

Shickley Public Schools
July 14, 2025
7:00 PM: Regular Board of Education Meeting
School Office

1. **Preliminary Procedures**
 - 1.1. Call to Order
 - 1.2. Roll Call
 - 1.3. Pledge of Allegiance
 - 1.4. Public Notice of the Meeting and Notification of Open Meeting Law
 - 1.5. Approve Board Member Absence(s)
 - 1.6. Approve the Agenda
2. Consent Agenda
3. Financial Reports
4. Claims and Bills
5. Claims and Bills for Five Loaves Market & Bakery.
6. **Welcome Visitors**
 - 6.1. Public Comments not on agenda items
 - 6.2. Public Comments on agenda items
7. Committee Reports
8. Discussion Items: Consider and Discuss - No Action to be Taken
9. **Action Items: Consider, Discuss, and Take all Necessary Action**
 - 9.1. Nutrition Program
 - 9.2. Insurance Carrier
 - 9.3. Policy 504.06 Student Dress Code and Grooming
 - 9.4. Policy Updates for 25-26.
 - 9.5. 25-26 Student Handbook
 - 9.6. 25-26 Faculty Handbook
 - 9.7. 25-26 BDS Coaches Handbook
10. **Informational Items**
 - 10.1. Administrative Reports
 - 10.2. Other Information
11. Establish Future Board of Education Meeting Date(s) and Time(s)
12. Closed Session
13. Items from Closed Session
14. Adjournment

84-1407. Act, how cited.

Sections 84-1407 to 84-1414 shall be known and may be cited as the Open Meetings Act.

Source: Laws 2004, LB 821, § 34.

84-1408. Declaration of intent; meetings open to public.

It is hereby declared to be the policy of this state that the formation of public policy is public business and may not be conducted in secret.

Every meeting of a public body shall be open to the public in order that citizens may exercise their democratic privilege of attending and speaking at meetings of public bodies, except as otherwise provided by the Constitution of Nebraska, federal statutes, and the Open Meetings Act.

Source: Laws 1975, LB 325, § 1; Laws 1996, LB 900, § 1071; Laws 2004, LB 821, § 35.

Annotations

- Nebraska's public meetings laws do not apply to school board deliberations pertaining solely to disputed adjudicative facts. *McQuinn v. Douglas Cty. Sch. Dist. No. 66*, 259 Neb. 720, 612 N.W.2d 198 (2000).
- The primary purpose of the public meetings law is to ensure that public policy is formulated at open meetings. *Marks v. Judicial Nominating Comm.*, 236 Neb. 429, 461 N.W.2d 551 (1990).
- The public meetings law is broadly interpreted and liberally construed to obtain the objective of openness in favor of the public, and provisions permitting closed sessions must be narrowly and strictly construed. *Grein v. Board of Education of Fremont*, 216 Neb. 158, 343 N.W.2d 718 (1984).
- Although a committee was a subcommittee of a natural resources district board, it was not subject to the Open Meetings Act because there was never a quorum of board members in attendance and the committee did not hold hearings, make policy, or take formal action on behalf of the board. *Koch v. Lower Loup NRD*, 27 Neb. App. 301, 931 N.W.2d 160 (2019).
- A county board of equalization is a public body whose meetings shall be open to the public. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).

84-1409. Terms, defined.

For purposes of the Open Meetings Act, unless the context otherwise requires:

(1)(a) Public body means (i) governing bodies of all political subdivisions of the State of Nebraska, (ii) governing bodies of all agencies, created by the Constitution of Nebraska, statute, or otherwise pursuant to law, of the executive department of the State of Nebraska, (iii) all independent boards, commissions, bureaus, committees, councils, subunits, or any other bodies created by the Constitution of Nebraska, statute, or otherwise pursuant to law, (iv) all study or advisory committees of the executive department of the State of Nebraska whether having continuing existence or appointed as special committees with limited existence, (v) advisory committees of the bodies referred to in subdivisions (i), (ii), and (iii) of this subdivision, and (vi) instrumentalities exercising essentially public functions; and

(b) Public body does not include (i) subcommittees of such bodies unless a quorum of the public body attends a subcommittee meeting or unless such subcommittees are holding hearings, making policy, or taking formal action on behalf of their parent body, except that all meetings of

any subcommittee established under section 81-15,175 are subject to the Open Meetings Act, and (ii) entities conducting judicial proceedings unless a court or other judicial body is exercising rulemaking authority, deliberating, or deciding upon the issuance of administrative orders;

(2) Meeting means all regular, special, or called meetings, formal or informal, of any public body for the purposes of briefing, discussion of public business, formation of tentative policy, or the taking of any action of the public body; and

(3) Virtual conferencing means conducting or participating in a meeting electronically or telephonically with interaction among the participants subject to subsection (2) of section 84-1412.

Source: Laws 1975, LB 325, § 2; Laws 1983, LB 43, § 1; Laws 1989, LB 429, § 42; Laws 1989, LB 311, § 14; Laws 1992, LB 1019, § 124; Laws 1993, LB 635, § 1; Laws 1996, LB 1044, § 978; Laws 1997, LB 798, § 37; Laws 2004, LB 821, § 36; Laws 2007, LB296, § 810; Laws 2011, LB366, § 2; Laws 2021, LB83, § 11.

Effective Date: April 22, 2021

Annotations

- A township is a political subdivision, and as such, a township board is subject to the provisions of the public meetings laws. *Steenblock v. Elkhorn Township Bd.*, 245 Neb. 722, 515 N.W.2d 128 (1994).
- A county agricultural society is a public body to which the provisions of the Nebraska public meetings law are applicable. *Nixon v. Madison Co. Ag. Soc'y*, 217 Neb. 37, 348 N.W.2d 119 (1984).
- Failure by a public governing body, as defined under section 84-1409, R.R.S.1943, to take and record a roll call vote on an action, as required by section 84-1413(2), R.S.Supp.,1980, grants any citizen the right to sue for the purpose of having the action declared void. In this case such failure could not be later corrected by a nunc pro tunc order because there was no showing that a roll call vote on the disputed action was actually taken, and even if it was the record showed it was not recorded until over a year later. Sections 23-1301, R.R.S.1943, and 23-1302, R.R.S.1943, make it the duty of the county clerk to record proceedings of the board of county commissioners. *State ex rel. Schuler v. Dunbar*, 208 Neb. 69, 302 N.W.2d 674 (1981).
- Although a committee was a subcommittee of a natural resources district board, it was not subject to the Open Meetings Act because there was never a quorum of board members in attendance and the committee did not hold hearings, make policy, or take formal action on behalf of the board. *Koch v. Lower Loup NRD*, 27 Neb. App. 301, 931 N.W.2d 160 (2019).
- Although the Open Meetings Act does not define "subcommittee," a subcommittee is generally defined as a group within a committee to which the committee may refer business. *Koch v. Lower Loup NRD*, 27 Neb. App. 301, 931 N.W.2d 160 (2019).
- The Open Meetings Act does not require policymakers to remain ignorant of the issues they must decide until the moment the public is invited to comment on a proposed policy. By excluding nonquorum subgroups from the definition of a public body, the Legislature has balanced the public's need to be heard on matters of public policy with a practical accommodation for a public body's need for information to conduct business. *Koch v. Lower Loup NRD*, 27 Neb. App. 301, 931 N.W.2d 160 (2019).
- As an administrative agency of the county, a county board of equalization is a public body. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- The electors of a township at their annual meeting are a public body under the Open Meetings Act. *State ex rel. Newman v. Columbus Township Bd.*, 15 Neb. App. 656, 735 N.W.2d 399 (2007).

- The meeting at issue in this case was a "meeting" within the parameters of subsection (2) of this section because it involved the discussion of public business, the formation of tentative policy, or the taking of any action of the public power district. *Hansmeyer v. Nebraska Pub. Power Dist.*, 6 Neb. App. 889, 578 N.W.2d 476 (1998).
- Informational sessions in which the governmental body hears reports are briefings. *Johnson v. Nebraska Environmental Control Council*, 2 Neb. App. 263, 509 N.W.2d 21 (1993).

84-1410. Closed session; when; purpose; reasons listed; procedure; right to challenge; prohibited acts; chance meetings, conventions, or workshops.

(1) Any public body may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. Closed sessions may be held for, but shall not be limited to, such reasons as:

(a) Strategy sessions with respect to collective bargaining, real estate purchases, pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation to or by the public body;

(b) Discussion regarding deployment of security personnel or devices;

(c) Investigative proceedings regarding allegations of criminal misconduct;

(d) Evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting;

(e) For the Community Trust created under section 81-1801.02, discussion regarding the amounts to be paid to individuals who have suffered from a tragedy of violence or natural disaster; or

(f) For public hospitals, governing board peer review activities, professional review activities, review and discussion of medical staff investigations or disciplinary actions, and any strategy session concerning transactional negotiations with any referral source that is required by federal law to be conducted at arms length.

Nothing in this section shall permit a closed meeting for discussion of the appointment or election of a new member to any public body.

(2) The vote to hold a closed session shall be taken in open session. The entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The public body holding such a closed session shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken. For purposes of this section, formal action shall mean a collective decision or a collective commitment or promise to make a decision on any question, motion, proposal, resolution, order, or ordinance or formation of a position or policy but shall not include negotiating guidance given by members of the public body to legal counsel or other negotiators in closed sessions authorized under subdivision (1)(a) of this section.

(3) Any member of any public body shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reason stated in the original motion to hold a closed session or if the member contends that the closed session is neither clearly necessary for (a) the protection of the public interest or (b) the prevention of needless injury to the reputation of an individual. Such challenge shall be overruled only by a majority vote of the members of the public body. Such challenge and its disposition shall be recorded in the minutes.

(4) Nothing in this section shall be construed to require that any meeting be closed to the public. No person or public body shall fail to invite a portion of its members to a meeting, and no public body shall designate itself a subcommittee of the whole body for the purpose of circumventing the Open Meetings Act. No closed session, informal meeting, chance meeting, social gathering, email, fax, or other electronic communication shall be used for the purpose of circumventing the requirements of the act.

(5) The act does not apply to chance meetings or to attendance at or travel to conventions or workshops of members of a public body at which there is no meeting of the body then intentionally convened, if there is no vote or other action taken regarding any matter over which the public body has supervision, control, jurisdiction, or advisory power.

Source: Laws 1975, LB 325, § 3; Laws 1983, LB 43, § 2; Laws 1985, LB 117, § 1; Laws 1992, LB 1019, § 125; Laws 1994, LB 621, § 1; Laws 1996, LB 900, § 1072; Laws 2004, LB 821, § 37; Laws 2004, LB 1179, § 1; Laws 2006, LB 898, § 1; Laws 2011, LB390, § 29; Laws 2012, LB995, § 17.

Annotations

- There is no absolute discovery privilege for communications that occur during a closed session. *State ex rel. Upper Republican NRD v. District Judges*, 273 Neb. 148, 728 N.W.2d 275 (2007).
- If a person present at a meeting observes a public meetings law violation in the form of an improper closed session and fails to object, that person waives his or her right to object at a later date. *Wasikowski v. Nebraska Quality Jobs Bd.*, 264 Neb. 403, 648 N.W.2d 756 (2002).
- The public interest mentioned in this section is that shared by citizens in general and by the community at large concerning pecuniary or legal rights and liabilities. *Grein v. Board of Education*, 216 Neb. 158, 343 N.W.2d 718 (1984).
- Hearing in closed executive session was contrary to this section since there was no showing of necessity or reason under subdivision (1)(a), (b), or (c), but did not result in reversal of board decision. *Simonds v. Board of Examiners*, 213 Neb. 259, 329 N.W.2d 92 (1983).
- Negotiations for the purchase of land need not be conducted at an open meeting but the deliberations of a city council as to whether an offer to purchase real estate should be made should take place in an open meeting. *Pokorny v. City of Schuyler*, 202 Neb. 334, 275 N.W.2d 281 (1979).
- Public meeting law was not violated where the Board of Regents of the University of Nebraska voted to hold a closed session to consider the university president's resignation, and also discussed the appointment of an interim president during such session. *Meyer v. Board of Regents*, 1 Neb. App. 893, 510 N.W.2d 450 (1993).

84-1411. Meetings of public body; notice; method; contents; when available; right to modify; duties concerning notice; virtual conferencing authorized; requirements; emergency meeting without notice; appearance before public body.

(1)(a) Each public body shall give reasonable advance publicized notice of the time and place of each meeting as provided in this subsection. Such notice shall be transmitted to all members of the public body and to the public.

(b)(i) Except as provided in subdivision (1)(b)(ii) of this section, in the case of a public body described in subdivision (1)(a)(i) of section 84-1409 or such body's advisory committee, such notice shall be published in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's website.

(ii) In the case of the governing body of a city of the second class or village or such body's advisory committee, such notice shall be published by:

(A) Publication in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's website; or

(B) Posting written notice in three conspicuous public places in such city or village. Such notice shall be posted in the same three places for each meeting.

(iii) In the case of a public body not described in subdivision (1)(b)(i) or (ii) of this section, such notice shall be given by a method designated by the public body.

(c) In addition to a method of notice required by subdivision (1)(b)(i) or (ii) of this section, such notice may also be provided by any other appropriate method designated by such public body or such advisory committee.

(d) Each public body shall record the methods and dates of such notice in its minutes.

(e) Such notice shall contain an agenda of subjects known at the time of the publicized notice or a statement that the agenda, which shall be kept continually current, shall be readily available for public inspection at the principal office of the public body during normal business hours. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. Except for items of an emergency nature, the agenda shall not be altered later than (i) twenty-four hours before the scheduled commencement of the meeting or (ii) forty-eight hours before the scheduled commencement of a meeting of a city council or village board scheduled outside the corporate limits of the municipality. The public body shall have the right to modify the agenda to include items of an emergency nature only at such public meeting.

(2)(a) The following entities may hold a meeting by means of virtual conferencing if the requirements of subdivision (2)(b) of this section are met:

(i) A state agency, state board, state commission, state council, or state committee, or an advisory committee of any such state entity;

(ii) An organization, including the governing body, created under the Interlocal Cooperation Act, the Joint Public Agency Act, or the Municipal Cooperative Financing Act;

(iii) The governing body of a public power district having a chartered territory of more than one county in this state;

(iv) The governing body of a public power and irrigation district having a chartered territory of more than one county in this state;

(v) An educational service unit;

(vi) The Educational Service Unit Coordinating Council;

(vii) An organization, including the governing body, of a risk management pool or its advisory committees organized in accordance with the Intergovernmental Risk Management Act;

(viii) A community college board of governors;

(ix) The Nebraska Brand Committee;

(x) A local public health department;

(xi) A metropolitan utilities district;

(xii) A regional metropolitan transit authority;

(xiii) A natural resources district; and

(xiv) The Judicial Resources Commission.

(b) The requirements for holding a meeting by means of virtual conferencing are as follows:

(i) Reasonable advance publicized notice is given as provided in subsection (1) of this section, including providing access to a dial-in number or link to the virtual conference;

(ii) In addition to the public's right to participate by virtual conferencing, reasonable arrangements are made to accommodate the public's right to attend at a physical site and participate as provided in section 84-1412, including reasonable seating, in at least one designated site in a building open to the public and identified in the notice, with: At least one member of the entity holding such meeting, or his or her designee, present at each site; a recording of the hearing by audio or visual recording devices; and a reasonable opportunity for input, such as public comment or questions, is provided to at least the same extent as would be provided if virtual conferencing was not used;

(iii) At least one copy of all documents being considered at the meeting is available at any physical site open to the public where individuals may attend the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act; and

(iv) Except as otherwise provided in this subdivision or subsection (4) of section 79-2204, no more than one-half of the meetings of the state entities, advisory committees, boards, councils, organizations, or governing bodies are held by virtual conferencing in a calendar year. In the case of an organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis or an organization created under the Municipal Cooperative Financing Act, the organization may hold more than one-half of its meetings by virtual conferencing if such organization holds at least one meeting each calendar year that is not by virtual conferencing. The governing body of a risk management pool that meets at least quarterly and the advisory committees of the governing body may each hold more than one-half of its meetings by virtual conferencing if the governing body's quarterly meetings are not held by virtual conferencing.

(3) Virtual conferencing, emails, faxes, or other electronic communication shall not be used to circumvent any of the public government purposes established in the Open Meetings Act.

(4) The secretary or other designee of each public body shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to them of the time and place of each meeting and the subjects to be discussed at that meeting.

(5) When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes and any formal action taken in such meeting shall pertain only to the emergency. Such emergency meetings may be held by virtual conferencing. The provisions of subsection (4) of this section shall be complied with in conducting emergency meetings. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public by no later than the end of the next regular business day.

(6) A public body may allow a member of the public or any other witness to appear before the public body by means of virtual conferencing.

(7)(a) Notwithstanding subsections (2) and (5) of this section, if an emergency is declared by the Governor pursuant to the Emergency Management Act as defined in section 81-829.39, a public body the territorial jurisdiction of which is included in the emergency declaration, in whole or in part, may hold a meeting by virtual conferencing during such emergency if the public body gives reasonable advance publicized notice as described in subsection (1) of this section. The notice shall include information regarding access for the public and news media. In addition to any formal action taken pertaining to the emergency, the public body may hold such meeting for the purpose of briefing, discussion of public business, formation of tentative policy, or the taking of any action by the public body.

(b) The public body shall provide access by providing a dial-in number or a link to the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act. Reasonable arrangements shall be made to accommodate the public's right to hear and speak at the meeting and record the meeting. Subsection (4) of this section shall be complied with in conducting such meetings.

(c) The nature of the emergency shall be stated in the minutes. Complete minutes of such meeting specifying the nature of the emergency and any formal action taken at the meeting shall be made available for inspection as provided in subsections (5) and (6) of section 84-1413.

Source: Laws 1975, LB 325, § 4; Laws 1983, LB 43, § 3; Laws 1987, LB 663, § 25; Laws 1993, LB 635, § 2; Laws 1996, LB 469, § 6; Laws 1996, LB 1161, § 1; Laws 1999, LB 47, § 2; Laws 1999, LB 87, § 100; Laws 1999, LB 461, § 1; Laws 2000, LB 968, § 85; Laws 2004, LB 821, § 38; Laws 2004, LB 1179, § 2; Laws 2006, LB 898, § 2; Laws 2007, LB199, § 9; Laws 2009, LB361, § 2; Laws 2012, LB735, § 1; Laws 2013, LB510, § 1; Laws 2017, LB318, § 1; Laws 2019, LB212, § 5; Laws 2020, LB148, § 3; Laws 2021, LB83, § 12.

Effective Date: April 22, 2021

Cross References

- **Emergency Management Act**, see section 81-829.36.
- **Intergovernmental Risk Management Act**, see section 44-4301.
- **Interlocal Cooperation Act**, see section 13-801.
- **Joint Public Agency Act**, see section 13-2501.
- **Municipal Cooperative Financing Act**, see section 18-2401.

Annotations

- Under subsection (1) of this section, the Legislature has imposed only two conditions on the public body's notification method of a public meeting: (1) It must give reasonable

advance publicized notice of the time and place of each meeting and (2) it must be recorded in the public body's minutes. *City of Elkhorn v. City of Omaha*, 272 Neb. 867, 725 N.W.2d 792 (2007).

- An emergency is "(a)ny event or occasional combination of circumstances which calls for immediate action or remedy; pressing necessity; exigency; a sudden or unexpected happening; an unforeseen occurrence or condition." *Steenblock v. Elkhorn Township Bd.*, 245 Neb. 722, 515 N.W.2d 128 (1994).
- An agenda which gives reasonable notice of the matters to be considered at a meeting of a city council complies with the requirements of this section. *Pokorny v. City of Schuyler*, 202 Neb. 334, 275 N.W.2d 281 (1979).
- When notice is required, a notice of a special meeting of a city council posted in three public places at 10:00 p.m. on the day preceding the meeting is not reasonable advance publicized notice of a meeting as is required by this section. *Pokorny v. City of Schuyler*, 202 Neb. 334, 275 N.W.2d 281 (1979).
- Teacher waived right to object to lack of public notice in board of education employment hearing by voluntary participation in the hearing without objection. *Alexander v. School Dist. No. 17*, 197 Neb. 251, 248 N.W.2d 335 (1976).
- A county board of commissioners and a county board of equalization are not required to give separate notices when the notice states only the time and place that the boards meet and directs a citizen to where the agendas for each board can be found. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- A county board of equalization is a public body which is required to give advanced publicized notice of its meetings. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- Notice of recessed and reconvened meetings must be given in the same fashion as the original meeting. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- True notice of a meeting is not given by burying such in the minutes of a prior board proceeding. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- An agenda notice which merely stated "work order reports" was an inadequate notice under this section because it did not give interested persons knowledge that plans for a 345 kv transmission line through the district was going to be discussed and voted upon at the meeting. Inadequate agenda notice under this section meant there was a substantial violation of the public meeting laws; however, later actions by the board of directors cured the defects in notice, and such actions were in substantial compliance with the statute. *Hansmeyer v. Nebraska Pub. Power Dist.*, 6 Neb. App. 889, 578 N.W.2d 476 (1998).

84-1412. Meetings of public body; rights of public; public body; powers and duties.

(1) Subject to the Open Meetings Act, the public has the right to attend and the right to speak at meetings of public bodies, and all or any part of a meeting of a public body, except for closed sessions called pursuant to section 84-1410, may be videotaped, televised, photographed, broadcast, or recorded by any person in attendance by means of a tape recorder, a camera, video equipment, or any other means of pictorial or sonic reproduction or in writing.

(2) It shall not be a violation of subsection (1) of this section for any public body to make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, televising, photographing, broadcasting, or recording its meetings, including meetings held by virtual conferencing. A body may not be required to allow citizens to speak at each meeting, but it may not forbid public participation at all meetings.

(3) No public body shall require members of the public to identify themselves as a condition for admission to the meeting nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. The body shall require any member of the public desiring to address the body to identify

himself or herself, including an address and the name of any organization represented by such person unless the address requirement is waived to protect the security of the individual.

(4) No public body shall, for the purpose of circumventing the Open Meetings Act, hold a meeting in a place known by the body to be too small to accommodate the anticipated audience.

(5) No public body shall be deemed in violation of this section if it holds its meeting in its traditional meeting place which is located in this state.

(6) No public body shall be deemed in violation of this section if it holds a meeting outside of this state if, but only if:

(a) A member entity of the public body is located outside of this state and the meeting is in that member's jurisdiction;

(b) All out-of-state locations identified in the notice are located within public buildings used by members of the entity or at a place which will accommodate the anticipated audience;

(c) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including making virtual conferencing available at an in-state location to members, the public, or the press, if requested twenty-four hours in advance;

(d) No more than twenty-five percent of the public body's meetings in a calendar year are held out-of-state;

(e) Out-of-state meetings are not used to circumvent any of the public government purposes established in the Open Meetings Act; and

(f) The public body publishes notice of the out-of-state meeting at least twenty-one days before the date of the meeting in a legal newspaper of statewide circulation.

(7) Each public body shall, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at a meeting.

(8) Public bodies shall make available at the meeting or the in-state location for virtual conferencing as required by subdivision (6)(c) of this section, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed at an open meeting, either in paper or electronic form. Public bodies shall make available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. At the beginning of the meeting, the public shall be informed about the location of the posted information.

Source: Laws 1975, LB 325, § 5; Laws 1983, LB 43, § 4; Laws 1985, LB 117, § 2; Laws 1987, LB 324, § 5; Laws 1996, LB 900, § 1073; Laws 2001, LB 250, § 2; Laws 2004, LB 821, § 39; Laws 2006, LB 898, § 3; Laws 2008, LB962, § 1; Laws 2021, LB83, § 13.

Effective Date: April 22, 2021

Annotations

- To preserve an objection that a public body failed to make documents available at a public meeting as required by subsection (8) of this section, a person who attends a public meeting must not only object to the violation, but must make that objection to the public body or to a member of the public body. *Stoetzel & Sons v. City of Hastings*, 265 Neb. 637, 658 N.W.2d 636 (2003).

84-1413. Meetings; minutes; roll call vote; secret ballot; when; agenda and minutes; required on website; when.

(1) Each public body shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed.

(2) Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the public body in open session, and the record shall state how each member voted or if the member was absent or not voting. The requirements of a roll call or viva voce vote shall be satisfied by a public body which utilizes an electronic voting device which allows the yeas and nays of each member of such public body to be readily seen by the public.

(3) The vote to elect leadership within a public body may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.

(4) The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public records and open to public inspection during normal business hours.

(5) Minutes shall be written, except as provided in subsection (6) of this section, and available for inspection within ten working days or prior to the next convened meeting, whichever occurs earlier, except that cities of the second class and villages may have an additional ten working days if the employee responsible for writing the minutes is absent due to a serious illness or emergency.

(6) Minutes of the meetings of the board of a school district or educational service unit may be kept as an electronic record.

(7) Beginning July 31, 2022, the governing body of a natural resources district, the city council of a city of the metropolitan class, the city council of a city of the primary class, the city council of a city of the first class, the county board of a county with a population greater than twenty-five thousand inhabitants, and the school board of a school district shall make available on such entity's public website the agenda and minutes of any meeting of the governing body. The agenda shall be placed on the website at least twenty-four hours before the meeting of the governing body. Minutes shall be placed on the website at such time as the minutes are available for inspection as provided in subsection (5) of this section. This information shall be available on the public website for at least six months.

Source: Laws 1975, LB 325, § 6; Laws 1978, LB 609, § 3; Laws 1979, LB 86, § 9; Laws 1987, LB 663, § 26; Laws 2005, LB 501, § 1; Laws 2009, LB361, § 3; Laws 2015, LB365, § 2; Laws 2016, LB876, § 1; Laws 2021, LB83, § 14.

Effective Date: April 22, 2021

Annotations

- Under prior law, if a person present at a meeting observes and fails to object to an alleged public meetings laws violation in the form of a failure to conduct rollcall votes before taking actions on questions or motions pending, that person waives his or her right to object at a later date. *Hauser v. Nebraska Police Stds. Adv. Council*, 264 Neb. 944, 653 N.W.2d 240 (2002).
- Subsection (2) of this section does not require the record to state that the vote was by roll call, but requires only that the record show if and how each member voted. Neither does the statute set a time limit for recording the results of a vote, after which no corrections of the record can be made. If no intervening rights of third persons have arisen, a board of county commissioners has power to correct the record of the proceedings had at a previous

meeting so as to make them speak the truth, particularly where the correction supplies some omitted fact or action and is done not to contradict or change the original record but to have the record show that a certain action was taken or thing done, which the original record fails to show. *State ex rel. Schuler v. Dunbar*, 214 Neb. 85, 333 N.W.2d 652 (1983).

- Failure by a public governing body, as defined under section 84-1409, R.R.S.1943, to take and record a roll call vote on an action, as required by section 84-1413(2), R.S.Supp.,1980, grants any citizen the right to sue for the purpose of having the action declared void. In this case such failure could not be later corrected by a nunc pro tunc order because there was no showing that a roll call vote on the disputed action was actually taken, and even if it was the record showed it was not recorded until over a year later. Sections 23-1301, R.R.S.1943, and 23-1302, R.R.S.1943, make it the duty of the county clerk to record proceedings of the board of county commissioners. *State ex rel. Schuler v. Dunbar*, 208 Neb. 69, 302 N.W.2d 674 (1981).
- There is no requirement that a public body make a record of where notice was published or posted. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).

84-1414. Unlawful action by public body; declared void or voidable by district court; when; duty to enforce open meeting laws; citizen's suit; procedure; violations; penalties.

(1) Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in violation of the Open Meetings Act shall be declared void by the district court if the suit is commenced within one hundred twenty days of the meeting of the public body at which the alleged violation occurred. Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in substantial violation of the Open Meetings Act shall be voidable by the district court if the suit is commenced more than one hundred twenty days after but within one year of the meeting of the public body in which the alleged violation occurred. A suit to void any final action shall be commenced within one year of the action.

(2) The Attorney General and the county attorney of the county in which the public body ordinarily meets shall enforce the Open Meetings Act.

(3) Any citizen of this state may commence a suit in the district court of the county in which the public body ordinarily meets or in which the plaintiff resides for the purpose of requiring compliance with or preventing violations of the Open Meetings Act, for the purpose of declaring an action of a public body void, or for the purpose of determining the applicability of the act to discussions or decisions of the public body. It shall not be a defense that the citizen attended the meeting and failed to object at such time. The court may order payment of reasonable attorney's fees and court costs to a successful plaintiff in a suit brought under this section.

(4) Any member of a public body who knowingly violates or conspires to violate or who attends or remains at a meeting knowing that the public body is in violation of any provision of the Open Meetings Act shall be guilty of a Class IV misdemeanor for a first offense and a Class III misdemeanor for a second or subsequent offense.

Source: Laws 1975, LB 325, § 9; Laws 1977, LB 39, § 318; Laws 1983, LB 43, § 5; Laws 1992, LB 1019, § 126; Laws 1994, LB 621, § 2; Laws 1996, LB 900, § 1074; Laws 2004, LB 821, § 40; Laws 2006, LB 898, § 4.

Annotations

- The Legislature has granted standing to a broad scope of its citizens for the very limited purpose of challenging meetings allegedly in violation of the Open Meetings Act, so that they may help police the public policy embodied by the act. *Schauer v. Grooms*, 280 Neb. 426, 786 N.W.2d 909 (2010).

- Any citizen of the state may commence an action to declare a public body's action void. *City of Elkhorn v. City of Omaha*, 272 Neb. 867, 725 N.W.2d 792 (2007).
- The reading of ordinances constitutes a formal action under subsection (1) of this section. *City of Elkhorn v. City of Omaha*, 272 Neb. 867, 725 N.W.2d 792 (2007).
- If a person present at a meeting observes a public meetings law violation in the form of an improper closed session and fails to object, that person waives his or her right to object at a later date. *Wasikowski v. Nebraska Quality Jobs Bd.*, 264 Neb. 403, 648 N.W.2d 756 (2002).
- Under the Public Meetings Act, a county lacks capacity to maintain an action to declare its official conduct "void" for noncompliance with the act. *County of York v. Johnson*, 230 Neb. 403, 432 N.W.2d 215 (1988).
- When a petitioner under this section is successful in the district court, that court may allow attorney fees. *Tracy Corp. II v. Nebraska Pub. Serv. Comm.*, 218 Neb. 900, 360 N.W.2d 485 (1984).
- Informal discussions between the Tax Commissioner and the State Board of Equalization in which instructions were clarified, with such clarification leading to the amendment of hearing notices, did not constitute a public meeting subject to the provisions of this section. *Box Butte County v. State Board of Equalization and Assessment*, 206 Neb. 696, 295 N.W.2d 670 (1980).
- The right to collaterally attack an order made in contravention of the Public Meeting Act must occur within a period of one year as is specifically provided by this section. *Witt v. School District No. 70*, 202 Neb. 63, 273 N.W.2d 669 (1979).
- Statutory change, requiring "publicized notice" for board of education employment hearings, occurring between dates meeting scheduled and conducted, held not to void proceedings. *Alexander v. School Dist. No. 17*, 197 Neb. 251, 248 N.W.2d 335 (1976).
- Voiding an entire meeting is a proper remedy for violations of the Open Meetings Act. Once a meeting has been declared void pursuant to Nebraska's public meetings law, board members are prohibited from considering any information obtained at the illegal meeting. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- Actions by the board of directors were merely voidable under this section, and not void. Pursuant to subsection (3) of this section, the plaintiffs were awarded partial attorney fees because they were successful in having the court declare that the board of directors was in substantial violation of the statute, even though the plaintiffs did not get the relief requested of having the board's actions declared void. *Hansmeyer v. Nebraska Pub. Power Dist.*, 6 Neb. App. 889, 578 N.W.2d 476 (1998).

