sponsors, and other selected guests with a banquet and prom in the spring. All plans and regulations for this event must be approved by the administration. All dance related expenses and decoration orders must be approved by the class sponsor and/or the administration.

School Sponsored Trips/Field Trips

Pupils authorized by the school to go on sponsored trips must ride on buses both ways unless specifically exempted by the principal or teacher in charge to go with his/her parents or guardian. If a student is to be exempted from riding the bus, written permission must be received before the bus leaves to go to the activity. School buses will leave for home immediately following the event unless the sponsor has made other arrangements with administrative approval.

Senior Class

Honor guards and ushers for graduation must be selected from the Meridian junior class. If there are sufficient funds remaining in the senior class account, the class may schedule a luncheon after the graduation practice. The location of the luncheon must be approved by the administration. **The graduation exercise for seniors will not be considered as an extracurricular activity.** Seniors must be in good standing in classes to participate in the graduation exercise per administration discretion.

Spirit Activity

The principal must approve all spirit activities.

Student Council

There will be one representative from 7th grade and the 8th grade each consisting of the class president from each grade. In 9-12 there will be two representatives from each grade voted on by the high school student body. There are also two at-large representatives from the entire 9-12 student body. Any exchange student/s or district or state officers are automatically on Student Council.

Student Organizations and Sponsors

Each student organization in school organizes at the beginning of the school year after sponsors have been assigned. Elections will be conducted by the petition method. Meetings will be held when requested by the president with the approval of the sponsor. Permission must be secured from the principal to facilitate scheduling. No new organizations may be started without prior approval of the administration.

Section 34: Student Assistance/MTSS

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the teacher may present the student to the Multi-Tiered Systems of Support (MTSS) Team. The team can explore possibilities and strategies that will best meet the educational needs of the student.

Section 35: Student Health

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

School employees will comply with the requirements of the NDE Rule 59 protocol entitled, "Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)" (Protocol) to address incidents of anaphylaxis involving students at school when those students do not have existing response plans. For students with individual self-management plans, Section 504 plans, or Individualized Education Programs (IEP) addressing asthma or anaphylaxis responses, school employees will comply with those plans. The district shall procure and maintain the equipment and medication necessary to implement the Protocol.

First-Aid

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

Head Lice

Students with head lice will be excluded from school until treated and determined to be NIT FREE. Students will be readmitted to school as soon as he/she is inspected by school personnel and determined to be NIT FREE.

The school nurse, building principal, or principal designate will make certain that the parent/guardian understands proper treatment for the affected child and control measures necessary to curb an outbreak in the home/school. Treatment and prevention counseling will include written instructions given to the parent/guardian by the school.

Student(s) will not utilize school bus or van transportation until proper inspection has been made by the afore-mentioned school personnel and student is determined to be louse and nit free. The parent/guardian shall bring the student to school following prescribed treatment for the purpose of readmission.

Illness or Injury at School

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

Immunizations

Students enrolling in 7th grade or from out of state must supply a record of immunizations as required by state law or a parental statement of refusal to provide immunization history. Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations. Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Medical Release Forms

Students must have a Medical Release Form signed by a parent or legal guardian on school file to be allowed to travel in school vehicles to school activities. The medical release allows for possible emergency medical treatment if necessary.

Medications

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

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

Non-prescription medication. (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication

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

Section 36: Student Records District Policy 5016

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as email, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district. "Student records" also shall not include any records created and maintained by the district's law enforcement unit for a law enforcement purpose.

For purposes of the district's compliance with state and federal law, and subject to the limitations in the paragraph above, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is Powerschool

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. "School official" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct control with respect to their access to, maintenance of, and use of PII from student records. For example, a school official may include, but would not be limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

Section 37: Student/Staff Safety Plan

All outside doors are locked throughout the day. Students are not allowed to let anyone in. Students may only use the main door for entrance and exit during school hours. Doors are not to be propped open at any time.

Section 38: Study Hall

Students are required to follow the procedure set up by the study hall teacher. A teacher has the right to set any reasonable rules for their study hall. These rules will be communicated to the students at the beginning of the school year.

Study Hall expectations:

1. All students are to report to study hall just as they would to a regular class.
2. Each study hall teacher will take attendance at the beginning of class.

3. Students will not be allowed to leave the study hall for study materials. Study materials must be brought to the study hall before the beginning of the period.
4. The focus of this time is academic. Students will use this time to check grades, complete missing work, and work on other assignments.
5. Students are to be seated and it should be a quiet, individual study time. If a student has no homework, they are to bring proper reading material to class and read.
6. If conferences are needed with other instructors, students must have a pass slip signed by that instructor indicating that he or she has an appointment. The student will then be issued a pass that he/she must turn in to the study hall teacher when he/she returns from the conference, with the time he/she left the conference and the initials of the teacher involved.
7. Any student on the downlist or the ineligible list will report to the student support study hall.
8. All students are expected to follow study hall rules.

Section 39: Teacher Assistant (TA)

The teacher assistant program at Meridian allows students in grades 11 or 12 to assist a teacher within the district. All Teacher Assistant assignments are subject to the approval of the teacher and administration. To be a Teacher Assistant, a student MUST have a minimum overall grade point average of 85% or above. Any deviation from this requirement will be at the discretion of and approval by the administration. Students who are on the weekly failing list will discontinue their assistance until they are passing all classes again. Their TA service to the school will be noted on the school transcript. Attendance and responsible behavior during a TA period is required. Students who “skip” their TA periods may be removed from the TA class and assigned to another class and are subject to school discipline.

Section 40: Telephone Calls

In Calls: The office will always gladly cooperate with parents and guardians to get messages to pupils during school hours. However, calls for pupils during school hours are disturbing to the school routine, and should be held to a minimum. Students will not be called to the telephone unless it is an emergency.

Out Calls: No student call, regardless of its urgency, is to be made any time without the specific approval of the superintendent, principal, or designated person. Long distance calls are NOT TO BE CHARGED to the school. Students should call using a phone credit card or the District office telephone.

Students may use the telephone located in the school office while the school day is in session after getting permission from the administration or designated person. Use of this phone is to be ONLY when the student has a pass to be away from his/her assigned area, or during the lunch period.

Section 41: Title IX District Policy 3057

As required by Title IX of the Education Amendments of 1972, it is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district's Title IX Coordinator whose contact information can be found on the district's website and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

Section 42: Video Surveillance and Recordings

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Recordings Made by Students.

This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit

recordings (e.g. AngelSense) must be approved by the student's education team or administration. Students remain subject to all other district policies and rules.

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

Section 43: Vehicles and Parking

1. No driving during school hours except with permission from the administration and parent.
2. All cars are to be parked in the designated parking area (south end of west lot).
Seniors – 1st row Juniors – 2nd row Sophomores – 3rd row Freshmen – 4th row
3. Students are not to be in or around cars during school hours.
4. Students are to enter and leave the parking areas at a moderate speed.
5. Spinning of tires is prohibited.
6. Cars are to be parked in designated places ONLY AT RIGHT ANGLES to parking stalls.
7. Do not park in marked "No Parking" OR handicap painted areas.
8. Students who violate these or any other regulations in regards to the operation of motor vehicles will be subject to disciplinary action and may be denied the privilege of parking on school property.
9. Reckless driving on or around school property may be reported to law enforcement.
10. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

A call to parent/guardian will be made if a student leaves the school grounds/building without permission (from administration and parent) and consequences will be assigned. Students who leave without obtaining the necessary permission will be considered unexcused.

Section 44: Vending/Food and Drink

Food and drink may be brought to school if it is part of a class project (Spanish cooking, classroom presentations, an occasional class reward, etc.) or for an after-school activity meeting if approved by the Principal's Office in advance. Unapproved food and drink that is brought to school may be confiscated by the administration.

The use of spill-proof water bottles is highly encouraged in place of open containers due to the use of school-issued electronics and to keep a clean school environment. The principal has the right to amend the allowances of food and drinks during the regular school day as needed throughout the year..

Section 45: Weather

In case of bad weather, school will be held only if the school buses can safely pick up and deliver students. Notice of school closing will be announced on KOLN/KGIN-TV Channel 10-Lincoln, and through the School Messenger automated telephone-messaging program. The following procedures will be followed as closely as possible in making school announcements. In all cases the safety of the students and staff will be the primary concern in determining whether the school will operate.

Before school starts: Notice will be made as early as possible. Every effort will be made to notify the media before 7:00 a.m., but all parents are urged to use their judgment as to whether they wish to send their child(ren).

After school is in session: We will use the same media to make notification of school closing. Students will be sent home only if we have reasonable assurance that they can safely reach home. If you, as a parent, feel that you wish to pick up your child early, we again urge you to use your best judgment in this matter and will certainly not question your decision to do so.

Section 46: Work-Based Learning

Senior students may be allowed release from school to go to work. The release time may be selected from 1st or 8th period of the school day. Different or additional times should be arranged with administration. Travel time for the student to get to the job site or school should be built into the employer's work schedule. Junior students will be allowed to leave during study hall only (Monday-Thursday).

School Work-Based Learning Agreement:

- Students participating in Work-Based Learning must remain in good academic standing. If the student receives a progress report indicating failure in any class, the student may not be allowed to leave school for the

- work-based learning placement until the student is passing all classes.
- Students must be in good standing with the school for daily attendance. If a student has over five (5) absences in any class in any quarter, the student may be required to make-up that time with administration in order to continue with Work-Based Learning.
 - The student will not exceed three (3) detentions per semester for the remainder of the school year. If a student exceeds this number a plan will be created with the student, the Work-Based Learning Coordinator, and administration to address the behavior, define further consequences, and determine a potential plan should the behaviors continue.
 - The student's release is contingent on attending work. If the student is not attending work on a school day, the student would be expected to remain in school unless prior approval is granted by the Administration.
 - If the student is directed by a teacher/administrator to stay after school for disciplinary reasons, the student must serve the detention time after school or arrange to serve the time before school begins the next day.
 - The employer must provide the school with a signed verification of the student's schedule at a regular interval (weekly, biweekly, monthly, etc.). Students will submit verified time cards or paystubs to the Work Based Learning Coordinator.
 - A Work Based Learning agreement must be signed by the employee, parent, and employer and kept on file.

Article 3: Attendance

Section 1: Required Attendance

The Nebraska School Laws require regular school attendance for all students of school age. That law states that every person residing in a school district in Nebraska and who has legal or actual charge or control of any child who is of mandatory attendance age (6-18 years of age) shall enroll the student and see to it that the student is in attendance each day that such school is open and in session, except when illness or severe weather conditions make attendance impossible or impracticable.

In addition to this, schools have found that irregularity in attendance is the most frequent cause of failures; therefore, parents will greatly aid the school in promoting the educational welfare of their student if they will not ask to have their student excused except in cases of extreme emergency. Appointments with hairdressers, shopping trips, helping out at home and the like should be done on family time, not school time. Medical appointments should be made for late afternoon when possible.

Parents/guardians are asked to submit a written excuse or verbal message for all absences in advance if at all possible. Students are asked to bring documentation from appointments such as doctors, dentists, therapists, eye doctors, hospitalization, etc. This is very important as this information is sent along with any referral situations. The written excuse or documentation should include the date of the day gone and a specific reason for the absence along with either the parent or doctor signature.

If the student is ill or is absent for some other reason, the parent should notify the school by 8:30 a.m. to inform the school of the student's absence. This can be done either by phone call, email, or a note the following day. After 8:30 a.m., a phone call to the parents/guardian will be made if notification has not been received. If a reason for the absence is not received, the absence will be considered unexcused and the student will be recorded as truant.

Section 2: Class Time Missed/Make-up/Class Credits

A student that is absent from school for any reason except to officially represent the school in a school-sponsored activity shall be entered as absent on the school attendance record. Students absent for three consecutive days or more because of a contagious illness such as mumps, chickenpox, etc. may be required to have a doctor's permit to be allowed back in school. The school nurse can permit the student to go back to school in place of a doctor. The reason for this is obvious - to protect the entire school against the spreading of a contagious disease.

Teachers are to allow two (2) days for each day missed for missed class assignments, unless more time is requested to the principal by the parent(s) / guardian(s). The principal will consider extenuating circumstances before granting more than two (2) days per day missed in absence.

Unexcused absences of more than five (5) days in one quarter or the hourly equivalent may cause his/her class credits to be denied for the semester. The number of absences is considered on a period-by-period basis. Class time missed exceeding the five (5) day limit will be made up before class credit will be given. The building principal will make the determination if credit is to be granted or withheld after investigating the student's Excessive Absenteeism Record. The principal has the right to require any / all missed time from class period(s) to be made up before favorable determination of granting credits will be considered.

Section 3: College Visits

Students that wish to visit a post-graduate institution may do so with the understanding that it is counted as an EXCUSED absence from school. The absence will NOT count against the perfect attendance requirements. Arrangements to be gone must be made through the Counselor's Office. A permission form must be turned in PRIOR to the visit and a verification slip signed by an official at the receiving institution must be returned to the Guidance Office. College visits will be considered a school activity upon verification of college visit. Seniors and juniors are allowed two college visits per school year. Parents are responsible for means of transportation for their student.

Section 4: Discontinuing Enrollment- 16- and 17- Year- Old Students

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

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

Section 5: Eligibility and Absence Guideline

When a student is ill and absent from school for the day, he/she will not be allowed to attend any school activity as a participant or as a spectator that night unless approved by the administration. The school cannot excuse any student to miss a day of school to go to work, unless the work is at home as a family necessity or an employer has extreme need due to extenuating circumstances to be considered.

Students participating in team sports or other school activity groups must be in attendance for at least half of the school day (four periods) before being allowed to participate in extra-curricular practices or competitions. The principal may waive this regulation if the student's parents or guardian requests such a waiver prior to the absence. Attending a morning funeral or keeping a doctor's appointment is usually considered just cause for a waiver from the office. Please contact your principal when in doubt about the eligibility requirement.