Regular Board of Education Meeting

Monday, June 16, 2025 5:00 PM

School Lobby 104 East Murray Shickley, NE 68436-0407

President Noel called the meeting to order and took role call. The Pledge of Allegiance was recited and the Open Meetings Act noted. Kempf moved and Nelson seconded a motion to approve the agenda. Carried. Yes: 6, No: 0. Schlegel moved and Kempf seconded a motion to approve the consent agenda. Carried. Yes: 6, No: 0. EM superintendent Paul Sheffield provided information on the pros and cons of participation in the federal and state nutrition program. Colleen Strothkamp provided information on record keeping and requirements of the program. Schlegel moved and Kempf seconded a motion to approve the financial reports as presented. Carried. Yes: 6, No: 0. Kempf moved and Loy seconded a motion to approve the claims and bills as presented excluding 5 Loaves Market & Bakery. Carried. Yes: 6, No: 0. Kempf moved and Nelson seconded a motion to approve the claims for 5 Loaves Market & Bakery. Carried. Yes: 5, No: 0, Abstain (With Conflict): 1. Public Comments on Parental and Family Involvement in Schools: policy 1005.03. Dr. Essink gave a brief explanation of Policy 1005.03. There were no Public Comments. The Finance Committee briefed members and reviewed the monthly finances. A discussion was held on holding a Work Session and a tentative date of July 1 discussed. The board continued to discuss its insurance carrier and examine options. A variety of proposed policy changes and additions were reviewed. Schlegel moved and Kempf seconded a motion to approve updates to policy 1005.03 - Parental and Family Involvement in the Schools. Carried. Yes: 6, No: 0. Kempf moved and Nelson seconded a motion to move to approve Policy 504.06 - Student Dress and Grooming as written. Failed. Yes: 0, No: 6. Loy moved and Kempf seconded a motion to take from the table the 25-26 lunch price action item from the May meeting. Carried. Yes: 6, No: 0. The original motion was moved by Nelson and seconded by Schlegel to approve the proposed school lunch prices. Carried. Yes: 6, No: 0. Principal Schroeder presented information on Mentoring and Orientation Programs. The next regular board meeting will be July 14 at 7:00 PM. Kempf moved and Loy seconded a motion to adjourn the meeting at 7:05 pm. Carried.

Work Session of the Board of Education Meeting

Tuesday, July 1, 2025 6:00 PM Central

School Library 104 East Murray Shickley, NE 68436-0407

President Noel called the meeting to order at 6:00 pm. All members were present. The Pledge of Allegiance was recited and the Open Meetings Act noted. Kempf moved and Nelson seconded a motion to approve the agenda. Carried. Yes: 6, No: 0. There were no comments by the public. The lunch program and continued participation in the federal program was discussed. The board reviewed its role in the Strategic Plan along with professional development for administrators for the coming year. Board committee schedules were discussed. Board members reviewed the results of the student cell phone survey sent to parents and discussed future policy. Dr. Essink reviewed proposed changes to the 25-26 Student Handbook. The building and grounds committee presented information on current and future projects and the need to update the capital improvement plan. The board also discussed ideas for students and staff presentations at board meetings for the coming year. The board also discussed providing a meal for staff during the August inservice days. The next meeting of the board is scheduled for July 14 at 7:00 pm. Kempf moved and Schlegel seconded a motion to adjourn the meeting at 8:10 pm. Carried. Yes: 6, No: 0.

Treasurer's Report

July 14, 2025

General Fund

Depreciation Fund

Activity Fund

School Nutrition Fund

Special Building Fund

Qualified Capital Purpose
Undertaking Fund (QCPUF)

Shickley Public Schools - General Fund
 Shickley, Nebraska
Statement of Assets, Liabilities, and Fund Balance
 As of June 30, 2025 and 2024

	2025	2024
Current Assets		
General Fund Checking	\$ 3,142,499.58	\$ 2,343,017.87
General Fund Savings	113,865.21	112,531.78
Due from Employee	<u>258.48</u>	<u>0.00</u>
Total Current Assets	<u>3,256,623.27</u>	<u>2,455,549.65</u>
Total Assets	<u>\$ 3,256,623.27</u>	<u>\$ 2,455,549.65</u>

Liabilities and Fund Balance

	2025	2024
Total Liabilities	<u>0.00</u>	<u>0.00</u>
Fund Balance		
Fund Balance	1,658,978.63	972,233.91
Net Income	<u>1,597,644.64</u>	<u>1,483,315.74</u>
Total Fund Balance	<u>3,256,623.27</u>	<u>2,455,549.65</u>
Total Liabilities and Fund Balance	<u>\$ 3,256,623.27</u>	<u>\$ 2,455,549.65</u>

Shickley Public Schools - General Fund
 Shickley, Nebraska
Statement of Receipts and Disbursements
 For the 1 Month and 10 Months Ended June 30, 2025

	Current Month	Prior Year	Year to Date	Prior Year to Date	Total Fiscal Year Budget	% of Budget
Receipts						
Taxes Levied by the School	\$ 135,284.46	\$ 0.00	\$ 2,620,075.98	\$ 0.00		
Public Power District Sales Tax	0.00	0.00	1,907.20	0.00		
Motor Vehicle Taxes	5,584.95	0.00	112,838.85	0.00		
Penalties & Interest on Taxes	121.75	0.00	1,987.45	0.00		
Other Taxes Levied by the School	0.00	0.00	1,004,525.64	0.00		
Tuition - Preschool	12,544.00	0.00	112,616.00	0.00		
Interest on Investments	1,323.57	0.00	8,426.28	0.00		
Misc Revenue - Other School Districts	13,331.28	0.00	13,331.28	0.00		
Postsecondary Receipts	0.00	0.00	5,808.00	0.00		
Miscellaneous Local Receipts	18.20	0.00	18.20	0.00		
County Fines & Licenses	261.79	0.00	3,945.20	0.00		
ESU Receipts	1,349.00	0.00	10,481.60	0.00		
State Aid	36,527.00	0.00	365,306.00	0.00		
SPED - School Age	125,189.00	0.00	429,022.00	0.00		
Homestead Exemption	1,235.22	0.00	5,170.46	0.00		
Property Tax Credit	0.00	0.00	476,149.56	0.00		
Pro-Rate Motor Vehicle	0.00	0.00	4,758.15	0.00		
State Apportionment	0.00	0.00	41,223.02	0.00		
Career Education	(566.00)	0.00	(566.00)	0.00		
Other State Receipts	0.00	0.00	38,202.54	0.00		
IDEA - Preschool - (619) Base & Enrollment	0.00	0.00	2,021.00	0.00		
IDEA - Part B - (611) Base & Enrollment	0.00	0.00	34,841.00	0.00		
Other Non-Revenue Receipts	22,416.00	0.00	23,939.14	0.00		
	<hr/>	<hr/>	<hr/>	<hr/>		
Total Receipts	354,620.22	0.00	5,316,028.55	0.00	5,016,970.00	105.96%
Disbursements						
Salaries	180,750.68	0.00	1,834,692.01	0.00		
Additional Compensation	8,150.03	0.00	112,087.61	0.00		
Group Insurance	40,967.97	0.00	407,820.22	0.00		
Social Security	14,176.25	0.00	146,935.31	0.00		
Retirement	17,238.33	0.00	175,532.45	0.00		
Health Benefits	0.00	0.00	45,514.60	0.00		
Other Benefits	740.00	0.00	10,214.23	0.00		
Accounting/Auditing Services	1,950.00	0.00	33,543.30	0.00		
Contracted Legal Services	240.00	0.00	2,260.00	0.00		
Professional Educational Services	1,325.00	0.00	8,428.80	0.00		
Employee Training & Development	1,315.00	0.00	16,318.06	0.00		
Mileage Paid to Staff	0.00	0.00	4,002.71	0.00		

Shickley Public Schools - General Fund
 Shickley, Nebraska
Statement of Receipts and Disbursements
 For the 1 Month and 10 Months Ended June 30, 2025

	Current Month	Prior Year	Year to Date	Prior Year to Date	Total Fiscal Year Budget	% of Budget
Other Professional Services	8,887.30	0.00	91,775.09	0.00		
Technical Services	10,955.42	0.00	19,911.22	0.00		
Distance Education & Telecommunication	0.00	0.00	9,600.00	0.00		
Utility Services	3,858.69	0.00	41,022.89	0.00		
Non-Technology Repairs & Maintenance	11,776.59	0.00	70,736.24	0.00		
Technology Related Repairs & Maintenance	2,950.52	0.00	32,662.94	0.00		
Rentals of Land & Buildings	170.00	0.00	1,700.00	0.00		
Other Purchased Property Services	33.50	0.00	313.50	0.00		
Student Transportation Services	0.00	0.00	75.00	0.00		
Insurance	8,727.30	0.00	109,462.47	0.00		
Communications	234.14	0.00	2,189.26	0.00		
Postage	0.00	0.00	2,125.00	0.00		
Advertising	77.34	0.00	1,456.41	0.00		
Printing & Binding	1,630.42	0.00	16,304.20	0.00		
Tuition - Other Districts in State	0.00	0.00	55,554.00	0.00		
Tuition - Postsecondary Schools	0.00	0.00	14,347.60	0.00		
Tuition - Other	5,200.00	0.00	42,900.00	0.00		
Travel	0.00	0.00	3,862.44	0.00		
General Supplies	17,523.63	0.00	122,302.57	0.00		
Utility Energy Services	652.54	0.00	28,231.24	0.00		
Fuels	2,847.53	0.00	26,663.37	0.00		
Books & Periodicals	383.07	0.00	20,981.93	0.00		
Digital Instruction Materials	0.00	0.00	14,455.04	0.00		
Web/Cloud Based Software	299.00	0.00	21,359.65	0.00		
Technology Supplies	0.00	0.00	7,094.48	0.00		
Machinery	0.00	0.00	7,620.00	0.00		
Technology Related Hardware	18,826.00	0.00	26,316.29	0.00		
Technology Software	0.00	0.00	14,889.00	0.00		
Dues & Fees	269.41	0.00	5,122.78	0.00		
Miscellaneous Expenditures	50,000.00	0.00	50,000.00	0.00		
Fund Transfers to Lunch Fund	0.00	0.00	60,000.00	0.00		
	<hr/>	<hr/>	<hr/>	<hr/>		
Total Disbursements	<u>412,155.66</u>	<u>0.00</u>	<u>3,718,383.91</u>	<u>0.00</u>	<u>5,500,000.00</u>	<u>67.61%</u>
Net Income (Loss)	<u>\$ (57,535.44)</u>	<u>\$ 0.00</u>	<u>\$ 1,597,644.64</u>	<u>\$ 0.00</u>		

Shickley Public Schools - Depreciation Fund
 Shickley, Nebraska
Statement of Assets, Liabilities, and Fund Balance
 As of June 30, 2025 and 2024

	2025	2024
Current Assets		
Depreciation Fund Checking	\$ 5,174.45	\$ 0.00
Depreciation Fund Savings	<u>232,272.57</u>	<u>0.00</u>
Total Current Assets	<u>237,447.02</u>	<u>0.00</u>
Total Assets	<u>\$ 237,447.02</u>	<u>\$ 0.00</u>

Liabilities and Fund Balance

	2025	2024
Total Liabilities	<u>0.00</u>	<u>0.00</u>
Fund Balance		
Fund Balance	415,911.68	0.00
Net Income	<u>(178,464.66)</u>	<u>0.00</u>
Total Fund Balance	<u>237,447.02</u>	<u>0.00</u>
Total Liabilities and Fund Balance	<u>\$ 237,447.02</u>	<u>\$ 0.00</u>

Shickley Public Schools - Depreciation Fund

Shickley, Nebraska

Statement of Receipts and Disbursements

For the 1 Month and 10 Months Ended June 30, 2025

	Current Month	Prior Year	Year to Date	Prior Year to Date	Total Fiscal Year Budget	% of Budget
Receipts						
Interest on Investments	\$ 157.71	\$ 0.00	\$ 2,183.94	\$ 0.00		
	<hr/>	<hr/>	<hr/>	<hr/>		
Total Receipts	<hr/> 157.71	<hr/> 0.00	<hr/> 2,183.94	<hr/> 0.00	<hr/> 102,000.00	<hr/> 2.14%
Disbursements						
Other Professional Services	0.00	0.00	73,635.00	0.00		
Rentals - Vehicles and Equipment	0.00	0.00	3,000.00	0.00		
Vehicles	0.00	0.00	96,000.00	0.00		
Technology-Related Hardware	0.00	0.00	8,013.60	0.00		
	<hr/>	<hr/>	<hr/>	<hr/>		
Total Disbursements	<hr/> 0.00	<hr/> 0.00	<hr/> 180,648.60	<hr/> 0.00	<hr/> 480,321.00	<hr/> 37.61%
Net Income (Loss)	<hr/> \$ 157.71	<hr/> \$ 0.00	<hr/> \$ (178,464.66)	<hr/> \$ 0.00		

Shickley Public Schools - Activities Fund

Shickley, Nebraska

Statement of Assets, Liabilities, and Fund Balance

As of June 30, 2025 and 2024

	2025	2024
Current Assets		
Activities Fund Checking	\$ 109,410.95	\$ 0.00
Total Current Assets	<u>109,410.95</u>	<u>0.00</u>
Total Assets	<u>\$ 109,410.95</u>	<u>\$ 0.00</u>

Liabilities and Fund Balance

	2025	2024
Total Liabilities	<u>0.00</u>	<u>0.00</u>
Fund Balance		
Fund Balance	<u>109,410.95</u>	<u>0.00</u>
Total Fund Balance	<u>109,410.95</u>	<u>0.00</u>
Total Liabilities and Fund Balance	<u>\$ 109,410.95</u>	<u>\$ 0.00</u>

Shickley Public Schools - Activities Fund

Shickley, Nebraska

Statement of Receipts and Disbursements

For the 1 Month and 10 Months Ended June 30, 2025

	Beginning Balance	Receipts	Transfers	Disbursements	Ending Balance
Activities					
Annual	\$ 12,364.10	\$ 4,960.00	\$ -	\$ (2,900.20)	\$ 14,423.90
Athletics	(8,446.73)	16,562.17	-	(26,656.93)	(18,541.49)
Athletics - Golf	205.00	-	-	-	205.00
Class of 2024	368.80	-	-	(368.80)	-
Class of 2025	4,039.82	2,372.80	-	(5,636.23)	776.39
Class of 2026	6,313.60	1,605.10	-	(4,006.19)	3,912.51
Class of 2027	7,460.00	2,480.00	-	-	9,940.00
Class of 2028	1,245.00	569.00	-	-	1,814.00
Class of 2029	830.00	985.00	-	(100.86)	1,714.14
Class of 2030	-	993.00	-	(26.08)	966.92
College Access	250.00	2,250.00	-	(984.36)	1,515.64
Concessions	2,311.30	12,270.24	-	(13,583.23)	998.31
Drama	2,581.18	2,360.73	-	(2,626.26)	2,315.65
Educators Rising	1,536.40	-	-	(687.00)	849.40
FBLA	5,140.77	843.53	-	(2,315.42)	3,668.88
FFA	(5,593.50)	32,518.23	4,238.91	(24,462.07)	6,701.57
Grants	32,192.13	8,300.00	(6,750.00)	(9,101.19)	24,640.94
Interest	488.91	320.68	(488.91)	-	320.68
Library	1,297.03	3,131.30	523.50	(3,329.37)	1,622.46
Music	12,410.70	1,095.00	-	(3,766.75)	9,738.95
National Honor Society	-	221.80	-	-	221.80
PBIS	1,349.90	-	(1,349.90)	-	-
Post Prom	112.61	1,500.00	-	(1,519.32)	93.29
School Culture	-	1,383.40	4,096.81	(2,117.99)	3,362.22
Special Projects	18,826.61	18,415.15	-	(19,965.12)	17,276.64
Speech	2,079.30	334.80	-	(2,409.09)	5.01
Striv	5,310.00	4,095.00	-	-	9,405.00
Student Council	3,516.36	201.10	-	(330.61)	3,386.85
Sunshine Committee	(253.09)	-	253.09	-	-
Swimming Pool	21,851.22	3,072.03	-	(21,890.00)	3,033.25
Teacher Scholarship	1,900.00	-	-	(500.00)	1,400.00
Wellness	1,749.99	4,315.00	(523.50)	(1,898.45)	3,643.04
Total Activities	<u>\$ 133,437.41</u>	<u>\$ 127,155.06</u>	<u>\$ -</u>	<u>\$ (151,181.52)</u>	<u>\$ 109,410.95</u>
Activities Budget	<u>\$ 135,477.00</u>	<u>\$ 280,000.00</u>	<u>\$ -</u>	<u>\$ 300,000.00</u>	<u>\$ 115,477.00</u>

Shickley Public Schools - Lunch Fund

Shickley, Nebraska

Statement of Assets, Liabilities, and Fund Balance

As of June 30, 2025 and 2024

	2025	2024
Current Assets		
Lunch Fund Checking	\$ 19,933.33	\$ 66,733.12
Total Current Assets	<u>19,933.33</u>	<u>66,733.12</u>
Total Assets	<u>\$ 19,933.33</u>	<u>\$ 66,733.12</u>

Liabilities and Fund Balance

	2025	2024
Total Liabilities	<u>0.00</u>	<u>0.00</u>
Fund Balance		
Fund Balance	24,596.23	66,733.12
Net Income	<u>(4,662.90)</u>	<u>0.00</u>
Total Fund Balance	<u>19,933.33</u>	<u>66,733.12</u>
Total Liabilities and Fund Balance	<u>\$ 19,933.33</u>	<u>\$ 66,733.12</u>

Shickley Public Schools - Lunch Fund

Shickley, Nebraska

Statement of Receipts and Disbursements

For the 1 Month and 10 Months Ended June 30, 2025

	Current Month	Prior Year	Year to Date	Prior Year to Date	Total Fiscal Year Budget	% of Budget
Receipts						
Interest on Investments	\$ 5.55	\$ 0.00	\$ 50.96	\$ 0.00		
Daily Sales - School Lunch	0.00	0.00	52,075.38	0.00		
Daily Sales - Non-Reimbursable Programs	580.00	0.00	7,677.60	0.00		
Federal Nutrition Programs	2,324.01	0.00	31,730.58	0.00		
Fund Transfers In	0.00	0.00	60,000.00	0.00		
	<hr/>	<hr/>	<hr/>	<hr/>		
Total Receipts	<u>2,909.56</u>	<u>0.00</u>	<u>151,534.52</u>	<u>0.00</u>	<u>255,000.00</u>	<u>59.43%</u>
Disbursements						
Salaries	4,610.49	0.00	61,955.17	0.00		
Additional Compensation	1,154.00	0.00	6,524.00	0.00		
Group Insurance	990.74	0.00	9,481.07	0.00		
Social Security	435.47	0.00	5,183.36	0.00		
Retirement	375.25	0.00	4,837.33	0.00		
General Supplies	0.00	0.00	163.50	0.00		
Food	2,521.11	0.00	67,923.38	0.00		
Dues & Fees	0.00	0.00	129.61	0.00		
	<hr/>	<hr/>	<hr/>	<hr/>		
Total Disbursements	<u>10,087.06</u>	<u>0.00</u>	<u>156,197.42</u>	<u>0.00</u>	<u>270,419.00</u>	<u>57.76%</u>
Net Income (Loss)	<u>\$ (7,177.50)</u>	<u>\$ 0.00</u>	<u>\$ (4,662.90)</u>	<u>\$ 0.00</u>		

Shickley Public Schools - Building Fund

Shickley, Nebraska

Statement of Assets, Liabilities, and Fund Balance

As of June 30, 2025 and 2024

	2025	2024
Current Assets		
Building Fund Checking	\$ 241.61	\$ 1,231.36
Building Fund Savings	505,185.62	213,481.08
County Treasurer Balance	<u>0.00</u>	<u>(214,712.44)</u>
Total Current Assets	<u>505,427.23</u>	<u>0.00</u>
Total Assets	<u>\$ 505,427.23</u>	<u>\$ 0.00</u>

Liabilities and Fund Balance

	2025	2024
Total Liabilities	<u>0.00</u>	<u>0.00</u>
Fund Balance		
Fund Balance	450,472.82	0.00
Net Income	<u>54,954.41</u>	<u>0.00</u>
Total Fund Balance	<u>505,427.23</u>	<u>0.00</u>
Total Liabilities and Fund Balance	<u>\$ 505,427.23</u>	<u>\$ 0.00</u>

Shickley Public Schools - Building Fund

Shickley, Nebraska

Statement of Receipts and Disbursements

For the 1 Month and 10 Months Ended June 30, 2025

	Current Month	Prior Year	Year to Date	Prior Year to Date	Total Fiscal Year Budget	% of Budget
Receipts						
Taxes Levied by the School	\$ 10,701.65	\$ 0.00	\$ 152,405.91	\$ 0.00		
Public Power District Sales Tax	0.00	0.00	150.79	0.00		
Penalties and Interest on Taxes	9.59	0.00	151.10	0.00		
Other Taxes Levied by the School	0.00	0.00	79,462.48	0.00		
Interest on Investments	351.00	0.00	3,212.45	0.00		
Homestead Exemption	97.71	0.00	410.03	0.00		
Property Tax Credit	0.00	0.00	37,665.56	0.00		
Pro-Rate Motor Vehicle	0.00	0.00	368.23	0.00		
	<hr/>	<hr/>	<hr/>	<hr/>		
Total Receipts	<u>11,159.95</u>	<u>0.00</u>	<u>273,826.55</u>	<u>0.00</u>	<u>311,617.00</u>	<u>87.87%</u>
Disbursements						
Buildings	50,000.00	0.00	140,000.00	0.00		
Furniture & Fixtures	0.00	0.00	11,711.75	0.00		
Technology Hardware	0.00	0.00	67,160.39	0.00		
	<hr/>	<hr/>	<hr/>	<hr/>		
Total Disbursements	<u>50,000.00</u>	<u>0.00</u>	<u>218,872.14</u>	<u>0.00</u>	<u>776,005.00</u>	<u>28.20%</u>
Net Income (Loss)	<u>\$ (38,840.05)</u>	<u>\$ 0.00</u>	<u>\$ 54,954.41</u>	<u>\$ 0.00</u>		

Shickley Public Schools - QCPUF Fund

Shickley, Nebraska

Statement of Assets, Liabilities, and Fund Balance

As of June 30, 2025 and 2024

	2025	2024
Current Assets		
QCPUF Savings	\$ 269,878.99	\$ 230,605.82
Total Current Assets	<u>269,878.99</u>	<u>230,605.82</u>
Total Assets	<u>\$ 269,878.99</u>	<u>\$ 230,605.82</u>

Liabilities and Fund Balance

	2025	2024
Total Liabilities	<u>0.00</u>	<u>0.00</u>
Fund Balance		
Fund Balance	287,675.27	230,605.82
Net Income	<u>(17,796.28)</u>	<u>0.00</u>
Total Fund Balance	<u>269,878.99</u>	<u>230,605.82</u>
Total Liabilities and Fund Balance	<u>\$ 269,878.99</u>	<u>\$ 230,605.82</u>

Shickley Public Schools - QCPUF Fund

Shickley, Nebraska

Statement of Receipts and Disbursements

For the 1 Month and 10 Months Ended June 30, 2025

	Current Month	Prior Year	Year to Date	Prior Year to Date	Total Fiscal Year Budget	% of Budget
Receipts						
Taxes Levied by the School	\$ 8,480.50	\$ 0.00	\$ 121,716.25	\$ 0.00		
Public Power District Sales Tax	0.00	0.00	119.50	0.00		
Penalties & Interest on Taxes	7.63	0.00	124.22	0.00		
Interest on Investments	181.28	0.00	1,448.68	0.00		
Other Taxes Levied by the School	0.00	0.00	62,970.26	0.00		
Homestead Exemption	77.44	0.00	323.57	0.00		
Property Tax Credit	0.00	0.00	29,848.18	0.00		
Pro-Rate Motor Vehicle	0.00	0.00	298.06	0.00		
	<hr/>	<hr/>	<hr/>	<hr/>		
Total Receipts	<u>8,746.85</u>	<u>0.00</u>	<u>216,848.72</u>	<u>0.00</u>	<u>246,372.00</u>	<u>88.02%</u>
Disbursements						
Debt Related Expenses	0.00	0.00	230.00	0.00		
Redemption of Principal	0.00	0.00	231,762.50	0.00		
Interest on Long Term Debt	0.00	0.00	2,652.50	0.00		
	<hr/>	<hr/>	<hr/>	<hr/>		
Total Disbursements	<u>0.00</u>	<u>0.00</u>	<u>234,645.00</u>	<u>0.00</u>	<u>244,400.00</u>	<u>96.01%</u>
Net Income (Loss)	<u>\$ 8,746.85</u>	<u>\$ 0.00</u>	<u>\$ (17,796.28)</u>	<u>\$ 0.00</u>		

General Fund Cash Flow Report

July 14, 2025

Shickley Public Schools - General Fund
Statement of Cash Flows

For the 1 Month and 10 Months Ended June 30, 2025

	1 Month Ended June 30, 2025	10 Months Ended June 30, 2025
Cash Flows from Operating Activities		
Cash Received	\$ 354,620.22	\$ 5,316,028.55
Cash Paid - Salaries and Wages	(180,750.68)	(1,834,692.01)
Cash Paid - Group Insurance	(40,967.97)	(407,820.22)
Cash Paid - FICA	(14,176.25)	(146,935.31)
Cash Paid - Retirement	(17,238.33)	(175,532.45)
Cash Paid - Health Benefits	0.00	(45,514.60)
Cash Paid - Other Benefits	(740.00)	(10,214.23)
Cash Paid - Vendors	(411,897.18)	(3,718,665.33)
Net Cash Received (Paid) for Operating Activities	<u>(57,276.96)</u>	<u>1,597,363.22</u>
Net Increase (Decrease) In Cash	(57,276.96)	1,597,363.22
Beginning Cash	<u>3,313,641.75</u>	<u>1,659,001.57</u>
Ending Cash	<u>\$ 3,256,364.79</u>	<u>\$ 3,256,364.79</u>

Reconciliation of Net Income (Loss) To Cash Received (Paid) for Operating Activities

Net Income (Loss)	\$ (57,535.44)	\$ 1,597,644.64
Increase (Decrease) in Operating Liabilities:		
Other Withholdings	<u>0.00</u>	<u>(22.94)</u>
Total Adjustments	<u>258.48</u>	<u>(281.42)</u>
Net Cash Received (Paid) for Operating Activities	<u>\$ (57,276.96)</u>	<u>\$ 1,597,363.22</u>

Accounts

GENERAL FUND XX3840	Available balance \$3,140,750.50
GENERAL FUND SAVINGS XXXX5040	Available balance \$113,865.21
BUILDING FUND XXX0725	Available balance \$241.61
BUILDING FUND SAVINGS XX8121	Available balance \$505,185.62
DEPRECIATION FUND XXX4158	Available balance \$5,174.45
DEPRECIATION FUND SAVINGS XX0614	Available balance \$232,272.57
LUNCH FUND XX0648	Available balance \$19,933.33
ACTIVITIES FUND XX3527	Available balance \$109,410.95
QCPUF FUND SAVINGS XX1116	Available balance \$269,878.99

Claims and Bills Report

July 14, 2025

Shickley Public Schools - General Fund
School - ESSA Bills
 General Fund Checking
 July 1, 2025 - July 31, 2025

Date	Ref	Account #	Account Description	Name	Description	Amount
07/01/25	OMNIFY	01-2-02510-810-000	Dues & Fees	Omnify Benefits	Omnify Benefits Charge	3.00
						<u>3.00</u>
07/10/25		01-2-02510-315-000	Accounting/Auditing Services	Krista Hamburger, CPA	Accounting/Payroll Services	1,950.00
						<u>1,950.00</u>
07/10/25		01-2-02710-626-000	Fuels	Wex Bank	Transportation Fuel	402.53
07/10/25		01-2-02712-626-000	Fuels	Wex Bank	Transportation Fuel - SPED	49.41
						<u>451.94</u>
07/10/25	37904	01-2-02330-317-000	Contracted Legal Services	KSB School Law	Legal Services	639.00
						<u>639.00</u>
07/10/25	37905	01-2-01100-610-000	General Supplies	Lacey Wagner	CPR Instructor	253.06
						<u>253.06</u>
07/10/25	37906	01-2-02640-431-000	Non-Technology Repairs & Maintenance	Lee's Refrigeration	Repairs	150.79
						<u>150.79</u>
07/10/25	37907	01-2-01100-610-000	General Supplies	Matheson Tri-Gas, Inc.	Welding	104.45
						<u>104.45</u>
07/10/25	37908	01-2-02620-431-000	Non-Technology Repairs & Maintenance	Midwest Floor Specialists	Gym Floors	1,965.00
						<u>1,965.00</u>
07/10/25	37909	01-2-02640-431-000	Non-Technology Repairs & Maintenance	Midwest Restaurant Supply	Repairs	349.45
						<u>349.45</u>
07/10/25	37910	01-2-03300-350-000	Technical Services	Mussman Excavating	White Rock	1,303.55
						<u>1,303.55</u>
07/10/25	37911	01-2-02320-320-000	Professional Educational Services	Nebraska Council of School Administrators	Conference	600.00
						<u>600.00</u>
07/10/25	37912	01-2-02310-320-000	Professional Educational Services	Nebraska Rural Community Schools Association	Membership Dues	850.00
						<u>850.00</u>
07/10/25	37913	01-2-02310-540-000	Advertising	Nebraska Signal	Board Proceedings	74.37
						<u>74.37</u>
07/10/25	37914	01-2-02630-350-000	Technical Services	Noel Lawn Care	Application	495.75
						<u>495.75</u>

Shickley Public Schools - General Fund
School - ESSA Bills
 General Fund Checking
 July 1, 2025 - July 31, 2025

Date	Ref	Account #	Account Description	Name	Description	Amount
						<u>495.75</u>
07/10/25	37915	01-2-01100-640-000	Books & Periodicals	Parent Institute	Renewal	199.00
						<u>199.00</u>
07/10/25	37916	01-2-01100-643-000	Web/Cloud Based Software	Powerschool Group LLC	Subscription	1,852.02
						<u>1,852.02</u>
07/10/25	37917	01-2-02640-431-000	Non-Technology Repairs & Maintenance	Precision Signs and Graphics, LLC	Graphic Services	182.00
						<u>182.00</u>
07/10/25	37918	01-2-01100-610-000	General Supplies	Quill	Supplies	208.45
						<u>208.45</u>
07/10/25	37919	01-2-02630-610-000	General Supplies	Scott Hourigan Co	Sprinkler Repairs	836.39
						<u>836.39</u>
07/10/25	37920	01-2-02620-610-000	General Supplies	Shickley Lumber Company	Tools	357.25
07/10/25	37920	01-2-03300-610-000	General Supplies	Shickley Lumber Company	Pool Supplies	113.14
						<u>470.39</u>
07/10/25	37921	01-2-02620-350-000	Technical Services	Sutton Electric	Electrical Repairs	305.74
						<u>305.74</u>
07/10/25	37922	01-2-02610-431-000	Non-Technology Repairs & Maintenance	Trane, U.S. Inc.	Annual Maintenance Service	8,466.50
						<u>8,466.50</u>
07/10/25	37923	01-2-02230-432-000	Technology Related Repairs & Maintenance	Unite Private Networks	Internet	428.98
						<u>428.98</u>
07/10/25	37924	01-2-02670-610-000	General Supplies	US Bank	Safety Supplies	2,257.79
07/10/25	37924	01-2-01100-610-000	General Supplies	US Bank	School Supplies	6,182.00
07/10/25	37924	01-2-01190-610-002	General Supplies	US Bank	Preschool Supplies	57.98
07/10/25	37924	01-2-01100-640-001	Books & Periodicals	US Bank	Books	1,501.03
07/10/25	37924	01-2-01100-650-000	Technology Supplies	US Bank	Technology Hardware	437.44
07/10/25	37924	01-2-03300-610-000	General Supplies	US Bank	Pool Repair	567.11
07/10/25	37924	01-2-02630-610-000	General Supplies	US Bank	Maintenance Supply	713.92
07/10/25	37924	01-2-02213-330-000	Employee Training & Development	US Bank	Staff Training	799.60
						<u>12,516.87</u>
07/10/25	37925	01-2-02680-410-001	Utility Services	Village of Shickley	Utilities - Secondary	1,350.95
07/10/25	37925	01-2-02680-410-002	Utility Services	Village of Shickley	Utilities - Elementary	2,204.18

Shickley Public Schools - General Fund
School - ESSA Bills
 General Fund Checking
 July 1, 2025 - July 31, 2025

Date	Ref	Account #	Account Description	Name	Description	Amount
07/10/25	37925	01-2-02680-410-001	Utility Services	Village of Shickley	Utilities - Greenhouse	419.56
07/10/25	37925	01-2-03300-410-000	Utility Services	Village of Shickley	Utilities - Pool	961.80
						<u>4,936.49</u>
07/10/25	37926	01-2-03300-530-000	Communications	Windstream	Telephone - Pool	5.43
						<u>5.43</u>
07/10/25	37927	01-2-02680-490-000	Other Purchased Property Services	Woodward's Disposal Service	Document Disposal	32.50
						<u>32.50</u>
07/10/25	37928	01-2-02610-441-000	Rentals of Land & Buildings	WP Properties, LLC	Storage Rent	170.00
						<u>170.00</u>
07/14/25		01-2-02610-520-000	Insurance	EMC Insurance	Insurance Payment	9,530.73
						<u>9,530.73</u>
07/14/25	37929	01-2-01100-610-000	General Supplies	5 Loaves Market & Bakery	General Food	27.55
07/14/25	37929	01-2-01190-610-002	General Supplies	5 Loaves Market & Bakery	Daycare Food	1,453.78
07/14/25	37929	01-2-03300-610-000	General Supplies	5 Loaves Market & Bakery	Ballfield	14.09
						<u>1,495.42</u>
07/14/25	37930	01-2-01100-643-000	Web/Cloud Based Software	Arbiter	Website	345.00
						<u>345.00</u>
07/14/25	37931	01-2-01200-569-000	Tuition - Other	Boys Town - Father Flanagan's Boys Home	SPED Tuition	3,900.00
						<u>3,900.00</u>
07/14/25	37932	01-2-02680-410-000	Utility Services	Burton Enterprises	Trash Service	170.00
						<u>170.00</u>
07/14/25	37933	01-2-02230-650-000	Technology Supplies	Computer Hardware	Computer Supplies	99.00
						<u>99.00</u>
07/14/25	37934	01-2-02230-432-000	Technology Related Repairs & Maintenance	DAS State Accounting	Data Service	292.87
						<u>292.87</u>
07/14/25	37935	010	General Fund Checking	Eakes Office Solutions	Janitorial Supplies	275.74
						<u>275.74</u>
07/14/25	37936	01-2-02580-810-000	Dues & Fees	Educational Service Unit #6	Technology Hosted Services	73.43
07/14/25	37936	01-2-02230-432-002	Technology Related Repairs & Maintenance	Educational Service Unit #6	Technology Contracted Services	2,228.67
07/14/25	37936	01-2-01200-561-001	Tuition - Other Districts in State	Educational Service Unit #6	Success	16,041.28

Shickley Public Schools - General Fund
School - ESSA Bills
 General Fund Checking
 July 1, 2025 - July 31, 2025

Date	Ref	Account #	Account Description	Name	Description	Amount
07/14/25	37936	01-2-01200-561-002	Tuition - Other Districts in State	Educational Service Unit #6	Success/Crave	10,565.87
07/14/25	37936	01-2-02143-340-001	Other Professional Services	Educational Service Unit #6	Diagnostic/Psych Charges - Intermediate	661.43
07/14/25	37936	01-2-02142-340-002	Other Professional Services	Educational Service Unit #6	Diagnostic/Psych Charges - (3-5)	661.43
07/14/25	37936	01-2-02141-340-002	Other Professional Services	Educational Service Unit #6	Diagnostic/Psych Charges - Elementary	661.43
07/14/25	37936	01-2-02141-340-001	Other Professional Services	Educational Service Unit #6	Diagnostic/Psych Charges - JH	661.43
07/14/25	37936	01-2-02141-340-001	Other Professional Services	Educational Service Unit #6	Diagnostic/Psych Charges - HS	661.43
07/14/25	37936	01-2-02151-340-002	Other Professional Services	Educational Service Unit #6	Hearing Resource Charge	1,489.11
						33,705.51
07/14/25	37937	01-2-01100-735-000	Technology Software	Filament Essential Service	Website	1,200.00
						1,200.00
07/14/25	37938	01-2-02190-340-000	Other Professional Services	Fillmore County Hospital	District - Contracted Services	2,500.00
						2,500.00
07/14/25	37939	01-2-02610-621-000	Utility Energy Services	Galyen Energy	Propane	517.44
						517.44
07/14/25	37940	01-2-04600-450-000	Construction Services	Gibson & Gibson Concrete	Gibson & Gibson Concrete	7,020.00
						7,020.00
07/14/25	37941	01-2-02163-340-002	Other Professional Services	GO Physical Therapy, LLC	OT Rehab Services - 0-2	732.30
07/14/25	37941	01-2-02161-340-002	Other Professional Services	GO Physical Therapy, LLC	OT Rehab Services - Elementary	1,168.45
07/14/25	37941	01-2-02161-340-001	Other Professional Services	GO Physical Therapy, LLC	OT Rehab Services - Secondary	804.32
07/14/25	37941	01-2-02173-340-002	Other Professional Services	GO Physical Therapy, LLC	PT Rehab Services - 0-2	37.50
07/14/25	37941	01-2-02171-340-002	Other Professional Services	GO Physical Therapy, LLC	PT Rehab Services - Elementary	392.10
07/14/25	37941	01-2-02151-340-001	Other Professional Services	GO Physical Therapy, LLC	SLP Rehab Services - Secondary	358.65
07/14/25	37941	01-2-02183-340-002	Other Professional Services	GO Physical Therapy, LLC	Vision Services - 0-2	201.60
07/14/25	37941	01-2-02182-340-002	Other Professional Services	GO Physical Therapy, LLC	Vision Services - 3-5	35.50
07/14/25	37941	01-2-02181-340-002	Other Professional Services	GO Physical Therapy, LLC	Vision Services - Elementary	981.70
						4,712.12
07/14/25	37942	01-2-01100-550-000	Printing & Binding	Hometown Leasing	Copier Lease	1,630.42
						1,630.42
07/14/25	37943	01-2-01100-640-002	Books & Periodicals	Houghton Mifflin Company	Books	6,065.48
						6,065.48
07/14/25	37944	01-2-02580-530-000	Communications	Intermedia	Telephone	54.43
						54.43
07/14/25	37945	01-2-02610-610-000	General Supplies	Jensen Publishing Inc	Huskerland Preps	25.00
						25.00

Shickley Public Schools - General Fund

School - ESSA Bills

General Fund Checking
July 1, 2025 - July 31, 2025

Date	Ref	Account #	Account Description	Name	Description	Amount
07/14/25	37946	01-2-02610-350-000	Technical Services	Kelch Plumbing	Plumbing Repairs & Maintenance	137.50
						<u>137.50</u>

Total Paid 113,477.78

Check count = 47

**Shickley Public Schools - Lunch Fund
School - ESSA Bills**

Lunch Fund Checking
July 1, 2025 - July 31, 2025

Date	Ref	Account #	Account Description	Name	Description	Amount
07/14/25	8034	06-2-03100-630-000	Food	Nebraska Department of Health and Human Services	Food Supplies	<u>7.25</u>
						<u>7.25</u>
07/14/25	8035	06-2-03100-110-000	Salaries - Non-Instructional	Shickley Public School - General Fund	Regular Wages	2,697.74
07/14/25	8035	06-2-03100-150-000	Additional Compensation - Non-Instructional	Shickley Public School - General Fund	Sick/PTO Wages	616.00
07/14/25	8035	06-2-03100-210-000	Group Insurance - Non-Instructional	Shickley Public School - General Fund	Health Insurance	934.04
07/14/25	8035	06-2-03100-220-000	Social Security - Non-Instructional	Shickley Public School - General Fund	FICA	253.48
07/14/25	8035	06-2-03100-230-000	Retirement - Non-Instructional	Shickley Public School - General Fund	Retirement	<u>141.11</u>
						<u>4,642.37</u>

Total Paid 4,649.62

Check count = 2

Shickley Public Schools - Building Fund

School - ESSA Bills

Building Fund Checking

July 1, 2025 - July 31, 2025

Date	Ref	Account #	Account Description	Name	Description	Amount
07/10/25	1711	08-2-02670-720-000	Buildings	Facility Advocates	HVAC Payment	58,788.00
						<u>58,788.00</u>

Total Paid 58,788.00

Check count = 1

Payroll Summary Report

July 14, 2025

Shickley Public Schools - General Fund

Payroll Cash Requirements

July 18, 2025

Description	Amount	Total
Cash Required for Net Pay and Electronic Funds Transfer (EFT)		
Net Pay Distributions		
Net Direct Deposits	140,523.95	
Net Pay		140,523.95
Employee Taxes		
FICA-SS	11,627.59	
FICA-MED	2,719.34	
FIT	10,985.09	
Nebraska SIT	6,134.53	
Employer Taxes		
ERFICA-SS	11,627.59	
ERFICA-MED	2,719.34	
Taxes Total		45,813.48
Payroll Total		186,337.43
Cash Required for Balance of Payroll		
<u>Employee Deductions</u>		
DENTAL	784.63	
HSA	1,410.00	
125 PLAN	1,423.81	
VISION	313.16	
LEGAL	215.50	
DISABILITY - POST-TAX	204.64	
ACCIDENT - PRE-TAX	68.84	
ACCIDENT - POST-TAX	109.26	
WHOLE LIFE	223.32	
RETIREMENT	14,407.07	
PURCHASE OF SERV	446.94	
GARNISHMENT	142.60	
DUE TO SCHOOL	258.48	
<u>Employer Contributions</u>		
HEALTH INSURANCE	40,876.91	
SCHOOL DENTAL	898.46	
SCHOOL RETIREMENT	14,551.09	
Payroll Total		76,334.71
Cash Required for Billing Detail		
	Qty	
Payroll Fees		
Direct Deposit Fee	110	220.00
Total Payroll Fees		220.00
Total Cash Required		262,892.14

Shickley Public Schools - General Fund

Payroll Liabilities Paid

July 1, 2025 - July 31, 2025

Date	Ref	Name	Description	Amount
07/10/25		Heartland Bank	HSA Withholding	1,410.00
				<u>1,410.00</u>
07/10/25	37901	Blue Cross Blue Shield	Medical/Dental Withholding	42,560.00
				<u>42,560.00</u>
07/10/25	37902	First Concord Benefits Group	Dues & Fees	35.00
07/10/25	37902	First Concord Benefits Group	125 Plan Withholding	1,423.81
				<u>1,458.81</u>
07/10/25	37903	Pre-Paid Legal Services	Pre-Paid Legal Withholding	215.50
				<u>215.50</u>
07/14/25		Colonial Life	Other Withholdings	606.06
				<u>606.06</u>
07/14/25		Internal Revenue Service	FICA Withholding	28,693.86
07/14/25		Internal Revenue Service	Federal Withholding	10,985.09
				<u>39,678.95</u>
07/14/25		Nebraska Department of Revenue	State Withholding	6,134.53
				<u>6,134.53</u>
07/14/25		Nebraska Public Employees Retirement Systems	Retirement Withholding	29,405.10
				<u>29,405.10</u>
07/14/25	37947	Accelerated Receivables	Other Withholdings	142.60
				<u>142.60</u>
07/14/25	37948	Ameritas	Medical/Dental Withholding	313.16
				<u>313.16</u>

Total Paid 121,924.71

Check count = 10

STUDENT ~~APPEARANCE~~DRESS CODE AND GROOMING

The Board believes ~~inappropriate~~ student ~~appearance~~dress or grooming that causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees ~~and/or~~ visitors.

is not appropriate. Students are expected to adhere to standards of cleanliness, grooming and dress that are compatible with the requirements of a ~~good~~positive learning environment. ~~The standards will be those generally acceptable to the community as appropriate in a school setting.~~

The Board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place and occasion. ~~Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated.~~ When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

~~A student~~The Board respects the diverse racial and religious backgrounds of our students. The District's students have the right to visibly express themselves through their attire when associated with race, religion, sex, disability, or national origin, including tribal regalia, natural and protective hairstyles, or adornments. The District will facilitate and encourage a positive learning environment for all students while complying with any applicable health and safety law, rule, regulations or ordinance.

"Caregiver" in this policy shall include any parent, guardian or other adult caregiver who is a member of an indigenous tribe on record with the District as one of the United States or another country may student's official custodians.

GENERAL PRINCIPLES/STANDARDS:

1. Non-Discrimination: The District dress code and grooming policy prohibits discrimination against students based on race, religion, sex, disability, or national origin. Bullying Prevention and Harassment policies are also referenced below.
2. Respect for Individuality: Students are allowed to wear tribal regalia in any public or private location on the religious attire, adornments, and other attire associated with race, national origin or religion, or tribal regalia. Additionally, students' hair should not be permanently or temporarily altered by school grounds or at any personnel. Altering a student's appearance or removing or altering a student's attire without consent from their caregiver is not allowed. Additionally, students are permitted to wear natural and protective hairstyles including but are not limited to braids, locks, twists, tight coils or curls, cornrows, Bantu knots, afros, weaves, wigs, or head wraps.

3. Cultural and Religious Attire: Students are allowed to wear religious attire and tribal regalia in accordance with their race, national origin, or religion and will be protected from bullying and harassment according to district policies.
4. Prohibited Attire: Attire should not promote violence, drugs, alcohol, profanity, or hate speech. The District reserves the right to request immediate attire changes from students.

HEALTH AND SAFETY CONSIDERATIONS:

In school function environments where the use of certain chemicals or equipment poses a direct safety hazard, students may be required to wear protective gear, such as lab coats and safety goggles. Similarly, in physical education classes or during sports activities, students may need to modify their attire or secure their hair to ensure the safety of themselves and others. A good faith effort applied equally and without discrimination will be made to ensure safety without compromising religious beliefs, grooming practices, or requiring students to permanently alter their appearance.

1. Proven Need: Any health and safety standard based on characteristics associated with race, religion, sex, disability, or national origin must demonstrate that such standard is necessary for the health and safety of the student or other individual.
2. Least Restrictive Means: Health and safety standards addressing such concerns should use the least restrictive means necessary. Measures that do not discriminate with respect to race, religion, sex, disability, or national origin should be pursued.

ENFORCEMENT:

Enforcement of this policy will be consistent with the district's code of conduct and discipline policies. Enforcement of this policy shall not target, disproportionately impact, discriminate, or be applied in a discriminatory manner against any students on the basis of race, religion, sex, disability, or national origin.

TRAINING AND AWARENESS:

The district will communicate this policy with students and families in their preferred language(s). Feedback from diverse students, caregivers, staff, and administrators will be considered when adopting and revising this policy. The District will provide appropriate staff training about this policy for its effective implementation with caregivers.

CONFIDENTIALITY:

The school will handle all information related to students' race, sex, disability, national origin, or religious characteristics in accordance with the Family Educational Rights and Privacy Act (FERPA). Parental consent must be obtained before sharing confidential student information with school staff or outside parties.

PARENTAL CONSENT:

The District shall make a good faith effort to obtain informed consent from a student's caregivers in their preferred language for any health and safety standard accommodation

needed. To respect individual identity and parental authority, our process includes the following steps:

1. Initiate Contact: Make a good faith effort to contact the caregiver using their preferred communication method (phone, email, or in person-is otherwise authorized), explaining why adjustments to be as long as the tribal regalia does not interfere student's attire or grooming are needed to meet health and safety standards.
2. Collaborative Solutions: Work with the student and caregiver to find accommodation options to meet health and safety standards. Discuss the potential results of each option on the student's well-being and educational process and is not detrimental to the health or safety of the student or another person experience.
3. Parental Consideration: Allow the caregiver time to privately discuss the situation with their student or family members to make an informed decision.
4. Obtain Consent: Once an accommodation is agreed upon, obtain written consent through a signed document or email exchange, stating the accommodation and health and safety standard that required the accommodation. A copy of this written consent should be provided to the caregiver.
5. Documentation & Follow-up: Communication and decisions made with the parent/guardian/caregiver shall be documented as below. These records are subject to the Family Educational Rights and Privacy Act (FERPA) and shall be maintained accordingly. Follow up with the caregiver within 1-2 weeks to ensure the accommodation was implemented in a satisfactory manner.

RECORD KEEPING:

The District will establish and maintain records for any efforts made to accommodate a student's appearance or grooming of any kind. Each record must include:

1. the student's name,
2. federally identified demographic characteristics,
3. date of the occurrence,
4. the health and safety standard relating to the accommodation,
5. nature of the accommodation requested,
6. staff involved,
7. communication with parents/guardians/caregivers, and
8. the outcome of the effort.

The district will regularly review and analyze these records to identify areas that may require revisions of policies. It shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

DEFINITIONS:

Grooming: the care of a body and its physical appearance, such as the personal hygiene routine of brushing one’s teeth or combing one’s hair.

National origin: includes characteristics associated with actual or perceived place of birth, ancestry, or ethnicity including, but not limited to, skin color, natural and protective hairstyles, headdress, tribal regalia, and attire.

Natural and protective hairstyles: include, but are not limited to, braids, locks, twists, tight coils or curls, cornrows, Bantu knots, afros, weaves, wigs, or head wraps.

Race: includes characteristics associated with actual or perceived race, ancestry, or ethnicity including, but not limited to, skin color, natural and protective hairstyles, tribal regalia, and attire.

Religious attire and characteristics associated with religion: includes, but is not limited to, natural and protective hairstyles, tribal regalia, burkas, hijabs, head wraps, yamaka, cross or other headdress, adornments, and clothing garments used to express or observe one's religious beliefs.

Tribal regalia: includes natural and protective hairstyles and traditional garments, jewelry, or other adornments or similar objects of cultural significance worn by members of an indigenous tribe of the United States or another country. Tribal regalia does not include any dangerous weapon or, except in compliance with an appropriate federal permit, any object that is otherwise prohibited by federal law.

Legal Reference: Hines v. Caston Sch. Corp. 651 N.E.2D 330 (1995)
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).
Bethal School District v. Fraser, 478 U.S. 675 (1986).
Tinker v. Des Moines Ind. Comm. Sch. Dist., 393 U.S. 503 (1969).
Neb. Statute 79-526
Neb. Statute 79-2,158

Cross Reference: 501 Objectives for Equal Educational Opportunities for
Students
504.18 Harassment
504.20 Bullying Prevention

Approved _____ Reviewed _____ Revised _____

DRAFT CERTIFICATED EMPLOYEE PERSONAL ILLNESS LEAVE

1. Each certified employee will be allowed seven (7) days sick leave per contract year. These days may accumulate to 45 days. Unused personal days may be converted to sick days upon completion of the contract year.
2. Sick leave will be granted for the following reasons:
 - a. Illness of the employee.
 - b. Illness and/or death of an immediate family member
 - i. Parent of the employee
 - ii. Spouse of the employee
 - iii. ~~Child(ren)~~ Son or Daughter of the employee
 - iv. Father-in-law of the employee
 - v. Mother in-law of the employee
 - vi. Grandparents of the employee
 - vii. Grandparents of employee or spouse
 - viii. Grandchild of the employee
 - ix. Brother or sister of the employee
 - x. Brother or sister of the employee's spouse
3. Sick leave may be used for bereavement and is limited to five (5) days for immediate family members listed above, including nieces and nephews of the employee or employee spouse. Additional bereavement leave may be requested for immediate family members and is at the discretion of the superintendent. In addition, up to two (2) days of sick leave per contract year may be taken for bereavement leave to attend services for those not defined as immediate family.
4. Employees involved with funeral services associated with the military, firefighters, or law enforcement will be granted bereavement leave as **professional leave** due to public service responsibilities with the superintendent's approval (ie--a veteran participating in a funeral service for another veteran.)
5. A request to be absent for sick leave must be made to the superintendent or designee no later than 7:00 am of the day of the absence.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding the personal illness leave of such employees shall be followed.

Approved:

Reviewed:

Revised:

Cross Reference: 404.02 Employee Injury on the Job

RESIDENT STUDENTS

Children who are residents of the school district community will attend the school district without paying tuition. Students whose residency in the district ceases during a school year may continue attending school for the remainder of the school year without payment of tuition.

The residence of a student means the place, abode, or dwelling of the student. Generally, the legal dwelling of minors is the same as their parents. However, a student may establish a dwelling with someone other than the parents and attend public school in the school district without paying tuition if the primary purpose for residing in the school district is not for the purpose of obtaining a free public education.

Any student who is a ward of the state or court, or who is residing in a residential setting in the district for reasons other than to receive an education shall be provided educational services in accordance with state statute 79-215 including such reimbursement to the district as may be due under the statute.

Children of military families may enroll preliminarily in the district if a parent presents evidence of military orders that the military family will be stationed in this state during the current or following school year. Such preliminary enrollment or advanced enrollment for a child of a military family shall also apply if such child has an individualized family service plan, has an IEP under the federal IDEA, receives special accommodations or services under section 504, or receives special education as defined in section 79-1125. A student of a military family shall be admitted to the school district without charge upon arrival in Nebraska.

When any person is on active duty as a member of the United States Army, Navy, Marine Corps, or Air Force in the State of Nebraska and is residing on federally owned property, any child of school age of that active duty member who also resides on that property shall be considered a resident of the school district where that property is located in accordance with the statutes. This also applies to children of parents employed by the federal government and residing with their parents on the property of national parks or national monuments within this state.

Each case involving the determination of residence of a student will be decided upon its individual merits by the superintendent. Payment of tuition will not be required in cases where the resident student would otherwise be denied free common school privileges. The burden of proof to supply the necessary documents to demonstrate legal residence shall rest with the person claiming legal residence in the district. The superintendent shall determine the specific documents required for collecting enrollment, admission, and related information needed for any student to attend and they may be provided through electronic means or other means specified by the Nebraska Department of Education.

Approved

Reviewed

Revised

Legal Reference: Neb. Statute 79-215
 Neb. Statute 79-1125
 IDEA, 20 U.S.C. 1400 et seq.
 Section 504, Rehabilitation Act of 1973, 29 U.S.C. 794

Cross Reference: 101 District Organization and Basic Commitments
 503 Student Attendance
 801 Transportation

NONRESIDENT STUDENTS/OPTION ENROLLMENT

Students who are eligible to attend a Nebraska public school but who are not legal residents of the school district may be admitted into the school district in accordance with the option enrollment program authorized by state statutes. Option enrollment students shall be accepted without charge. The option shall be available once during elementary school, once during middle school or junior high school, and once during high school for a total of three times.

Applications: Application for option enrollment should be made between September 1 and March 15 for enrollment during the following and subsequent school years. Upon agreement of the school boards of the resident district and the option (receiving) district, deadlines for application and approval of the option may be waived. Following the March 15 deadline, applications requesting admittance must contain a release approval from the resident school district, or if the student is an option student at the time of such application and applying to become an option student at a subsequent option school district, a release approval from the option school district the student is attending at the time of such application. [See policy 502.01 for preliminary enrollment of children of military families.](#)

When No Release Approval is Required: The application for option enrollment does not require a release from the resident district or the option school district the student is attending at the time of such application, and the receiving district the student is applying to attend has forty-five days to issue acceptance or rejection if:

1. after February 1 the student relocated to a different resident district; or
2. the student's option district merged with another district effective after February 1, and;
3. the student's attendance would occur during the next immediate and subsequent school years.

Initial Decision for Acceptance or Rejection: The option school district the student is applying to attend shall provide the resident school district, and if applicable, the option school district the student is attending at the time of such application, with the name of the applicant on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission. If the district rejects an application for a student to option in or out, the district will provide notification by certified mail to the parent/guardian of the specific reasons for rejection including a description of services and accommodations required that the district does not have the capacity to provide, and the process for appealing the decision to the State Board of Education.

Attendance at Option District: In general, the option student shall attend the option district until graduation unless the student relocates in a different resident school district, transfers to a private or parochial school, or chooses to return to the resident school

Approved _____ Reviewed _____ Revised _____

district, or options into a subsequent option school district, except that no student may use the enrollment option program other than as provided in state statutes.

No option student shall attend an option school for less than one year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end of his or her senior year, transfers to a private or parochial school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district or the previous option school district the student was attending immediately prior.

Setting Standards for Acceptance or Rejection of an Option Request: The board shall adopt a resolution and publish its specific standards for acceptance and rejection of applications as an option school prior to October 15 of each school year for the next school year. Standards will conform to those set forth by state statute. These may include the capacity of a program, class, grade level, or school building.

The board shall also adopt standards and conditions for acceptance or rejection of a request for release of a resident student submitting an option application after March 15. Such standards shall not include the failure to meet the March 15 deadline.

Capacity for the district's special education services shall be determined on a case-by-case basis as determined by the Director of Special Education or designee. If the district receives an option enrollment application indicating the student has an individualized education program under the Individuals with Disabilities Education Act or may be eligible to receive special education or related services, it shall be evaluated to determine if the appropriate class, grade level, or school building in the district has the capacity to provide the student with the appropriate services and accommodations.

The standards shall not include previous academic achievement, athletic or other extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings except as allowed by law.

Option Priorities: An option district shall give first priority for enrollment to siblings of option students within the requirements of state statutes. The board shall follow statutes regarding the application of a student who relocates in a different district but wants to continue attending his or her original resident district or current option district.

Acceptance or Rejection Procedures: The option district shall notify the parent/guardian and the resident district whether the application is accepted or rejected within sixty days after submission. False or substantively misleading information submitted by a parent/guardian on an application to an option district may be cause for the option district to reject a previously accepted application prior to the student's attendance.

If an application is rejected by the option school district or if the resident school district rejects a request for release, the rejecting school district shall provide written notification to the parent or guardian stating (a) the specific reasons for the rejection including, for students with an individualized education program under the Individuals with Disabilities Education Act, or with a diagnosed disability as defined in section 79-1118.01, a description of services and accommodations required that the school district does not have the capacity to provide, and (b) the process for appealing such rejection to the State Board of Education. Such notification shall be sent by certified mail.

The parent or legal guardian may appeal a rejection to the State Board of Education by filing a written request, together with a copy of the rejection notice, with the State Board of Education. Such request and copy of the notice must be received by the board within thirty days after the date the notification of the rejection was received by the parent or legal guardian. The hearing shall be held in accordance with the Administrative Procedure Act and shall determine whether the procedures of sections 79-234 to 79-241 have been followed. Any rejection based upon capacity limitations established under section 79-238 shall be the responsibility of the school district to prove in any appeal filed with the state board.

Reporting to the Department of Education: The district shall provide to NDE required information relating to all applications rejected by the option school district. Such information shall include, but not be limited to, (a) the number of applications rejected in each public school in such district, (b) an explanation why each application was rejected, and (c) whether each application for option enrollment indicated that the student had an individualized education program under the Individuals with Disabilities Education Act or had been identified as a student with a disability as defined in section 79-1118.01.

Nonresident Students: Nonresident students not going through option enrollment may also be admitted under a contract with the student's resident district at the discretion of the superintendent upon application and payment of tuition as stated in the contract. The tuition rate shall be the current per-pupil cost of the school district as computed by the superintendent.

Students whose residency in the district ceases during a school year may continue attending school for the remainder of the school year without payment of tuition.

Transportation: The district may choose to provide transportation to the option student in the same manner as for resident students and may choose whether or not to charge the parents of those option students a fee to recover the district's costs for the transportation. All option students who qualify for free lunches are eligible for either free transportation or the reimbursement of transportation costs from the school district as provided by state statute. Students receiving special education services shall receive transportation services as provided in the student's Individualized Education Plan.

REGULATED CELL PHONES AND OTHER ELECTRONIC COMMUNICATION DEVICES

~~Carrying a cellphone/~~The District prohibits the use of cell phones or other electronic communication devices by students while on school property or attending a school instructional function except as provided otherwise below. Violation of this policy may include disciplinary measures under the district's student conduct policies up to and including suspension or expulsion.

~~Other electronic communication device in the school building is~~means any device which transmits by electronic means any writing, sound, visual image, or data of any nature to another electronic communication device. This includes personally owned electronic tablets, "smart" watches, earbuds, headphones, and gaming devices. The term "electronic communication device" includes a privilege, cell phone.

~~Students are not prohibited from using an electronic communication device while on school property or attending a~~right. Cellphones (including ear buds or other communication accessories) may be not used school instructional function under any of the following circumstances:

1. When required by a student's individualized education program developed under the Special Education Act and its rules and regulations or a plan developed under section 504 of federal statutes;
- 1.2. When authorized by the District for educational purposes during class instructional time except when approved by the teacher as part of a specific class activity or school project.;

~~Any prohibited items or devices brought to school or school events may be confiscated by district staff. Prohibited items will be turned over to the student's parents or guardian on request unless the object seized is dangerous, contrary to law, or has been turned over to legal authorities.~~

~~Prohibited devices shall include any item which is sufficiently annoying, offensive, unpleasant, or obnoxious that it substantially interferes with or materially disrupts the educational process. Students shall be advised annually through the Student Handbook of items that are prohibited on school grounds or at school activities.~~

3. In the case of an emergency or perceived threat of danger;
4. When necessary to monitor or manage a student's health care; or
5. When appropriate under District policies or otherwise allowed by an appropriate school employee.

In addition to any prohibitions on electronic communication devices ~~defined in the student handbook~~stated above, students shall not use ~~electronics~~such devices for recording or transmitting photographs, images or sounds of other persons without direct administrative approval and consent of all person(s) being recorded, other than the recording of persons participating in school activities that are open to the public. Students

shall not use electronic devices at any time where there is an expectation of privacy.
~~Violations of this policy may result in disciplinary action, including, but not limited to, suspension and expulsion from school.~~

This policy does not authorize monitoring, collecting, or otherwise accessing any information on an electronic communication device not owned by or provided for academic use by the school district.

Rules for confiscation of prohibited devices, returning of confiscated devices, and disciplinary measures will be published in the student handbook.

The development of this policy shall include stakeholder participation from students, parents, and educators in each community. It shall be the responsibility of the superintendent, in conjunction with the principal, to implement this policy.

Legal Reference: Rehabilitation Act of 1973, 29 U.S.C. 794
 2025 Neb. Legislative session LB140

Cross Reference: 504.03 Student Conduct
 505 Student Discipline

Approved _____ Reviewed _____ Revised _____

STUDENT ACTIVITY ELIGIBILITY

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and ~~ability~~abilities in the students during their school years and for their lifetime.

However, students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity and must conduct themselves in accordance with student conduct policies. Violations of district policies may result in the loss of some or all extracurricular eligibility.

Student activity events must be approved by the superintendent unless they involve unusual travel expense, in which case the board also will take action. The events must not disrupt the education program or other school district operations.

Participation in interscholastic sports designated as male or female only shall be limited according to statutes. Eligibility requirements as published by the Nebraska School Activities Association (NSAA) shall be observed by all students. Participating students shall follow Policy 506.10 Student Physicals for Athletes. Additional eligibility requirements may be imposed by the school district at the board's discretion.

Such eligibility requirements shall include good citizenship, acceptable academic standing, parental permission and good health (sports only). All eligibility requirements shall be published in applicable student/parent handbooks.