Section 6: Excessive Absenteeism

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer may send written notification of the student's total absences to the student's parent or guardian. When a student receives 10 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and offer to meet with the student's parents or guardians to discuss any barriers to the student's attendance. When a student receives 15 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and shall schedule a meeting with relevant stakeholders to discuss and address any barriers to the student's attendance, unless the Attendance Officer determines that such a meeting would not be productive in facilitating the student's regular attendance.

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

Section 7: Pregnant and Parenting Students

The District will not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy. Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming in collaboration with the Title IX Coordinator.

Section 8: Saturday School

Saturday school may be assigned for students at risk of credit loss due to grades or excessive absenteeism. Students must attend Saturday School on the assigned day, at the appropriate time, and be on task the entire session. Students who cause disruption or fail to attend Saturday School may not receive credit for that day.

Other criteria used in Saturday School will include:

1. Students MUST be prompt.
2. Time/duration will be determined by administration.
3. Students must be on task for the entire time.
4. Students will not be allowed to use cell phones or other electronic devices except for their school-assigned device.

Section 9: Tardies

Meridian Jr.-Sr. High School has a three (3) minute passing time between classes. Students are considered tardy if they are not in the classroom when the tardy bell rings. A student who is tardy to any class will be required to serve detention after five tardies and each fifth subsequent tardy per quarter. A student who misses more than half of the class period without a pass from another teacher or the office may be recorded as absent.

Section 10: Truancy

Truancy occurs when the school and the parent/guardian does not know where the student was when the absence OCCURRED. No note from home throws a red flag that truancy may have occurred. Forged notes from home by a student or other party will be dealt with according to school discipline policy.

Section 11: Unexcused vs Excused Absences

Absence without sufficient reason, with or without the parent/guardian's consent, is inexcusable and will jeopardize the student's privileges. The following absences will be excused: legitimate illness, work at home if approved in advance, participation in State Fair & Ak-Sar-Ben activities (counted present if actually showing), going on trips with parents, or going to NSAA District or State competitions. Any other activity will be unexcused unless cleared in advance by the High School Principal. Classroom work/grades missed because of an unexcused absence are to be made up. The classroom work/grade will receive full credit if completed fully and is turned in on time. Whenever a student misses school, it is the student's responsibility to get missed assignments, get the work completed satisfactorily, and turned in on time.

Absences shall be excused by a parent, guardian, or educational decision maker, as defined in section 79-530, of the child for physical or mental illness and as documented by a credentialed health professional, provided the documentation supports such absence. In the instance of chronic illness, documentation shall be reviewed each semester.

Article 4: Student Conduct and Discipline

Section 1: General Discipline Philosophy

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

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

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

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

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

Section 2: Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

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

For purposes of this section, "Parent" means parent, guardian, or educational decisionmaker of the student.

"Educational decisionmaker" means a person designated or ordered by a court to make educational decisions on behalf of a child.

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

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

Detention

All detentions will be supervised. Students who have been requested by teachers to serve detention will serve them with that particular teacher or his/her designee. They may be served from 7:30 a.m. to 8:00 a.m. or 3:45 p.m. to 4:15 p.m. or

as arranged with the teacher. **Detentions are to be served that day or the following day of student attendance.** If a student fails to serve the detention, the student is referred to the Principal's Office. Office assigned detentions will be arranged with the principal.

In-School Suspension

In-school suspension will be served under the supervision of an administrator or his/her designee. In-school suspensions will be served in the office or a location designated by the administration. In-school suspensions will be served for the time designated by the administrator.

1. All Handbook Rules are in effect
2. No cell phones or other electronic devices (Cell phones are to be turned into the principal or designee at the beginning of the day and returned at the end of the day)
3. Use of school-issued devices (laptop/Chromebook) will be on an as-needed basis.
 - a. Use of headphones or other similar electronic devices is prohibited unless granted permission by principal/designee
4. Food/Snacks will not be permitted. Students may have a water bottle.
5. Students must notify Principal/designee prior to leaving the ISS space
6. Students should remain seated and engaged in academic activities
 - a. Time is to be used on school/learning activities.
 - b. Students who do not have any other homework should use the time to read.
 - c. No Sleeping
7. Students may participate in supervised cleaning activities of the school grounds

Note: Violation of these rules may result in extension of in-school suspension time or other disciplinary measures.

Emergency Exclusion

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

Short-Term Suspension

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

1. Any of the conduct described in the subsections under "Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment" below irrespective of the location at which such misconduct
2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. After the principal has determined that a short-term suspension is necessary, but prior to commencement of the short-term suspension, the student and the Parent will be given oral and written notice of the charges against the student. They will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and an opportunity to present evidence of the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension (not to exceed an additional 48 hours), the Principal will send a written statement to the student and the student's Parent, describing: the student's conduct, misconduct, or violation of the rule or standard; the reasons for the action taken; the actions made by the school to try to discontinue or alleviate the behavior of the student prior to considering suspension; resources the school is able to provide or recommend to assist the student; and how the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school.
4. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
5. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations. Any makeup work must be completed and turned in within 2 school days after completion of the suspension. This makeup guideline shall be provided to the student and a Parent at the time of suspension.

Weapons. No student may possess, handle, or transmit any weapon while on school grounds, in a school vehicle, or at any school activity or event off school grounds except as permitted by this policy. **Definition of Weapon.** The term “weapon” means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

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

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

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

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

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

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

Long-Term Suspension

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

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be

readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

Section 3: Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (see also board policy on weapons and firearms);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process.
 - c. Violating school bus rules as set by the school district or district staff;

- d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
- e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
- f. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
- h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of “hazing” as defined below. Initiations are prohibited except by permission of the superintendent;
- i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;
- j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- k. Violation of the district’s computer acceptable computer use policy are subject to discipline, up to and including expulsion;
- l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or “look-a-like” weapon;
- m. Using any object to simulate possession of a weapon;
- n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
- o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

Reporting Requirement to Law Enforcement

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

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

3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes.

Section 4: Due Process Afforded to Students Facing Long-term Suspension or Expulsion

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

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. Resources the school is able to provide or recommend to assist the student;
 - d. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school;
 - e. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that 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 pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
 - f. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - g. A statement that the principal, legal counsel for the school, the student, the student's Parent, or the student's representative has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - h. A form on which the student, the student's Parent may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parent(s), guardian(s) or representative(s) from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such a request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.

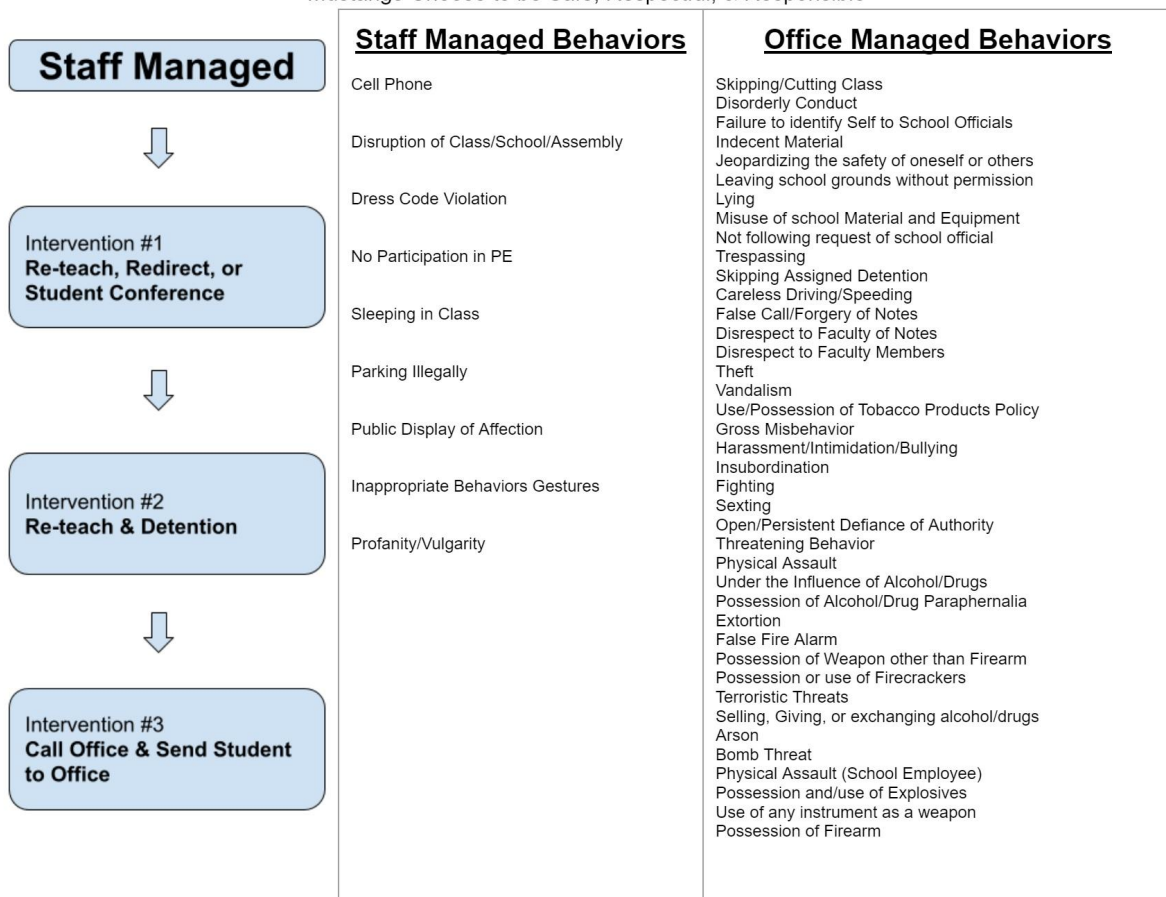
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.
8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294).

Section 5: Positive Behavior Interventions and Supports Flowchart

Meridian Behavior Flowchart (Secondary)

Mustangs Choose to be Safe, Respectful, & Responsible



Section 6: Positive Behavior Interventions and Supports Expectations

“The Mustang Way”



Meridian High School

Area/Rule	Be Safe	Be Respectful	Be Responsible
Classroom	Be Positive Keep hands and feet to self Use school property appropriately	Ask permission Respect others	Be prompt and prepared Appropriate use of electronics
Hallway	Keep hands and feet to self Keep hallway clear and clean	Use appropriate language and volume Respect others' property Respect school property	Have a pass
Parking Lot	Leave immediately after school and activities Drive slowly and safely	Park appropriately in assigned area	Pick up your trash
Locker Room	Keep hands and feet to self Use locker rooms at designated times	Respect others' property Respect school property Use appropriate language	Keep area clean Use locker and lock
Bathroom	Choose healthy/safe behaviors	Use bathroom promptly Use facilities properly	Clean up after yourself
Commons	Sit on chairs	Use appropriate language and volume Be kind, polite, and respectful	Clean up after yourself
Bus/Van	Keep hands and feet to self Stay seated	Be prompt and prepared Use appropriate language and volume	Keep food stowed away Clean up after yourself
Gym	Be in gym only if supervised Play safely Use equipment appropriately Keep hands and feet to self	Respect school property	Clean up after yourself
Assembly	Use designed bleacher stairs	Put away cell phones Be quiet and pay attention Keep comments/questions appropriate	Clean up after yourself

Section 7: Discipline Matrix

1. The Meridian Secondary Discipline Matrix was developed to guide responses to student behaviors.
2. The Matrix is not comprehensive in nature:
 - a. Not all behaviors resulting in consequences are listed here.
 - b. Consequences indicated in the matrix are a guide. Listed are the suggested consequences- they may vary depending on the circumstances surrounding each incident. (ex. intent, staff involvement, substitute teacher involvement, previous incidents, etc.)
 - c. Not all potential consequences are listed.
3. Final decision regarding recommended consequences rests with the administration.

Discipline Matrix Consequence Key					
A	Staff Addressed	E	1-5 Day(s) Out-of-School Suspension	H	Recommend Expulsion
B	Detention, office served	F	5-10 Days Out-of-School Suspension	I	Notify Law Enforcement
C	Detentions, office served	G	10 Days Out-of-School Suspension	J	Alcohol/Substance Abuse Policy
D	1-5 Days In-School Suspension				

		Number of Events & Recommended Responses:				
Behavior	Definition	1	2	3	4	5
LEVEL 1						
Cell Phone/Electronic Device	Possession or use of cell phones, Apple Watches/Smart Watches/Fitbits, or other personal electronic devices including tablets and gaming devices during school hours in violation of school cell phone policy.	<i>See Cell Phone/Electronic Device Policy</i>				
Disruption of class/school/assembly	Yelling and/or running in the halls, persistent talking in class, horseplay, throwing things, or using computers/electronic devices to cause a disruption	A	B	C	D	D
Dress Code Violation	Failure to comply with school "Dress Code" policies. This includes wearing attire that causes a material and substantial disruption, contains sexual innuendo, or logos/advertisements involving alcohol, drugs or tobacco. or is vulgar or suggestive.	<i>Administrator Discretion (A-D)</i>				
Loitering/Hallway Pass Violation	Being in a school area without teacher approval and/or supervision.	A	B	C	D	D
Media Center Policy Violation	Failure to comply with school media center policy. This includes failure to return books by the due date, damaged books, and failure to properly use the media center facility and keep it in proper order. May result in loss or limiting of privilege.	A	B	C	D	D
Non-Compliance	Failure to comply with staff instructions-- behavior does not substantially disrupt learning of others, is non-threatening, and is not dangerous.	A	B	C	D	D
Not Dressing out in PE/Participation in PE	Failure to follow class expectations for dressing out or participation in PE class.	A	B	C	D	D
Nuisance items	Possession of items that are sufficiently annoying, offensive, unpleasant, obnoxious or dangerous that they substantially interfere with or disrupt the learning environment. Item will be taken by staff and returned to student or parents.	A	B	C	D	D