~~*{The student must maintain satisfactory conduct, as determined by the building principal. (In any event, if the student is convicted of, or is found to have committed, a felony or a delinquent act which would have been a felony if committed by an adult, regardless of whether actual court judgment is withheld, the student should be disqualified from participation in interscholastic extracurricular activities.)}*~~

Any student who is sanctioned or is found by the school district or NSAA to be ineligible to participate in any extra curricular activity may appeal the sanction or finding in accordance with the student ~~due process policy~~conduct policy. Visitors attending these activities must follow Policy 1005.08 Public Conduct on School Premises.

It shall be the responsibility of the superintendent to implement this policy.

Legal Reference: 20 U.S.C. Sect.1681-1683; 1685-1686 (1994).
 34 C.F.R. Pt. 106.41 (1993)
 Neb Statute 79-296
 79-443

Approved _____ Reviewed _____ Revised _____

2025 Neb. Legislature LB89

Cross Reference: 502 Student Attendance
 504 Student Rights and Responsibilities
 505 Student Discipline
506.10 Student Physicals for Athletes
 508 Student Health and Well-Being
1005.08 Public Conduct

STUDENT PHYSICALS FOR ATHLETICS

All boys or girls that participate in any athletics or practices must have a physical examination signed by a physician. The results of the examination and the physician's signature must appear on all local and state forms where it is required. All such examination results must be on file in the school where the student is to participate in athletics. In all cases, these forms should be signed first by parents to signify their permission and then by the physician. Only proper forms are to be used in all cases.

Legal Reference: NSAA Athletic Bylaws sect. 3.4
[2025 Neb. Legislature LB89](#)

Approved _____ Reviewed _____ Revised _____

COPPA STUDENT PRIVACY NOTICE

The District may contract with publishers or online providers to offer online curriculum that aligns with school standards or other services that support the teaching and learning process of the students. These applications or websites are offered for the benefit of the students and our school. Online providers give our school full notice of their collection, use, and disclosure practices.

In order for our students to use these educational programs and services, certain personal identifying information, which may consist of the student's name, username, email address, grade level, age and/or date of birth, may be provided to the website operator strictly for educational purposes. Under the federal law entitled the Children's Online Privacy Protection Act (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit:

<https://www.ftc.gov/business-guidance/privacy-security/childrens-privacy>

The law permits schools such as ours to consent to the collection of personal information on behalf of all of its students strictly for educational purposes, thereby eliminating the need for individual parental consent given directly to the website operator. By acknowledging receipt of the Student/Family Handbook, you consent for our school to provide personal identifying information to operators of approved web-based educational programs and services strictly for educational purposes.

Approved _____ Reviewed _____ Revised _____

ADMINISTRATION OF NALOXONE (NARCAN)

In order to protect the health and safety of its students, staff and visitors, the district may provide, store, and administer doses of an opioid antagonist, specifically Naloxone, commonly known as Narcan, for emergency use to assist a student, staff member or other individual believed or suspected to be experiencing an opioid overdose at the school facilities.

Naloxone is a medication that can reverse an overdose caused by an opioid drug. Naloxone has no potential for abuse and is a non-narcotic and non-addicting prescription medication. Symptoms of an opioid drug overdose typically include:

- Slow and shallow, or stopped, breathing.
- Unresponsiveness or unconsciousness.
- Cold or clammy skin.
- Blue lips or fingertips.
- Snoring or gurgling sounds.

Procurement of Naloxone

The superintendent, principal, certified school nurse, or designee will be responsible for the procurement of naloxone. A health care provider shall prepare standing orders for administration of the Naloxone.

Storage

Naloxone will be clearly marked and stored in an unlocked storage cabinet in the nurse's office (or other designated area such as with AED). The school nurse will ensure that all other trained staff are aware of the naloxone storage location. Naloxone will be stored in accordance with the manufacturer's instructions to avoid extreme cold, heat and direct sunlight.

Use of Naloxone

Follow the protocol from the health care provider for the administration of naloxone for suspected opioid overdose. A person, if acting with reasonable care, who is in a position to assist a person who is apparently experiencing or who is likely to experience an opioid-related overdose may administer Naloxone without being subject to administrative action or criminal prosecution (Neb. statute 28-470).

Follow Up

After administration of naloxone, the person administering naloxone will report the incident to the building principal that same day. The district will establish procedures for notifying parents/guardians of any minors receiving Naloxone.

Legal Reference: Neb. Statute 28-470

Approved _____ Reviewed _____ Revised _____

BEHAVIORAL INTERVENTION AND CLASSROOM MANAGEMENT

In order to create and maintain a quality educational environment, the district will employ a system of supports for encouraging positive behavior, addressing challenges in a caring and constructive way, and fostering safe and supportive school and classroom environments. These support actions are intended to develop a positive school climate and culture, encourage appropriate student behavior, and provide the necessary supports for academic and behavioral success. Disruptive or unsafe actions sometimes characterized by depression, anxiety, moodiness, anger, extended frustration or conflict with others will be addressed by these support actions to develop self-regulation skills and re-integration into the classroom.

The district will employ the procedures in the accompanying administrative regulation as appropriate, engaging families to address student behavior and communicating with them about student behavioral incidents where needed, plans for remediation and resources for behavior improvement. Collaboration, as appropriate, between educational staff, school psychologists, behavioral specialists, school counselors, and social workers will work to position supports with the student's needs and strengths.

Training

The District or its local ESU will provide training to employees with behavioral management responsibilities. Training must be consistent with the NDE System of Supports in this policy.

The Superintendent will recommend, and the board will approve the hours of training to be provided.

- A. Behavioral awareness training must include, but not be limited to, evidence-based training on a continuum that includes:
1. Recognition of detrimental factors impacting student behavior, including, but not limited to, signs of trauma.
 2. Positive behavior supports and proactive teaching strategies, including, but not limited to, expectations and boundaries.
 3. Verbal intervention and de-escalation techniques.
 4. Access to a registry of local mental health and counseling resources.
 5. Incorporation of all the requirements for the Behavioral Awareness Point of Contact (BAPC) in accordance with Policy 508.19 Behavioral Points of Contact.

Review

The school district will regularly review and update this policy to confirm its effectiveness and compliance with state statute. Feedback from students, parents, staff, and administrators will be considered in the review process. This policy must be included with any notifications required under the Student Discipline Act.

Legal Reference: Neb. Statute 79-262.01

Cross Reference: 504.03 Student Conduct
 505.03 Suspension and Expulsion of Students
 508.19 Behavioral Points of Contact
 612 Special Education Services
 1005.03 Parental and Family Involvement in the Schools
 1005.12 Title 1 Parent and Family Member Engagement

Approved _____ Reviewed _____ Revised _____

NDE STANDARDS FOR SYSTEM OF SUPPORTS

1. Criteria for Removal
 - a. Safety Concerns: Immediate removal may occur if a student poses a threat to their own safety, the safety of others, or the environment.
 - b. Disruption to Learning: Removal may be necessary if the student's behavior significantly disrupts instruction or the learning environment.
 - c. Attempted Interventions: Whenever possible, staff should use de-escalation techniques, behavior redirection, or other Tier 1 or Tier 2 interventions before considering removal. Severe behaviors that endanger safety may bypass prior interventions.
2. Procedure for Removal
 - a. Behavior Documentation: The teacher or staff member documents the behavior leading to the removal, including antecedents, attempted interventions, and the incident itself. A clear, objective description of the behavior is essential.
 - b. Safe Transition: The student is escorted to a designated safe space, such as the office or a designated calming area, by trained personnel. Efforts are made to ensure the student remains calm and safe during the transition.
 - c. Notification: Parents/guardians are notified as soon as possible about the removal. A detailed account of the behavior and any interventions attempted are shared.
3. Post-Removal Actions
 - a. Restorative Meeting: A meeting involving the student, parents/guardians, teacher, and administrator is scheduled to review the behavior, its impact, and steps to prevent recurrence. The meeting emphasizes restoring relationships and understanding the root cause of the behavior.
 - b. Behavior Support Plan (if needed): For recurring incidents, a behavior support plan is developed or reviewed, including targeted interventions and supports aligned with the student's needs. The plan may include strategies such as check-ins, mentoring, or additional behavioral learning supports.
4. Transition Back to the Classroom
 - a. Reintegration Plan: The student returns to the classroom with appropriate support, which may include a reintegration checklist, a designated buddy, or frequent check-ins with a trusted adult. Expectations and routines are explicitly reviewed with the student.
 - b. Ongoing Support and Monitoring: Follow-up meetings with the student, teacher, and parents/guardians are scheduled to evaluate progress. Data from behavior observations are used to adjust interventions and supports as needed.
 - c. Focus on Positive Growth: A strengths-based approach is applied to recognize and reinforce improvements in behavior.

Tier 1: Universal Supports			
	District Level	School Level	Classroom Level
Sound Infrastructure & Shared leadership	Develop and maintain a district-wide behavior framework, ensuring alignment with the district's vision and goals. Establish a leadership team to oversee implementation and sustainability.	Create school-level leadership teams to implement the district behavior framework. Build systems to support staff in consistent implementation of universal behavior strategies.	Teachers set up clear, consistent behavior expectations aligned with school and district policies. Classroom routines and physical environments are structured to promote positive behaviors.
Layered Continuum of Support	Ensure all schools have access to evidence-based universal behavior practices and instructional tools for promoting positive behavior.	Develop a school-wide plan for teaching and reinforcing positive behavior expectations for all students.	Integrate the development of emotional and interpersonal skills into daily instruction and explicitly teach expected behaviors.
Data-Based Decision-Making	Implement a district-wide behavior data system for tracking student behavioral incidents, attendance, and other indicators of behavior. Analyze district trends to guide support for schools.	Use behavioral data to assess school culture, climate and adjust universal supports.	Collect and reflect on classroom behavior data to identify patterns or unanticipated signs of distress and adjust teaching practices as needed.
Communication and Collaboration	Share district-wide behavior policies, expectations, and data with all stakeholders, including families and the community.	Develop intervention teams to identify students in need of Tier 2 support and manage their plans.	Teachers collaborate with intervention teams to integrate targeted strategies into the classroom.

Tier 2: Targeted Supports			
	District Level	School Level	Classroom Level
Sound Infrastructure & Shared leadership	Provide a menu of evidence-based Tier 2 intervention and training for implementation.	Develop intervention teams to identify students in need of Tier 2 support and manage their plans.	Teachers collaborate with intervention teams to integrate targeted strategies into the classroom that align with school and district policies.
Layered Continuum of Support	Allocate resources to support targeted interventions, such as additional staff or training for small group supports.	Implement interventions such as mentoring programs, social skills groups, or targeted behavior coaching.	Provide additional supports like daily progress monitoring, structured break.
Data-Based Decision-Making	Use district-wide systems to track the effectiveness of Tier 2 interventions and adjust as needed.	Monitor progress using behavior data: point sheets, observations, or student self-assessments and input data in district-wide systems.	Document daily data on student progress to evaluate the impact of interventions.
Communication and Collaboration	Facilitate communication between schools, families, and community partners about available Tier 2 supports.	Engage families in the intervention process by providing regular updates and involving them in problem solving and goal setting.	Maintain open lines of communication with families about their child's progress and strategies to promote support the behavior goals at home

Tier 3: Intensive, Individualized Supports			
	District Level	School Level	Classroom Level
Sound Infrastructure & Shared leadership	Ensure access to specialized staff to design and oversee intensive interventions.	Assemble a multidisciplinary team to develop and implement Functional Behavioral Assessments (FBAs) and Behavior Intervention Plans (BIPs).	Collaborate with specialists to integrate individualized supports into classroom routines that align with school and district policies.
Layered Continuum of Support	Coordinate external services and resources for students requiring wraparound support beyond the school.	Provide interventions or sessions tailored to the student's unique needs and communicate with external services and resources to align supports for students.	Consistently implement accommodations and modifications, such as sensory supports or de-escalation plans, to address individual behaviors.
Data-Based Decision-Making	Regularly review data on Tier 3 interventions and outcomes to ensure its effectiveness.	Use detailed, frequent data collection to refine and adjust BIPs based on student progress.	Implement daily monitoring and adjust individualized strategies as data indicates.
Communication and Collaboration	Partner with community agencies to align supports for students with complex needs.	Conduct regular meetings with families to review and revise plans based on student progress.	Provide ongoing feedback to families and specialists about the student's daily performance, progress, and needs.

USE OF ARTIFICIAL INTELLIGENCE IN THE SCHOOL

The board recognizes the potential benefits of Artificial Intelligence (AI) in enhancing educational outcomes and requiring innovative teaching practices, in part because this technology is already available to many students at home. This policy aims to ensure the responsible use of AI technologies within the school district along with teaching and homework strategies that consider the probability that students can easily access AI outside the school.

Artificial Intelligence Definition:

AI involves the operation of computer systems that process natural language to perform tasks that normally require human intelligence, such as the construction of complex responses to inquiries, visual perception in images or videos, speech recognition, decision-making, and translation between languages. It can generally expand, modify, and clarify its responses through repeated requests or additional specific directions. Commonly used AI systems include ChatGPT, Bard, Cohere Generate, DALL-E, Claude, and Synthesia but many AI systems are available for specific purposes and it is the administrators' responsibility to choose those suitable for an educational environment.

Ethical Considerations:

Any use of AI as part of the district's instructional program should prioritize its educational value, while avoiding discrimination and minimizing unwanted outcomes. Only AI platforms approved by the district with appropriate filters for preventing the use of discriminatory, hateful or otherwise inappropriate responses shall be used by the district. The use of AI by students to complete homework or assessments shall only be allowed to the extent stated by the teacher for the individual assignment or entirety of the course. The use of AI systems when allowed shall not violate computer use, copyright, plagiarism and intellectual property policies of the district when properly cited.

As always, students are expected to cite original sources for quotations, facts, information, statistics, dates, or the paraphrased statements of others. An AI system should be cited when its generated content is quoted, paraphrased or otherwise used in a student's work. The lack of such citations shall imply the assignment or assessment is entirely the work of the student, free of any AI system's writing, organization, direction, or modification of the student's work.

Student Privacy and Data Protection:

Prior informed consent from parents/guardians should be obtained before allowing student use of AI systems. The district will prevent or strongly discourage any collecting, storing, or analyzing of student data using AI platforms. Measures should be in place to prevent students from using AI to cheat on homework or assessments, including regular monitoring of student use of school computers, and planning homework and assessments to minimize the opportunity to complete them using AI systems. The administrators and staff are cautioned that the use of detection software as a means of monitoring AI use is fallible, difficult to prove, easily subject to claims of harassment, destructive of trust when false accusations are made, and unlikely to be successful with AI systems that are constantly improving.

Approved _____ Reviewed _____ Revised _____

Equity and Accessibility:

Use of AI systems shall comply with district Equal Educational Opportunity policies. AI-based instructional resources should be tailored to address individual student needs, allowing for personalized learning experiences and accommodating diverse learning styles when possible and appropriate.

Transparency and Rationale:

Students, parents/guardians, and educators should be provided with understandable information about the purpose, limitations, and potential benefits of AI technologies. Clear guidelines should be established to ensure that students are aware of the district's intended appropriate use of AI tools for homework and assessments. Consideration should be taken by the teaching staff that AI availability on district networks for its use as a business tool does not facilitate the misuse of AI in completing homework or compromising academic integrity.

Educator Training and Professional Development:

Educators should receive comprehensive training and ongoing professional development opportunities to understand the benefits and limitations of AI technologies, enabling them to both effectively incorporate and appropriately limit AI in their teaching practices. Educators should be equipped with the knowledge and skills necessary to evaluate and monitor student inputs to AI systems, AI responses to those inputs, and ensuring they are both appropriate.

Ongoing Evaluation and Accountability:

Administrators, network supervisors, and teaching staff will establish processes for ongoing evaluation and monitoring of AI technologies used within the school district, including periodic assessments of their impact on student learning. Procedures for reporting concerns, incidents, or breaches related to AI use should be established, ensuring accountability and addressing issues promptly.

Community Engagement and Communication:

The school board will engage with the community, including students, parents/guardians, educators, and relevant stakeholders, to foster understanding, gather comments, and address concerns related to the use of AI in education. Clear and regular communication channels including the district's website should be established to inform the community about the educational purpose, use, and benefits of AI technologies in the school district, along with measures taken to prevent inappropriate use of AI systems.

Implementation:

Administrators will provide procedures and professional development resources to assist with instructional changes that use the best features of AI while reducing the misuse of AI in completing homework and assessments. These procedures will emphasize the use of AI to enhance student education and address the ways traditional homework might be reshaped or redirected by AI's skillful use. Regular reviews will be conducted to ensure this policy's effectiveness, alignment with emerging best practices, and adaptations to address evolving challenges in AI usage.

Cross Reference	102	Educational Philosophy of the District
	501	Objectives for Equal Educational Opportunities for Students
	606.06	Acceptable Use of Computers, Tech. and the Internet
	606.08	Reproduction of Copyrighted Materials

RELIGIOUS-BASED EXCLUSION FROM A SCHOOL PROGRAM

Parents who wish to have their child excluded from a school program because of religious beliefs must inform the principal. The board authorizes the administration to allow the exclusion if it is not disruptive to the education program and it does not infringe on a compelling state or educational interest. Further, the exclusion must not interfere with other school district operations.

In notifying the principal, the parents shall abide by the following:

1. The notice shall be in writing;
2. The objection shall be based on religious beliefs;
3. The objection shall state which activities or studies violate their religious beliefs;
4. The objection shall state why these activities or studies violate their religious beliefs;
and
5. The objection shall state a proposed alternate activity or study.

The principal shall have discretion to make this determination. The factors the principal shall consider when a student requests to be excluded from a program or activity because of religious beliefs include, but are not limited to, staff available to supervise a student who wishes to be excluded, space to house the student while the student is excluded, available principal-approved alternative course of study or activity while the student is excluded, number of students who wish to be excluded, whether allowing the exclusion places the school in a position of supporting a particular religion, and whether the program or activity is required for promotion to the next grade level or for graduation.

Students who are allowed to be excluded from a program or activity which violates their religious beliefs may be required to do an alternate supervised activity or study.

Cross Reference: 604 Instructional Curriculum
 607.02 School Ceremonies and Observances
 1005.03 Parental and Family Involvement in the Schools

Approved _____ Reviewed _____ Revised _____

DRAFT GRADING GUIDELINES

The superintendent shall develop and implement student grading guidelines. The objectives of grading guidelines shall be to quantify, report and record the academic progress of each student. Grades should fairly reflect the level of student achievement in the knowledge and skills specified by grade level or course objectives and outcomes.

The following grading system will be used for reporting progress to parents in all subjects and at all grade levels except for PreK-2 where the following letters will be used: "S" for Satisfactory, and "U" for Unsatisfactory work, "S+" Superior: exceptional skill or understanding, "S" Secure: consistently applies skill or concept, "P" Practicing: some understanding with occasional errors, "B" Beginning: beginning to experience this concept, "N" Needs Improvement, and "X": Skill has not been introduced.

93 – 100	A	Superior
86 - 92	B	Excellent
77 - 85	C	Average or Medium
70 - 76	D	Inferior
0 - 69	F	Failure

Grades in Physical Education and Music will not be considered in determining G.P.A. and Honor roll placing.

For students enrolled in Dual Credit courses, the grading system provided by the post-secondary institution will be used.

Consultation with the superintendent is in order when circumstances arise causing an unusual number of failures.

Legal Reference: Falvo v. Owasso Independent School District No. I-001

Cross Reference: 507.01 Student Records Access
1003 Public Examination of District Records

Approved:

Reviewed:

Revised: 11-13-2023

PARENTAL ACCESS TO LIBRARY MATERIALS

The Board directs that parents, guardians and persons designated by a court to make educational decisions for a student shall have access to library materials of their student's school.

The District will:

1. Require the creation of a catalog of all books for each school's library which may be viewed at the request of the parent, guardian or educational decisionmaker; and
2. Provide the opportunity for such persons to be notified by means of a website or other electronic verification when their student checks out a book from the library. Such notification shall include:
 - a. The title of the book checked out by the student;
 - b. The name of the author of the book checked out by the student; and
 - c. The date the book checked out by the student is due to be returned to the school library.

This shall only apply to a school library that is located on District property and shall not apply to any other public library regardless if a library contracts with the District for use by students.

Cross Reference: 606.05 Media Centers

Approved _____ Reviewed _____ Revised _____

**SHICKLEY PUBLIC SCHOOLS
DISTRICT #54
SHICKLEY, NEBRASKA**



August 2025

Dear Students and Parents:

The purpose of this handbook is to give students and parents a better understanding of our school and to inform them of the various programs, organizations, and activities that are available.

Portions of this handbook are devoted to a detailed list of expectations, policies, and rules by which all students will be governed. These expectations, policies, and rules have been developed to ensure all students will enjoy the rights and privileges to which they are entitled. Infractions of policies and rules result in a breakdown of an orderly school system and cannot be tolerated. Therefore, it is necessary that all involved know the policies and rules so misunderstandings will be minimal.

We encourage parents to review this handbook with each student. If you have any questions regarding any item, please consult with us at any time.

We are proud of our school and the opportunities it provides. We encourage all students to take full advantage of those opportunities in order to take part in a fuller, more well-rounded education. This well-rounded education is one of the ways we are able to prepare each student for success, but we can only accomplish this through a collaborative effort between the school, students, parents, and community.

We hope everyone enjoys a successful school year.

Dr. Stan Essink
Superintendent

Mr. Greg Schroeder
7-12 Principal

Mrs. Carissa Eberhardt
K-6 Principal

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GENERAL SCHOOL INFORMATION

School Mission and Belief Statements

The mission of Shickley Public School is to prepare students for success. We believe:

- in each student's ability to learn and develop the knowledge, understanding, skills and processes needed for life;
- in fostering the growth and development of each student intellectually, physically, emotionally, and socially;
- in providing a challenging curriculum;
- in providing the most effective educational opportunities through continual improvement at each staff and faculty position;
- in sharing the responsibility of educating our students with the family and community;
- in continuing and strengthening the relationship between the school and the community;
- in providing continual communication with all stakeholders;
- in providing a safe environment where all stakeholders believe success can exist, and is celebrated; and
- in doing what's best for the students.

Definition of a Successful Student

A successful student is a lifelong learner who:

- is creative and innovative;
- is flexible and adaptive;
- is productive and accountable;
- is independent and self-directed;
- is prepared, engaged, and willing to try;
- is self-confident and conscientious;
- can think critically and solve problems;
- can communicate and collaborate;
- can show leadership and responsibility;
- can read and comprehend; and
- can focus and concentrate.

THE TEACHING AND SUPPORT STAFF MEMBERS

Staff for this school year are listed below. Do not hesitate to contact the teachers for help, if needed. The custodians, cooks, bus drivers and secretaries are other people each student will meet from day to day and should be treated with the same respect as teachers.

Teaching Staff

Shandi Bettasso	Counselor/Journalism/CTE	shandi.bettasso@longhornpower.org
Katie Dewees	3 rd Grade	katie.dewees@longhornpower.org
Jodi Dickson	4 th Grade	jodi.dickson@longhornpower.org
Tori Ehlers	Special Education/Speech Path	tori.ehlers@longhornpower.org
Megan Erickson	PreK	megan.erickson@longhornpower.org
Chanda Essink	7-12 Business	chanda.essink@longhornpower.org
Tanner Hermann	K-12 Physical Education	tanner.herman@longhornpower.org
Drew Kendall	7-12 Science	drew.kendall@longhornpower.org
Caitlin LaFrenz	PreK	caitlin.mosier@longhornpower.org
Sue Loseke	Early Learning Facility	susan.loseke@longhornpower.org
Ally Logston	Early Learning Facility	ally.logston@longhornpower.org
Amanda Menke	Title I/Media Specialist	amanda.menke@longhornpower.org
Caroline Mosier	2 nd Grade	caroline.mosier@longhornpower.org
Bethany Neuhart	Language Arts/Tech Coordinator	bethany.neuhart@longhornpower.org
Candi Nelson	1 st Grade	candi.nelson@longhornpower.org
Kimberly Nuss	K-12 Art/Elementary Music	kimberly.nuss@longhornpower.org
Zac Schlegel	5 th Grade	zac.schlegel@longhornpower.org
Jessalyn Schrock	8-12 Agricultural Education	jessalyn.schrock@longhornpower.org
Gwen Schultz	6th Grade	gwen.schultz@longhornpower.org
Scott Shipley	7-12 Social Studies	scott.shipley@longhornpower.org
Rachael Stengel	Kindergarten	rachael.stengel@longhornpower.org
John Schneider	7-12 Math	john.schneider@longhornpower.org
Merissa Zajic	Special Education/SPED Director	merissa.zajic@longhornpower.org
Lacey Wagner	School Nurse	lacey.wagner@longhornpower.org
Rochelle Hazelton	7-12 Music/Band	rochelle?@longhornpower.org

Support Staff

Kari Jo Alfs	Business Manager/Exec. Asst.	karijo.alfs@longhornpower.org
Angela Chamberlain	Paraprofessional	angela.chamberlain@longhornpower.org
Nicki Howe	Paraprofessional	nicki.howe@longhornpower.org
Tiya Johnson	Office Manager	tiya.johnson@longhornpower.org
Sandi Renken	Paraprofessional	sandi.renken@longhornpower.org
Chloe Stofer	Paraprofessional	chloe.stofer@longhornpower.org
Lori Reinsch	Paraprofessional	lori.reinsch@longhornpower.org
??	Paraprofessional	??@longhornpower.org
Jamie Hajny	Custodial	jamie.hajny@longhornpower.org
Kim Miller	Custodial/Maintenance Dir./Bus Driver	kim.miller@longhornpower.org
John Schlegel	Maintenance	john.schlegel@longhornpower.org
Colleen Strothkamp	Kitchen Director	colleen.strothkamp@longhornpower.org
Marian Reece	Kitchen Staff	marion.reece@longhornpower.org
Pam Spurling	Kitchen Staff	pam.spurling@longhornpower.org
Dan Hendrickson	Bus Driver	
Rex Kennel	Bus Driver	
Tom Swartzendruber	Route Driver	

Board of Education

Randy Noel	Board President
Jered Kempf	Board Vice-President
Ambur Hinrichs	Board Secretary
Cassie Schlegel	Board Treasurer
Wendell Nelson	Board Member
Megan Loy	Board Member

SCHOOL HOURS AND SCHEDULES

All students will have a schedule of this year's classes and the times they will meet. The school day will follow the schedule below, except for on in-service days, when all students will be dismissed at 2:30 P.M. Buses leave at 3:45 p.m. Monday through Friday and at 2:35 p.m. on in-service days. **Students should NOT arrive before 7:45 A.M. and are to be out of the building by 3:45 P.M., unless supervised by a sponsor.**

Regular Schedule

Period 1	8:00-8:48
Period 2	8:50-9:38
Period 3	9:40-10:10
Period 4	10:12-11:00
Period 5	11:02-11:50
Period 6	11:52-12:40
Lunch	12:40-1:10
Period 7	1:12-2:00
Period 8	2:02-2:50
Period 9	2:52-3:40

Class Lunch

<u>Class Lunch</u>	<u>Time</u>
Pre-School	11:00
K-3	11:35
4-6	12:10
7-12	12:40

Friday Schedule - 2:30 Out

Period 1	8:00-8:40
Period 2	8:42-9:22
Period 3	9:24-9:44
Period 4	9:46-10:26
Period 5	10:28-11:08
Period 6	11:10-11:50
Period 7	11:52-12:32
Lunch	12:34-1:06
Period 8	1:08-1:48
Period 9	1:50-2:30

Class Lunch

<u>Class Lunch</u>	<u>Time</u>
Pre-School/K	11:00/11:05
1-3	11:35
4-6	12:10
7-12	12:44

Elementary Schedule

Route Buses Arrive	7:45 a.m.
Students Allowed Inside	7:50 a.m.
Breakfast, P – 6	8:00 – 8:10 a.m.
School Begins	8:10 a.m.
Pre-School/K Lunch	11:00/11:05 a.m.
1-3 Lunch	11:35 or 11:30
4-6 Lunch	12:10 or 12:05
School Ends	3:30 p.m.

Early Out - 1:00 Dismissal

Period 1	8:00-8:48
Period 2	8:50-9:38
Period 3	9:40-10:09
Period 4	10:11-10:33
Period 5	10:35-10:57
Period 6	10:59-11:21
Period 7	11:23-11:45
Period 8	11:47-12:09
Period 9	12:11-12:33
Lunch	12:35-1:00

Class Lunch

<u>Class Lunch</u>	<u>Time</u>
Pre-School	11:00
K-3	11:30
4-6	12:05
7-12	12:35

Late Start - 10:00 Start

Period 1	—
Period 2	—
Period 3	10:00-10:12
Period 4	10:12-11:00
Period 5	11:02-11:50
Period 6	11:52-12:40
Lunch	12:40-1:10
Period 7	1:12-2:00
Period 8	2:02-2:50
Period 9	2:52-3:40

Class Lunch

<u>Class Lunch</u>	<u>Time</u>
Pre-School/K	11:00/11:05
1-3	11:35
4-6	12:10
7-12	12:40

Junior High and High School

Routes Buses Arrive	7:45 a.m.
Breakfast	7:45-7:58 a.m.
Period 1 Begins	8:00 (10:00 Late Start)

School Visitations

Parents/relatives are encouraged to visit Shickley Public School. The education of each student is a collaborative effort with parents, school, and community. If a parent or relative would like to visit, please call 627-3375 one (1) day prior to the visit.

School Closings

In the event that weather prohibits the holding of school, notice will be given through the school OneCall phone system.

THE CURRICULUM**The Preschool Program**

Shickley Public School offers two years of preschool for all students 3-4 years of age. This program is intended to prepare students for success in kindergarten by helping to develop communication, social, and pre-literacy skills in a classroom setting.

The Elementary Curriculum

The K-6 educational program at Shickley Public School is designed to introduce and develop the skills and understandings needed to be successful in each subsequent grade level. All students in grades K-6 are regularly studying the following subjects: Reading, Writing, Mathematics, Science, Social Studies, Art, PE, and Music, as well as spending time in the library working on listening skills and spending time with the counselor staff working to develop interpersonal skills and other necessary social skills. In grades 3 and 4, students begin studying Keyboarding; in grades 5 and 6, students begin studying Band.

The Junior High Curriculum

The junior high curriculum has been developed to expand the student's experiences, as well as prepare each student for success in high school. Students will take courses in the four core areas of English, math, social studies, and science, as well as electives in fine arts and CTE.

The High School Curriculum

The high school curriculum has been designed in order to prepare students for success in college and career. The majority of required courses are taken in the 9th and 10th grades, so students may have additional years to pursue career pathways or study subject areas which meet their interests and needs.

Graduation Requirements

Shickley Public School students must successfully complete the courses required by the board of education and the Nebraska Department of Education in order to graduate. At minimum, the following credits will be required, in addition to the fluidity of requirements set forth by NDE:

Language Arts	<u>40</u>	credit hours
Science	<u>30</u>	credit hours
Mathematics	<u>30</u>	credit hours
Social Studies	<u>30</u>	credit hours
Physical Education	<u>10</u>	credit hours
Financial Literacy/Personal Finance	<u>5</u>	credit hours
Total Required Hours	<u>145</u>	credit hours

Total Elective Hours 85 credit hours
(*electives must include coursework from College and Career Readiness, CTE, and fine arts)

Total Required Hours for Graduation 230 credit hours

* In addition to the above listed graduation requirements, students at Shickley Public School are required to complete 10 hours of community service per year. More information on the policy and procedures for this requirement can be found on subsequent pages.

Academic Expectations

While parents and faculty members are vitally concerned about the grades earned by the students, the primary responsibility for grades earned must rest upon the shoulders of each individual student.

Parents are encouraged to provide an appropriate environment for homework, but are not expected to assist their child(ren) with homework. Parents should discuss with their child(ren) difficulties (s)he is experiencing, and encourage the child to discuss the difficulty with his/her teacher.