Profanity/Vulgarity (Language, Gestures, Drawings, Symbols)	Using inappropriate words or topics of conversation including use of disparaging, demeaning language, or symbolic actions of any kind that is unacceptable to school/community standards including, but not limited to, gestures, drawings, symbols, or language.	A	B	C	D	D
Public Display of Affection	Affection-The showing of affection that is not appropriate in the school setting (such as kissing or embracing).	A	B	C	D	D
Sleeping/Distracted	Sleeping during class or failure to properly pay attention during class	A	B	C	D	D
Other	Behaving in a manner that is consistent with Level 1 behaviors, but not directly defined by another level 1 behavior.	A	B	C	D	D
LEVEL 2						
Bus Misconduct	Failure to follow "School Bus Guidelines"	<i>See "School Bus Guidelines"</i>				
Defiance I	Repeated failure to comply or cooperate with directions from staff or administration. Defiance causes a disruption to class or school environment.	C	D	E	F	G
Disorderly Conduct	Recklessness that creates an unjustifiable risk of harm to others and a conscious (and sometimes deliberate) disregard for or indifference to that risk. Physical misconduct that causes injury to another person. The conduct is not intentional but the injury was caused by negligence or potential misconduct by the student.	C/ D	D/E	E	F	G
Disrespect to Faculty/Staff (Verbal/Written) I	Language or behavior that is disrespectful to a staff member but is not threatening.	C	D	D	D	E
Disrespect to Faculty/Staff (Verbal/Written) II	Disrespectful language toward faculty member that uses profanity or implied threats	C/ D	D/E	E	F	G
Disruptive Verbal Conflict	Disrupting the school environment by engaging in a loud argument that may include disparaging comments or discussion of potential physical conflict.	C	C/ D	D/E	D/E	E/F
Failure to Attend Assigned Detention	Failure to attend a detention assigned by a teacher or staff member.	C	C	D	D	E
Fighting	Mutual attempt to physically harm another person through mutual combative physical contact.	D	E	F	G/ H	H
Indecent Material	The possessing, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise. Device or materials will be taken by staff	C	C/ D	D	D/E	E
Jeopardizing the Safety of Oneself, Others, and/or the School	Tampering with school entrances/exits for the purpose of entry later by self or peers, student loitering during non-school hours, skateboarding, longboarding, rollerblading, letting people into the building, littering, multiple students in the same restroom stall at one time, unsupervised activities during the school day, or any other activity deemed by administration to threaten building safety and security.	C	C	D	D	E
Leaving Class Without Permission	Leaving class without a pass from the office or another teacher. Student has not been excused.	C	C/ D	D	D	D
Leaving School Grounds Without Permission	Leaving the school grounds during school hours without being excused by the office or proper permission.	C/ D	D	D	D	D

Lying	Knowingly making a false or misleading statement or providing false or misleading information to school officials. This includes false calls or forgery of notes.	C	C	D	D/E	E
Misuse of School Equipment	Misusing school materials-- short of major destruction, e.g. writing on or marking desks, books, lockers, etc., using shop materials, home etc. food products, etc., misuse of computer accounts or materials. May result in loss or limiting of privilege. Student may be responsible for cost of damages.	C	C/D	D	D/E	E
Nuisance Item (Dangerous)	Any item in a student's possession that is sufficiently annoying, offensive, unpleasant, obnoxious that it substantially interferes with or disrupts the learning environment and presents a danger or potential danger to the school environment. This may include items such as matches, lighters, pepper spray, etc. Item/Materials will be taken by staff	C/D	D	D	D	E
Physical Contact	Any unwanted physical contact between students that does not cause injury or danger, but results in a needed intervention. (Or that causes a disruptive or dangerous environment) Including, but not limited to: Pushing, Shoving, Chasing, Touching, Throwing, or Related Non-Injurious Behaviors.	B/C	C	D	D	E
Skippping Class	Failure to report to class. Student has not been excused by another teacher.	B	C	D	D	D
Tardy	Unexcused late arrival to class	<i>See School Attendance/Tardy Policy</i>				
Theft I	The act of acquiring and/or being in possession of the property of another, without consent, at a value greater than \$20.00 but less than \$100.00. May include repayment/replacement	D/I	E/I	E/I	F/I	G/I
Threat I	Using an expression (verbal or non-verbal) or an implied or veiled threat with the intent of threatening, frightening, or coercing another and the recipient feels threatened, frightened, or coerced.	D	D	E	F	G
Trespassing	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 therefrom by members of the school staff, refusing or neglecting to depart from.	C	D	D/E	E/F	F/G
Unauthorized Recording I	Utilizing any device to video/audio record or photograph anyone without the permission of that person while on school grounds, at a school activity, or in a school vehicle, other than recording of persons participating in school activities that are open to the public, or using authorized video/audio/photos in an inappropriate manner. Device or materials will be taken by staff.	C	D	D/E	E	E/F
Vandalism/Property Damage I	Destruction of school property or property belonging to another at a value greater than \$20.00 but less than \$100.00. May include repair/replacement	D/I	E/I	E/I	F/I	G/I
Vehicles/Parking Violation I	Failure to follow "Vehicles and Parking" expectations including: parking in designated areas, at proper angles.	B	B/C	C	D	D
Vehicles/Parking Violation II	Speeding, spinning tires, or driving recklessly on school grounds.	C/D	C/D	D	D/E	E
Other	Behaving in a manner that is consistent with Level 2 behaviors, but not directly defined by another level 2 behavior.	B/C/D	C/D	D/E	D/E	D/E/F

LEVEL 3						
Bullying / Intimidation	Repeated offensive or hostile acts that include hurtful, demeaning, or disparaging acts, words, symbolic representations, or behavior used by a student(s) against another student(s) or staff member(s) that is disruptive of the educational process, including any activity on the internet. This includes, but is not limited to, verbal, physical, visual, or graphic actions such as name-calling, taunting, mocking, slandering, humiliating, defaming, teasing, pestering; and making derogatory remarks, demeaning jokes, disparaging drawings or notes, or any actions using force or coercion.	D/E	E/F	F/G	G/H	H
Defiance II	Refusal to follow repeated instructions from school administration/official. Behavior causes substantial disruption and/or is a risk to the safety/wellbeing of the student or others.	D	D/E	E/F	F/G	G/H
Drugs/Alcohol I	The use, possession, or being under the influence of alcohol or illegal drugs. This includes the possession of drug paraphernalia. Item/Materials will be taken by staff	J/I	J/I	H/I		
Extortion	The direct attempt to extract money, goods or favors from another individual through coercion, force or threats.	F/I	G/I	H/I		
False Alarm/Tampering with Fire Equipment	Raising or creating any false alarm of fire in and to any building, or part of any building, structure or property of the school district by any means or manner whatsoever. This includes tampering with fire safety equipment including smoke detectors or fire extinguishers in the absence of a fire emergency.	F/I	G/I	H/I		
Harassment	Any physical, verbal, graphic, electronic, or written material or behavior, which may be related, but not limited to a person's disability, gender, race, color, national origin, gender identity, sexual orientation, age, religion, or marital status which has the effect of creating an intimidating, hostile, or offensive school environment. Repeated or of an egregious nature.	D/E	E/F	F/G	G/H	H
Indecent Behavior	Any act of a sexual nature that is deemed unacceptable in a school setting. Any act consistent with Nebraska State Statute 28-806 defining Public Indecency.	E/F/I	F/G/I	G/H/I	H/I	
Physical Assault	Physical attack of one student on another that is not mutual and results in substantial physical harm of one student to another-- a planned attack or one which was orchestrated by the student.	E/I	F/I	F/I	G/I	H/I
Sexting	The possessing, taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs that causes a substantial disruption to the learning environment and/or were captured at school or were dispersed to other students in the school environment.	E/I	F/I	F/I	G/I	H/I
Sexual Contact	The intentional touching of another person's sexual or intimate parts or the intentional touching of another person's clothing covering the immediate area of the other person's sexual or intimate parts, without the consent of the other person. Sexual contact also includes the non-consensual touching by the other person of the actor's sexual or intimate parts or the clothing covering the immediate area of the actor's sexual or intimate parts when such touching is intentionally caused by the actor. The sexual contact must be such that it can be reasonably construed as being for the purpose of sexual arousal or gratification of either party. Neb. Rev. Stat. §§28-318 and 320.	E-G/I	F-H/I	H/I		

Sexual Harassment	Unwanted or unwelcome activity of a sexual nature which materially interferes with or substantially disrupts the educational process. This may include, but is not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, written messages, notes, cartoons or graffiti of a sexual nature, and unwanted body contact.	D- G/I	E- H/I	G/ H/I	H/I	
Theft II	The act of acquiring and/or being in possession of the property of another, without consent, at a value greater than \$100.00.	E/I	F/I	F/I	G/I	G/ H/I
Threat II	Threatening to kill or injure another person or threatening to damage property with potential for personal injury, without possessing a weapon or other object that could kill or injure the threatened or intimidated person, and the student describes how it will be done.	D/E	E	F	G	G/ H
Tobacco (Use/Possession)	Student is found to be in use or possession of tobacco or a product that may be used to distribute tobacco or the chemical nicotine while on school grounds, at a school activity, or in a school vehicle	E/I	E/I	F/I	G/I	G/ H/I
Unauthorized Recording II	Utilizing any device to video/audio record or photograph anyone in the restrooms, locker rooms or other private spaces while on school grounds, at a school activity.	D	E	F	G	G/ H
Vandalism/Property Damage II	Destruction of school property or property belonging to another at a value of more than \$100.00.	E/I	F/I	F/I	G/I	H/I
Other	Behaving in a manner that is consistent with Level 3 behaviors, but not directly defined by another level 3 behavior.	D/E	E/F	F/G	G/ H	G/ H
LEVEL 4						
Arson	The burning of or setting fire to, or attempt to burn or set fire to any buildings, or part of any building, structure, or property of the school district.	H/I				
Drugs/Alcohol II	The selling, giving, or exchanging of alcohol or illegal drugs. Including drug paraphernalia.	H/I				
Firearm	Knowing and intentional possession, use or transmission of a firearm as defined in 18 U.S. Code 921 as well as unintentionally possessing weapon in student vehicles.	H/I				
Possession/Use of Explosives	Possession or use of any article containing an explosive or combustible substance -including fireworks	H/I				
Physical Assault of School Employee	The act of initiating a violent physical attack against a school employee	G/ H/I	H/I			
Sexual Assault	Any sexual assault or attempt to sexually assault any person. Sexual assault shall mean sexual assault in the first or second degree as defined in Neb. Rev. Stat. §§28-319 and 320 or sexual assault of a child in the first, second or third degree as defined in Neb. Rev. Stat. §§28-319.01 and 320.01. Neb. Rev. Stat. §79-267(9).	H/I				
Threat III	Threatening with an object which looks like a weapon or an object that could be used to injure someone.	G/ H/I	H/I			
Threat to School	Causing a substantial disruption to the school environment and/or placing students at risk by a threat of violence at school or towards the school in general or specific students and groups of people that threaten the safety of the building. This could include making a false report, or activating an alarm, bomb	G/ H/I	H/I			

	threats, threats to bring weapons, threats to shoot others, death threats, kill lists and other such threats.					
Weapon Possession (Other than Firearm)	Possessing any object or material that is ordinarily and/or generally considered to be a weapon that could be used to injure a person. (The weapon is not being held or used by the student and is not threatening but is in the student's possession.)	G/I	H/I			
Weapon Use (Other than Firearm)	Possessing, handling, transmitting, using, intimidating with, or threatening with any object or material that is ordinarily and/or generally considered a destructive device, or weapon, including, but not limited to knives, throwing stars, brass knuckles, chemical substances (including but not limited to mace, pepper guns, and bleach) and any other object that could be used to injure a person.	H/I				
Other	Behaving in a manner that is consistent with Level 4 behaviors, but not directly defined by another level 4 behavior.	G/ H/I	H/I			

Article 5: Academic Information

Section 1: Academic Letter

Students in grades 9-12 may earn an Academic Letter each year.

The requirements for the letter are:

1. The student must earn at least a **93% grade average** for the following lengths of time:
 - Ninth Grade 3 Quarters
 - Tenth Grade 3 Semesters
 - Eleventh Grade 4 Semesters
 - Twelfth Grade 6 Semesters
2. At least one of the semesters listed in the semester requirements for grades 9-12 must be during the current school year.
3. In order for a quarter or semester to be counted towards the requirements listed above, the student must take at least four academic core classes. Those classes considered core classes for this rule are:

<u>-ENGLISH-</u>	<u>-MATHEMATICS-</u>	<u>-SCIENCE-</u>
English 9	Algebra I	Physical Science
English 10	Algebra II	Biology
English 11	Geometry	Chemistry
English 12	Trigonometry	Physics
English Composition I & II	Calculus	Physiology
College Lit		Practical Science
<u>-SOCIAL STUDIES-</u>	<u>-TECHNOLOGY-</u>	<u>-FOREIGN LANGUAGE-</u>
World Geography	Info Tech Apps I	Spanish I
World History	Digital Media	Spanish II
American History	Info Tech Apps II	Spanish III
American Government		Spanish IV
4. A distance learning class from another high school or from a college can be approved to substitute for or count as a "core course" requirement. The administration and counselor will give the approval.

The administration and the counselor will decide if new courses will be added to the list of core courses and elective curriculum. If a student transfers to Meridian, the student will be eligible for an Academic Letter after he/she attends Meridian for two complete semesters.

Section 2: Class Membership

All credit hours will be based on the formula established by the Nebraska Department of Education.

Freshmen	0-55 hours
Sophomores	55-110 hours
Juniors	110-165 hours
Seniors	165-220 plus hours

Section 3: College Credit Classes

College credit classes can be taken for dual credit if the college course instructor has a valid Nebraska teaching certificate. Any deviation from this will be at the discretion of and approval by the administration. Grading will be determined in coordination with the course provider. A student is allowed to drop a college class during the college time frame for dropping classes and will reimburse the school for the amount of the class if it is a Career Academy class. The student will receive the college grade given at the time of dropping the class on their high school transcript.

Section 4: Early Graduation

School Board Policy No. 5206

Meridian Public Schools supports the concept of early completion as a means of accelerating students toward the achievement of lifetime plans. The following guidelines have been established for students to be eligible for early completion. The failure to meet any of the criteria or time lines listed in the policy may cause the student to become ineligible for early completion.

- 1) A student will be allowed to transfer in a maximum of twenty (20) hours from educational courses taken outside the Meridian Public School District. These courses must have prior approval by the high school principal in order to be used to meet the graduation requirements of the Meridian Public Schools. Students transferring into Meridian Public Schools may transfer in hours that are listed on their official Transcript.
- 2) A student will be able to use only five (5) hours of transfer credit in any one subject matter area.
- 3) Students must meet all completion requirements established by the Board of Education in order to be eligible for completion as well as the credit hour requirements in each specific subject matter area.

- 4) Application for early completion must be requested, in writing, to the high school principal by February 1 of the applicant's Junior year of high school. The application must be accompanied by a written plan of action stating the reasons why the student is requesting early completion. The application must contain the signatures of the applicant's parents/parent/guardian to verify parental approval of early completion.
- 5) Along with the application, the applicant must submit three (3) letters of recommendation supporting the student's request for early completion. These three (3) letters of recommendation must contain one (1) letter from the high school guidance counselor, along with two (2) letters from other secondary staff members.
- 6) The Board of Education will make the final decision in regards to an applicant's early completion at the April board meeting of the applicant's Junior year. The applicant and his or her parents/guardian must be present at this meeting in order for the board to take action.
- 7) Once given approval, the applicant will have until March 10 of the applicant's Senior year to notify the high school principal of the applicant's decision in regards to participating in the regularly scheduled graduation ceremony. The applicant must also attend one (1) Commencement practice in order to participate in the Commencement ceremony. No early graduation ceremonies will be provided for a student who opts for the early completion route.
- 8) A student who decided to opt for early completion is not eligible to participate in school sponsored activities following the last day the student attends classes. The effective date for participation will end with the last day that the student is enrolled in classes. The only school activity that the applicant is eligible for will be the regularly scheduled graduation ceremony.
- 9) This policy shall be evaluated annually by the high school principal and appropriate revisions shall be recommended to the Board for its consideration.

Section 5: Fail List and Eligibility of Participation in School Activities

The Pass/Fail Eligibility list will be run every Tuesday at 11:00 a.m. Beginning the 3rd week of each quarter, if and when a student is failing two or more classes (below 70%), he/she will immediately become ineligible to participate in extracurricular activities. The list will be determined using the current quarter grade. The student will remain ineligible during the complete week (Wednesday THROUGH Tuesday). The student will continue to practice while being ineligible. If and when a student has any two or more classes failing for three (3) consecutive weeks, the principal will determine if the student should be assigned to Saturday School until the excessive failures are again passing.

In order to participate in extracurricular activities, students must be enrolled in at least 20 semester hours per week, with exceptions for homeschool students who are part-time enrolled. In addition, students must have received 20 semester hours of credit for the IMMEDIATE PRECEDING SEMESTER. This is an NSAA (Nebraska State Activities Association) guideline.

Section 6: Grading System

Students will receive numeric grades for all classes. The conversion of a number grade to a letter grade and 4.0 scale will be as follows:

93-100	A	4.0	75-76	D+	1.7
91-92	B+	3.7	72-74	D	1.3
87-90	B	3.3	70-71	D-	1.0
85-86	B-	3.0	0-69	F	0
83-84	C+	2.7	Incomplete	I	0
79-82	C	2.3	Satisfactory	S	0
77-78	C-	2.0	Unsatisfactory	U	0
			Pass	P	0

The above grading scales may be deviated from for students in Special Education, or with other identified special needs.

All teachers may include additional information to the parents, which will better explain the student's progress.

Section 7: Graduation and Course Requirements

School Board Policy No. 5205 / 6005

To participate in commencement exercises or receive a Meridian Public Schools diploma a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions. Students who graduate from Meridian Public Schools must accumulate 220 hours. The total graduation requirements must include the following core curriculum:

English	40	Semester Hours
Science	30	Semester Hours
Math	30	Semester Hours
Social Studies	40	Semester Hours
(American Government is required)		
Physical Education	10	Semester Hours
Fine Arts (Music, Art, Curricular Speech)	20	Semester Hours
Intro to Computer Science & Technology	05	Semester Hours
Personal Finance	05	Semester Hours
Vocational Education or Foreign Language	10	Semester Hours
Electives	30	Semester Hours

All credit hours will be based on the formula set by the Nebraska Department of Education.

State Law requires that all students must complete the Free Application for Federal Student Aid (FAFSA) prior to graduation.

The date and time for graduation shall be set by the board, considering recommendation of the administration. Effort will be made to take-into-account the desires of the senior class in setting the graduation exercises, but the final decision is and will be made by the board.

Section 8: Honor Roll

High level of achievement is desired and encouraged by Meridian High School. The receiving of high grades in school does not guarantee one's success in life upon the completion of formal schooling, but it is safe to assume that its effects will be favorable. Only academic subjects are to be included in the averages.

Students must have a 93% average for the Honor Roll and a 90% average for Honorable Mention. It is possible to receive a 70% in one subject and still make the Honor Roll. The Honor Roll Award will be presented to any student in grade 7-12 who is on the Honor Roll the first three school quarters.

Class rank will be determined on the basis of the overall numerical percentage average at the end of each semester.

Section 9: Incompletes and Conditionals

Incompletes will be given when a pupil's work for that term is not complete. An incomplete must be removed by the following nine-week period to avoid it becoming a failing grade. No incompletes will be granted at the end of each grading period except those caused by excused absences.

A conditional will be given in lieu of an "F" at the end of the first semester of a two *semester* (continuation) course if the teacher believes the pupil can and will master the first semester's work sufficiently during the second semester so as to warrant the granting of credit for the first semester. Until such a time as a conditional is removed, it shall have all the force and effect of a failure. This is for eligibility for contests and athletics. It is the responsibility of the student to see that the incomplete and conditions are removed. Teachers are not required to remind the student to make up this work.

Section 10: Junior High Failures/Retention

A junior high student who fails half the core courses (English, math, science, social studies) each semester may be required to attend and pass approved summer school courses, *OR* take, complete, and pass district approved Subject Learning Packet (s). This extra Learning Packet course is done in the summer, and some of the cost for the packets will be the responsibility of the student/ parents. Failure to pass the district approved Learning Packets will result in grade retention for the next school term. The counselor and the principal will determine such grade retention. When a junior high student (grades 7 & 8) fails 3 or more of the four main core courses (English, math, science, social studies) in both semesters, the student will be required to repeat the grade level the next school term.

Section 11: Nebraska State Standards and Assessment

The Meridian Public School has adopted the State Standards promulgated by the Nebraska State Board of Education. Local standards and assessments have been developed at each grade level and in each subject area required. The school district will use a basic testing and assessment program to evaluate the outcome of the educational program and to provide information needed in working with individuals.

Assessments may include but are not limited to the following: Measures of Academic Progress (MAP) assessments are administered in grades K-11. The Nebraska State Assessment (NSCAS) is administered in grades 3-8. The ACT is administered to 11th grade students. Statewide assessment results will be shared with the students and parents/guardians.

Section 13: Report Cards and Progress Reports

Report cards will be distributed every nine weeks. Reports of unsatisfactory progress will be sent home as soon as a student shows that he/she is earning a possible failing grade. Occasionally, a student doing work that is barely passing in the classroom may receive a failing grade on the report card if the period test is far below passing. Parents may not receive a report previous to the report card if that is the case. Students failing will be notified personally by his/her teacher in whose class he/she is failing.

Section 14: Withdrawal or Transfers

Students who are moving from the district must notify the school office. All books, computers, and equipment must be turned in and accounted for. Each teacher must sign a withdrawal slip before the student can withdraw or transfer from school.

Article 6: Food Service and Wellness

Section 1: Food Service Program

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

Breakfast

The school will serve breakfast daily from 7:40 a.m. until 8:00 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. Breakfast for PK-6 is \$1.75. Breakfast for 7-12 is \$2.00 and breakfast for adults is \$3.75.

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for PK-6 is \$3.15. Lunch for 7-12 lunch is \$3.25 for students and \$5.50 for adults.

Additional Milk \$0.50

Reduced Prices: Breakfast is \$0.30 (PK-12); Lunch is \$0.40 (PK-12)

Payment for Meals

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

If a student has no funds available to pay for a meal, the student will be provided and charged for up to ten limited "courtesy meals," such as a plain sandwich. Thereafter, if a student has no funds available to pay for a meal, the school holds the rights that no food will be provided.

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

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

Collection of Delinquent Meal Charge Debt

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

Notice of Non-discrimination

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

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

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

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

Section 2: School Wellness Policy

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

1. Goals for Nutrition Promotion and Education
 - a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.
2. Goals for Physical Activity
 - a. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.
3. Goals for Other School-Based Activities Designed to Promote Student Wellness
 - a. The district will use evidence-based strategies to develop, structure, and support student wellness.
4. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day
 - a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:
 - i. USDA National School Lunch and School Breakfast nutrition standards
 - ii. USDA Smart Snacks in School nutrition standards.
 - b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.
5. Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day
 - a. The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The district discourages the use of food and beverages as a reward or incentive for performance or behavior.
6. Food and Beverage Marketing
 - a. Marketing and advertising is only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards, except as follows:
 - i. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.
 - ii. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.
 - iii. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a scoreboard with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards
7. Public Participation
 - a. Parents, students, representatives of the school food authority, teachers, school health professionals, board members, school administrators, and members of the general public shall be allowed to provide their input to the school district during the wellness policy adoption and review process.
8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, Fundraisers or in Competition with the National School Lunch and Breakfast Programs)
 - a. Except as otherwise allowed by the Nebraska Department of Education (NDE), all foods and beverages sold during the school day as part of a fundraiser or for any other purpose in competition with the National School Lunch and Breakfast Programs must meet the nutrition standards of those programs.
 - b. Fundraiser food or beverages are NOT exempt from the USDA Smart Snacks in School nutrition standards. Therefore, if food is sold as a fundraiser:
 - i. It shall not be sold in competition with school meals in the food service area during the meal service.

- ii. It shall not be sold or otherwise made available to students anywhere on school premises during the period beginning one half hour prior to the serving period for breakfast and/or lunch and lasting until one half hour after the serving of breakfast and/or lunch.
 - iii. The sale of food items during the school day shall meet the USDA Smart Snacks in School nutrition requirements
 - iv. This restriction does not apply to food sold during non-school hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)
- 9. Triennial Assessment
 - a. The school board shall assess and review this policy at least every three years to determine:
 - i. Compliance with this policy;
 - ii. How this policy compares to NDE model wellness policies;
 - iii. Progress made in attaining the goals of this policy.
 - b. The school board will update or modify this policy as appropriate.
- 10. Public Notice
 - a. In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of this policy at least annually to the public and other stakeholders identified in this policy by one or more of the following methods: on its webpage, in its newsletter, in the student and employee handbooks, newspaper advertisements, direct mailings, electronic mail, and public postings.
 - b. In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of the Triennial Assessment and progress reports towards meeting the goals in this policy using one or more of those same methods.
- 11. Recordkeeping
 - a. The District will retain records to document compliance with the requirements of the wellness policy at its central office.
- 12. Operational Responsibility
 - a. The superintendent is responsible for coordinating the implementation of this policy and for monitoring the district's progress in meeting the goals established by this policy. The superintendent will periodically report to the board on the district's progress in implementing this policy.
 - b. * These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated June 2020 to Reflect the USDA Final Rule) found at <https://api.healthiergeneration.org/resource/2>.

Article 7: Student Fee Authorization Act

Section 1: District Policy 5045

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

A. Definitions.

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

B. Listing of Fees Charged by this District.

1. Guidelines for Clothing Required for Specified Courses and Activities.

Students are responsible for complying with the district’s grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

2. Safety Equipment and Attire.

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. Personal or Consumable Items.

The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. Materials Required for Course Projects.

The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

5. Technological Devices

The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district’s curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to purchase insurance coverage for the devices. The annual enrollment fee will be \$50.00 with a deductible of up to \$500.00 depending on the value of the device.

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

6. Extracurricular Activities.

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- Student Activity Card: \$35
 - Covers admission to all extracurricular events
- Student Participation Fee: \$0
 - Required of all students who participate in athletics and/or other extracurricular activities
- Future Business Leaders of America: \$50
- National Honor Society: \$50
- Cheerleading, Drill Team, Flag Corps: \$500
 - 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
- Football: \$0
 - Students must provide their own football shoes, undergarments, and mouthguards
- Basketball, Track, Volleyball, and Wrestling: \$0
 - Students must provide their own shoes and undergarments
- Future Farmers of America: \$50
 - Students must purchase their own jackets and pay dues
- Spanish Club: \$50

7. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who choose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

8. Transportation Costs.

The district will charge students reasonable fees for 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 \$300.

9. Copies of Student Files or Records.

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

The district will charge a fee of \$10 per page for reproduction of student records.

10. Participation in Before-and-After-School or Pre-Kindergarten Services.

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

The maximum dollar amount charged by the district for these services shall be \$100.

11. Participation in Summer School or Night School.

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

The maximum dollar amount charged by the district for summer and night school shall be \$100.

12. Charges for Food Consumed by Students.

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

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

- Breakfast Program – Grades PK-6
 - Regular Price \$1.75
 - Reduced Price \$0.30
- Breakfast Program – Grades 7-12
 - Regular Price \$2.00
 - Reduced Price \$0.30
- Lunch Program – Grades PK-6
 - Regular Price \$3.15
 - Reduced Price \$0.40
- Lunch Program – Grades 7-12
 - Regular Price \$3.25
 - Reduced Price \$0.40

13. Charges for Musical Extracurricular Activities.

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. The following list details the maximum dollar amount of all musical extracurricular activities fees and the equipment or attire required for participation in musical extracurricular activities:

- Band: \$ 0
 - a. Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers
- Swing Choir: \$ 0
 - a. Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$250

14. Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$30.