Classroom teachers will provide students with late homework policies. These policies may differ from classroom to classroom. It is the expectation of Shickley Public School that students will complete assigned work on time.

While Shickley Public School will pay for dual credit classes for its students, students who fail a dual credit course will reimburse the school the costs incurred from the course. Students who do not complete the course, or withdraw after the free "drop/add" period will reimburse the school for the costs incurred from the course.

Grading Scale

The Grading Scale is:

A = 93 - 100	(4.0)	Superior
B = 86 - 92	(3.0)	Above Average
C = 77 - 85	(2.0)	Average
D = 70 - 76	(1.0)	Below Average
F = 0 - 69	(0.0)	Failing
I = Incomplete		

Incompletes: Incompletes will be given when a student's work for a semester period is not complete. In order to receive proper credit for a reporting period, the work must be completed within two (2) weeks of the end of the reporting period or the grade will change to a failure.

Alternate Grading: The alternate grading method is defined as a means of grading students with verified disabilities which are determined by referrals and testing. When the student's level of disability is determined, the student must meet the verified level to receive a passing grade. The student will also receive a mark for EFFORT. Verification of disability must be confirmed prior to students being placed on the Alternate Grading System, as specified in the Individual Education Plan.

Dual Credit Grade Scale: Dual credit courses will be set up according to the grading scale set forth by the institution where the student is registered.

Report Cards

Report cards will be issued at the end of each semester. A progress report will be sent after the nine week mark during each semester. Report cards will be distributed within approximately one week following the end of the preceding term. A report card can be sent home with a student grade of "Incomplete". The student will have two weeks after the reporting period turn in the necessary work in order to receive a grade.

Honor Roll

During each semester there will be an All A's, A Average, and A & B honor roll. To be eligible students in grades 7 - 12 must be enrolled in 7 periods.. Grades from all classes completed will count towards honor roll determination.

- All A's Honor Roll - Student has earned an A in every class.
- A Average Honor Roll - Grades from all classes average 93% or more
- A & B Honor Roll - All grades are either an A or a B

Class Rank

A rank in class shall be computed by the Counselor starting with Grade 9. It will be computed for students in Grade 12 at the end of the 7th semester of high school for college placement purposes. The rank in class shall be computed on a grade average basis and will include all classes which students have completed. A final grade average, to be entered on the permanent student record, will be computed at the completion of the Senior Year.

Valedictorian and Salutatorian

Determination of Valedictorian and Salutatorian for each Senior Class will be on the final grade average computation at the end of the Senior Year or the 8th semester. To be eligible for Valedictorian and Salutatorian, the senior must be enrolled in at least 7 periods each semester. All classes completed during each student's high school career will be included in figuring the final grade average at the end of the 8th semester. The Valedictorian will be the Senior with the highest grade point average based on the final grade average at the end of the 8th semester. The Salutatorian will be the Senior with the second highest grade average based on the final grade average at the end of the 8th semester. The Cumulative 4.0 Grade Scale Average will be used to determine the Valedictorian and Salutatorian. In the event of a tie on the 4.0 scale, the Cumulative % Grade Scale Average will be used. In addition to the requirements above, a student must have attended the Shickley Public School during the entire eleventh (11) and twelfth (12) grades.

High Ability Learners

Students are recognized as High-Ability Learners if they meet one of three criteria: earning a ranking of the 95th percentile or higher for Math, Reading, Language Usage, or Science tests on the MAP assessments; earning a composite score of 25 or above on the ACT Test; earning a Cumulative GPA at the end of their first semester of their 10th grade year of 3.8. Students will be recognized as high-ability at the completion of each round of testing and/or semester. For those who qualify as HAL based on GPA, the student must maintain their 3.8 average to remain eligible at the conclusion of each semester.

Membership on the High-Ability Student Roll is a privilege and is subject to administrative action if necessary.

Reports to Parents

PowerSchool

Parents may monitor their respective student's grades on a constant basis through the PowerSchool web-based Student Information System. This system has an online component such that parents and students may check grades, attendance, lunch balance, etc. Each parent will be assigned a username and password to access their student's information. Direct any questions to the school office.

Parent/Teacher Conferences

Parent/Teacher conferences will be held during the fall and spring and when deemed necessary by the classroom teacher, parent, or administration.

College Visits

The school supports students as they explore their career interests. If requested, the school counselor will contact the college and set up an appointment for the student in advance to verify the visit.

Counseling Procedure

Students desiring an appointment with the school counselor should inform their teacher of the conference prior to missing the class. Conferences will be scheduled for the convenience of all concerned. Students with pressing problems requiring immediate attention may see the counselor at any time. The counselor will serve as the school's Point of Contact for Behavioral Health Services in addition to information provided on the school's website under Student Services.

Class Change

Students will have the opportunity in high school to drop or change any elective class they have enrolled in by the end of the fifth school day of the semester. A student intending to drop a class will meet with the counselor to discuss the appropriate steps. Dual credit drop dates will align with the calendar set forth by the postsecondary institution. Students dropping a dual credit course after the designated date will be responsible for reimbursing the school for the costs of the course. A student intending to drop a class will meet with the counselor to discuss the appropriate steps.

After-School Academic Support Program (ASASP)

The mission of Shickley Public Schools is to educate and motivate all students in a safe, positive learning environment. It is the goal of this after-school support program to provide this environment for students of Shickley Public Schools.

This program provides an opportunity for students who are having difficulty completing homework assignments to get additional help from teachers. Students in grades 3-12, who come to class without completing homework assignments during the normal school day, may be required to attend the ASASP program. A staff member will supervise students. Guidelines for the program are as follows:

1. A student may be assigned to the ASASP because an assignment was turned in late, missing, or failed (and needs to be re-worked). Assignment to ASASP is at the discretion of the classroom teacher, and is not optional once assigned.
2. The student will be required to stay in the ASASP room until 5:00 PM or when work is complete (up to the discretion of the teacher on duty).
3. Students will be required to contact parents during the school day to inform them they will be attending the ASASP program.
4. The ASASP program will be available after school from 3:40 – 5:00 PM Monday through Thursday (unless otherwise noted).

5. Students may also voluntarily attend the ASASP program in order to receive assistance or study in a safe, positive learning environment.
6. If a student fails to attend the ASASP program as assigned, (s)he will receive disciplinary action from the administration.

The goal of the ASASP program is to help students develop good study habits and accountability for their assigned work and to provide a safe, positive learning environment.

Community Service Policy and Procedures

Students must complete a minimum of forty (40) hours of community service in the course of four (4) high school years. (Completing more than forty (40) hours is allowed and encouraged).

- Of the minimum stated above, students are required to complete ten (10) hours of community service in each of their four (4) years of high school.
- Of the 10 hours per year, only 5 may come by way of a school related activity or organization.
- For a student moving into the district, the student will be required to complete ten (10) hours of community service for each year the student attends school in the district.
- For a student who moves into the district after the first day of the school year, the hour requirement will be prorated accordingly.
- Community service hours required as part of a court ruling will not count toward the Shickley Public School requirement.

Students must:

- Obtain advance approval from the guidance counselor or a school administrator for all service experiences except those sponsored by the organizations listed in the approved community service organization file located in the counselor's office.
- Obtain a time card from the school counselor before completing the service.
- Ask the site supervisor to sign the timecard after each session worked.
- Return the timecard to the school counselor to be placed in the student's community service file so the file may be updated.
- Arrange his/her own service experiences not involving activities sponsored by the organizations listed in the approved community service organization file.
- Community service must be done with an organization such as your Church, Blue Valley Community Action, Shickley Community Foundation, etc. Helping family, friends, or neighbors is not considered community service.

To be considered community service, a student may receive *no* compensation and must be outside of the times school is in session.

Parental and Family Involvement

Parents, guardians, and educational decision makers are encouraged to be involved with the school and may acquire access to materials and resources used in the curriculum and testing of students per Policy 1005.03. Those seeking information should contact school staff most closely related to the requested information, typically starting with the teacher.

STUDENT ATTENDANCE

Shickley Public School is committed to the philosophy that all students should attend school every day. Nebraska School Laws require attendance of all pupils ages 7 to 18. It is the parent's responsibility to ensure this requirement is met. (For more information, see SBP # 503.01)

Punctual and regular attendance is important since absence from school is the greatest single cause of poor achievement in school. Experience has shown that a small percentage of students are habitually absent from school. Many times these students are absent for little, or invalid, reason. These absences are disruptive to the educational process, not only for the absent students who fall behind in their

assigned work, but also for other students whose progress may be slowed by those who have fallen behind, and for teachers whose effectiveness may be hampered by trying to assist students who are behind and need special attention.

The primary responsibility for attendance lies with the students and parents/guardians. However, if that responsibility is not assumed by the students and parents, the school will do everything possible to enforce the attendance laws of the State of Nebraska. Parents are asked to cooperate with the school to reduce the number of absences to a minimum. Parents are encouraged to make appointments and other engagements so that they do not interfere with the school day. It is critical for both students and parents to understand that students miss an essential portion of their education when they are absent from class.

Absenteeism on the part of students will be excused only for sickness of the student, or for a reason considered by the Administration to be of an emergency nature. Absences for beauty appointments, shopping trips, or like reasons will not be considered as excused absences. Students may be excused from classes, with work made up before the absence, for attendance events and competitions in which the student has participated in the current year.

Factors considered in granting an excused absence for these events and competitions will include academic standing and attendance. If an immediate family member is participating, the Administration has the authority to allow students to attend an activity. This holds true for all other activities that occur during the normal school day.

An unexcused absence is defined as an absence that is not excused by the Administration. **Only the Administration has the authority to excuse absences.** For each unexcused absence, a student may receive 0's for work not done or due the day of the unexcused absence. In certain cases, such as truancy, detention may be assigned at the discretion of the Administration.

Attendance Policy

1. Excessive absenteeism is defined as more than ten (10) absences per semester for each individual class period for any reason other than school sponsored activities. Students participating in sanctioned school activities under the supervision of a school staff member will be considered present.
2. A student who is absent more than ten (10) times from any class in a semester will receive an unexcused absence for each absence thereafter. Special consideration will be given to those absences due to extended illness or hospitalization, and will require a doctor's note for excusal.
3. All absences shall count towards the ten (10) day limit, except those that are due to school sponsored activities.
4. There will be no differentiation made between excused and unexcused absences.
5. Four (4) tardies to a class per semester shall be counted as one class absence. Each additional tardy will count as one class absence.
6. All students who are tardy first period must report to the Principal's office upon arrival to school.

Academic Consequences for Excessive Absenteeism

If a student has ten (10) or more absences from a class, the student must make up time missed for each period to be eligible to receive credit. The student will have 2 weeks to make up this time, similar to an Incomplete grade. Determination for the awarding of credit for the semester will be made by the administration and the teacher.

Parent Notification

The school will notify a student and his/her parent/guardian when the student has accumulated five absences in a semester. The parents may also be requested to meet with the Principal to discuss the

attendance problem. A report may be filed with the County Attorney if the parent/guardian refuses to meet with the administration and the attendance problem continues.

A second notification to the parent/guardian will be made after eight absences. This will notify the parent/guardian of their child's attendance situation.

Absence Notification

Parents are required to call the school at 627-3375 between 7:30 am and 9:00 am daily to notify the school of any student's absence. If the student will be arriving prior to 9:00 am, a phone call by the parent/guardian must be made prior to his/her arrival. Parents of any students absent and unaccounted for will be called by the school office.

If a verifying phone call has not been made, the student must present a signed note stating the reason for the absence and date of absence upon return to school. Absences, which have not been verified by phone or note, will be considered unexcused and addressed accordingly.

Absence Review

After 8 absences for a student, the administration will review the attendance record of the student and the nature of the absences. Special consideration will be given to those absences because of severe illness or hospitalization.

Student Release during School

Students are allowed to leave the school building during school hours, only with prior authorization from their parents, unless the parent appears personally at the school office to arrange for the release of the student during school hours, or with the permission of the principal.

Work Missed While Absent

If a student's absence is planned, the student must have a make-up slip completed and turned in to the sponsor or office. In order to miss school, the student is agreeing to complete all assignments **before** the day of the absence. It is understood that all work must be made up before the student may be gone for a planned absence. If a student is ill he/she will be allowed one day to make up work for each day's absence. If a student misses for any other reason, work is due when he/she returns. The classroom teacher determines the definition of completed work.

Closed Campus

Shickley Public School operates under a closed campus plan. Students may leave school to eat lunch with an immediate family member or may walk home to eat, provided they return to school before the next period and sign in/out in the office, but prior notification to the administration is required. Motor vehicles that are driven to school will remain parked the entire day. Students must have permission from the administration to drive their cars during the school day. Students are not allowed to sit in or on cars during noon break.

Leaving the Building

Any student leaving the school building for any reason must sign out with the front office, unless he/she is leaving as part of a school activity. For example, if a parent is picking up a student, the student must sign out, or if a student is leaving for lunch, he/she must sign out.

Telephone Use

Students will not be called from classes to the telephone except in cases of emergency. The office will see that messages are delivered to the students. The school phone is a business phone. Students need to obtain permission from the principal's office to make calls.

STUDENT RIGHTS AND RESPONSIBILITIES

Due Process Rights

Student complaints and grievances regarding policies, regulations, expectations, and other matters should be addressed to the student's specific teachers, activity sponsor, or other certified employee, other than the administration, for resolution of the complaint. It is the goal of the school to resolve student complaints at the lowest organizational level, which is first and foremost between the student and his or her teacher, sponsor, or other certified employee.

If the complaint cannot be resolved by a certificated employee, the student may discuss the matter with the principal within five (5) days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within five (5) days after speaking with the principal. (For more information, see SBP #504.01)

Student Conduct

Inappropriate student conduct causes serious disruption to the learning environment; interferes with the rights of others; and threatens the health and safety of students, employees, and the public.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or property within the jurisdiction of the district.

Students who fail to meet the expectations set forth in this policy will be subject to measures including, but not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

Below are a few examples of expected behavior, with other examples to follow in this handbook:

- Students will be allowed to eat only in the cafeteria.
- The use of profanity on school property or at a school activity is forbidden.
- Running in the hallways during the school day is not allowed.
- Courtesy toward all people is necessary for a positive learning climate.

Staff Conduct with Students

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in and outside of the educational setting; and consistency with the educational mission of the schools.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with the administration whenever they are unsure whether particular conduct may constitute a violation of board policy.

Students and/or their parents/guardians are strongly encouraged to notify the principal if they believe a teacher or other staff member may be engaging in conduct that violated board policy. (For more information, see SBP #402.15)

Bus Behavior and Use

Buses or vans will be used for transportation of students to activities away from school. Students going to activities out of town on the bus will return the same way unless their parents/guardians have provided a written request, asking that the student be allowed to return with the parent(s)/guardian(s) or grandparent(s). Transportation to or from games by someone who is not a parent/guardian or grandparent requires prior administrative approval. Clearance can only be given through the administration or sponsor. Bus drivers are not allowed to excuse a student from riding the bus.

1. Students will be seated except to get on and off the bus.
2. Arms, heads and legs are to be kept inside the bus windows.
3. Conversation will be in an appropriate language and at an appropriate volume.

4. Trash will be put in an appropriate place (not out windows).
5. Students will follow all instructions given by the bus driver.

Dress Expectations

As young adults, we assume students understand proper dress. In those instances where students make an error in judgment concerning dress and/or whose clothing distracts from the education process, they will be asked to report to the principal's office to discuss the situation and for appropriate action to be taken. Examples of inappropriate dress are as follows: midriff blouses, mesh shirts, hats, clothing advertising alcohol or tobacco, guns or violence, profanity or insinuations of the same, low rise jeans exposing inappropriate physical areas or clothing. Final decisions regarding appropriate attire will rest with the administration.

Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of expectations for attire deemed appropriate by administration:

Pants:

- Shall be worn and fastened at the waist – no sagging.
- Shall be buttoned and zipped at all times.

Shorts/Skirts:

- Shall be at least mid-thigh in length
- Shall be fastened at all times
- Students must understand that just because a pair of shorts or a skirt is in style does not mean it is appropriate for school.

Shirts and Blouses:

- Shall be appropriately fastened in accord with the design of the apparel.
- Shall extend beyond the waist level.
- Shall be neither transparent, see-through, bare midriff, strapless, low-cut, or tops nor outfits designed to provide minimum or provocative coverage.
- Shall not be cut-off or cut-out at the sleeves, the top or bottom hem.
- Shall be neither thin/spaghetti straps, halters, backless dresses or tops, tube tops, nor any other distracting clothing.
- Prom is an exception to this rule.

Accessories:

- Sunglasses are unacceptable.
- Undergarments should never be worn as outer garments
- Hats, caps, inappropriate necklaces, chains, or eyewear are prohibited unless approved by the administration for a special function.
- Failure to comply with the directive or a violation of the policy on a repeated basis will result in disciplinary action as determined appropriate by the school administration.
- This policy does not prohibit the adornment of the ears with jewelry connected to the ear by piercing or clasping. However, if the presence of jewelry on the ear poses a distraction for whatever reason, the student will be required to remove the jewelry while at school.

Emblems, Insignias, Badges, or Symbols

- Apparel that promotes the use of alcohol, drugs, tobacco or any other illegal activity is prohibited.
- Apparel that may be gang or cult related is prohibited.
- Clothing with slogans or advertising that is controversial or of an obscene nature as determined by the administration is prohibited.

Consequences for Failure to Meet Dress Expectations

All violations of the dress code will follow the Student Discipline procedure as prescribed in the student handbook, with consequences left to administrative discretion. Possible consequences include, but are not limited to:

First offense: Verbal warning, parent contact and removal from class until appropriate clothing is secured.

Second Offense: Immediate detention, parent contact and appropriate clothing secured.

Third Offense: Immediate detention, parent meeting and appropriate clothing brought by the parent.

Subsequent offenses: Suspension and/or other consequence at administrative discretion.

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

Care of School Property and Vandalism

Students who willfully cause damage to school property, equipment, or other instructional materials will be held responsible for their replacement cost. If damage is done to school property or if any items are stolen from the school, the cost of replacing those items will be deducted from the class funds of the students if the administration is unable to determine who is responsible for the destruction or theft.

Student Lockers and Book Bags

Each student in grades 5-12 will be provided with a locker to keep books, clothing, and valuables. In some cases, lockers may be shared. Lockers are to be kept neat and the door closed. Periodic checks may be made of lockers.

Students will be permitted to carry book and computer bags to classes. It is the responsibility of the students to ensure the bag does not become a problem for safety in the classroom. It is the administration's expectation for students to bring their book bags and computers home on a nightly basis. There should not be book bags (or duffel bags) stored overnight on the hooks in the hallways.

Searches by Administration

Administrators may search lockers, students, book bags, etc. as well as motor vehicles parked on school property or within the drug free zone. Periodic searches may also be conducted by the police canine unit during school and after school hours. Personal items left unattended on school property may also be searched by school personnel.

Weapons

The board believes weapons and other dangerous objects and look-alikes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

Weapons and other dangerous objects and look-alikes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons or dangerous objects or look-a-likes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students knowingly bringing firearms to school or possessing firearms at school shall be expelled for not less than one year. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas. (For more information, refer to SBP # 504.11)

Cell Phones and Electronic Devices

Cell phones and other electronic devices are not a necessary component of the educational process, but they are a common tool students can expect to use throughout their lives. However, they can also be disruptive to the learning environment and have negative effects on social and emotional development. As such, Shickley Public Schools limits students' access to their cell/smart phones during the regular school hours. Students are not allowed to use cell/smart phones, or other electronic devices (ear buds, smart watches/etc.) during school hours. Phones may be placed in lockers or book bags, but are not to be carried on the person. During class, a teacher or administrator may give students permission to retrieve their device strictly for academic purposes. Before school and after school, students may use their electronic devices, as long as their education and their attendance are not affected by this use. Students who use their cell/smart phone or other electronic device inappropriately during regular school hours without teacher/administration permission will be subject to the following consequences:

First Offense: The device will be confiscated and the student may retrieve items at the end of the school day. Failure to comply with any of these consequences will result in additional disciplinary action.

Second Offense: A parent/guardian will need to retrieve items from the administration after at least one full day of confiscation.

Third and Subsequent Offenses: The student can retrieve items after 15 days.

The Nebraska Legislature LB140 requires schools to have a cell phone policy that allows use under the following circumstance as outlined in Policy 504.12:

1. When required by an individual student's IEP.
2. When authorized by the district for educational purposes.
3. In the case of an emergency or threat of danger.
4. When necessary to monitor or manage a student's health care.
5. When appropriate under district policy.

The administration will determine when exceptions or additional disciplinary action are applicable.

Smoking, Drinking, or Drugs

A Drug-Free School

The District implements regulations and practices which will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto.

The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

Education and Prevention

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

Student Use of Alcohol, Drugs, Tobacco & Nicotine Delivery Systems

Shickley School has established a drug abuse policy to provide a drug and alcohol-free school environment for its students that helps ensure the highest possible standards of learning, safety, health and well-being for our students. Thus, the purpose of this policy is to provide a clear message to students, parents, and the citizens of the community that the use, possession, distribution, or being under the influence of illegal drugs will not be tolerated in school, on school property, or during school-related functions. It is important for any reader to understand that the use of the word "drug" includes alcohol, tobacco & nicotine delivery systems. The only drugs permitted are prescription medications used appropriately. Shickley Public School recognizes that the illegal use and misuse of alcohol, drugs, and tobacco is a common problem in our community and society. The school further recognizes that any and all use of these substances is prohibited to minors by the laws of the State of Nebraska.

It shall be the policy of Shickley Public Schools to:

- a. Educate the students about the dangers and consequences of the use of alcohol, drugs, nicotine delivery systems and tobacco.
- b. Encourage the students to live in accordance with the laws of the state concerning alcohol, drugs, nicotine delivery systems and tobacco.
- c. Develop the life skills that will prepare students to better handle the social pressures that prevail.
- d. Provide help and guidance for alcohol and chemically-dependent students.
- e. Continue to provide, without penalties, assistance to any student voluntarily seeking alcohol and drug treatment or advice.
- f. Establish and enforce rules prohibiting the use of alcohol, drugs, nicotine delivery systems and tobacco for all students

The following rules and guidelines are provided to give teachers, parents, and students a process for governing students' misuse of alcohol, drugs and tobacco. These rules and guidelines pertain to the school year and school related functions.

RULE: IT SHALL BE UNLAWFUL FOR A STUDENT TO USE TOBACCO, NICOTINE DELIVERY SYSTEMS, DRUGS (OTHER THAN PRESCRIBED BY A PHYSICIAN) OR ALCOHOLIC BEVERAGES.

Use shall be defined as:

- a. *Consumption*
- b. *Possession* shall mean "on the person" or "on property owned and/or used by the person".
- c. *Intoxication* evidenced by abnormal and/or disruptive behavior.
- d. *Physical presence in a situation* in which alcohol or drugs were being used or illegally possessed.

For the purpose of this policy and handbook, "nicotine delivery systems" is defined as any electronic, mechanical, or any other device intended or designed for the delivery or ingestion of nicotine, vaping products, or other substances.

Violations

Class I Violations

Alcohol/Drugs/Tobacco - The possession of, the use of, or having under his/her control any chemical substance with the intention of selling, giving away or otherwise distributing the same on school grounds, or while in or at any school function or activity.

The following procedures will be used in dealing with Class I violations:

- Notify the administration
- The administration will verify the incident with parties involved
- Discuss concerns with the student
- The principal will attempt to notify the parents/guardians by phone to explain the incident and arrange a conference
- The principal will administer an out-of-school suspension for five (5) days in compliance with student due process procedures
- The principal will notify the parents/guardian, in writing, of the suspension

Waiver of five (5) day suspension:

Shickley Schools strongly recommend that students with chemical abuse problems seek professional evaluation and treatment from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. Because we believe that chemical dependency is preceded by misuse, we feel confident such early intervention can benefit the student before significant harm or dependency results. Students agreeing to be evaluated, educated, and treated will be able to have their suspension commuted upon completion of such programs according to school guidelines. Fees, transportation, etc. for this assessment and treatment are the responsibility of the student and parents.

First Violation:

For a first offender, the out-of-school suspension of a student who agrees to be evaluated and treated will be commuted; however, a 5-day in-school suspension will be required. The student and parents will be responsible for contacting the agency.

- Upon proper authorization, the agency will notify the school, and out-of-school suspension will be commuted at that time.

Second Violation:

Option A: Long-term suspension

Option B: A five (5) day out-of-school suspension and participation in a school-approved rehabilitation/counseling program.

Subsequent Violations:

Subsequent violations will be handled in the same manner, with the exception that expulsion will be recommended.

Class II Violations

Drugs/Alcohol/Tobacco - Physical presence and participation in a situation in which drugs or alcohol were being used in a violating manner or illegally possessed. The following procedures will be used in dealing with Class II violations:

- Notify the administration of the incident
- The administration will verify the incident with parties involved
- Discuss concerns with students
- The principal will attempt to notify the parents/guardians by phone to explain the incident and arrange a conference, if needed
- The principal will suspend the student with an in-school suspension for one (1) school day in compliance with student due process procedures

- The principal will arrange an in-school counseling session for the student

Subsequent Violations:

- The in-school suspension is for a period not more than three (3) days
- The principal may recommend an out-of-school suspension or participation in a school-approved rehabilitation counseling program.

Searches, Seizures, and Arrests

The Administration of Shickley Public Schools may, without a search warrant, search students or protected student areas based on a reasonable and definable suspicion that a school district policy, rule, regulation, or law has been violated.

Possession of any illegal, unauthorized or contraband materials discovered in the search will be grounds for disciplinary action, including suspension or expulsion, and may be reported to local law enforcement officials. These materials may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school grounds or property. (For more information, see SBP # 504.16)

Release of Student Information

It is the practice of Shickley Public School not to release the names and/or addresses of its students to outside individuals or organizations. The school is required by law to provide the above information to various U.S. military organizations. However, to insure student privacy, Shickley Public School will not release the names and/or addresses of its students to any organization outside the United States military.

Questioning/Interviewing of Students by Non-school Personnel

1. No contact with students will be permitted by law enforcement officials, insurance investigators, attorneys, probation personnel without parental consent or a warrant or the attempt to notify.
2. When a warrant is produced for the arrest of a student, immediate and extensive attempts shall be made to notify the parents of the student for whom the warrant has been issued.
3. No student records shall be produced without a court subpoena or parental/student (18 or over) consent.
4. When a crime has been committed on school premises, pupils may be questioned by the above authorities in the school. All reasonable efforts to contact parents/guardians will be made so that they have the option to be present and/or participate before students are questioned by non-school personnel.
5. Students may be interviewed by social services without parental consent based on the judgment of the administration and how it relates to each set of circumstances.

Sexual Harassment Policy

It shall be the policy of the Shickley Public School to prohibit sexual harassment of employees, applicants for employment, and students on any work premises where the district has total control of the premises or can otherwise lawfully exert its jurisdiction. If proscribed acts as are set forth in this policy occur on such premises, the superintendent or their designee shall undertake immediate and appropriate action within the bounds of the law to punish as appropriate any person violating this policy or of applicable law pertaining to sexual harassment and shall undertake immediate and appropriate action to prevent any such conduct in the future.

Definition:

1. Sexual harassment is behavior expressed in words, pictures or actions that is offensive to a person.
2. Sexual harassment must involve issues of sexuality.
3. Sexual harassment is not welcomed and may be embarrassing or uncomfortable for the victim to experience.
4. Sexual harassment is a violation of a policy of the Shickley Public School.

5. Sexual harassment is a violation of law: Title IX, Title VII, and/or the Nebraska Equal Opportunity in Education Act. Other laws may also be violated if sexual harassment has happened.

The following acts are specifically prohibited by this policy:

- Unwelcome advances, request for sexual favors, verbal or physical conduct of a sexual nature, submission to which rejection of which by any employee of the District is used as a basis for any educative decision(s) pertaining to a student such as, but not limited to, conferring of a grade, credit, favor, or honor;
- Conduct of a sexual nature by an employee or employees directed against a student which has an effect of interfering with academic performance of the student, or creating an intimidating, hostile, offensive, or unsafe or unwholesome learning environment.
- Conduct of a sexual nature by a student or any other person over whom the school district has control with such conduct being directed against a student or school employee and which conduct has an effect of interfering with academic performance of the student, or creating an intimidating, hostile, offensive, or unsafe or unwholesome learning environment.

Dating Violence Prevention

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

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

Inappropriate Display of Physical Affection

The inappropriate display of physical affection among students is not allowed on school grounds. The educational learning environment of the Shickley Public School is not a place for students to show physical affection towards one another (hugging, kissing, etc.). These acts of affection are embarrassing to school personnel and other students. If these actions are witnessed by school personnel, the school discipline policy will be enforced.

Bullying and Bullying Prevention

Bullying has a negative impact on student health, welfare, safety, and the school's learning environment. Bullying is defined as aggressive behavior that is intentional, repeated over time, and involves an imbalance of power or strength. A child who is being bullied has a hard time defending himself or herself. Bullying taking place on school grounds; in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee; at a designated school bus stop; at a school-sponsored activities or school-sponsored events; or through the use of school-owned equipment is not acceptable and will result in consequences for the bully's actions.

Bullying occurs in many different forms. Four of the most common forms of bullying are:

Physical Bullying: Hitting or Punching

Verbal Bullying: Teasing or Name Calling

Non-Verbal Bullying: Intimidating someone through gestures or social exclusion

Cyber Bullying: Sending mean, vulgar, or threatening messages/images; posting sensitive, private information about another; pretending to be someone in order to make another look bad; intentionally excluding someone from an online group; hacking into cell phones and sharing information found there.

This list is only intended to provide examples, and is not an exhaustive list of the types of bullying which may occur.

Bullying may constitute grounds for short-term or long-term suspension, expulsion, or mandatory reassignment. (For more information, see SBP #504.20)

STUDENT TECHNOLOGY USAGE

It shall be the policy of District #54, Shickley Public School, to provide educational and curriculum related opportunities to the students of the district by providing telecomputing services (internet) by the school district to the students of the district. The district by adopting this policy recognizes that access to the Internet, data available through the Internet and the placing of data onto the Internet may be technically difficult to monitor and control. It shall, in recognition of the educative and curricular benefits of the Internet, be the policy of this district to revoke the privilege of any user who misuses the Internet by engaging in activities not related to the educational purposes or to the curricular offerings of the district.

User access will be prohibited and revoked as to any person who uses the Internet for activities such as, but not limited to, receiving or inputting pornographic materials, promoting violence engaging in racial, gender or other slurs, receiving or transmitting information pertaining to dangerous instrumentalities such as bombs, automatic weapons, or other illicit firearms, weaponry, or explosive devices, for engaging in uses of a defamatory nature, for personal attacks against an individual, for engaging in non-educative or non-curricular related conversations, including chat rooms and social networks.

Additionally, to the extent that it can be reasonably determined by the administration what fees, if any, have been incurred by a person for non-authorized purposes, it shall be the policy of this district to seek reimbursement and full restitution from the student or his or her parent or guardian, for use of the Internet in a manner inconsistent with this policy.

Acceptable Use of Computers, Technology and the Internet

The use of computers, technology and the internet are provided to students only for limited educational purposes. All district electronic resources must be used in a responsible, efficient, ethical, and legal manner. VPNs, proxies, or other means of circumventing school filtering is unacceptable. Failure to adhere to these regulations will result in loss of user privileges, disciplinary action and/or legal action.

Privileges

The use of the district's electronic networks and equipment is a privilege, not a right. The principal will make all decisions regarding whether or not a user has violated this authorization and may deny, revoke, or suspend access at any time.

Oversight

Teachers will preview the materials and sites they require or recommend students access to determine the appropriateness of the material contained on or reached through the site. Teachers will assist their students in developing the skills to ascertain the validity of information, distinguish fact from opinion, and engage in discussions about controversial issues, tolerance, and respect for divergent views.