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

D. Distribution of Policy.

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

E. Voluntary Contributions to Defray Costs.

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

F. Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

G. Student Fee Fund.

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

Article 8: Parent Involvement in Education Practices

Section 1: District Policy 5018

For purposes of this policy, “parent” includes a parent, guardian, or educational decisionmaker (a person designated or ordered by a court to make educational decisions on behalf of a student).

The school district recognizes the importance of parental involvement in the education of their children. To the extent practicable, the school district will make a reasonable effort to make any learning materials, including original materials, available for inspection by a parent upon request.

The school district will take the following steps to ensure that the rights of parents to participate in the education of their children are preserved.

1. Parents will be provided access to textbooks, tests, activities information; digital materials; websites or applications used for learning; training materials for teachers, administrators, and staff; procedures for the review and approval of training materials, learning materials, and activities; and other curriculum materials (“curricular materials”) as follows:
 - a. A parental request to review specific curricular materials (written, visual, or audio) should be made to the principal of the building where the curricular materials are used.
 - b. The building principal will assess the request and determine the allowable volume and time frame of the review to prevent disruption to the efficient operations of the district.
 - c. The purpose of this provision is to allow reasonable access to the extent practicable. Individuals who make requests (a) for the purpose of adding staff burden; (b) at an unreasonable frequency or volume; or (c) for purposes inconsistent with the efficient operations of the district may be denied access to materials.
 - d. A parental request to review specific standardized and criterion- referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Parents will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
 - a. Parents are invited to make appointments with the building principal to visit classes, assemblies, and other instructional activities. The principal shall give permission after determining that parental observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.
 - b. Parents may contact the building principal to request permission to attend counseling sessions in which their child is involved.
3. Parents may request that their children be excused from testing (except as provided below), classroom instruction, learning materials, activities, guest speaker events, and other school experiences (“school events”) that parents find objectionable.
 - a. Parents must submit this request in writing to the building principal for consideration.
 - b. Building principals may excuse a student from any school events at the parent's written request if, in the principal's professional judgment, excusal from the activity would not result in diminution of the student's educational experience.
 - c. When the building principal determines it appropriate, alternative experiences may be provided for the student by the school.
4. Parents will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
5. Parents will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.

6. Parents will be informed of the circumstances under which they may opt-out of state and federal assessments.
 - a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.
 - b. State Assessments
State and federal law simultaneously require students to take state assessments, with few exceptions, but also permit parents to request to opt their students out of these assessments. Approval of opt out requests is contrary to the mandatory testing laws, so the District cannot “approve” the request. Parents who do not present their child for testing will result in the child receiving the lowest score possible on the assessment.
 - c. National Assessment of Educational Progress
As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

The District shall provide parents of eligible students with reasonable notice prior to the exam being administered. Parents wishing to opt their students out of the NSCAS assessment must notify the district in writing at least three days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.
7. Parents will be notified of their right to remove their children from surveys prior to district participation in surveys.
 - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
 - b. Students’ participation in surveys is voluntary. Parents may restrict their child from participating in any survey.
 - c. If the school administers (1) a survey requesting that students provide sexual information, mental health information, medical information, information on health-risk behaviors, religious information, information of political affiliation, or any other information that the school board deems to be sensitive in nature or (2) a non-anonymous survey requesting students provide information relating to drug, vape, alcohol, or tobacco use, the school district shall, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers of students that are to receive such survey. The notice will be made through the school's electronic notification system or by physical mail to the address on file for the student. The notice will describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed.
 - d. Parents have the right to: (1) request that a copy of the survey be sent through the school's electronic notification system or physical mail to the address on file for the student, (2) review the survey in person at the school, and (3) exempt their child from participating in the survey.
 - e. Unless required by federal or state law or regulation, school personnel administering any survey shall not disclose personally identifiable information of a child.
 - f. No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.
 - g. The district will also comply with any survey requirements found in the district’s policy on Protection of Pupil Rights.
8. The district will make this policy accessible by a prominently displayed link on its public website. Any amended policy will be made accessible within a reasonable time of its amendment.

SCHOOL BUS GUIDELINES

Part 1: Expectations

1. Obey the bus driver!

2. Be waiting when the school bus arrives.

- Be at the school bus stop at least 5 minutes early. The driver will wait a maximum of two minutes.
- Wait quietly at the bus stop until the bus arrives.
- Don't be late! There are other children waiting at other bus stops to be picked up.
- Set a good example for the younger children and be willing to help them.
- Do not push or shove when getting on the bus.
- The driver may refuse to let large or potentially dangerous items on the bus.

3. Always use the handrails.

- Do not enter or leave the bus until the driver tells you to get on or off.
- Keep one hand free to grasp the railing.
- Leave a space between you and the child ahead of you.
- Do not push or shove at any time.

4. Take your seat promptly.

- The driver may assign permanent seating if necessary.
- Get in one seat and stay there.
- If the seat is vacant, slide over to the window so someone else can have a seat.
- Ask the bus driver where to put musical instruments or other large objects.
- Never act silly or show off on a school bus. Set a good example.

5. Keep aisle clear at all times.

- Never put arms, legs, or other objects in the aisle.
- Help the bus driver. Keep the bus clean.
- Pupils must not throw waste paper or other rubbish on the floor of the bus.
- No food, gum, or drinks are to be consumed while on the bus.
- No shooting or throwing of any kind of material within the bus or out the bus is allowed.
- The aisle must be kept clear for safety.
- Do not bring animals of any kind on the bus.

6. Stay seated until the bus stops.

- It is very dangerous to move around on a school bus when it is moving as there are a lot of hard steel materials in a bus. You could be thrown to the floor or slammed against the back of the seat if the bus stopped suddenly.
- Bring toys and balls in a paper sack. A ball could roll down the aisle and get caught under the brake pedal causing an accident.

7. Be quiet to avoid accidents.

- The only time you will be asked to be absolutely quiet is at a railroad crossing.
- The bus driver will stop; open the side window and the bus door. The bus driver will look both ways twice before crossing the track.
- Bus riders must be quiet because sometimes you can't see a train coming, but you can hear it.
- Outside of ordinary conversation, classroom conduct is to be observed by the students.
- Loud noise, loud talking or any other disturbance while on the bus will not be permitted. Any pupil who is guilty of unbecoming conduct, or using inappropriate language, of abusing or casting reflections upon the driver or upon other pupils, forfeits the right to ride on the bus.
- Electronic devices may be played with the use of headphones.

8. Keep your head and arms inside the bus at all times.

- It is against the law to have any portion of your body or any object on the outside of the bus.

9. Cross streets only when it is safe.

- Look both ways for cars and be sure all traffic has stopped.

- Always cross in front of the bus and walk about ten (10) steps out in front of the bus so that you can see the driver and the driver can see you. If the driver is unable to see you, accidents are likely to occur.

Pupils will be delivered at their established drop-off unless a change is requested in writing by an administrator or the parent. If the requested change will alter the bus routes, the district may refuse the request.

Part 2: Discipline

1. Assertive Discipline Bus Consequences in One Day

First Offense:

- Verbal Warning

Second Offense:

- The driver will stop the bus.
- The driver will write down the name of the student and report the name to the principal.
- The student will be suspended from riding for one or two days after the student's parents has been contacted.

Third Offense:

- The driver will stop the bus.
- The driver will put a check by the student's name and report him to the principal.
- The student will be suspended from riding the bus for a minimum of three school days after the student's parents have been contacted.

Fourth Offense:

- The driver will stop at the nearest safe location with a phone.
- The driver will designate a student to call the school and request help.
- The bus will stay at the location until a teacher or administrator can come and pick up the disruptive student.
- The student will be suspended from riding the bus for the remainder of the semester after the student's parents have been contacted.

2. School Disciplinary Action

In addition to bus suspensions, the administration will assign disciplinary action according to the school discipline policy.

3. Severe Problem

Anytime a student creates a severe disturbance or creates a disturbance for several days, the driver can react as if the student committed his/her fourth offense.

4. Vandalism

Any damage to the bus is to be reported at once to the driver. Any student cutting or marking on the seats, floor, side panels, or any other part of the bus will be required to pay the full cost of restoration as well as being barred from riding the bus.

Activity Handbook

Grades 7-12

Article 1: Guidelines

Section 1: Introduction

This section is prepared and distributed and/or made available online each year with the intention of providing a source for a clearer understanding of the rules and regulations which govern the participation of each individual student in the activity programs of the Meridian School. Each student is reminded that he/she is RESPONSIBLE for checking with the head coach of each specific sport or sponsor for any additional regulations, which may govern their participation in that activity.

"IGNORANCE OF THE RULES" will not be considered a valid defense for rule violations(s). As a participant, it is YOUR RESPONSIBILITY to know and follow all the rules governing your sport or activity. Participation does include sport practices before the open date for a scheduled contest.

The policies, rules, and regulations found in the Meridian Activity Guideline booklet will apply to the following school activities and/or organizations:

Volleyball	Football	Basketball	Wrestling	Track
Dance	One Act Play	Speech Team	Drama/Spring Play	NHS
Band/Chorus	Quiz Bowl Team	FBLA	Dances	FFA
Annual Yearbook	Enrichment	Student Council	Class Activities	Prom
Homecoming	Field Trips			

Section 2: Warning

The purpose of this WARNING is to bring to your attention the existence of potential dangers associated with participation in activities, especially athletic participation. Participation in any athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to the more serious injuries to bones, joints, ligaments, tendons, and muscles. Catastrophic injuries to the head and spinal cord, though rare, can happen and be so severe as to result in total disability, paralysis or death.

WE RECOMMEND THAT EACH FAMILY TAKE OUT AN INSURANCE POLICY FOR SPORT INJURIES OR MAKE SURE THEIR CURRENT FAMILY POLICY WILL COVER SPORT INJURIES. The school **DOES NOT** have insurance coverage for such injuries.

Even with the best coaching, the use of the best protective sport equipment, and strict observance of the rules, injuries are still a distinct possibility.

Section 3: Philosophy

Interscholastic activities shall be an integral part of the total school educational program that has as its purpose to provide educational experiences not otherwise provided in the curriculum, which will develop learning outcomes in the areas of knowledge, skills, and emotional patterns and will contribute to the development of better citizens. Emphasis shall be upon teaching "through" activities in addition to teaching the "skills" of activities.

A great activity tradition is not built overnight - it takes the hard work and dedication of many individuals over many years. As a member of an interscholastic team, the participant has certain responsibilities to uphold. They are as follows:

1. RESPONSIBILITIES TO YOURSELF

We would like to think of a participant as being someone special in that certain responsibilities are imposed on him/her. A participant is one who accepts these responsibilities and broadens him/herself and develops strength of character. Participants owe it to themselves to get the greatest possible good from their school experiences, their studies, and their participation in other co-curricular activities. You owe it to yourself to always do whatever you do in life to the best of your ability.

2. RESPONSIBILITY TO THE SCHOOL

By being a participant, you have the responsibility to your school to always do your best and always follow the guidelines set forth. By being a participant, you are representing your school and your community. You automatically assume a leadership role when you are on an activity squad. The student body and citizens of the Meridian School Community know you. You are on the stage with the spotlight on you. The student body, the community, and other communities judge our school on your conduct and attitude, both on and off the field of play. Because of this leadership

role, you can contribute to our school spirit and community image. Make your school proud of you and your community proud of your school by your performance and your devotion to high ideals. The younger students are watching you. They will imitate you in many ways. Do not let them down: GIVE THEM HIGH IDEALS TO COPY.

3. RESPONSIBILITIES OF THE COACHING STAFF

All coaches will follow the Nebraska Coach's Creed, which reads:

- ***I BELIEVE*** inter-school sports have an important place in the general education scheme and pledge myself to cooperate with others in the field of education and to administer them that their values shall never be questioned.
- ***I BELIEVE*** the other coaches of inter-school sports are earnest in their desire to keep the inter-school program high on the plan of citizenship training and I shall do all that I can do to further their efforts.
- ***I BELIEVE*** my own actions should be so regulated as to reflect credit to this profession. I SHALL abide by the rules of the game in letter and spirit.
- ***I BELIEVE*** in the exercise of all the patience, tolerance, and diplomacy at my command in my relations with all players, co-workers, game officials, and spectators.
- ***I BELIEVE*** proper administration of all sports offers effective laboratory methods for development of high ideals of sportsmanship, qualities of cooperation, courage, unselfishness and self-control, desires for clean, healthful living and respect for wise discipline and authority.
- ***I BELIEVE*** these admirable characteristics, properly instilled by me through teaching and demonstration, will have a long carry over and will aid each one connected with the sports to be a better citizen.
- ***I BELIEVE*** in and will support all reasonable moves to improve athletic participation by an increased number of participants.

Those of you who want to be a part of the great tradition established for you will have to accept the responsibilities which are set up for every member of all teams of interscholastic competition at Meridian Public School.

Section 4: Objectives

Any boy or girl is welcome to try out for any of the interscholastic teams available to them providing they meet the requirements established by the Nebraska School Activities Association, the coaches of the respective activities, the school administration, and the Meridian Board of Education.

Objectives are:

1. To provide natural outlets for students desiring to participate on teams in competition with other schools.
2. To assist in the development of higher levels of strength, endurance, vitality.
3. To teach good sportsmanship.
4. To further develop the health of each individual so he/she will be a contributing member of his/her society.
5. To develop ideals of self-sacrifice and denial.
6. To help develop skills that have carry-over value in terms of worthy use of leisure time.
7. To create an atmosphere of unity, to foster a school spirit growing out of the school's athletic endeavor; a spirit which will make the educational process more effective.

When participating in an activity the individual shall:

1. Consider all activity opponents as guests of Meridian Public School, and treat them with all the courtesy due friends and guests.
2. Accept the decision of the officials without question.
3. Never use abusive or irritating remarks.
4. Applaud good sportsmanship from opponents and teammates.
5. Strive for victory through fair play according to the rules of the game.
6. Love the game for its own sake - not for what winning may bring them through publicity.
7. Do everything possible to encourage enthusiasm for the game and courtesy and respect for players, coaches, and fans.
8. Win without boasting and lose without excuses.
9. Do all within their power to make the entire activity program something we will always be proud of.