Artificial Intelligence

Artificial Intelligence is a growing technology that is accessible to students. Shickley Public School embraces new technology as it prepares students for future success. While new technologies are beneficial, they also present challenges. Artificial Intelligence takes information from numerous sources leaving it vulnerable ethically, to bias and misinformation, and to the potential of plagiarism when used for school assignments. Shickley Public School promotes using Artificial Intelligence in an Ethical, Resourceful, and Safe manner that does not compromise the integrity of student learning.

Unacceptable Use of Computers, Technology and the Internet

The user is responsible for his or her actions and activities involving electronic resources. Some examples of unacceptable uses are:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
- Unauthorized loading or downloading of software, games or files, regardless of whether they are copyrighted or devirused;
- Downloading copyrighted material for other than personal use;
- Commercial or for-profit uses;
- Wastefully using resources, such as file space;
- Destroying, modifying, or abusing hardware or software;
- Gaining unauthorized access to resources, files, passwords, or other users' accounts;
- Revealing the personal addresses or telephone numbers of students or staff;
- Invading the privacy of individuals;
- Disrupting the work of others;
- Posting material authorized or created by another without his/her consent;
- Impersonation of another user, anonymity, and pseudonyms;
- Sending or accessing encrypted information;
- Commercial or private advertising, or political lobbying;
- Accessing, submitting, posting, publishing, or displaying defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, discriminatory, offensive, harassing, or illegal material; or
- Using or attempting to use the resources while access privileges are suspended or revoked.

In return for the use of a computer at Shickley Public School, students will:

1. Treat the equipment with care and respect and may be responsible for any damage the student may cause.
2. Do nothing that will in any way cause damage to the programs or the server.
3. Not visit sites on the Internet that are inappropriate for a public school situation (as listed above in policy for Internet users).
4. No chat-lines unless the teacher assigned.

Consequences:

1st Offense: Parent notification and 14 calendar days of no computers.

2nd Offense: Parent notification and 30 calendar days of no computers. Days will carry over to next school year.

3rd Offense: Student forfeits the right to use computers for the remainder of the school year. This penalty could extend to the next 9 weeks of next school year.

During a student's consequence, papers due to teachers will either have to be done on computers outside of Shickley Public School. The Administration reserves the right to amend the consequences with the severity of the offense.

1:1 Learning Environment Responsibilities and Expectations

Student Responsibilities and Expectations

Your laptop should be used for EDUCATIONAL PURPOSES ONLY. In order for you to use the laptop and to take it home, you must be willing to accept the following terms and responsibilities. You will:

- Read the Student Computer Use Agreement, the Computer Loan Agreement, and the Loss/Damage Protection Form; discuss them with your parent/guardian; and return the completed forms;
- Adhere to the terms of the Shickley Public Schools Acceptable Use Policy and District guidelines each time the laptop is used, at home or at school;
- Recharge the laptop nightly and begin the school day with a fully charged battery;

- Bring the laptop to school each day and keep it in your locker when not using it for class;
- Make the laptop available for inspection by an administrator or other staff member upon request;
- Use appropriate language in all communications;
- Abide by copyright laws;
- Report loss/theft of laptop to parents, school, and proper authorities (police) within 24 hours;
- Report all problems or damage immediately to the Technology Coordinator; and
- Regularly backup your files.

You will not:

- Use or attempt to use another student's assigned hardware, subscriptions, logins, files or personal information;
- Give out personal information such as name, address, photo, or other identifying information online;
- Use the laptop to record (audio or visual) others without their permission;
- Download or attempt to install any programs or files from the Internet or other sources;
- Change or attempt to change the configuration of, install, or remove software or hardware;
- Attempt to repair, alter, or make additions to the laptop; or
- Remove, or attempt to remove, identification tags on the laptop or deface with stickers, marking pens, etc.

Parent Responsibilities and Expectations

Your child has been loaned a laptop computer to improve and personalize his/her education. It is essential that the Shickley Public Schools Acceptable Use Policy be followed to ensure the safe, efficient and ethical operation of the district's computer. In order for your child to use the laptop in class and to take it home you must be willing to accept the following terms and responsibilities. You will:

- Read the Student Computer Use Agreement, the Computer Loan Agreement, and the Loss/Damage Protection Form; discuss them with your student; and return the completed forms;
- Supervise your child's use of the laptop at home;
- Make sure your child charges the laptop nightly and begins the school day with a fully charged battery;
- Make sure your child brings the laptop to school each day and keeps it locked in their locker when not using it for class;
- Discuss appropriate use of the Internet and supervise your child's use of the Internet;
- Report any problems or damage to the laptop to the Technology Coordinator;
- Report loss/theft of laptop to school and proper authorities (police) within 24 hours;
- Agree to make sure that the laptop is returned to the school when requested and upon my son/daughter's withdrawal from Shickley Public Schools.

You will not:

- Attempt to repair the laptop;
- Change or attempt to change the configuration of software or hardware;
- Download or attempt to install any programs or files from the Internet or other sources; or
- Remove any program or files on the laptop except for personal documents of your child.

STUDENT FEES

The Shickley Board of Education acknowledges that the Public Elementary and Secondary Student Fee Authorization Act authorizes school districts to charge student fees for certain student activities and requires the district to adopt a policy addressing student fees. Further, the Board recognizes the fact that there are expenses relating to educational and extracurricular programs and activities **that may** require financial participation by students and their parents or guardians. In order to provide the district's students and their parents or guardians with guidance regarding the district's position on

student fees, the Board of Education enacts the following Student Fee Policy. It is the intent of the Board to provide equal access for students to all programs while complying with the laws of Nebraska and the rules and regulations of the Nebraska Department of Education.

Definitions

Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district.

Fees Authorized

Except as provided otherwise herein, the district may require and collect fees or other funds from or on behalf of students or require students to provide specialized equipment or specialized attire for any of the following purposes:

1. Participation in extracurricular activities;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Transportation pursuant to Neb. Rev. Stat. §§ 79-241, 79-605, and 79-611;
4. Copies of student files or records pursuant to Neb. Rev. Stat. § 79-2,104;
5. Reimbursement to the district for school district property lost or damaged by the student;
6. Before,-and-after-school or pre-kindergarten services offered pursuant to Neb. Rev. Stat. § 79-1104;
7. Summer school or night school; if not otherwise prohibited by IDEA, ADA or Section 504;
8. Breakfast and lunch programs;
9. Any other fee authorized by law.

Personal and Consumable Items:

The district shall require students to furnish minor personal or consumable items for specified courses and activities, including, but not limited to, pencils, paper, pens, erasers, crayons, scissors, basic clothing, notebooks, and similar personal or consumable items.

Students may be required to furnish the following personal or consumable items for the following courses and activities:

Personal headphones

Miscellaneous music items – reeds, oil, etc.

Ag Ed classes – welding gloves, coveralls, FFA jackets, project materials including, but not limited to metal, wood, screws, bolts, nuts, paint, etc., and other incidental costs.

Miscellaneous athletic activity items – shoes, socks, support clothing, etc.

Musical Instruments and Activities

Students shall be required to furnish musical instruments for participation in optional music courses that are not extracurricular activities except that a musical instrument shall be provided without charge for any student who qualifies for free or reduced price lunches under United States Department of Agriculture child nutrition programs. The district shall not be obligated to provide a particular type of musical instrument for any student.

Non-Music Extra-Curricular Activities

Students shall be required to pay the following fees for the following non-music extracurricular activities:

FFA, FBLA and Class – dues

Prom – dues and fees

Student Record Copy Charges

No fee shall be charged to students, their parent(s), and/or the guardian(s) for copies of a student's files or records provided pursuant to Neb. Rev. Stat. § 79-2,104.

Early Learning Facility

Childcare is offered for a charge through the Early Learning Facility for children ages 6 weeks to 3 years. Program information and guidelines are available in the Shickley Public School ELF Handbook.

Shickley Preschool

The Shickley Public School Preschool program offers full-time enrollment to the following eligible students at no charge. Enrollment capacity is prioritized by:

- students who are required by law to attend preschool program (students with IEPs)
- residents who are 4 or turning 5 (year before K)
- residents students who are 3 or turning 4
- non residents students who are 4 or turning 5 with intention to opt into the district
- resident students who are eligible for kindergarten with a birthdate from May 1 - July 31
- non residents students who are 3 or turning 4 with intention to opt into the district

~~Except for those students with IEPs, the district does not offer kindergarten eligible students access to preschool.~~

Breakfast and Lunch Program

Following is a schedule of fees required for the lunch program offered:

PK-6 Breakfast:	\$1.90
7-12 Breakfast:	\$2.00
Adult Breakfast:	\$2.80
Extra Breakfast:	\$0.75

PK-6 Lunch	\$2.90
7-12 Lunch:	\$3.20
Adult Lunch:	\$4.80
Extra Main Dish:	\$1.25

Extra Milk:	\$0.55

~~The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)~~

~~If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html or at any USDA office.~~

~~Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).~~

USDA is an equal opportunity employer. (This section is specific to the Federal food program. General discrimination policies are in place elsewhere.)

Other Items

Charges for yearbooks, class rings, letter jackets, and similar items are sold as a convenience to students and are not fees and are not covered by this policy. Fines for overdue library books, abuse of school parking privileges, and other school rules, regulations, and policies developed for the safe and efficient operation of the school are not student fees.

Graduation Items

Fees may be required for caps, gowns, and flowers associated with graduation.

Public Hearing

On or before August 1, 2002, and annually each year thereafter, the School Board shall hold a public hearing at a regular or special meeting of the Board on a proposed student fee policy, following a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the prior school year. The student fee policy shall be adopted by a majority vote of the School Board and shall be published in the student handbook. The board shall provide a copy of the student handbook to every student at no cost to the student. The student fee policy shall include specific details regarding those items required by law. In the event that the district would like to consider offering a service or materials for a fee which is not offered at the time that this policy is adopted or if the district would like to consider charging a fee for services or materials currently provided at no charge to the students or their parents or if any other change is desired, a public hearing shall be held at a regular or special meeting of the Board on the proposed changes to the student fee policy before any changes to the policy are adopted. If changes are made to the policy after the public hearing, written notice shall be provided to the students and their parents as soon as is practicable.

Student Fee Fund

The district hereby establishes a student fee fund. The student fee fund shall be comprised of all money collected from students from:

1. Participation in extracurricular activities.
2. Summer school or night school.

No other money shall be deposited in the student fee fund whether from other student fees or taxes, and the money shall be expended for the purposes for which it was collected from the students.

Fee Waiver

Any fees to be charged or materials required to be provided for the following shall be waived for students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs:

1. Participation in extracurricular activities;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Specialized equipment or specialized attire for participation in extracurricular activities;
4. "Course Project Materials" as provided in the same titled paragraph above;
5. Musical instruments both for participation in optional music courses that are not extracurricular activities and for participation in extracurricular activities.

Students who **do not** qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition **guidelines** programs whose families are experiencing a temporary financial difficulty due to such factors including but not necessarily limited to illness in the family, unusual expenses such as fire, flood, storm damage, etc, seasonal employment, or emergency situations may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for

temporary financial hardship should contact the Superintendent's Office for a waiver form. The Superintendent or his/her designee shall determine whether the fee waiver should be granted in whole or in part, and the student's parent(s) or guardians shall be notified of the decision in a prompt manner. This waiver does not carry over from year to year and must be completed annually.

Fee waivers may also be authorized by the Superintendent on the basis of superior academic achievement, service to the school district (including but not limited to tutorial assistance to other students, assistance before or after school to teacher or other school personnel, or general community service), or meritorious accomplishment.

Penalties

Students who fail to pay overdue student fees may be subject to administrative penalties, including but not limited to exclusion from graduation and commencement ceremonies or related activities, exclusion from prom, withholding of the yearbook or annual, etc. Students shall not be denied a diploma, transcript, or credit for course work completed for failure to pay student fees.

Fundraising

Students may be required to partake in fundraising activities in order to participate in extracurricular activities. If fundraising is required for a particular extracurricular activity, any student participating in said activity shall be expected and required to participate equally and share equally in whatever funds are raised. In addition, each student is expected to participate in class fundraising efforts.

Failure to participate in fundraising activities will result in consequences and/or fees as determined by the class sponsor, activity sponsor, or administration.

Severability Clause

If any section or part of this policy is declared invalid or unconstitutional, the declaration will not affect the validity or constitutionality of the remaining portions.

STUDENT DISCIPLINE

Students are expected to conduct themselves in an acceptable manner, be considerate of others rights, demonstrate respect towards teachers and administrators, and make the best use of the opportunities available to them.

Teachers have the responsibility to maintain classroom discipline. If a student discipline problem remains persistent, a conference with the student and his/her parents to try and resolve the problem should be arranged by the teacher. The administration may be called upon for assistance if discipline problems continue.

Cheating and Plagiarism

Cheating is defined as "the act dishonestly or unfairly in order to gain an advantage, especially in a game or examination." Some examples might include but are not limited to:

- Copying a portion of another student's work
- Copying from another student's test or homework.
- Allowing another student to copy from your test or homework.
- Using materials such as textbooks, notes, or formula lists during a test without the professor's permission.
- Submitting work that is not authentically created by the student.

Plagiarism is defined as "the reproduction, in whole or essential part, of a literary, artistic, or musical work by one who falsely claims to be its creator." Some examples might include but are not limited to:

- Downloading a paper from a “paper mill”
- Submitting another student’s work
- Copying a portion of another’s work without citing it
- Changing a few words but keeping the majority of the work word-for-word
- Copying material, supplying proper documentation, but leaving out quotes or indents
- Paraphrasing ideas without documentation
- Submitting a paper that had been submitted for a previous class without the instructor's approval.

Cheating and plagiarism are serious offenses. Many institutions of higher education expel students found guilty of plagiarism. In our effort to prepare all Shickley Public Schools students for the future, we have established the following guidelines and penalties:

- First Offense: The teacher documents the incident and contacts the parent. The student earns “0” credit for the assignment. The teacher will discuss the assignment with the student and the student will redo the assignment. If the student does redo the assignment. The student cannot get higher than a 70% on the redo assignment.
- Second Offense: The teacher documents the incident and refers the student to the principal who makes contact with the student’s parents. The student earns “0” credit for the assignment. The teacher will discuss the assignment with the student and the student will redo the assignment. The student cannot get higher than a 70% on the redo assignment. The student will serve a detention.
- Third Offense: The teacher documents the incident and refers the student to the principal who makes contact with the student’s parents. The student earns “0” credit for the assignment and the principal will assign one day of in-school suspension. The student will be prohibited from participation in all school and extracurricular activities and organizations for 14 days following the offense.
- Fourth Offense: The teacher documents the incident and refers the student to the principal who makes contact with the student’s parents. The student earns “0” credit for the assignment. The student will be assigned 3 days of In-School Suspension. The student will be suspended from all school activities, extracurricular activities, and student organizations for one calendar year.
- Additional offenses will result in appropriate notifications or administration and parents, “0” credit for the assignment, and disciplinary action of administrative discretion.

Students need to recognize that a documented case of plagiarism or cheating on their record will prevent them from being inducted into the National Honor Society and could expel them from the National Honor Society.

Detention

The staff members of the Shickley Public School are allowed to keep students after school hours when necessary. Membership on athletic squads or participation in other extracurricular activities is not an excuse from disciplinary penalty time assignment. If a student who rides the bus must remain after school because of disciplinary reasons, the parents are to be informed so that the student is not left without means of transportation home. If the parent cannot be notified by telephone, a note may be sent home and the student retained the following night.

Disciplinary Procedure and Consequences

When the need arises for a student to be disciplined, he/she will receive a discipline notice completed by the Principal, which will then be signed by the student, with a copy to be placed in the student file, and a copy to be sent home to the parents. The form will indicate the reason for notice, action taken prior to this notice, and the present action.

1st Infraction: One half (1/2) hour of detention immediately after school. Students in 7th or 8th grades who receive detention time with the Principal, will be suspended from that day's practice or game.

2nd Infraction: One (1) hour of detention immediately after school.

3rd Infraction: Three (3) days of in-school suspension with suspension from all extracurricular activities (practice and contests) while in suspension.

4th Infraction: Three (3) days of in-school suspension or short-term suspension from school, not to exceed five (5) days.

Step 5: Expulsion

Short-Term Suspension

The Superintendent of Schools and/or the Principal shall have the authority to suspend any student from the Shickley Schools for a period of time not to exceed five school days in the following circumstances provided that the suspension is assigned under the guidelines provided by Nebraska State Law.

Suspension from School

A pupil may be disciplined or suspended from school by the principal or superintendent on the basis of evidence that strongly indicates that the pupil has committed any of the following offenses while attending school or in some cases, when a student is not in school, such as weekends, evenings, or late nights, participating in or attending an activity sponsored by the school.

- Possession or use of tobacco and/or nicotine delivery systems on school property or at school sponsored activities.
- Possession or use of a controlled substance or alcoholic beverage on school property, during school hours, or at school sponsored activities.
- Insubordination - refusal to comply with reasonable standards of behavior established by teachers or the administration.
- Use of abusive or profane language.
- Vandalism or defacing of property belonging to the school district, district employees, or to students during the school day, during non-school days (weekends, etc.), during the evening or night time or during the summer months.
- Fighting
- Unsportsmanlike conduct involving visiting schools, spectators, representatives, or officials of school contests, and his or her own teams.
- Theft or pilferage of property belonging to the school district, the staff, students, or schools being visited by our students.
- Gambling
- Oral, written, or gestures of obscenity.
- Gross disrespect of teachers, school administrators, or other employees.
- Excessive and/or chronic tardiness or absenteeism.
- Use of pins, paper clips, rubber bands, pencils, lighters, fireworks, or any other objects which could be harmful to others or school property.
- Forgery--parents' names on absent slips or teachers names.
- Truancy (skipping school).

- Committing any other act or becoming involved in any activity which disrupts the normal educational opportunities for other students or behavior that interferes with classwork.
- Leaving school grounds during the school day without permission of school authority
- Unlawful assembly.

Expulsion

Expulsion shall mean exclusion from attendance for a period of time not to exceed the remainder of the semester in which it took effect. The following student conduct shall constitute grounds for expulsion subject to the procedural provisions of Nebraska State Law when such activity occurs on school grounds or during an educational function or event off school grounds. The proper law enforcement agency will be contacted when necessary.

- Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes substantial interference with school purposes.
- Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small value.
- Causing or attempting to cause physical injury to a school employee or to any student. Physical 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 the subdivision.
- Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student.
- Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or alcoholic beverage.
- 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.
- A repeated violation of any rules validly established in the preceding policy on suspension and expulsion if such violations constitute a substantial interference with school purposes.
- Unlawful activation of a fire alarm - (Nebraska State Law 79-4,180)
- Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a weapon.

Fines for Lost or Damaged Items

Students should respect the property of the school and assist in its preservation for future use by others. If equipment or items sustain damage beyond normal wear and tear to materials needed in a course, if students possess overdue school materials, or if students misuse school property, they may be assessed fines. The charges shall not exceed the replacement cost of the materials or equipment incurring damage.

Corporal Punishment

Corporal punishment is defined as the intentional physical punishment of a student and is prohibited. This prohibition includes the unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. An employee may:

1. Use reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:
 - a. To quell a disturbance or prevent an act that threatens physical harm to any person.
 - b. To obtain possession of a weapon or other dangerous object within a pupil's control.
 - c. For the purposes of self-defense or defense of others.
 - d. For the protection of property.
 - e. To remove a disruptive pupil from class or any area of school premises or from school-sponsored activities off school premises.

- f. To protect a student from the self-infliction of harm.
 - g. To protect the safety of others.
2. Use incidental, minor, or reasonable physical contact to maintain order and control. (For more information, see SBP # 505.06)

STUDENT ACTIVITIES

Student Eligibility

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and ability in the students during their school years and for their lifetime.

However, students who participate in extracurricular activities serve as ambassadors of Shickley Public School throughout the calendar year, whether away from school or at school. Students wanting to participate in school activities must meet the requirements set out by the school for participation in the activity and must conduct themselves in accordance with student conduct policies.

A student shall have credit on the school records for twenty credit hours of school work for the immediate preceding semester. All other eligibility criteria for NSAA governed and sponsored activities are set forth by the Nebraska School Activities Association (NSAA).

NSAA Student Eligibility

In order to represent a high school in interscholastic athletic competition and non-athletic, a student must abide by the eligibility rules of the Nebraska School Activities Association. The most up to date rules are found at <https://nsaahome.org/constitution-bylaws/>. Contact the Athletic Director if clarification is needed in interpreting the NSAA rules.

Academic Eligibility Policy

Maintenance of high academic standards in the Shickley Public school is very important and must be enforced at all times. Students involved in extracurricular activities are reminded that they are students first and foremost. If they are not meeting the minimum academic standards established for participation in activities, they shall not be permitted to represent the school in activities.

All activities held outside of the regular school curriculum will be treated as extra-curricular activities and thus come under our present eligibility policy. Activities that are an extension of the regular school curriculum will not come under the eligibility policy. Students demonstrating poor self-discipline, poor study habits, and/or failure to do required work may be declared ineligible.

1. The school will implement a one week "in jeopardy" period whenever a student has a cumulative failing average during the nine week period, in any class the student will be verbally notified by the teacher(s) for that subject area(s) on Monday (or the first school day) each week. The teacher(s) will explain to the student the reasons for the failing grade and what the student should do to remedy the problems. It is the student's responsibility to seek additional help (if appropriate) from the teacher to improve the failing grade(s). Grades will begin being checked at the end of the 2nd week of each semester.
2. If the student is still failing in the same class the following week, the student would then be ineligible for a one week period. The student could participate in practice but not in competition. Ineligibility would continue until the student is no longer failing the class in question.

3. The student's parents will be notified by letter, email, or phone from the teachers when their child is placed on the "in jeopardy" list.
4. Teachers, when turning in their list of students "in jeopardy", will note reason(s) for failing grade(s) to the administration.
5. Teachers will list all students who have earned a cumulative grade of 76% or below during the current grading period. If a student is on this "endangered" list (76% or below), he/she will have restricted privileges as determined by the teacher and principal until they are no longer considered to be in danger of failing, but will be restricted for a minimum of one week.
6. Students demonstrating poor self-discipline in regard to attitude and/or behavior may be declared ineligible for participation in both school activities and extra curricular activities by the principal. A teacher may recommend such, to be determined by the principal. Students who are failing in only one class, during each grading period, may be declared ineligible by the principal, after consultation with the teacher, if the student is not demonstrating the effort necessary to improve the failing grade.
7. Students who choose to drop a dual credit course after the free drop/add period (as determined by the offering institution) will be deemed ineligible for 14 calendar days following the dropping/withdrawal of that course if the student is failing at the time of dropping the course.

Students who fail a class in the fall semester will be ineligible until the beginning of the third (3rd) week of the spring semester.

Participation and Attendance

In order for any student to participate in an activity or practice, he/she must be in attendance within one hour after the school day begins for the day and continue through the end of the day on the day of the activity or practice unless it is a pre-excused absence.

Students who fail to meet this criterion shall be ineligible to participate in school activities or practice sessions for the day.

Students involved in an activity or practice may not participate in any activities if they are under disciplinary suspension or detention until such time as all suspensions or detentions are made up. A student under disciplinary expulsion shall not participate at any time, nor shall the student attend school activities or events while under disciplinary suspension or detention.

Students are expected to be at all practices scheduled by the sponsor. Should a student not be able to attend a practice, they must contact the coach in advance. Exception: When an athlete is absent from school they do not need to notify the sponsor, however, most sponsors appreciate knowing the reason why the student is absent from school.

As a general rule, **seniors will not participate on junior varsity athletic teams.** Special circumstances/situations (such as foreign exchange students, need to complete a team, etc) will be dealt with on an individual basis. A decision will be made by the coach, athletic/activities directors, and administrations.

National Honor Society

Selection to NHS is set by a national standard of four criteria that include academics, character, leadership and community service. An anonymous group of several teachers complete a rubric for each student, rating them on a scale of 1 to 4 in each category. Each student that receives an average score of 3 or more will be inducted into the NHS. Violation of the Extra-Curricular Activity Code of Conduct will result in the loss of membership in the National Honor Society for one (1) calendar year. All other rules and regulations for admission and dismissal from the National Honor Society are detailed in the NHS rules and guidelines.

Student Publications

Students may produce official school publications, such as a school newsletter and yearbook, as part of the curriculum. These publications are produced primarily for the educational value gained in the process of their creation.

Any expression made by students, including student expression in official school publications, is not an expression of official school policy. Publications may be restricted, edited or prohibited when, after considering the maturity level of the students, any portion of the publication is determined to be discriminatory, as substantial interference to the educational process or learning environment, harassment, vulgar or obscene, defamatory, an invasion of privacy, or highly controversial. (For more information, see SBP # 506.06)

Class/Organization Meetings and Funds

No class/organization meetings will be held without the sponsor being present. Secretaries are to keep accurate records of all such meetings. No class/organization will be allowed to charge materials without first obtaining permission from the office.

Students may raise funds for school-sponsored events with the principal's permission. Collection boxes for school fundraising must have prior approval from the principal before being placed on school property. The main emphasis of any fund-raising campaign should focus on the educational aspects of the program. (For more information, see SBP # 506.08)

Funds remaining in a class/organization account after the class/organization ceases to exist shall remain in that account. The distribution of those proceeds is left to the discretion of the class/organization sponsor and the school administration. Class/organization members will not receive any funds from that account, i.e. a refund. (For more information, see SBP # 506.09)

Student Physicals for Athletics

All students who are participating in any athletics or practices must have a physical examination signed by a physician. The results of the examination and the physician's signature must appear on all local and state forms where it is required, and these forms must be on file in the school where the student is to participate in athletics. In all cases, these forms should be signed by the parents and the physician. (For more information, see SBP # 506.10)

Extra-Curricular Activity Code of Conduct

Shickley Public School is dedicated to the concept of extra-curricular activities being an important and vital educational component of a total education. These activities will be a positive learning experience for our students if they can recognize that they may achieve their highest personal potential only by embracing a lifestyle dedicated to competition, integrity, and self-discipline. In addition, selection to a team, organization or club is both an honor and a privilege, and as visible representatives of Shickley School District these students have the obligation to conduct themselves in an exemplary manner at all times. That is the reason for establishing the Activity Code of Conduct.

Training rules are a matter of self and team discipline. The best performance that the individual is capable of producing comes only after the body and mind have been conditioned through a regular training program. This code is to be followed by all students and is to be in effect for the school year and related school functions. When a student participates in extra-curricular activities his/her responsibilities go beyond the school grounds, facilities, and school related functions. Policies on tobacco, alcohol and other drugs are in effect for athletes and participants at all times in all places. The following penalties for Class I and Class II violations will apply:

First Violation: Athletics

Option A: Suspension for 33% of the scheduled varsity contests beginning with the day of the first scheduled interscholastic contest the student is scheduled to participate in following the infraction. If the violation occurs between seasons or when a student is not involved in athletics, the disciplinary action will not start until the day of the first inter-school competition in which the athlete could participate. If a student's suspension is not completed by the end of a sport season, the count will be discontinued until the day of the next scheduled interscholastic contest in which the athlete participates in. He/She will be expected to practice during the suspension.

Option B: Same as Option A **except** students agreeing to be evaluated, educated, and treated will be suspended for 22% of the scheduled varsity contests instead of the 33% of the scheduled varsity contests.

The suspension will be lowered from 22% of the scheduled varsity contests to 11% of the scheduled varsity contests under the following conditions:

- a. The student and/or the parent report the violation within 48 hours of the infraction, violation or citation.
- b. The report **MUST** be made to the Superintendent or Secondary Principal. Reporting to a coach, teacher, guidance counselor or any other school employee will **NOT** satisfy this requirement.

Second Violation: Athletics

A second violation of this code of conduct will result in the suspension from all athletics for one year from violation date.

Student activities are an extension of the educational program of our school and possess significant educational value for participants. An activity is classified as any event, competition, or performance, which takes place outside of the normal school routine or schedule. This also includes any club, organization, or sport added in the school year.

First Violation: Non-Athletic Activities

Option A: Consequences for violating the code of conduct for non-athletic activities will be a 14 calendar day suspension from participation in all non-athletic activities and the loss of any elected office and ineligibility of being elected to office for the remainder of the school year.

Option B: Students agreeing to be evaluated, educated, and treated will be able to have their suspension reduced to seven (7) calendar days upon completion of such programs, according to school guidelines, but he/she will still lose of any elected office and will be ineligible to be elected to office for the remainder of the school year. This option must begin within five (5) calendar days.

Second Violation: Non-Athletic Activities

Consequences for a second violation of the code of conduct for non-athletic activities will be the suspension from all non-athletic activities for one year from the violation date.

First Violation: Organizations

Option A: Loss of membership for one (1) calendar year from date of violation, including the loss of any elected office and ineligibility of being elected to office for the remainder of the school year.

Option B: Students agreeing to be evaluated, educated, and treated will be able to have their suspension commuted upon completion of such programs, according to school guidelines. This option must begin within five (5) calendar days.

Second Violation: Organizations

The consequence for a second violation of the code of conduct for organizations will be the loss of membership in the organization.

Subsequent Violations: Activities/Athletics/Organizations

Subsequent violations of the activities code of conduct will result in the suspension from all extra-curricular programs for one year from violation date.

*A student serving a suspension for a first violation must successfully complete the season of the sport/activity that the suspension is served in. The failure to do so will result in the suspension being served during the next sport/activity that the student participates in.

Leaving the Building

Any student leaving and/or returning to the school building for any reason must sign out / sign-in with the front office, unless he/she is leaving as part of a school activity.

Work Missed While Absent

If a student's absence is planned, the student must have a make-up slip completed and turned in to the sponsor or office at minimum one day before the absence. The student must complete all assignments before the day of the absence to be excused for the planned absence. The classroom teacher determines the definition of completed work.

Transportation for School Sponsored Activities

Students will be required to ride the bus to and from all away school sponsored activities unless parents have personally contacted the coach involved. Students may only ride with parents or grandparents going to or home from an activity once permission has been granted from the coach and arrangements must be made by parents with the school administration before the date of the activity. If parents want the participant to ride home with someone other than parents or grandparents, a note must be presented to and signed by the administration, and then given to the coach.

STUDENT HEALTH AND WELL-BEING

Administration of Medication to Students

All medications for student consumption are to be stored in the main office. Parents must deliver the medications with explicit instructions for use. If this is not possible, please have the student report immediately to the office with the medication.

Communicable or Infectious Diseases

Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or employees. The term "communicable disease" shall mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

A student who is at school and who has a communicable disease that creates a substantial risk of harm to other students, employees, or others at school shall report the condition to the superintendent at any time the student is aware that the disease actively creates such risk. (For more information, see SBP # 508.03).

Student Illness or Injury at School

When a student becomes ill or is injured at school, the school shall attempt to notify the student's parents as soon as possible **if the illness or injury is deemed serious by school staff.**

Shickley Public School, while not responsible for medical treatment of an ill or injured student, will have employees present administer emergency or minor first aid if possible. An ill or injured child will be turned over to the care of parents or qualified medical employees ~~as quickly as possible.~~

Emergency Plans and Drills

Fire Drill Procedures

The school building is equipped with an automatic fire alarm system. When the fire bell rings all students are to leave the building in an orderly fashion to the proper exit. (The proper exit for all rooms will be explained by the teacher the first week of school.) A map indicating the proper exit will be posted in each room. A FIRE DRILL IS NEVER TO BE TAKEN AS JUST ANOTHER DRILL. The drills will be held regularly.