Article 2: NSAA Regulations Governing Summer & School Year Activities

Section 1: Introduction

Listed below are some of the rules of the Nebraska School Activities Association (NSAA) governing student participation. Students desiring to review all regulations or needing interpretations of the regulations should consult with their coach/sponsor or the appropriate school official – Activities Director, Principal, or Superintendent.

Section 2: Sports Seasons:

All interschool sports approved by the Association shall be divided into three seasons: Fall, Winter, Spring. No student shall participate simultaneously in more than one sport per season.

Section 3: Summer Activities

From the close of school for the second semester until the opening date of the fall sports season, a member may not sponsor a team or individual, otherwise be responsible for a student in summer competition.

Section 4: Clinic

A member school may organize the following: **Clinic** - a school may organize a clinic in any sport after the school is closed for the second semester through the first weekend in August. No clinic in any sport shall exceed three weeks in duration, and that three weeks shall be defined as twenty-one calendar days to run consecutively from the first date of the clinic.

Section 5: School Year Activity Practice

No organized practice may be held in any sport between the close of the previous season and the opening date of practice for the following season. An organized practice shall be defined as such:

- **FOOTBALL:** An organized practice shall mean more than five players under the direct supervision of a sponsor.
- **BASKETBALL and VOLLEYBALL:** An organized practice shall mean more than four players under the direct supervision of a sponsor.
- **TRACK AND WRESTLING:** An organized practice shall mean more than three players under the direct supervision of a sponsor.
- **CONDITIONING PROGRAM:** A member school may organize and supervise a year-round conditioning program to include weight lifting, running and exercising for its members in accordance with current NSAA regulations.
- **PHYSICAL EXAMINATION:** Each student who expects to participate in athletic contests shall present to the Superintendent or Principal, once each year before actual participation in any interschool sport, a physician's certificate on a form approved by the NSAA that he/she is physically fit for athletic participation.
- **PARTICIPATION ON NON-HIGH SCHOOL TEAMS IN NON-SCHOOL COMPETITION:** Any student who participates in any athletic contest other than as a representative of his/her school during the season of the sport involved becomes ineligible to represent his/her school in that sport during the remainder of the season of sport. During the season of a sport, a student is permitted to take instructions from a person other than the high school coach at times other than scheduled high school practice sessions, but such instructions shall not interfere with, not be substituted for, the high school coaching, practice sessions or contests.
- **ALL-STAR COMPETITION:** No member schools shall permit its students to compete in any all-star contest or be a member of any all-star team. No athletic team from any member school shall compete against any all-star team. A student violating this rule shall be declared ineligible for all interscholastic competition for a period of one year from the date of the last offense.
- **AMATEUR RULE:** A student shall be an amateur in all sports sponsored by the Nebraska School Activities Association. (For the definition of amateur, consult your coach or the appropriate school official.)
- **IMPROPER CONDUCT:** The Superintendent or Principal shall exclude any contestant from his/her school contest who, because of improper conduct, would not represent the school in a becoming manner.

Article 3: NSAA Eligibility, Attendance & Scholastic Requirements

Section 1: Participants

Students who are enrolled in a member high school and have not been graduated from any high school or its equivalent, and students of a junior high school which is a part of a member high school's system who compete or practice with a member high school's team may be permitted to participate in activities of the Nebraska School Activities Association. Once a student participates in an activity under aforementioned arrangements, the student shall be governed by all rules of the NSAA.

Part-time enrolled students: State Law and NSAA Bylaws require part-time enrolled students to be enrolled in 5 credit hours per semester at the NSAA member school to participate in activities at that school and meet all other school and NSAA requirements.

Section 2: Semester Limitations

A student shall become ineligible after eight semesters of school membership beginning with his/her initial enrollment in grade nine of a four-year high school. A student shall become ineligible after six semesters of school membership, which begins with his/her initial enrollment in grade ten of a three-year high school.

Membership in any school or schools for thirty or more school days during a semester is considered as a semester of school membership. The records of the school or schools in which the student was a member shall be used to determine the total number of days of school membership.

Semesters are not charged consecutively. If a student is not enrolled in school, the student is not charged with a semester of membership. When he or she re-enrolls in school, however, it takes one semester, for which the student is charged to regain eligibility.

Section 3: Season Limitations

No student shall be permitted to participate in more than four seasons of any one activity at the high school level. After initial enrollment in grade ten, no students shall be permitted to participate in more than three seasons of any one activity. Competing in any part of an interscholastic contest shall count as a season of participation in that activity.

Section 4: High School Graduates

A graduate from a four-year school or its equivalent is no longer considered a student for interscholastic activity purposes even though the student enters another high school and is classed there as a fourth or even a third-year pupil and is a candidate for graduation.

At the end of the first semester, a student who becomes ineligible to play through graduation, but who is eligible to play until the end of the semester, shall be eligible up to and including Saturday night of the week the semester is completed. A student who is eligible to compete throughout the regular season in an activity, but who graduates or completes eight semesters of high school attendance before the state tournament in that activity shall be eligible to compete in such tournament or meet provided the tournament or meet is held before the next semester starts.

Section 5: Semester Credit Eligibility

To be eligible, a student shall have credit on the school records for twenty credit hours of school work for the immediate preceding semester.

Section 6: Second Semester Eligibility

NSAA Semester Eligibility: A student who becomes eligible the second semester shall be eligible the first day of the second semester, provided his/her name has been included on an eligibility list sent to the NSAA office before the contests. Students who will become eligible the second semester may be included on an eligibility list sent during the first semester, provided a note indicates that date on which they will become eligible.

Section 7: Residence

Residence shall be defined as the place where one has established his/her home, the place where the student is habitually present, and to which, when departing, the student intends to return. (For further definitions and information on what constitutes residence consult your coach or the appropriate school official.)

Section 8: Age Limitation

No student shall be eligible for interschool competition who has attained the age of nineteen years except as follows: A student who becomes nineteen (19) years of age on or after August 1, shall be eligible on the basis of age until the end of the current school year.

Article 4: Participation Information- Meridian Public School Regulations Governing Activities Participation

Section 1: Introduction

Listed below are rules governing the general operation and participation of activity programs at the Meridian School. Previously listed information in the student handbook, along with these guidelines, each head coach/sponsor of a specific activity may, subject to administrative approval, develop and adopt those rules which he/she desires to have in effect for his/her particular activity. These rules will be given in writing to each participant in the specific activity, and a copy will be filed in the office of the Activities Director, Principal, and Superintendent. Anyone desiring clarification or interpretation of the rules governing their specific activity should consult their coach/sponsor or the appropriate school official.

Section 2: Pre-Practice Requirements/Physical Permission Form

All student athletes are required to return the physical/permission form with the appropriate signatures before they will be allowed to begin practicing.

Section 3: Appearance

Participants will be neat, clean, and well-groomed while participating in activities at Meridian. All participants will follow the guidelines set by their activity's sponsor, based on the student handbook "Grooming and Attire" policy.

Section 4: Attendance and Participation

Participants are expected to be at all practices scheduled by the coach/sponsor. Should a student participant not be able to attend a practice, they must contact the coach/sponsor in advance. Exception: When a student is absent from school they do not need to notify the coach/sponsor, however, most coaches/sponsors appreciate knowing the reason why the student is absent from school. Students are to show the coach/sponsor their make-up slip to be excused.

All participants are expected to be on time for all practices, contests, and departures for contests.

All participants are expected to participate fully in all practices. Success at any endeavor requires thorough and diligent preparation, and failure to prepare one's self may be grounds for denial of participation in contests and lettering in a sport. Penalties for unexcused absences shall be determined by the head coach/sponsor at the beginning of each season, and such penalties shall be distributed to the participants at the first practice, in writing.

Section 5: Coaches' Office and Equipment Room

Coaches' offices and equipment rooms are OFF LIMITS to all students. *Exception: the student is asked to enter for a conference or on an errand for the coach/sponsor/teacher.*

Section 6: Dressing Room

All participants will be under the direct supervision of the coach/sponsor in charge while dressing. A participant must not linger in the dressing room, be rowdy or endanger the safety of others. All cases of misconduct while dressing will be dealt with by the coach/sponsor in charge, and if he/she deems it necessary, to refer the case to proper administrative authority for review and/or further action. Participants are always to respect all equipment and supplies.

Section 7: Eligibility Guidelines

NSAA Eligibility

Students must meet NSAA Eligibility Guidelines outlined in Article 2.

Meridian Academic Eligibility

The Pass/Fail Eligibility list will be run every Tuesday at 11:00 a.m. Beginning the 3rd week of each quarter, if and when a student is failing two or more classes (below 70%), he/she will immediately become ineligible to participate in extracurricular activities. The list will be determined using the current quarter grade. The student will remain ineligible during the complete week (Wednesday THROUGH Tuesday). The student will continue to practice while being ineligible. If and when a student has any two or more classes failing for three (3) consecutive weeks, the principal will determine if the student should be assigned to Saturday School until the excessive failures are again passing.

Attendance

Students participating in team sports or other school activity groups must be in attendance for at least half of the school day (four periods) before being allowed to participate in extra-curricular practices or competitions. The principal may waive this regulation if the student's parents or guardian requests such a waiver prior to the absence. Attending a

morning funeral or keeping a doctor's appointment is usually considered just cause for a waiver from the office. Please contact your principal when in doubt about the eligibility requirement.

School Disciplinary

Students may not participate in any activities if they are under disciplinary suspension or expulsion. This rule may be waived by the administration.

Section 8: Equipment

The District tries to furnish the students with as much of the equipment needed as is feasible. All equipment will be checked out to individuals at the beginning of the season by the coach/sponsor in charge. The participant will be responsible for this equipment and should be prepared to pay for the cost of replacement if it is not checked in at the end of the season in reasonable condition. (What an item costs when purchased for replacement may be double the original cost in many cases). It is the responsibility of the participant to check in the equipment at the end of the season or immediately should they quit the sport. If a participant fails to check in his/her equipment at the designated time or immediately if they quit a sport, they will be expected to pay for the cost of replacement. Students should wear the activity equipment checked out to them only at practices and contests. All students are highly encouraged to purchase and use locks on their locker room lockers.

Section 9: Practice Schedules

All starting times for practices will be designated by the individual head coach/sponsor. All participants are expected to be on the field, court, or practice location at the time set by the coach/sponsor. It is suggested that the normal length for a practice will be approximately one and one-half hours. This will allow maximum utilization of the available facilities by all groups. There will be no practice on Sundays or holidays unless approval for such practice has been given by the administration prior to the date of practice.

Section 10: Switching Sports

If a student switches from basketball to wrestling or vice versa, the student must do so within ten (10) days of the start of that sport season. After the switch, the student will not be able to compete or practice for seven school days. After the seven-day waiting period, the student will be allowed to practice but will not be allowed to compete for an additional ten days.

Article 5: Extra-Curricular & Co-Curricular Activity Policies

Section 1: Introduction

The extra-curricular and co-curricular opportunities in the Meridian School educational program are areas in which coaches and sponsors have a unique influence to promote and nurture a healthy lifestyle and ideals, and the students have an opportunity to develop and gain desirable life-long qualities. Those qualities may include the principles of justice, fair play, good sportsmanship, respect for rules and authority, respect for others, leadership, responsibility, teamwork, dependability, self-discipline, and the values of self-sacrifice and training.

The Meridian School District recognizes that rules and regulations concerning the decorum and conduct of the student body will vary with the times and values of the district's communities. Further, Meridian School believes that the individual family should be the PRIMARY guiding influence and determinant of student behavior. In addition, the school district also has a significant interest in teaching students to behave responsibly and appropriately. Consequently, students will be held accountable for their choice of actions. Their participation in any extra-curricular or co-curricular activity is dependent upon their adherence to the school district's policies, procedures, and rules. At the same time, the school will also strive to work with the student, parents, and other agencies in trying to help the student correct behavior that the school feels is negative or not in the best interest of the student.

Section 2: Good Conduct Rules/Behaviors

Students attending Meridian need to understand that their choices of behavior AT ALL TIMES reflect on their school, their community, their family, and certainly themselves. Inappropriate behavior IN AND OUTSIDE THE SCHOOL will result in appropriate consequences. Some examples of inappropriate behavior would include (but not be limited to):

Cited for, self-reported, and reported by school personnel or law enforcement:

1. Use/possession of illegal substances
2. Incidents of poor citizenship in school
3. Gross insubordination in school

4. Conflicts with the law such as stealing of property, acts of vandalism/violence, assault
5. Placed on probation or parole
6. Entering a county pretrial diversion program
7. Being suspended for excessive detentions
8. Inappropriate behavior during a school sponsored activity

Incidents of students violating the Good Conduct rule will be investigated by the building principal when a violation is observed, reported, read about in a local paper, or "self-reported" by the student. When the violation is proved valid, consequences will be administered the day the investigation is completed.

CONSEQUENCES: ALL OFFENSES ARE CUMULATIVE FROM JUNIOR HIGH THROUGH HIGH SCHOOL. Such offenses can be those on school grounds, at school-sponsored activities, home or away, or on a student's free time outside the school day or week.

FIRST OFFENSE: The student will receive a **28 CALENDAR DAY SUSPENSION** from activities and a minimum suspension from **FOUR (4) MAJOR ACTIVITIES**. Major activities include, but are not limited to, athletic contests, musical events or contests, drama or speech contests/performances, organizational clinics or field trips, prom or other school dances. The determination of what constitutes a major activity will be at the discretion of the principal.

ALL OPTIONS CAN BE CHOSEN TOGETHER OR CHOSEN SINGULARLY

OPTION B: If the student "self-reports" a violation to the coach, sponsor, or the principal **WITHIN ONE (1) SCHOOL DAY of the incident**, the suspension will be **reduced by seven (7) CALENDAR DAYS** from activities, and the **MINIMUM** number of major activities that must be missed will be lowered by **one**.