- Lower Elementary Hallway -- exit East door
- Intervention Area -- exit North under fire escape
- Second floor high school -- exit to North on fire escape
- Third floor high school -- exit to North on fire escape
- North Gym/Special Services -- exit North door, Special Services Hallway
- Lunch Room -- exit West door in Kitchen
- Art Room -- exit West Door of Art Room
- Upper Elementary Hallway -- exit East door, new addition
- Ag Room -- exit East door, Vo. Ag. Room

Tornado Drill Procedures

The signal for the tornado drill will be a continuous buzz of the passing bell. When you hear the signal, please go to your designated area in an orderly manner. A map indicating the proper exit will be posted in each room.

PreSchool through 2nd Grades will go to the Intervention Area.

The following classrooms will go to the Lunch Room:

3rd grade, 4th grade, 5th grade, 6th grade, Band Room, and the Art Room.

The following classrooms will go to the Copy/Work Room:

The Vo Ag room and the Shop, Jr. High English, Business Room, and the North Gym.

The following classrooms will go under the stairs in the gym:

2nd & 3rd Floor High School Building, and the Main Gym

Other Safety Drills

Other types of safety drills may be conducted to prepare students and staff for emergency situations and to practice the policies and procedures in place.

Concussion Awareness

Concussions are defined as a type of traumatic brain injury caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a fall or a blow to

the body that causes the head and brain to move quickly back and forth. Health care professionals may describe a concussion as a "mild" brain injury because concussions are usually not life-threatening. Even so, their effects can be serious.

Training to recognize the symptoms of concussions and brain injuries and how to seek their proper medical treatment shall be made available to coaches of our athletic teams.

Shickley Public School will provide information on concussions and brain injuries to athletes and their parents, including at least:

1. The signs and symptoms of concussions;
2. The risks posed by sustaining a concussion; and
3. The actions a student should take in response to sustaining a concussion including the notification of coaches.

A student participating on a school athletic team shall be removed from a practice or game when reasonably suspected of having sustained a concussion or brain injury in that activity after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school.

The injured student shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games, until the student:

1. Has been evaluated by a licensed healthcare professional;
2. Has received written and signed clearance to resume participation in athletic activities from the licensed healthcare professional;
3. Has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity as required above, the parent or guardian of the student shall be notified by the school of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student. (For more information, see SBP # 508.15)

Lunch/Salad Bar:

~~Shickley Public School participates in the Offer vs. Serve program. Students will be offered each of the required 3 different food groups.~~ Along with a served entrée, the students may choose foods from the salad bar and a carton of milk. It is highly encouraged students to eat all food that is self-served from the salad bar. This will help control costs and ensure a greater selection on the salad bar.

Students who bring their lunch will be required to eat in the lunchroom. Pop and other soft drinks will not be allowed in the lunchroom.

Breakfast will be offered to secondary students from 7:45 to 7:58 am. ~~Students are required to take items from two different food groups. Seconds will be charged at the full meal price.~~

Seconds are not covered as part of the free or reduced designation.

**SHICKLEY PUBLIC SCHOOLS
DISTRICT #54
SHICKLEY, NEBRASKA**



Welcome to Shickley Public School,

The purpose of this Certified Staff handbook is to provide each and every certified staff member at Shickley Public School a resource to help them better understand the community, policies, rules, and expectations.

The mission of Shickley Public School is to prepare students for success. We believe:

- in each student's ability to learn and develop the knowledge, understanding, skills and processes needed for life;
- in fostering the growth and development of each student intellectually, physically, emotionally, and socially;
- in providing a challenging curriculum;
- in providing the most effective educational opportunities through continual improvement at each staff and faculty position;
- in sharing the responsibility of educating our students with the family and community;
- in continuing and strengthening the relationship between the school and the community;
- in providing continual communication with all stakeholders;
- in providing a safe environment where all stakeholders believe success can exist, and is celebrated; and
- in doing what's best for the students.

A successful student is a lifelong learner who:

- is creative and innovative;
- is flexible and adaptive;
- is productive and accountable;
- is independent and self-directed;
- is prepared, engaged, and willing to try;
- is self-confident and conscientious;
- can think critically and solve problems;

- can communicate and collaborate;
- can show leadership and responsibility;
- can read and comprehend; and
- can focus and concentrate.

This handbook is broken down into three main parts: a description of the Shickley community; a description of the state and local expectations for effective practices; and the school's policies, rules and expectations which must be adhered to throughout the school day and year.

We hope everyone enjoys a successful school year.

Dr. Stan Essink, Superintendent

Greg Schroeder, 7-12 Principal

Carissa Eberhardt, K-6 Principal

THE COMMUNITY OF SHICKLEY

Shickley Public School, founded in the late 1800's and reorganized in 1953, is a school whose focus is on student success, both now and in the future. With an average class enrollment of 8-10 students, teachers at Shickley Public School are able to provide individualized attention and instruction through small group settings in all classes. We offer a wide variety of classes, including electives which help prepare our students for their futures. Because of our focus on continually preparing students to succeed, our students develop confidence in themselves and their abilities which allows them to take on and succeed at larger and greater challenges.

All learning activities at Shickley, whether they are academic, athletic, or artistic in nature, are viewed as opportunities for our students to succeed. While Shickley Public School competes in athletic activities through a cooperative agreement with the Bruning-Davenport Unified School District, it maintains strong programs in academics and the arts. The FFA and FBLA programs at Shickley Public School are extensions of our academic programs which help students to develop the leadership skills necessary for success, and regularly have at or near 100% student participation. Our arts programs, including Play Production, Choir and Band regularly host district competitions, travel and compete statewide, and also exhibit similarly high participation.

Shickley is located in Fillmore County, 15 miles southwest of Geneva, the county seat. Hastings is 50 miles north and west, York is 40 miles north and east, and Lincoln is 80 miles north and east. This farming community lies in the heart of the irrigation district. Farm values are high, and both the farmers and area businesses are progressive. The district is approximately 140 square miles in area, including 66,000 fertile acres, and extends into Thayer and Clay Counties.

Shickley is served by four churches: Catholic, Zion Lutheran, and United Methodist in town, and one rural congregation: Salem Mennonite.

The Shickley Community Foundation provides financial support for individual community projects, as well as for projects in the school. Along with the Shickley Community Foundation, the school enjoys support from our alumni association and the Shickley Parents Association.

STATE AND LOCAL EXPECTATIONS FOR EFFECTIVE PRACTICES

The Nebraska Department of Education has produced a set of expectations for effective practice. The Board of Education and the administration of Shickley School agree with the expectations provided below and encourage teachers to begin reflecting on their practices immediately to make the necessary adjustments and changes to help meet expectations.

1. Foundational Knowledge - The teacher demonstrates a comprehensive knowledge of content, pedagogy, students, and standards needed to provide each student with effective opportunities for learning, development, and achievement.

The teacher:

- a. Possesses a strong command of the Content and related instructional strategies;
- b. Understands research-based instructional approaches, strategies, assessments, and interventions;
- c. Understands the intellectual, social, emotional, and physical development of students, how they learn, and how they differ;
- d. Understands the effect of cultural and societal influences on learning for each student;
- e. Understands how national, state, and local standards impact teaching;
- f. Understands the components of an effective curriculum; and
- g. Accepts responsibility for the growth of student learning, development, and achievement.

2. Planning and Preparation - The teacher integrates knowledge of content, pedagogy, students, and standards with the established curriculum to set high expectations and develop rigorous instruction for each student which supports the growth of student learning, development, and achievement. The teacher:

- a. Develops coherent units, lessons, and activities that reflect high expectations and enable each student to achieve standards, learning goals, and instructional objectives;
- b. Designs and adapts lessons based on student progress, assessment results, and interests;
- c. Uses a variety of appropriate, research-based teaching strategies;
- d. Considers students' prior knowledge, abilities, and individual circumstances to ensure that instruction is differentiated, relevant to students, and rigorous;
- e. Integrates a variety of resources, including technology, to provide challenging, motivating, and engaging learning experiences.

3. The Learning Environment - The teacher creates and maintains a learning environment fostering positive relationships and promotes active student engagement in learning, development, and achievement. The teacher:

- a. Establishes relationships that result in a positive learning climate of openness, mutual respect, support, and inquiry, and interacts with students in ways that demonstrate and promote recognition of diversity;
- b. Ensures a safe and accessible environment;
- c. Establishes, communicates, and maintains effective routines, procedures, and clear standards of conduct;
- d. Establishes a collaborative learning community built on trust and teamwork that is consistent with and supportive of the full development of students as individuals;
- e. Establishes high expectations that cultivate each learner's self-motivation and encourage pride in his/her genuine accomplishments; and
- f. Values individual students, their families, neighborhoods, and communities; acknowledges their experiences, and builds upon those experiences to increase academic success.

4. Instructional Strategies - The teacher uses effective instructional strategies to ensure growth in student achievement. The teacher:

- a. Uses a range of developmentally appropriate instructional strategies and resources that are targeted to meet learning goals;
- b. Modifies, adapts, and differentiates instruction and accommodation based on data analysis, observation, and student needs;
- c. Communicates effectively with students to promote and support high expectations for achievement;
- d. Assumes various roles in the instructional process appropriate to the content, purposes of instruction, and the needs of students;
- e. Engages students by using varied activities, assignments, groupings, structure, pacing, and a variety of instructional techniques such as direct instruction, inquiry, questioning, and discussion as appropriate for individual student achievement; f. Uses strategies that enable students to develop skills in critical thinking, creativity, and problem-solving;

- g. Uses existing and emerging technologies as needed to support and promote student learning; and
- h. Implements engaging learning experiences that draw upon family and community resources.

5. Assessment - The teacher systematically uses multiple methods of formative and summative assessment to measure student progress and to inform ongoing planning, instruction, and reporting. The teacher:

- a. Develops and uses varied and appropriate assessments and accommodations based on instructional objectives and student needs;
- b. Uses both formative and summative assessments and the resulting data to inform instruction;
- c. Seeks to assure that classroom-based assessment instruments and procedures are effective, free of bias, and appropriate to the developmental and linguistic capabilities of students;
- d. Develops or selects appropriate assessments and interprets the resulting data, both individually and with colleagues;
- e. Uses strategies that enable students to set high expectations for personal achievement, and to assess, monitor, and reflect on their own work; and
- f. Compiles and reports assessment data to accurately document student progress over time.

6. Professionalism - The teacher acts as an ethical and responsible member of the professional community. The teacher:

- a. Systematically reflects on his/her own professional practice in order to bring about continuous improvement;
- b. Actively pursues meaningful professional development;
- c. Contributes to and advocates for the profession;
- d. Protects the established rights and confidentiality of students and families;
- e. Adheres to school policies, procedures, and regulations;
- f. Models ethical behavior in accordance with established standards; and
- g. Maintains accurate records, documentation, and data.
- h. Teacher leads by example concerning technology and cell phone expectations for students.

7. Vision and Collaboration - The teacher contributes to and promotes the vision of the school and collaborates with students, families, colleagues, and the larger community to share responsibility for the growth of student learning, development, and achievement. The teacher:

- a. Actively participates in the development and implementation of the school's vision, mission, and goals for teaching and learning;
- b. Contributes to the continuous improvement process;
- c. Establishes and maintains collaborative professional relationships;
- d. Uses effective communication strategies and technological resources when appropriate, and takes into account various factors that impact communication with individual students, their families, and the community; and
- e. Collaborates with students, parents, families, and the community to create meaningful relationships that enhance the learning process.

In addition to these expectations, professional practices for educators are outlined in Title 92, Nebraska Administrative Code, Chapter 27 - commonly referred to as Rule 27.

PROCEDURES, POLICIES, AND EXPECTATIONS

The salary schedule is a part of the negotiated agreement. Teachers will be paid in twelve monthly installments on the 20th of each month.

All teachers must have their certificates registered with the Superintendent before receiving their first paycheck. This applies to teachers new to Shickley, and to those who have renewed their certificates in the past year. If a teacher has earned enough graduate credits to qualify for movement on the salary schedule, proof of successful completion must be given to the Superintendent before September 1st. Teachers are asked to notify the Superintendent of the intention to take classes before leaving for summer break.

Insurance and Workman's Compensation: Shickley Public School provides its teachers with EHA Blue Cross Blue Shield health and dental insurance. All employees are protected under the compensation law for injuries or disability received on school property in the performance of their jobs. Report such accidents immediately.

LEAVE FOR CERTIFIED STAFF

For you to be approved for any kind of leave, **you are required to fill out a Leave Request Form** in the office regardless of internal or external coverage. In the case of an unplanned illness, this should be done immediately upon your return. All leave, with the exception of illness, must be approved by administration prior to the absence. Your contract requires employment, at a minimum, between 7:50 and 3:50 Monday through Friday. A half day is defined as anything between 0-4 hours, a full-day as anything between 4-8 hours or more.

Additionally, there will be a **Sign in/Sign out** document in the office required for any Leave during the school day.

Personal Days: These may be taken in half or full-day increments. Faculty get four personal days each year which do not carry over. Unused personal days will be converted to sick days upon completion of the contract year.

Professional Days: Full-time teachers are allowed 2 professional days at the discretion of the superintendent. It is an important part of continual professional growth. Staff are to plan carefully as they request professional leave for the school year and prioritize those opportunities that will make the biggest impact. Administration may request additional participation in professional activities they believe will be beneficial in meeting educational goals.

Leave for BDS Events: Two days of additional leave for school events was approved by the board under Policy 410.08 and is effective as of August 1, 2023. This leave is entirely optional and may be taken solely to attend BDS events occurring during the school day. If this type of leave is used, the employee will refund the district for time taken at the current hourly substitute pay rate. Time will be tracked on an hourly basis and the cumulative total docked upon completion of the school year. Any time missed between 7:50 and 8:50 constitutes one hour of leave, any time between 8:50 and 9:50 constitutes an hour of leave, and so on.

Sick Days: Employees are granted sick leave for personal illness and injury and/or for illness or death in the immediate family, which is defined in the District Policy Manual. Sick leave shall not be used or granted for any other purpose **other than those defined in Policy 410.02.** You are granted seven days per year accumulative to 45. Time will be tracked on an hourly basis. Any time missed between 7:50 and 8:50 constitutes one hour of leave, any time between 8:50 and 9:50 constitutes an hour of leave, and so on.

Sick Bank: All available personal days must be used before leave from the sick bank will be granted.

Additional Leave: Policy 410.08 states that any additional personal leave beyond that described here is at the discretion of the Board. Requests by an employee for such leave must be submitted to the superintendent at least ten (10) days prior to the next regularly scheduled meeting of the Board to be acted upon by the Board.

As professionals it is your responsibility to complete the paperwork required of Leave as described above. Both the school and you are liable if documentation is not in place. Failure to complete paperwork or misuse of leave will be considered neglect of duty and may result in disciplinary action. If paperwork is not submitted, leave time will be deducted first from any available Personal Leave and then docked from your paycheck.

Teacher Evaluation Philosophy

In order to have an effective learning climate, there must be continuous evaluation procedures to improve the teaching process. This process is an important aspect of education as we work towards excellence in the instruction of young people.

Objectives: The purpose of teacher evaluation is:

1. To maintain an on-going and continuous evaluation process;
2. To improve teacher instruction;
3. To promote professional growth;
4. To plan long and short term goals;
5. To identify and reinforce quality teaching;
6. To provide legal documentation for retention or termination; and
7. To be consistent with school district goals established by the Board of Education.

Evaluators: The superintendent and principals are responsible for teacher evaluations. They will be responsible for observing, monitoring, and record keeping pertinent to effective teaching. The superintendent and principals must hold a valid Nebraska Administrative Certificate.

Evaluation Process for Probationary Teachers: Probationary teachers will receive the first formal written evaluation/conference prior to the conclusion of the first semester. The second formal evaluation will be conducted during semester two.

Evaluation Process for Tenured Teachers: Tenured teachers will receive their formal written evaluation/conference on an annual basis.

Formal Observations: All teachers will have one formal, announced observation at a minimum of every year, for an entire period. Tenured teachers will be formally observed at least once every year. Probationary teachers will be observed no less than once each semester for the first three years of service. During the first semester, the observation will be scheduled. The second observation, during the second semester, may be unannounced.

Walk-Through Observations: Walk-through observations are just as they sound: a short (3-5 minute), frequent visit, or observation, used to observe what is happening in the classroom at that time. Walk-throughs can also be used to gather information about instruction and teaching. These types of observations will be utilized by the administration to document positive learning practices, and will not be placed in the teacher's permanent file. It is the goal of the administration to perform a minimum of five (5) walk-through observations per year per teacher.

Walk-through observations can be an effective tool for a number of reasons. They help the administration be visible to the students and teachers, showing their commitment to academic achievement and improvement. They can help to validate and document the use of positive instructional performance and the implementation of classroom accommodations for SPED and Hal students. Walk-throughs can be used to help gather data for school improvement, as well as communicate the school's expectations, goals and mission. Finally, walk-through observations are a great tool to provide collaborative feedback to help ensure teaching practices are meeting the needs of all students.

Professional and Personal Expectations

Teaching as a Profession: Teaching is a dignified profession. Serve it with all the dignity you can muster. Dignity engenders respect. Professionals are often recognized by the following characteristics:

1. They are proud of their professions;
2. They show the refinement and character expected of a professional;
3. They show genuine concern and respect for others, both children and adults;
4. They dress with the dignity that the profession warrants;
5. They have a sense of responsibility for the success of the entire school and its programs;
6. They accept responsibility for compliance with rules and administrative requests;

7. They refrain from making adverse comments about the school and their fellow teachers;
8. They avoid offending the morals and values of their community; and
9. They work understandingly and cooperatively with parents.

Teachers grow professionally by:

1. Joining local organizations. Membership in national (NEA), state (NSEA), and local (SEA) organizations is voluntary, as is the association of each teacher's particular teaching field.
2. Attending the meetings and conventions of teacher's organizations.
3. Attending all faculty meetings. These mandatory meetings are held for a purpose and are intended to help all staff and faculty members work together to achieve the goal of the school. Be punctual so the meetings can begin and adjourn as soon as possible.
4. Understand and follow the NEA Code of Ethics for Teachers. It can be found at <https://www.nea.org/resource-library/code-ethics-educators>
5. Attending school to further your education and learn new methods of teaching.

Personal and Professional Conduct Expectations: Employees are role models for the students who come in contact with them during and after school hours. The Board recognizes the positive effect employees can have on students in this capacity. To this end, the Board strongly suggests and encourages employees to dress, groom, and conduct themselves in a manner appropriate to the educational environment. Employees shall conduct themselves in a professional manner appropriate for their position. Clothing shall be neat, clean, and in good taste. Discretion and common sense call for an avoidance of extremes which would interfere with or have an effect on the educational process.

Certificated employees of the school district follow the code of ethics for their profession as established by the Nebraska Department of Education in Rule 27. Behaviors that would specifically be of concern to the administration and the Board include, but are not limited to the following:

1. Driving under the influence (DUI).
2. Public intoxication.
3. Unlawful use of controlled substances.
4. Shoplifting, theft, or other felony or misdemeanor related to dishonesty.
5. Engaging in any acts of violence, such as commissions of assault or battery.

6. Engaging in abusive conduct, such as issuing threats or using profanity or engaging in verbal abuse at school-related functions or elsewhere.
7. Engaging in acts that could be considered immoral, such as engaging in any illicit relationships of any kind with any student of the district or student of any other district.
8. Engaging in unlawful wagering.
9. Engaging in acts of fraud against the school, a member of the public, any state or federal agency, or any other entity.
10. Committing any acts prohibited by ethical and other professional standards of conduct for certified teachers in the State of Nebraska.
11. Engaging in any act which would be construed to be harassment, whether electronically or in person.
12. Violation of professional confidentiality ~~when it is required or desirable.~~
13. Inappropriate use of electronic devices and digital content both during school hours and beyond. **The use of cell phones, smart watches, and other electronic devices shall be for educational purposes only during school hours.**

The above and foregoing list is not intended to be a complete list since it is assumed by the Board of Education that the responsibilities of being a certified staff member of the district is a responsibility understood by each employee of the district.

Additional Duties: There are many duties connected with the operation of a school. They do not appear in teacher contracts, yet they must be performed in order for a school to run successfully. It is urged, therefore, each of us assume our share of these tasks to get the job done. A few of these tasks include before/after school, and noon-hour supervision, selling tickets at athletic events, or supervision at these events. Schedules will be set when appropriate. It is expected each teacher will assume his or her responsibility.

Nondiscrimination in Education Programs and Activities: It is the policy of the Shickley Public School not to discriminate on the basis of race, national origin, creed, age, marital status, sex or disability in its educational programs, activities, or employment practices as required by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, the Federal Rehabilitation Act of 1973 and the Nebraska Equal Opportunity in Education Act.

Any person who believes she or he has been discriminated against, denied a benefit, or been excluded from participation in any district education program or activity on the basis of a protected status in violation of this policy may grieve such matters using the adopted grievance procedures of this district. Such procedures shall provide for prompt and equitable resolution of complaints alleging acts of discrimination.

Inquiries regarding compliance with Title IX, the Nebraska Equal Opportunity in Education Act or Title VI may be directed to Dr. Stan Essink, Shickley, Nebraska, 68436, 402-627-3375, or in the case of Title IX and the Rehabilitation Act to the Director of the Region VII Office for Civil Rights, ED, 324 East 11th St., 24th Floor, Kansas City, MO, 64106, 816-374-7264.

Harassment of/by Employees: Harassment of employees, students, volunteers, or visitors will not be tolerated by the school district, which includes district facilities, property, or property within the jurisdiction of the district; while on school-owned or operated transportation; while attending school activities; and while away from school grounds if the misconduct directly affects the environment and climate of the district.

Harassment includes, but is not limited to racial, religious, national origin, marital status, disability, and sexual harassment. Employees whose behavior is alleged to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, discharge or other appropriate action or sanctions determined and imposed by the superintendent or the board.

Employees, students, volunteers, or visitors who believe they have suffered harassment shall report such matters to the investigator for harassment complaints. However, claims regarding harassment may also be reported to the alternate investigator for harassment complaints. More detailed information regarding harassment can be found in district policy.

Public Relations: Public relations are important. It is especially important for superintendents to consider, but it is important for teachers too. Always remember the best public relations medium is not the newspaper, TV, radio, internet, or the PTA, but it is the pupil-teacher relationship. Each teacher can create good public relations with the pupil in each case.

Rapport with the community is also important. In addition to our school-produced Hoofprint, the nearest news media outlet available for our school is the *Nebraska Signal*. Keeping the public informed of what is happening can be achieved by writing a news item. Each teacher will be expected to contribute through the local newspaper, online, and/or in the school newsletter. Administrators will set the expectations for teacher contributions.

Another form of positive public relations is parent-teacher conferences. Parent-teacher conferences are scheduled in the fall and in the spring, and other activities should be avoided on those days. Please be honest with the parent when discussing their child's achievements. It is an excellent opportunity for each teacher to do a positive public relations job.

School Year and Daily Operations

Official School Calendar: The official school calendar of activities and events is in the superintendent's office and on the school website. Be sure to check with the administration before scheduling events.

School Day: The school day for teachers begins at 7:50am and ends at 3:50pm. It is the administration's expectation that teachers are in the building and ready to work at this time, and not walking in or out the door at this time. Elementary teachers are responsible for playground supervision for recesses before school, during the school day (including lunch), and in the afternoon. Teachers are not generally responsible for lunchroom supervision, unless otherwise arranged by the administration with the individual teacher.

Shickley Public School operates under a closed campus plan. Once students arrive at school, they are not to leave the immediate grounds during the day without the consent of an administrator. Students driving cars to school must park in the west lot and leave them parked until school is dismissed. Students require permission from the administration to go to the parking lot during the day. It is imperative that teachers keep students in the classroom as much as possible, and limit the trips by students to their vehicles during the day. *EXCEPTION: Students who live in town may go home at noon for lunch, after they have signed out in the office, but may not drive themselves.*

Substitute Teachers: Substitute teachers will be scheduled by individual teachers or the administration. For pre-determined absences, the individual teacher obtains the substitute teacher. In cases of illness, please notify the principal as soon as possible.

It is the responsibility of the teacher to provide the substitute with detailed lesson plans whenever he/she will be gone. If the teacher is ill, the teacher will email the principal lesson plans for the substitute to follow. It is expected by the administration that teachers will utilize the substitute's teaching ability to carry the educational process forward while the teacher is unable to attend school.

School Dismissal for Weather

The superintendent will make the decision regarding school closure in the event of

severe weather. Announcement of school closing will be made through the OneCall system and designated media outlets.

In the event of a school closure, it is the responsibility of the individual who initially contacted a substitute teacher to inform them of the late start or school closure. If a teacher is unable to contact the substitute, they must contact the principal immediately after the late start of school closure has been announced.

It is the intention of the administration to not allow practices of any kind if school has been dismissed early or if school has been canceled.

Communication

Daily Announcements: A daily announcement is issued from the office at the beginning of the day. Be sure to read the announcement to be aware of the activities in and at the school. Information to be placed in the daily announcement needs to be to the principal and secretary by 8:00 am.

Mailboxes: Each teacher has his/her own mailbox in the teacher's workroom. This should be visited and cleaned out on a daily basis. The mailbox is for mail, not a storage bin.

Planning Unit Plans: Unit plans are to be developed by the beginning of the year, in order to provide an overview of the curriculum and how the curricular goals are being met throughout the year. Units and lessons are to be standards-based and should be designed to meet the course and school mission statements, as well as the unit objective. If a teacher is unsure of how to complete a unit plan, or how to structure his/her yearly plans, the principal will provide assistance until the teacher is able to complete the plans independently.

Lesson Plans: Each teacher will have a lesson plan book available to them at the beginning of the school year, in which to outline activities a week in advance. Teachers are not required to submit lesson plans to the administration. If a teacher is having issues successfully teaching the material which is expected throughout the year, unit pacing and daily lesson plans will be an integral part of the discussion to correct the situation.

Textbooks: Before issuing textbooks to the students, teachers must be sure they are stamped and numbered and record the date issued and the condition of the book (new, good, or fair) when issued in the proper place in the book. Students will be responsible for lost or damaged books.

Teachers are expected to be a part of the ordering process, when new textbooks are being considered. However, textbooks should be considered a part of the curriculum, a resource, NOT the entire curriculum.

Requisitions: Requisition forms will be provided to the teachers by the superintendent during the second semester of each school year, along with a submission date. The requisition and ordering process is directed by and managed by the Superintendent's office. Requisitions must be turned in by the submission date in order to ensure the arrival of classroom materials prior to the beginning of the school year.

Classroom Management

In *The Art and Science of Teaching*, Marzano (p. 121-130) provides five action steps to help improve classroom management:

1. Organize the classroom for effective teaching and learning.
2. Establish an efficient set of rules and procedures.
3. Interact with students about classroom rules and procedures.
4. Periodically review rules and procedures, making changes as necessary.
5. Use classroom meetings.

Classroom Organization: The days of the teacher as the "Sage on the Stage" are past, and the teacher is no longer the primary focal point of the classroom. While there is a need for the teacher to be at the front of the room, effective classroom organization often calls for the teacher's desk to be away from the front of the classroom, allowing the students to focus on their learning and the content, instead of the teacher and his/her desk. In *The Art and Science of Teaching*, Marzano (p. 121-123) provides suggestions and items to consider when organizing the classroom for effective teaching and learning. They include: Access to learning centers, technology, and equipment; decorating the room; materials, and students' desks and chairs and the teacher's work area.

Classroom Rules: It is the expectation of the administration for all teachers to establish, communicate, and maintain effective routines, procedures, and clear standards of conduct. For this to occur, classroom rules, routines, procedures and standards must be developed, discussed and posted. Fair and consistent administration of these rules must be applied, or resentment towards the teacher and other students may develop, disrupting and affecting the classroom environment for all.

Student Discipline: Student discipline is directly related to a teacher's classroom management. Without clear and concise rules, expectations, and procedures, students cannot be expected to exhibit proper behavior. Student discipline is a self-discipline issue, but it is the responsibility of the teacher to clearly lay out the rules, expectations, and procedures of the classroom, and to keep students motivated, interested, and occupied,

The principal and superintendent are ready to advise and help, and will assume the responsibility for administering the consequences for some of the more serious cases of poor student discipline. However, each teacher must face the class alone, and some of the problems alone. It is imperative that each teacher handle most of their own difficulties. Too much reliance on the principal or superintendent will weaken the teacher in the sight of the students.

The classroom is a good place for teaching young people appropriate social behavior. The halls, restroom, lunchroom, playground, and gymnasium are all places for testing teaching effectiveness. Discipline in the school would be ideal if every teacher did his or her part in demanding compliance with the rules and expectations of good conduct and behavior.

Room Environment: Each teacher must watch the temperature and ventilation in his/her classroom. Before leaving each evening, each teacher should ensure windows are closed, the lights are turned off, and tables, chairs, and desks are straightened. This will help the custodians keep the building clean and inviting.

Practicing Emergency Situations: To prepare for the occurrence of real-life emergent situations, Shickley Public School will regularly hold drills for fire, tornados, and other scenarios where student and employee safety are at risk.

Fire Drills will be conducted on a regular basis. Quiet, orderly exits are the aim. Please use the green card system to announce to the administration whether or not your students are all present. Routes and exits are provided for teachers in their certified binders, and should be posted in each classroom.

Tornado drills will be conducted each year. The signal for the tornado drill will be a continuous buzz of the passing bell. When you hear the signal, please go to your designated area in an orderly manner. A list of the designated areas is provided in the certified binder.

Assessment and Records

Homework: Homework is, and should be, intended to provide students additional opportunities to practice and master concepts or skills needed to be successful in school – not as a time filler

or unnecessary practice. However, facilitated study is better. The more practice problems or work one can do under the supervision of the teacher, the better. There should always be a purpose for assigning homework and its scope and duration should be appropriate to grade level.

Grading: Grades are necessary because parents know how their children are performing in school. Schools of higher learning require them and award scholarships on the basis of these grades. The permanent records of Shickley Public School require the number grade. Semester grades, therefore, must indicate grade by number. Grade reporting to parents is done each semester by report cards. They will be distributed as soon as possible following the grading period. The grading system used at Shickley Public School for **Grades 3 -12** is as follows:

- A = 93 – 100 (4.0) Superior
- B = 86 – 92 (3.0) Above Average
- C = 77 – 85 (2.0) Average
- D = 70 – 76 (1.0) Below Average
- F = 0 - 69 (0.0) Failing
- I = Incomplete

Incompletes will be given when a student's work for a semester period is not complete. In order to receive proper credit for a reporting period, the work must be completed within two (2) weeks of the end of reporting period or the grade will change to a failure.

The alternate grading method is defined as a means of grading students with verified disabilities which are determined by referrals and testing. When the student's level of disability is determined, the student must meet the verified level to receive a passing grade. The student will also receive a mark for EFFORT. Verification of disability must be confirmed prior to students being placed on the Alternate Grading System.

Record Keeping: There are a number of kinds of recordkeeping required of teachers:

Daily: Attendance – Record attendance each period via PowerSchool.

Weekly: Lesson Plans are to be kept up-to-date in case of illness and for substitute purposes. Grades also to be updated weekly with at least one grade entered per week.

Semester: Grades are to be completed by the Tuesday following the completion of the semester.

Yearly: Inventory and requisition for books, supplies, and equipment.

Supplies, Equipment, and Keys

Supplies: Supplies are available in the teacher's workroom. Please use supplies with discretion. Supplies are ordered prior to the school year, with additional orders being placed as needed throughout the year at the discretion of the superintendent.

Equipment: Staff members are caretakers of equipment and responsible for its proper care, storage, and return. Each teacher should familiarize themselves with all of the instructional equipment to learn how to operate them. If a significant quantity of teachers are unable or unsure of how to operate a piece of technology or equipment, a training session may be scheduled.

Keys: Teachers are issued keys for their rooms and the outside doors. In accepting their keys, teachers assume the responsibility of keeping them in possession, and not letting unauthorized persons use them. Non-faculty and staff members must check out keys from the office if they would like to use any part of the facility. Keys should not be given or loaned to students.