OPTION C: If the student agrees to participate in a school approved evaluation and substance abuse awareness program (if available) set up through the school's SCIP team representatives, the student will have a further reduction of days from the suspension time from activities of **SEVEN (7) CALENDAR DAYS** and the **MINIMUM** number of major activities that must be missed **will be lowered by one** WHEN the school receives a student release from the approved evaluator and/or counselor as proof of completion of the evaluation and/or recommended counseling.

Choosing Option B or C **DOES NOT GUARANTEE AN ACTUAL REDUCTION OF MAJOR ACTIVITIES TO BE MISSED**. THE MINIMUM NUMBER OF ACTIVITIES TO BE MISSED may or may not extend past the reduced number of calendar days. The actual number of activities to be missed is dependent on the school calendar and the number of major activities planned during that time frame.

SECOND OFFENSE: The second offense for a student will result in a **180 CALENDAR DAY SUSPENSION** from all activities.

OPTION B: If the student "self-reports" a second violation to the coach, sponsor, or principal **WITHIN ONE (1) SCHOOL DAY of the incident**, the suspension from activities will be reduced **BY 45 CALENDAR DAYS**.

OPTION C: If the student completes a school approved substance abuse evaluation and/or counseling program (if available) and files a student release with the principal's office and SCIP team as proof of completion, the suspension from extra-curricular activities will be **reduced by 45 CALENDAR DAYS**.

All students who are suspended from their activities **WILL BE ALLOWED TO ATTEND PRACTICES**, but will not be allowed to participate in scheduled events.

THIRD OFFENSE: The third offense for a student will result in a **365-day suspension** from all activities. After a calendar years' time, a student may be reinstated to activity participation if he/she submits to the administration a report of substance abuse program completion, counseling documentation, and a year of

"clean slate" living within the law. Upon hearing the report, a determination may be made for the student's reinstatement to participation in activities for one last opportunity.

CARRY OVER: Consequences for violations that occur when there are fewer days in the school year than the consequences call for will "carry over" to the next school year. For example, if the suspension is for 28 days and at least four (4) activities, but there are only 12 days and two (2) activities left in the school year, the suspension will carry over for 16 days and two (2) activities into the next school year. The count will resume with the first scheduled activity of the new season.

LOSS OF LETTER, AWARDS, RECOGNITION, NOMINATIONS: All students suspended from their activity/sport season due to breaking the Good Conduct Rules and/or Drug/Alcohol/Tobacco/e-Cigarette/Vapor Device policies, will automatically forfeit their letter and will not be nominated nor supported for any award during that activity/sport season. This is to include letter awards, local incentive awards, all-conference nominations, all-state nominations, player of the week nominations, etc. The only exceptions would be those awards decided upon by persons other than coaches, sponsors, and the Activities Director such as sports casters, sports editors, etc. Awards gained by actual competition (ie. medals) or awards received prior to the violation/ suspension would not be retractable. A violation would not affect the chance for awards during other activities or sport seasons.

PRE-TRIAL DIVERSION PROGRAMS: The Meridian School District accepts the fact that many counties in Nebraska and in other states now have various forms of pre-trial diversion programs for minors who have been charged by officers of the law with illegal possession and/or use of tobacco, alcohol, and other illegal drugs. Under the provisions of some pre-trial diversion programs, a minor's record is concealed or erased upon successful completion of such a program while unsuccessful completion results in facing charges originally issued ... or a repeat violation during the pre-trial diversion program results in facing both first and the second offense charges.

Any Meridian student in grades 7-12 who enters a pre-trial diversion program as the result of legal charges for illegal possession or use of illegal substances **WILL FORFEIT HIS OR HER RIGHT OR PRIVILEGE TO PARTICIPATE IN SCHOOL SPONSORED ACTIVITIES.**

It is further understood that any student who voluntarily enters a pre-trial diversion program by his or her signing into the program, **WILL NOT BE JUDGED** by the Meridian Schools AS GUILTY of the previous pending charges, nor will their entry be construed as an admission of guilt as it is realized that students may choose the pre-trial program in any extenuating circumstances to avoid the possibility of a court conviction and record of such, regardless of innocence or guilt. **However, such entry into a diversion program WILL COUNT AS AN OFFENSE to the Meridian School's Good Conduct Rules.**

Section 3: Requirements to Letter

The first time, and only the first time, that an individual letters in any sport at the Senior High Level, he/she will be awarded by the coach/sponsor of that activity, the standard chenille letter representative of activities of the Meridian Public School.

The criteria for lettering in each specific activity will be determined by the head coach/sponsor of that activity, and distributed to the participants at the beginning of the activity season.

Some general criteria, which will apply to all activities, are:

- Attitude toward and participation in practice sessions.
 - Attitude towards and participation in contests.
 - Care of and replacement of equipment used by the student athlete.
 - The requirements for lettering may be waived in case of a student who has contributed a great deal to the team.
- In all cases, letters will be awarded only on the recommendation of the head coach/sponsor, and his/her determination of eligibility to letter will be final. All rules and regulations set forth in this handbook apply to all students who participate in any school activity.

Section 4: Coaches/Sponsor Discretion

Any coach or sponsor of any school extra-curricular activity may impose additional punishments for violations of school rules and/or policies. In addition, coaches and sponsors may dispense other rules and guidelines not noted in

both the Student/Parent Handbook and Activity Guidelines. All rules, guidelines, and additional punishments of each coach/sponsor will be identified in additional handbooks distributed by the coach/sponsor to the student participants.

Section 5: Conflict Resolution

Conflicts and disagreements are a part of natural progression. Parents should be reminded that participation in activities is for the benefit of the participant (their student). When a conflict arises, the participant is expected to address the concern with the source of the concern. If no suitable resolution is reached, concerns are appealed to the following hierarchy:

1. Head Coach/Activity Sponsor
2. Activities Director/Principal
3. Superintendent

Section 6: Procedure for Due Process

Prior to excluding a student from extra-curricular activities, the Principal has made an investigation of the alleged conduct or violation. The student will be given oral or written notice of the charges and an explanation of the evidence. The student will have the opportunity to present his/her version.

Within twenty-four hours of such additional time as is reasonably necessary following such exclusion, the Principal shall send a written statement to the student, student's parents or guardian describing the student's conduct, misconduct, or violation of the rule or standard and the reason for the actions taken. The student may appeal the decision to the Superintendent.

Section 7: Suspensions

Any time a student is placed on an in-school or out-of-school suspension, that student is ineligible to participate in practice or contest for the day(s) suspended.

Section 8: Academic Pass

The Academic Pass was developed to give students in grade 7-12 the opportunity to meet with classroom teachers for academic help outside the regularly scheduled class time and not be penalized for missing an activity or practice. The rationale is academics come first in the educational system.

The Academic Study Hall may be used for:

- 1) Missing homework including missing make-up work/quizzes/exams.
- 2) A failing class average below 70%.
- 3) Student help via S.A.T. recommendation.

Either the teacher or the student can initiate the Academic Pass, but both must mutually agree on the date and time. At that time, the student will report to the teacher who has agreed to meet with him/her. During this time, the student will have priority with that teacher for academic assistance. He/she will notify his/her coach/sponsor prior to the practice to be partially or completely missed because of the academic need and then bring the completed Academic Pass Form to the activity sponsor. When the student returns to the activity, he/she will not be disciplined or penalized for their absence (one time only). The second and subsequent academic meetings will not be passes and are subject to discipline and/or penalty. The use of this pass should not hinder the departure of the activity buses or the standing of the student on the team.

Meridian Public School Laptop Handbook

0.0 INTRODUCTION AND TABLE OF CONTENTS

The focus of the learning with laptops program at Meridian Public School is to prepare students for their future, a world of digital technology and information. In the twenty-first century, excellence in education requires that technology be seamlessly integrated throughout the educational program.

Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the laptop computer. The individual use of laptops is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Laptops encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with laptops integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all laptops used at Meridian Public School, including any other device considered by the Principal to come under this policy. Teachers may set additional requirements for computer use in their classroom.

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1.0 LAPTOP OPTIONS

1. MacBook Air
2. HP or Dell PC
3. Grades 7-9 - Chromebook

*New students enrolled during the school year will be issued a device based on availability.

1.1 Laptop Accessories

1. Laptop case
2. Power cord

2.0 RECEIVING YOUR LAPTOP

Laptops will be distributed each fall. Parents & students must sign and return the Meridian Public Schools Insurance Plan form before the laptop can be issued to the student. The Meridian Public Schools Insurance Plan outlines three options for families to protect the Laptop investment for the school district. Please review the Meridian Public Schools Insurance Plan included in this handbook.

Laptops will be collected at the end of each school year for maintenance, cleaning and software installations.

3.0 TAKING CARE OF YOUR LAPTOP

Students are responsible for the general care of the laptop they have been issued by the school. Laptops that are broken or fail to work properly must be taken to the technology department as soon as possible.

3.1 General Precautions

- No food or drink is allowed next to your laptop while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop.

- Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of the Meridian Public School District.
- **Laptops must never be left in a car or any unsupervised area.**

3.2 Carrying Laptops

The protective cases provided with Laptops have sufficient padding to protect the Laptop from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

- Laptops should always be within the protective case when carried.
- Carrying cases can hold other objects, but these must be kept to a minimum to avoid placing too much pressure and weight on the Laptop screen.

3.3 Screen Care

The Laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Laptop when it is closed.
- Do not place anything near the Laptop that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, papers, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.

3.4 Using Your Laptop at School

Laptops are intended for use at school each day. Students are responsible to bring their laptop to all classes, unless specifically advised not to do so by their teacher. If students leave their laptop at home, they will receive a classroom chromebook for the class they need it in.

3.5 Laptop Undergoing Repair

Loaner laptops will be issued to students when they leave their laptops for repair with the technology coordinator.

3.6 Charging Your Laptop's Battery

Laptops should be brought to school each day in a fully charged condition. Students must remember to charge their laptops each evening. In addition, there is a laptop charging station located in the library if students need to charge their computer.

3.7 Screensavers

- Inappropriate media may not be used as a screensaver.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.

4.0 MANAGING YOUR FILES AND SAVING YOUR WORK

4.1 Saving Work

Students and staff should save to the Google Drive associated with their Meridian email address. Items should not be saved to the Desktop, as their files are not backed up on the Desktop. Students can also save to a personal flash drive.

4.2 Saving Appropriate Content

The content saved on the network should be specific to education. The space on the laptop and the space provided by the Meridian Public School File Server and Google Drive are limited. Material deemed “unnecessary for education” that is saved to these locations will deteriorate school resources, complicate backups, and could slow down the school’s network performance.

4.3 Saving Other Content

Content unnecessary for education includes, but is not limited to media files not used for education such as .mp3, .wav, .wmf files saved to the network folder which are deemed unnecessary for education by Network Administration will be deleted and could result in disciplinary action for the student. These files should be stored on removable media. In the event of the laptop being re-imaged, students are responsible for their own data. It is recommended that students save

any documents needed for education to the File Server, Google Drive, or to a flash drive. This will prevent the loss of data.

4.4 Saving Inappropriate Content

Students will be disciplined for saving or viewing any content deemed “inappropriate content” by network and school administration. Inappropriate Content includes but is not limited to pornography, offensive content, and other inappropriate material.

5.0 SOFTWARE ON LAPTOPS

5.1 Originally Installed Software

The software originally installed on the laptops must remain in usable condition and be easily accessible at all times. All laptops are supplied with the most up-to-date Microsoft Windows or Mac OS, Microsoft Office, and many other applications useful in an educational environment. From time to time, the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from laptops at the completion of the course.

5.2 Virus Protection

The laptops have antivirus software installed on them. This software will scan the hard drive for known viruses. The virus software will be upgraded from the Internet. In addition to the anti-virus software, the laptops are locked down in a state where installation of new applications is limited for the end user. This prevents viruses that may be downloaded from running on the laptops and infecting the network.

5.3 Additional Software

Students are not allowed to install additional software on their laptops other than what is installed by Meridian Public School. Students are not allowed to launch software from any type of removable media or drive. This includes but is not limited to applications such as music downloading utilities, other media downloading utilities, and games. Students can submit an official request for installation of a specific type of software that is productive for an educational environment to the technology coordinator.

5.4 Inspection

Students may be selected at random to provide their laptop for inspection. Students may also be selected for inspection of their laptop if a staff member suspects that inappropriate material resides on the device.

6.0 ACCEPTABLE USES

6.1 General Guidelines

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.

6.2 Privacy and Safety

- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

6.3 Legal Propriety

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

Plagiarism is a violation. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law, including the

Nebraska State Statutes, Meridian Public School Policy, may result in criminal prosecution or disciplinary action by the District.

6.4 Email

Students in need of email for academic reasons will be allowed email access through an address assigned by the district.

- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters or spam.
- Students should maintain high integrity with regard to email content.
- Meridian Public School email is subject to inspection by the school.

6.5 Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Meridian Public School Student Handbook may result in disciplinary action as outlined in the Meridian Public School Student Handbook. E-mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. The administration and/or the Technology Committee will review all other questions.

6.6 YouTube

Meridian Public School tries to utilize the latest technologies to support student-learning needs. To meet this goal, Meridian has decided to use the YouTube education filter. This will allow students and teachers to access appropriate videos that would otherwise be blocked. The Meridian Internet filter will still be in place as well as the monitoring software.

7.0 PROTECTING & STORING YOUR LAPTOP

7.1 Laptop Identification

Student Laptops will be labeled in the manner specified by the school. Laptops can be identified in the following ways:

- Record of serial number
- Computer name

7.2 Storing Your Laptop

When students are not monitoring laptops, they should be stored in their locker. Nothing should be placed on top of the laptop, when stored in the locker. Students are encouraged to take their laptops home every day after school, regardless of whether or not they are needed. Laptops should not be stored in a student's vehicle at school or at home, as the cold and heat can damage the battery life.

7.3 Laptops Left in Unsupervised Areas

Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the commons, computer lab, locker rooms, library, unlocked classrooms, and hallways. Any computer left in these areas is in danger of being stolen. Unsupervised laptops will be confiscated by staff and taken to the Principals' Office. Students may be asked to complete a technology use class to get their laptop back.

8.0 REPAIRING OR REPLACING YOUR LAPTOP

8.1 Computer Damage/Loss Cooperative Fund Application Form:

Meridian Public Schools offers accidental damage or loss coverage 24 hours per day. The premium is \$50.00 per laptop per year with a \$300 deductible for iPads and Chromebooks, and with a \$500 deductible for all other laptops. Coverage is effective from the date this request form and premium payment is received by Meridian Public Schools through the date the laptop is requested to be returned in good order to Meridian Public Schools. A student is responsible for 100% of the damage if a student intentionally damages a Laptop or if no Laptop/Chromebook form is on file.

8.2 Laptop TECHNICAL SUPPORT

The Technology Coordinator coordinates the repair work for the laptop. Services provided include the following:

1. Hardware maintenance and repairs

2. Password identification
3. User account support
4. Operating system or software configuration support
5. Application information
6. Re-imaging hard drives
7. Updates and software installations
8. Coordination of warranty repairs
9. Distribution of loaner laptop

9.0 LAPTOP FAQ

- **Can I use the laptop computer and software throughout my career at Meridian Public School?**

Yes. While the rapid pace of computer technology guarantees that more advanced units will be available before you graduate, your unit will be powerful enough for your classroom work throughout your career at Meridian Public School. The available software will be usable in upper level as well as entry-level course work. Of course, just as upper level courses require different textbooks, you may need additional software as you move through the curriculum.

- **What if I want to bring my own laptop?**

As of now, you may not use your own device at school.

- **Can I have my laptop this summer?**

No. All laptops will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their laptops again the first week of the following school year.

- **What about insurance against theft or breakage through carelessness?**

Your laptop computer is portable and valuable, making it an attractive target for thieves. Insurance options are outlined at the end of this document. The best insurance is to take care of your laptop. Do not leave your laptop in the building, classroom, or car unattended. Always know where your laptop is! Above all, take your computer home each night.

- **Does Meridian Public School provide maintenance on my laptop computer?**

Yes. The Technology Department will coordinate maintenance for students.

- **What will I do without a computer in my classes if my laptop is being repaired or while I am replacing it if it is lost or stolen?**

Meridian stocks an adequate number of laptops that can be loaned out. If you are in possession of a loaner, treat it as if it were your own computer. You will be responsible for any damage to the unit or for its loss.

- **If I purchase software in addition to the available software provided through Meridian, will the Technology Coordinator load it for me?**

The Technology Committee and/or the administration will determine if the software will be loaded on the laptop.

- **How do I connect to the Internet at home?**

You may connect to the Internet however, the school will not provide support for your home connection. Your connection will then run through the School's content filter before getting to the Internet.

- **Will there be facilities to back up the files I create on my Laptop?**

You will need to either back up your files to Google Drive or to a personal flash drive.

- **What if I want to add options to my Laptop later?**

Only the Meridian Public School District is authorized to add options and upgrades to your Laptop computer.

- **What has the school done to help prevent students from going to inappropriate sites?**

We have software that is designed to help monitor all Internet sites that students attempt to access. This software blocks inappropriate sites and also logs a history of every site that each user opens. All students who attempt to find inappropriate sites will be directed to the Principal's Office. This is in use whether the laptop is being used at home or school.

- **Are student laptops subject to school "snooping"; what if they bring their laptop in for repairs and "objectionable data" is detected?**

Inappropriate material on Laptops should be reported to the Classroom Teacher, Principal, or Technology Coordinator immediately upon identification. Students, who have “objectionable data” on their Laptop, but have failed or chosen not to report it, will be referred to the Principal’s Office.

- **If the accessories to my Laptop are lost or stolen, how much will it cost to replace them?**

In the event that Laptop accessories are stolen, you should report the lost items to the Technology Coordinator or Principals’ office.

Lost or stolen items will be replaced with authorized parts through the Technology Coordinator.

10.0 PURPOSE

The Meridian Public School District is pleased to offer students, faculty, and staff access to technology resources for schoolwork and enrichment activities. The purpose of the district’s technology resources is to provide additional educational resources and communication tools for students and teachers. These resources will help teachers to facilitate education and research consistent with the objectives of the Meridian Public School District.

Definition – The Meridian Public School District’s technology resources include but are not limited to the following resources: network, Internet, computer hardware, software, printers, servers, data files, email, optical media, digital images, and new technologies as they become available.

11.0 INSURANCE

11.1 Coverage and Benefit

This agreement covers laptops and accessories loaned to students against all accidental damage or loss 24 hours per day during the academic school year. Total value of the repair/loss will be determined after repairs are made. In no case shall the value be greater than the purchase price of the laptop. In the event of accidental damage or loss, the student is responsible for the deductible.

Meridian Public School will pay any additional costs. While the laptop is being fixed, the student will receive a loaner laptop to use in school.

A student is responsible for 100% of the damage if a student intentionally damages a laptop.

11.2 Effective and Expiration Dates

Coverage is effective from the date this request form and insurance payment is received by Meridian Public Schools through the date of requested return.

11.3 Insurance Options

There are three options on this form. Parent/Guardian and student must sign the form and select one of the three options.

Option 1

The laptop will be insured by the Parent/Guardian’s homeowner’s insurance. Proof of insurance must be submitted along with this form before a laptop will be handed out.

Option 2

The laptop will be insured by the Meridian Public School Insurance Plan under “8.1 Computer Damage/Loss Fund Application Form.”.

It is agreed and understood that:

- Meridian Public Schools will offer coverage to all students.
- Coverage is completely voluntary.
- A separate application will be needed for each computer covered.

Option 3

Parent/Guardian declines insurance or does not hand in signed form; parents assume responsibility for the lesser of the cost of repairs or the resale purchase price of the laptop

11.4 Laptop Resale

Students will have the opportunity to purchase a laptop from Meridian Public School in May of their graduating year. The price of the laptop will depend on two things: the original purchase price and the age of the laptop.

12.0 FEE ADDENDUM

Table of Anticipated Technology Repair/Replacement Fees

**This is the minimum expected price. Fees may be increased based on equipment costs or the extent of damages.*

	Apple	PC	Chromebook
Keyboard	\$600	\$100	\$50
Screen	\$600	\$100	\$75
Charger	\$75	\$25	\$25
Skin	NA	NA	\$10
Carrying Case	\$30	\$30	\$30
Replacement Fee if \$50 Deposit is Paid in August	\$500	\$500	\$300
Replacement Fee if No Deposit is on File	Full Replacement (cost up to \$2,500)	Full Replacement (cost up to \$2,500)	Full Replacement (cost up to \$800)

MERIDIAN PUBLIC SCHOOLS
2025-2026 PARENT AND STUDENT HANDBOOK AND PHOTOGRAPHY CONSENT PAGE

A. HANDBOOK

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

Parents (or guardians) and students are required to sign & return the receipt form below before August 20, 2025.

Parent/Student Agreement

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

Recognition of Potential Amendments or Supplements

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

***To access the Student/Parent Handbook, via the Internet, please go to meridianmustangs.org and click the Handbook Tab on top of the screen. If you cannot access the handbook, via the Internet, copies are available in the office.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

B. PHOTOGRAPHY

I understand that the Meridian Public Schools, on occasion, provides photographs and general information about student activities to the media for publication and that they also maintain a school website on the Internet. No sensitive data, addresses, etc. are provided, while photos and general accomplishments may be published.

_____ I give permission for my child's picture to be published by the school in the media and/or on the school website.

_____ I DO NOT give permission for my child's picture to be published by the school in the media and/or on the school website.

Parent Signature: _____ Date: _____

****Note- This page must be signed by the student and parent and will be kept on file.***



Nebraska Association of School Boards
All Lines Interlocal Cooperative Aggregate Pool

NASB ALICAP PREMIUM CONTRIBUTION BILLING STATEMENT

Original notice for policy year 2026-2027

9/1/26 through 8/31/27

Name of School District/ESU: **Meridian Public Schools**

Workers Compensation:

<u>Class Code</u>	<u>Original estimated payroll</u>		<u>9/1/26 Pool Rates</u>	<u>Cost</u>
8868	\$2,320,000	X	.0037	\$8,584
9101	\$178,000	X	.0317	\$5,643
7380	\$108,000	X	.0514	\$5,551
Total	<u>\$2,606,000</u>			

Base premium contribution	\$19,778	
Experience Modifier (<i>times</i>)	<u>0.82</u>	
Modified Premium	\$16,218	
Premium Size Discount (<i>less</i>)	<u>\$1,223</u>	
contribution required per estimated payroll figures		\$14,995

Property, Liability, Boiler and Machinery, Errors and Omissions: **\$32,760**

Contribution Due for 26-27 policy year **\$47,755**

Credits:

Owner Dividend Credit	<u>(\$3,199)</u>
Loss Control Credit	<u>0</u>

Total Credit	<u>(\$3,199)</u>
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Net Contribution Due for 26/27 Policy Year **\$44,556**

Legend of Classification Codes:

8868 = Professional employees, teachers, administrators, aides and clerical

9101 = Custodians, cooks, and all other employees

7380 = Bus Drivers

PLEASE MAKE CHECKS PAYABLE TO AND REMIT TO

NASB ALICAP
1311 Stockwell Street
Lincoln, NE 68502

Billing is subject to adjustment based upon audited payroll figures or upon any applicable statutory requirement.

Payment due no later than September 30, 2026

August

Grade	Girls	Boys	Total
PK	3	6	9
K	7	7	14
1	7	9	16
2	6	7	13
3	10	5	15
4	5	6	11
5	10	10	20
6	7	10	17
Total	55	60	115

Past Events

NCA Multi-Sports Clinic July 21-22

Admin Days @ Kearney July 29-31

Sessions attended:

1. Preschool IPG
2. Pupil Transportation
3. Teacher Apprenticeship
4. Title I
5. Residency Determinations
6. Attendance Tracking and Incentives
7. Intentional Messaging for Staff
8. Managing Difficult Conversations
9. AI Tools for Administrators

Game Gym closed for refinishing August 3-11

Conditioning August 3-7

Para Interviews August 6

Dibels Training August 6

Upcoming Events

Fall Sports Practice Begins August 10

Staff Inservice August 10-12

MPIE Open House August 11

CRC Fall Meeting August 12

First Day of School August 13

VB Jamboree August 24

MUDECAS AD Meeting August 26

First VB vs BH/SC August 27

First FB @ NL August 28

CRC AD Meeting Sept 2

Labor Day No School Sept 7

MUDECAS VB Tournament begins Sept 14

Homecoming Sept 25

Activities Update:

FB

VB

August Board Report

Secondary Principal Report

Enrollment **26-27**:

Gr.	Grad.	G	B	Total
7th	2032	8	6	14
8th	2031	6	9	15
9th	2030	9	13	22
10th	2029	9	5	14
11th	2028	7	10	17
12th	2027	5	7	12
Total		45	50	94

Past Events:

- Administrator Days July 29-31 Kearney
 - KSB Sped update, Difficult Conversations, Residency Requirements, IPG Improving Academic Coaching, CTE through NDE
 - Keynote- Jimmy Casas “Culturize” and “Words on the Wall”
- August 6 New Principal Meeting with Mr. Weidel
- August 7 9-12 Drop/Add Day

Goal for 2026-2027:

My goal as a LEADER is to model the following qualities:

Listen first to understand not respond, Expect great things and hold others Accountable for their actions, show **D**etermination through the hard stuff, have **E**xcitement for the little things, be a **R**esource to staff, and a **S**upporter of all things MUSTANGS!

Upcoming/Ongoing Events:

- August 10 WELCOME BACK STAFF
- August 11 Open House 5-7pm
- August 13 First Day of School 1:30 dismissal
- Building LEADERS

Moving forward with Vape/Air Quality Detectors for all public restrooms (including fitness center) and locker rooms. Items should arrive within the month. Wade was able to source these products using the same company as our access points at a much lower price. He will help us with the installation and Heartland will run the cables.

Highlights: Thank you to Mike, Kim, and the crew for their work this summer to get us ready.

August 2026

- NASB Meetings
 - Dates and Locations
 - **Tuesday, August 18** – Cody-Kilgore – 4:30 – 8:30 PM – Mountain Time
 - **Wednesday, August 19** – Gering – 4:30 – 8:30 PM – Mountain Time
 - **Thursday, August 20** – Kearney – 4:30 – 8:30 PM
 - Registration Deadline: August 12***

 - **Tuesday, August 25** – Nebraska City – 4:30 – 8:30 PM
 - **Wednesday, August 26** – South Sioux City – 4:30 – 8:30 PM
 - Registration Deadline: August 19***

 - **Tuesday, September 1** – Omaha – 4:30 – 8:30 PM
 - **Wednesday, September 2** – North Platte – 4:30 – 8:30 PM
 - Registration Deadline: August 26***

 - **Wednesday, September 9** – York – 4:30 – 8:30 PM
 - Registration Deadline: September 2***

 - **Wednesday, September 23** – Fremont – 4:30 – 8:30 PM
 - Registration Deadline: September 17***
 - Awards
 - Brian Rut / Point Award - Level III
 - Jamie Niederklein / Point Award - Level III
 - Jason Bartels / Point Award - Level VI
- NASB Board Candidate Workshop on 8/4
- Summer Work
 - Bus Inspections
 - Installing Speakers @ Crows Nest
 - Gym Floors
- Classified Staffing Update
 - Para Resignation
 - Para Hiring
- Bus Cell Phones
- CRC Meeting on Wednesday
- NASB Leg. Candidate Meet and Greet 8/24 (VB Jamboree Day)
- Communities4Kids Early Childhood Meeting in Fairbury 7/27/26