Board Policy Book

A copy of Board Policy is located on the school website. If you have questions to clarify, please check with the superintendent.

Bruning-Davenport-Shickley Athletics Coaching Handbook



The purpose of this handbook is to provide the coaches of the BDS Athletics cooperative a clear set of expectations, as well as a reference guide to the culture and expectations BDS Athletics are trying to cultivate.

Coaches are a key part to the development of this culture of success. In order to ensure all coaches are doing their part to meet and exceed the expectations of the school administration and board, the coach's evaluation tool has been derived directly from the expectations for effective coaching shared below.

Our efforts in creating this handbook is not to create more work for coaches – you already do a tremendous amount of work – it is to ensure our students are receiving the experience they deserve and are being prepared for success in tomorrow's society.

BDS ATHLETICS MISSION AND BELIEFS

It is the mission of BDS Athletics to prepare students for success in tomorrow's society through athletic participation and competition. This will be achieved through the activities sponsored by the BDS Athletics cooperative, the Crossroads Conference and the Nebraska School Activities Association (NSAA).

BDS Athletics, its coaches, and its participants believe:

- Athletics are an extension of the classroom;
- Valuable lessons are learned through participation and competition;
- Sportsmanship can be simplified to giving, showing and acting with respect and fairness;
- Teamwork is the gateway to success, and
- Continual improvement is needed in self, team, program, and cooperative.

Through these beliefs, we will be able to produce programs and opportunities which will most effectively prepare our students for success in tomorrow's society. Each coach and sponsor will have their individual team/program goals and expectations, but the five belief statements are at the core of all our programs and teams.

EXPECTATIONS FOR EFFECTIVE COACHING

Personal and Professional Attributes

The coach/sponsor presents and conducts him/herself and his/her actions as those of a professional. Professionals exhibit a number of personal and professional attributes which are expected by our coaches/sponsors.

- a. The coach/sponsor demonstrates confidence in him/herself and his/her abilities.
- b. The coach/sponsor has and shares an enthusiasm for his/her activity.
- c. The coach/sponsor uses ethical behavior in his/her personal and professional lives.
- d. The coach/sponsor exhibits emotional control under stress.
- e. The coach/sponsor serves as a positive role model for the students he/she is leading and for other students in the school system(s).
- f. The coach/sponsor displays sportsmanship and respect for his/her opponents, the officials/judges, and the facilities being used.
- g. The coach/sponsor uses professional discretion when discussing school, teams, and participants.
- h. The coach/sponsor attends annual rules meeting, conference, and school meetings.
- i. The coach/sponsor follows professional growth and development program as laid out by the coach's/sponsor's handbook.
- j. The coach/sponsor follows professional practices as established by the Nebraska Department of Education's Rule 27
(<http://www.education.ne.gov/legal/webrulespdf/RULE27FINAL.pdf>).

Administrative Procedural Abilities

The coach/sponsor is responsible for a number of duties beyond those of practice and games/performances. These duties are essential for the continuation of positive relationships with, and protection of, the school, its teachers, its students, their parents, and the community.

- a. The coach/sponsor meets and follows the general administrative expectations and rules set forth in the Coaches/Sponsors Handbook.
- b. The coach/sponsor is responsible for maintaining positive public relations with four groups of stakeholders: the school, the team, the community, and the parents. Each coach/sponsor will:
 - i. Maintain positive public relations with the school. Each coach/sponsor will:
 1. Work to ensure participants are good citizens of the school and community;
 2. Strive to excite the student body about activities/games; and
 3. Support other teams/activities at the school.
 - ii. Maintain positive public relations with his/her team. Each coach/sponsor will:
 1. Support the all-round well-being of the students on and off the court;
 2. Work to get players excited about the team's games/performances; and
 3. Avoid and/or eliminate same day conflicts with other activities.
 - iii. Maintain positive public relations with his/her participant's parents. Each coach/sponsor will:
 1. Hold a parents meeting at the beginning of the season;
 2. Work to maintain good rapport with parents; and
 3. Follow specified communication guidelines as presented in the Coach's/Sponsor's Handbook

- iv. Maintain positive public relations with the larger community team. Each coach/sponsor will:
 - 1. Communicate with the community to get them excited about activities/games, and
 - 2. Maintain good rapport with the community.
- c. The coach/sponsor communicates transportation needs and expectations to the school administration and teachers at designated times, through designated means. Each coach/sponsor will:
 - i. Use common sense when scheduling transportation;
 - ii. Ensure transportation requirements are taken care of;
 - iii. Communicate travel rosters/lists and departure times to staff and administration at the beginning of the season;
 - iv. Travel to and from contests with the team; and
 - v. Maintain a safe driving record.
- d. The coach/sponsor is responsible for aiding in the professional growth of his/her coaching staff members. Each coach/sponsor will:
 - i. Utilize his/her coaching staff effectively; and
 - ii. Provides opportunities for the improvement of the skills and abilities of members of the coaching staff.
- e. The coach/sponsor will have adequate knowledge of best-practices regarding medical/legal aspects he/she may encounter, or as required by the school. Each coach/sponsor will:
 - i. Submit pre-practice paperwork required by the school and state, including physical forms, practice location schedule, transportation schedule, and rosters;
 - ii. Follow the practice times and procedures as laid out in the Coach's/Sponsor's Handbook;
 - iii. Follow the appropriate heat and exhaustion guidelines as provided by the NSAA;
 - iv. Follow the school facility use policies as laid out by the school and as provided in Board or Administrative policy;
 - v. Provide proper and adequate training and supervision for weight room use;
 - vi. Ensure his/her participants have proper insurance, or have waived liability for injury during participation; and
 - vii. Manage situations in which injuries and /or blood are present to the best of their ability. Each coach will:
 - 1. Exhibits reasonable and prudent conduct in preventing and handling accidents and injuries
 - 2. Follows the advice of the physician/trainer regarding the participation of injured athletes, including:
 - a. Providing safe playing conditions and protective equipment; and
 - b. Ensuring participants have met the necessary requirements for beginning and returning to play according to the school Concussion Awareness Policy.

Theory and Techniques of Coaching

The coach/sponsor is not just a coach, but a teacher of a different subject area. Each coach/sponsor is responsible for ensuring the continued development of his/her team, program and its players, as well as him/herself and his/her assistants. This is done through proper planning and knowledge of the activity, its rules, regulations, and strategies.

- a. The coach/sponsor is responsible for the development of his/her program, including the development of each team and the players within the program. Successful programs are built with an eye towards the future and a plan for long-term success. Each coach will:
 - i. Ensure proper development of the program through continued direction and involvement in the youth, junior high, and high school programs;
 - ii. Direct the proper development of the team through clear communication of team goals, expectations and standards;
 - iii. Schedule his/her team/participants in appropriate team and individual camps and leagues in the summer/offseason; and
 - iv. Strive to help each participant achieve his/her potential through communication with and working with each participant on his/her relative weaknesses and needs.
- b. The coach/sponsor will use and develop appropriate teaching methods and abilities to help ensure participants are being prepared for success in tomorrow's society through athletic participation and competition.
- c. The coach/sponsor is responsible for developing and communicating clear, achievable expectations and goals.
- d. The coach/sponsor enforces team rules in an equitable and consistent manner.
- e. The coach/sponsor is expected to run well organized, productive practice sessions. Each coach will:
 - i. Conduct well-planned practice sessions where coaches and players are utilized to maximize individual and team improvement.
 - ii. Conduct practices which prepare all participants for competitions and other competitive situations.
- f. The coach/sponsor will develop, teach, and apply appropriate and effective pre-game and in-game strategies. Each coach/sponsor will:
 - i. Prepare a game plan players/participants are able to execute;
 - ii. Prepare players/participants to execute the prepared game plan; and
 - iii. Adjusts the game plan as necessary.
- g. The coach/sponsor is required to maintain a current and adequate knowledge of the rules and regulations of his/her activity. Each coach will:
 - i. Acquire proper knowledge of the rules, regulations, and officiating techniques of the sport.
 - ii. Abides by the rules and regulations of the sport and its appropriate governing bodies.

School Rules and Regulations

The coach/sponsor is an additional member of the schools teaching staff, and as such is expected to support and enforce the school policies and rules. As staff members, each coach/sponsor is expected to follow the proper chain of command in determining and enforcing the school rules, expectations and procedures.

- a. The coach/sponsor complies with the academic policies and eligibility policies of the school district.
- b. The coach/sponsor enforces school rules in an equitable and consistent manner.
- c. The coach/sponsor abides by the school and NSAA rules regarding practices and inclement weather.

GENERAL ADMINISTRATIVE GUIDELINES

Personal and Professional Attributes

Coaching Code of Conduct: The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she were the coach's own, and his or her welfare should be uppermost at all times. The coach shall:

- Be aware that he or she has a tremendous influence, for either good or ill, on the education of the student-athlete, and thus shall never place the value of winning above the value of instilling the highest ideals of character;
- Uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the state high school activities association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct;
- Take an active role in the prevention of drug, alcohol, and tobacco abuse;
- Not use alcohol and tobacco products when in contact with the players;
- Promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program;
- Master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules;
- Exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with booster clubs and administrators;
- Respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical;
- Meet with the coach from the competing team to exchange cordial greetings before and after contests to set the correct tone for the event;
- Not exert pressure on faculty members to give student-athletes special consideration; and
- Not scout opponents by any means other than those adopted by the conference and/or state high school activities association.

Annual Rules Meetings: Annual rules meetings are held online and at the coaches clinic. All head coaches and sponsors are required to attend a rules meeting for their activity. It is encouraged for all coaches/sponsors of an activity to attend the rules meetings. In the event an assistant coach does not attend the rules meeting, it is the responsibility of the head coach to pass the information on to all coaches in the program.

Other Meetings: Coaches and sponsors are expected to attend all school meetings, including preseason parent/student/coach, Crossroads Conference activities, and banquets. Coaches must attend all meetings scheduled by the administration, unless prior permission for exclusion is allowed. Dates and times for activity meetings not listed on the calendar (during, pre- and post-season) must be requested in writing through both administrations at least one week in advance.

Professional Growth and Development: Coaches will be observed and evaluated at least once a year. New coaches, those who have been coaching for less than three full years, will be observed twice a year, once announced prior to the first contest of the year, and once unannounced prior to the week before district competition, with an evaluation completed at the end of the season. After the completion of the coach's third season, the coach will only be observed once, prior to the first contest. The

evaluation of the coach will be completed by the cooperative AD at the end of the season.

Head coaches are responsible for evaluating and managing the improvement of their assistant coaches, and communicating with the administrations the development of said coaches.

Coaches are expected to attend the NCA Coaches Clinic and the state tournament of their activity each year. These are minimum expectations.

Coaching Clinics: Coaches are encouraged to attend clinics for their particular sport or activity. Requests to attend clinics need to be made with the Activities Director and Principal well in advance of the clinic. Clinics that interfere with class time will be strongly discouraged. The Activities Director and Principal will have the final OK in deciding whether coaches may attend a particular clinic. Coaches attending clinics that will interfere with class time must request for a substitute well in advance of the clinic. Expenses which would be covered by the district include registration.

Administrative Guidelines

Participation in Athletics & Activities: Students are encouraged to participate in more than one activity each season, provided that just one activity is athletic. If a student chooses to participate in more than one activity per season, the participant, his/her parents, and coaches/sponsors, must all understand and respect the required amount of time necessary to compete in each activity. However, being a member of multiple teams does mean being responsible to many different people. All efforts will be made through proper scheduling, understanding, and cooperation between coaches and/or sponsors involved to be sure the integrity of each team/program is not harmed by a student's participation in multiple activities.

State, district, and conference events take precedence as to where students shall compete. When two scheduled events, or non-priority events, take place on the same day, the two sponsors shall try and work out an agreement. If no mutual agreement can be reached, the administration will determine the events in which the student will participate.

Communication Guidelines: Coaches/Sponsors are expected to meet and follow the provided communication guidelines.

Participants: Coaches will cover team rules, school policies on attendance and eligibility, and the Drug and Alcohol policy with each member of the team. A dated sheet of participant signatures stating their acknowledgement and understanding of the rules and policies will be submitted to the Administration at the activity's host school.

Parents: Coaches will cover team rules, school policies on attendance and eligibility, and the Drug and Alcohol policy with parents at a parents meeting. Parents, when wanting to speak to the coach should do so with the participant in attendance. A parent/coaches meeting will only discuss the participant and his/her abilities and what he/she needs to do to improve. Coaches will not discuss playing time with parents, and will not discuss other participants.

Formal Chain of Command:

Athlete/Parent » Coach » Athletic Director » Principal » Superintendent » School Board

****Athletes** need to initiate any problems or concerns but may include their parents if deemed necessary. All issues shall be addressed in a meeting with the coach first and will follow chain of command from that point forward (both districts will be represented in any meeting following the meeting with the coach). The time shall be agreed upon by both parties.

Media: All coaches and sponsors are expected to work with the media in reporting results from activities. Following contests, each head coach/sponsor or assigned assistant should report scores and other necessary information. It is also the coach's responsibility to provide contest reports to the newspaper as well in the event that they are not present at the contest.

Game Programs: Coaches need to provide an updated roster including uniform number, name, height, weight, grade and/or other relevant information for upcoming contests that require programs. This should be submitted at least one week before the first contest. If there are changes that occur during the year, please inform the Activities Director so that these changes can be made before the programs are printed.

Transportation: School transportation will be provided to all contests and practices, as well as other required events. Students are expected to ride to and from contests with the team. Students may drive his/her own car to a contest or practice only with the approval of the administration. An athlete may ride home from a contest with a parent/guardian by a written request and personal contact by the parent to the coach in charge before leaving. Students will not be released to anyone else without prior approval by the administration. Emergency situations may be handled by the coaching staff as they occur.

Coaches are responsible for getting transportation requests and departure times to the person in charge of transportation for each school. This is to be done prior to the beginning of the season. Changes in these times are to be made on the shared Google Document well in advance, whenever possible. New requests are to be submitted at least two (2) weeks in advance.

Coaches should instruct athletes to properly dispose of all litter and to check for items left on the vehicle. Athletes are not to wear spikes or cleats in the vehicles.

In order to participate, managers, statisticians, and other student assistants must travel with the team or other approved means of transportation with written notification made to the administration of the student's home district.

Coaches are expected to be at the school fifteen (15) minutes before their scheduled practices, games, or meeting times set for participants, in order to ensure they are supervised upon their arrival. Coaches are expected to ride home with the team, and to stay until all participants have left in order to ensure each player's safety and well-being.

Safe Driving Record Standard for Drivers: each person who drives a school vehicle for school activities and who is not required to have a CDL or bus driver's license **must have a valid driver's license with the absence of restrictions that would prevent them from transporting students. is precluded from driving in the event it is discovered the person does not have a record of satisfactory driving.** The following offenses must be reported to BDS superintendents and may preclude an individual from serving as a driver for school

activities: For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving under the influence of alcoholic liquor or drugs, or refusal to submit to a chemical test, within the immediate prior twelve (12) years;
3. Reckless driving or willful reckless, within the immediate prior twelve (12) years;
4. Accumulation of five (5) or more points under the motor vehicle operator's license point system within the immediate prior four (4) years; or
5. Any other deficiency administration deems necessary.

Professional Growth of Staff Members: It is each head coach's responsibility to ensure the growth of his/her staff members by allowing them to have and take on responsibilities within the program. Example responsibilities should include: running drills or small groups at practice, coaching the Junior Varsity or Freshmen/C teams, specific in-game responsibilities beyond stat-keeping, etc. The assistant coach should be viewed as a head coach-in-training, and should be treated as such, unless the assistant coach has indicated no intention or desire to become a head coach.

Medical/Legal Knowledge and Practices: Coaches/sponsors are required to understand and complete the following requirements and policies before beginning practice and throughout the season:

Pre-Practice Requirements: All athletes must meet the following requirements **before** they begin practice:

- Return an updated physical and all consent forms, signed by a parent/guardian to the school office;
- Return a completed Emergency Medical Treatment Waiver Form to the school office before competing in interscholastic competitions. A copy must be kept on hand by each program coach for all practices, scrimmages, and contests. A coach must have a copy for each participant, manager, statistician, etc. that would travel with the team on school transportation; and
- Follow and complete any procedures or requirements as directed by their head coaches.

Heat and Exhaustion: Coaches must be especially aware of heat and exhaustion during practices. Please refer to the annual NSAA handouts on heat and exhaustion. Allow time in the practice schedule to allow participants the opportunity to hydrate their bodies.

Facility Use: Every coach should check, on a daily basis, the aspects of safety on the field, gym, locker rooms, etc. as well as the overall health of participants. Any hazard to safety should be brought to the attention of the administration.

Employees are allowed to use the building without a rental fee. Anyone else who may come in and use the facility must be with an employee, and will be under the employee's supervision. No one is allowed in the building without a coach or faculty sponsor.

Weight Room Use: All athletes using the weight room must have supervision at all times. Non-school use is highly discouraged and any exceptions made are the responsibility of the supervisor. Anytime the supervisor will not be in the weight room, there should not be any students in the weight room. When leaving for the day, the door must be locked (if there is a door) and the lights and stereo shut off. Supervisors are to monitor the volume and type of music being played.

Keep in mind there may be other activities occurring and that the volume must be kept down as not to interfere with those activities.

Insurance: BDS Athletics provides no insurance coverage. Students are required to be insured before they are allowed to compete in interscholastic athletics or waive this right. This information is addressed on the parent consent form.

Injuries and Blood: In the event an athlete becomes injured, the coach or trainer will administer emergency first aid as needed. If in doubt, call 911. The parents or guardians will be notified as soon as possible so they may transport the athlete for medical attention, or notified that a rescue squad was called to transport the athlete if a serious injury has occurred. The coach must complete an accident form within two school days of the injury. It is recommended that each coach take with them emergency information for each athlete. All injuries must be reported to the coach or administration at once. The coach or administration will then take necessary actions to ensure the safety of the athlete.

It is recommended that each program have a medical kit at each practice, scrimmage and contest.

Coaches will handle blood and bodily fluids with rubber gloves during practices and games. Proper methods of handling bodily waste fluids need to be reviewed and proper and sufficient amounts of supplies kept on hand.

Concussions: Participants will be evaluated using IMPACT baseline testing prior to the beginning of the school year. In the event of a suspected concussion, this baseline data will be made available to the IMPACT testing certified, licensed healthcare professionals. If a participant is suspected to have a concussion, he/she will not return to practice or competition until having been cleared by a doctor and successfully completing the return to play progression as provided by the Nebraska Sports Concussion Network.

Overnight Trips: The following guidelines should be followed when teams are traveling on overnight trips:

- Room checks, both announced and unannounced, should be conducted. Students should be informed of this expectation ahead of time.
- Detailed itineraries should be provided for parents – where, when, phone numbers, room assignments, etc.
- No girls sleeping in boy's rooms and vice versa.
- Sponsors shall do walk-throughs upon departing.
- Set curfews.
- Discuss expectations prior to leaving and how breaking rules will be handled.
- Follow the drug, tobacco, alcohol, and behavior guidelines. Students may be sent home at the parent's expense for serious school infractions.
- The district will not pay for extra expenses such as phone calls, movies, etc. incurred by coaches or participants.

Scheduling of Games: Schedules are made by the Athletic Director in cooperation with the head coach. Coaches are not to schedule any event without first getting authorization from the Activities Director. Input and ideas will be welcomed before any decisions will be made.

Hiring of Officials: The Activities Director will hire all officials with input from the Head Coaches. Concerns about officials shall be directed to the Activities Director.

Game Day Preparations: Each coach should check with the activities director to be sure all final arrangements have been made for game day. All coaches are expected to set up for their respective contests according to their needs. The activities director will oversee all preparations and will help whenever possible. Dismissal lists, transportation, and equipment should all be double checked before departing.

Theory and Techniques of Coaching

Philosophy on Participation and Competition: All eligible students will be given an opportunity to participate in BDS Athletics. Student eligibility, according to BDS and the NSAA, is outlined below. Even though all students are eligible to participate and compete, participation and involvement will look different at the different levels of competition.

Junior High Activities: Participation in Junior High Activities is an introduction to interscholastic activities. Skill development, sportsmanship, and the team philosophy are important goals at this level. BDS will attempt to provide the opportunity for all students to participate.

Freshmen & Junior Varsity Teams: This is a transitional time between junior high and varsity competition. The level of intensity and practice, as well as in contests, will be increased. The commitment and dedication to the team and activity should be increased at this level. The participant will be given the opportunity to earn his/her opportunities to compete through the demonstration of his/her increased skill and abilities at practice and dedication to the team. Every attempt will be made to give each team member opportunities to compete, but time and opportunities will not be equal for each participant.

Varsity Teams: Varsity level teams are the focal point of BDS Athletics. To be a part of the Varsity Team is an honor that must be earned. At this level, there is no guarantee of opportunities to compete. The intensity of competition will determine when the best participants are competing.

Athletic Opportunities Offered by BDS: BDS Athletics offers the following athletic opportunities for students: Football and Volleyball in the fall, Girl's and Boy's Basketball in the winter, and Girl's and Boy's Track in the spring. Student Managers are also considered participants in the athletic activity. As such, they are responsible for following the guidelines, expectations, and rules set forth throughout this student handbook. The BDS Athletic Cooperative will adhere to the rules and regulations set forth in Title IX guidelines on sex discrimination as well as other pertinent rules and regulations.

Clear and Achievable Expectations and Goals

Lettering Requirements: In order for athletes to letter, they must meet the following requirements for the individual activity. These requirements should be included in player handbooks.

Football:

- a. Play in one more quarter than regular season games played.
- b. Recommendation of coach.

- c. Finish season in good standing.
- d. Approval by head coach, after seeking input from assistant coaches.

Volleyball:

- a. Play in one more set than regular season games played.
- b. Recommendation of coach.
- c. Finish the season in good standing.
- d. Approval by head coach, after seeking input from assistant coaches.

Basketball:

- a. Play in one more quarter than regular season games played.
- b. Recommendation of coach.
- c. Finish the season in good standing.
- d. Approval by head coach, after seeking input from assistant coaches.

Track:

- a. Place in a major meet (four or more teams).
- b. Recommendation of coach.
- c. Finish the season in good standing.
- d. Approval by head coach, after seeking input from assistant coaches.

Golf:

- a. Place in a major varsity meet (four or more teams).
- b. Recommendation of coach.
- c. Finish the season in good standing.
- d. Approval by head coach, after seeking input from assistant coaches.

Team Rules: A copy of each activity's team rules will be submitted to each administration prior to the season. Team rules should include, at a minimum: expectations for behavior and dress while representing the team and the schools, lettering requirements, and they should refer to the school drug and alcohol policy in the student handbook. Any other team rules which participants are expected to know and follow must be clearly stated and provided to participants.

Practice Guidelines: All athletic practices, including film review, will be over by 6:30 p.m. or no longer than 2 ½ hours, whichever occurs earlier. Junior High practice will begin after school, and will be completed by 5:30 p.m. All practice times may be modified through agreement of both administrations in the event of conflicts or needs.

According to the NSAA, no activity contest may be scheduled on Sunday. In addition to this, BDS Athletics wishes to work cooperatively with the churches in the community. Wednesday practices will be completed by 6:00 pm for all activities. **Practices, including film review, may be held on Sunday only when a varsity performance or game occurs on a Monday, or if a performance or game occurs on a Monday, Tuesday or Wednesday in the post-season, and will be voluntary, regardless of regular or post-season status. A scrimmage, whether inter-squad or with another school, does not constitute a game, and so no Sunday practices prior to the scrimmage are permitted. Sunday practices are prohibited unless the above requirements are met, and**

permission is given by the administrations of both Bruning-Davenport and Shickley. Sunday practices will not begin until 3:00 and will be done by 6:30, not to exceed 2 ½ hours.

Contests on School Days: Coaches and athletes are to remain in class as long as logistically possible before being dismissed from classes for out of town contests. Departure times will be monitored to ensure that students are in class as much as possible. Practices are not to be scheduled during class time. Any exceptions to this must be approved by the Principals beforehand.

When students are to be absent from school due to competition or to attend state-sponsored events, coaches must turn in a roster in advance to the office so lists can be distributed to teachers and classes can be planned accordingly. Coaches needing substitutes due to activities should make arrangements as early as possible, preferably at the beginning of the season.

School Rules and Regulations

Student Eligibility: Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and ability in the students during their school years and for their lifetime.

However, students who participate in extracurricular activities serve as ambassadors of BDS Athletics throughout the calendar year, whether away from school or at school. Students wanting to participate in school activities must meet the requirements set out by the school for participation in the activity and must conduct themselves in accordance with student conduct policies.

A student shall have credit on the school records for twenty credit hours of school work for the immediate preceding semester. All other eligibility criteria for NSAA governed and sponsored activities are set forth by the Nebraska School Activities Association (NSAA).

NSAA Student Eligibility: Eligibility to participate in BDS activities will follow the current NSAA rules under section 2.1 found under the Nebraska Schools Association Activities website:
<https://nsaa-static.s3.amazonaws.com/textfile/yb/c&b.pdf>

Academic Eligibility Policy: Maintenance of high academic standards is very important to BDS Athletics and must be enforced at all times. Students involved in extra-curricular activities are reminded that they are students first and foremost. If they are not meeting the minimum academic standards established for participation in activities, they shall not be permitted to represent the school in activities.

All activities held outside of the regular school curriculum will be treated as extra-curricular activities and thus come under our present eligibility policy. Activities that are an extension of the regular school curriculum will not come under the eligibility policy. Students demonstrating poor self-discipline, poor study habits, and/or failure to do required work may be declared ineligible.

1. The school will implement a one week "in jeopardy" period whenever a student has a cumulative failing average during the nine week period, in any class the student will be verbally notified by the teacher(s) for that subject area(s) on Monday (or the first school day)

each week. The teacher(s) will explain to the student the reasons for the failing grade and what the student should do to remedy the problems. It is the student's responsibility to seek additional help (if appropriate) from the teacher to improve the failing grade(s). Grades will begin being checked at the end of the 2nd week of each quarter.

2. If the student is still failing in the same class the following week, the student would then be ineligible for a one week period. The student could participate in practice but not in competition. Ineligibility would continue until the student is no longer failing in any one or more classes. Students who fail to pass a class for a quarter or semester will be ineligible until the beginning of the third (3rd) week of the following quarter. If they are not passing the class at that time, they will remain ineligible until the next grade check in which they are passing.
3. The student's parents will be notified by letter or phone from the teachers when their child is placed on the "in jeopardy" list.
4. Teachers, when turning in their list of students "in jeopardy", will note reason(s) for failing grade(s) to the administration.
5. Teachers will list all students who have earned a cumulative grade of 76% or below during the current grading period. If a student is on this "endangered" list (76% or below), he/she will have restricted privileges until they are no longer considered to be in danger of failing, but will be restricted for a minimum of one week.
6. Students demonstrating poor self-discipline in regard to attitude and/or behavior may be declared ineligible for participation in school activities by the principal. A teacher may recommend such, to be determined by the principal. Students that are failing in only one class, during each grading period, may be declared ineligible by the principal, after consultation with the teacher, if the student is not demonstrating the effort necessary to improve the failing grade.

Participation and Attendance: In order for any student to participate in an activity or practice, he/she must be in attendance within one hour after the school day begins for the day and continue through the end of the day on the day of the activity or practice unless it is a pre-excused absence.

Students who fail to meet this criterion shall be ineligible to participate in school activities or practice sessions for the day.

Students involved in an activity or practice may not participate in any activities if they are under disciplinary suspension or detention until such time as all suspensions or detentions are made up. A student under disciplinary expulsion shall not participate at any time.

Students are expected to be at all practices scheduled by the sponsor. Should a student not be able to attend a practice, they must contact the coach in advance. Exception: When an athlete is absent from school they do not need to notify the sponsor, however, most sponsors appreciate knowing the reason why the student is absent from school.

As a general rule, **seniors will not participate on junior varsity athletic teams.** Special circumstances/situations (such as foreign exchange students, need to complete a team, etc.) will be dealt with on an individual basis. A decision will be made by the coach, athletic/activities directors, and administrations.

Athletics Code of Conduct: BDS Athletics is dedicated to the concept of extra-curricular activities being an important and vital educational component of a total education. These activities will be a

positive learning experience for our students if they can recognize that they may achieve their highest personal potential only by embracing a lifestyle dedicated to competition, integrity, and self-discipline. In addition, selection to a team, organization or club is both an honor and a privilege, and as visible representatives of BDS Athletics these students have the obligation to conduct themselves in an exemplary manner at all times. That is the reason for establishing the Athletics Code of Conduct.

Training rules are a matter of self and team discipline. The best performance that the individual is capable of producing comes only after the body and mind have been conditioned through a regular training program. This code is to be followed by all students and is to be in effect for the school year and related school functions. When a student participates in extra-curricular activities his/her responsibilities go beyond the school grounds, facilities, and school related functions. Policies on tobacco, alcohol and other drugs are in effect for athletes and participants at all times in all places.

A **Class I Violation** for Alcohol/Drugs/Tobacco is defined as the possession of, the use of, or having under his/her control any chemical substance with the intention of selling, giving away or otherwise distributing the same on school grounds, or while in or at any school function or activity.

A **Class II Violation** for Drugs/Alcohol/Tobacco is defined as the physical presence and participation in a situation in which drugs or alcohol were being used in a violating manner or illegally possessed.

The following penalties for Class I and Class II violations will apply:

First Violation

Option A: Suspension for 33% of the scheduled varsity contests beginning with the day of the first scheduled interscholastic contest the student is scheduled to participate in following the infraction. If the violation occurs between seasons or when a student is not involved in athletics, the disciplinary action will not start until the day of the first inter-school competition in which the athlete could participate. If a student's suspension is not completed by the end of the sport season, the count will be discontinued until the day of the next scheduled interscholastic contest in which the athlete participates in. He/She will be expected to practice during the suspension. If a student is not a member of the varsity team, he/she will miss the same percentage of scheduled junior varsity games, as well as any varsity games during the same time.

Option B: Same as Option A **except** students agreeing to be evaluated, educated, and treated will be suspended for 22% of the scheduled varsity contests instead of the 33% of the scheduled varsity contests. If a student is not a member of the varsity team, he/she will miss the same percentage of scheduled junior varsity games, as well as any varsity games during the same time.

The suspension will be lowered from 22% of the scheduled varsity contests to 11% of the scheduled varsity contests under the following conditions:

- a. The student and/or the parent report the violation within 48 hours of the infraction, violation or citation.
- b. The report **MUST** be made to the Superintendent or Secondary Principal. Reporting to a coach, teacher, guidance counselor or any other school employee will **NOT** satisfy this requirement.

Second Violation: Athletics

A second violation of this code of conduct will result in the suspension from all athletics for one year from violation date.

Student activities are an extension of the educational program of our school and possess significant educational value for participants. An activity is classified as any event, competition, or performance, which takes place outside of the normal school routine or schedule. This also includes any club, organization, or sport added in the school year.

Subsequent Violations

Subsequent violations of the activities code of conduct will result in the suspension from all extra-curricular programs for one year from violation date.

*A student serving a suspension for a first violation must successfully complete the season of the sport/activity that the suspension is served in. The failure to do so will result in the suspension being served during the next sport/activity that the student participates in.

Inclement Weather Policy: If school must be canceled or dismissed early because of inclement weather, practices and contests will not be held as a rule. Occasionally, weather and road conditions clear by early afternoon, and, if it is determined that athletes can travel safely, a practice or contest may be held only after approval by both administrations.

Coaches are directly responsible for all students under their supervision at any school sponsored activity. When severe weather strikes, staff members will determine in their best judgment, what action will be in the best interest for the safety of the students. With lightning, if you cannot count to 30 from the time lightning is sighted and the bang, it is time to seek shelter.

Coaches will make every effort to keep school officials and parents informed of any changes from the normal routine if weather becomes an issue.