

**MALCOLM PUBLIC SCHOOLS, DISTRICT #148**  
**BOARD OF EDUCATION REGULAR MEETING AGENDA**  
**Monday, July 17, 2023 7:00 PM**  
**SCHOOL DISTRICT BOARD ROOM**

{{Name: Agenda Item Name}}

1. **Call Regular Board Meeting to Order - Roll Call**
2. **Pledge of Allegiance**
3. **Consent Agenda**
4. **Communication From the Public: Communications in general or about a specific agenda item.**
5. **Communication From the Board: Updates, Reports, Comments/Questions, or General.**
6. **Unfinished Business**
  - 6.1. Discuss, Consider and Take All Necessary Action On Approving Policies 4171-- Resignation of Certificated Employees, 5602--Naloxone, 6215--Collection of Information Relating to Dyslexia, 6288--Artificial Intelligence, 6921--Safe Seizure Schools and 6930 Behavioral Points of Contact
7. **New Business**
  - 7.1. Discuss, Consider and Take All Necessary Action on Propane Bids
  - 7.2. Discuss, Consider and Take All Necessary Action on Milk Bids
  - 7.3. Discuss, Consider and Take All Necessary Action in Setting Meal Prices for the 2023-2024 School Year.
  - 7.4. Discuss, Consider and Take All Necessary Action in Deeming Property Excess:  
Old Jerseys--14  
Old Pants--39  
Old Volleyball Standards--2
  - 7.5. Discuss, Consider and Take All Necessary Action in Approving the 2023-2024 Parent-Student Handbook.
  - 7.6. Enter into Executive Session if needed  
  
(This item will be on the monthly agenda in case something comes up that we need to discuss in an executive session)
  - 7.7. Discuss, Consider and Take All Necessary Action on Classified Staff Compensation for the 2023-2024 School Year
  - 7.8. Discuss, Consider and Take All Necessary Action in Approving Compensation Packages for Assistant Principal/Activities Director, Director of Technology and Information Services, and Student Services Director
  - 7.9. Discuss, Consider and Take All Necessary Action in Approving Compensation Packages for the Principals
8. **Reports and Discussion Topics**
  - 8.1. Administration Reports and Discussion Topics
    - 8.1.A. Principals
    - 8.1.B. Superintendent

9. **Enter into Executive Session if needed**

**(This item will be on the monthly agenda in case something comes up that we need to discuss in an executive session)**

10. **Adjournment**

**NOTICES:**

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

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

**Getting Started:** The Board of Education will receive public comment on individual agenda items or communication from any district patron on any issue. When it is your turn to speak during the “Communications from the Public” portion of the agenda, please come forward to the table situated immediately in front of the Board, sign your name and address on the sign-in sheet and state your name to the Board of Education.

**Time Limit:** You may speak one time, but please limit comments to 5 minutes or less.

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

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

SCHOOLS

BY: MALCOLM PUBLIC

BOARD OF EDUCATION

# Lancaster County School District #148

## Cash Receipts Item Report

[Cycle Name]: "FY22-23"; Created On: 7/13/2023 11:58:07 AM

Receipt Number	Customer Name	Description	Date	Receipt Amount	Account Code
June23BondInt	NDSLAF Bond Fund	NDSLAF Interest	06/30/2023	\$886.94	07-1-01510-000-000-0000
June23BondLanc	Lancaster County Treasurer	Local Collections	06/16/2023	\$4,272.78	07-1-01100-000-000-0000
June23BondSew	Seward County Treasurer	Local Collections	06/08/2023	\$655.73	07-1-01100-000-000-0000
				<b>\$5,815.45</b>	

# Lancaster County School District #148

## Cash Receipts Item Report

[Cycle Name]: "FY22-23"; Created On: 7/13/2023 1:59:44 PM

Receipt Number	Customer Name	Description	Date Received	Receipt Amount	Account Code
June23StateAid	State of Nebraska	State Aid	06/30/2023	\$364,393.00	01-1-03110-000-000-0000
June23Int	Union Bank Interest	STFIT Interest	06/30/2023	\$12,522.51	01-1-01510-000-000-0000
21-173	Malcolm Lunch Fund	Lunch PR Taxes	06/28/2023	\$4,148.86	01-1-09000-000-000-0000
21-174	Casey's General Store	Rewards Program	06/28/2023	\$3.60	01-1-05690-000-000-0000
21-175	Patrons/Students	Chicken Co-op Supplies - IT Class Build	06/28/2023	\$1,516.39	01-1-05690-000-000-0000
21-176	Patrons/Students	Chrome Book Chargers - Students	06/28/2023	\$60.00	01-1-05690-000-000-0000
21-177	Patrons/Students	Home School Track Rental	06/28/2023	\$150.00	01-1-01910-000-000-0000
21-178	Malcolm Mateys, LLC	Before/After School Rental	06/28/2023	\$801.02	01-1-01910-000-000-0000
June23SPEDFFR	State of Nebraska	SPED 21-22 FFR Reimbursement	06/22/2023	\$35,815.00	01-1-03120-000-000-0000
LancJune23GF	State of Nebraska	Local Collections	06/16/2023	\$75,767.41	01-1-01100-000-000-0000
MACD-F22	State of Nebraska	Dec-Feb Medicaid Reimbursement	06/09/2023	\$1,007.68	01-1-04709-000-000-0000
EfundsJune23	Patrons/Students	Fines	06/08/2023	\$10.00	01-1-05690-000-000-0000
SewJune23GF	Seward County Treasurer	Local Collections	06/08/2023	\$8,907.57	01-1-01100-000-000-0000
				<b>\$505,103.04</b>	

# Lancaster County School District #148

## Cash Receipts Item Report

[Cycle Name]: "FY22-23"; Created On: 7/13/2023 12:48:31 PM

Receipt Number	Customer Name	Description	Date Received	Receipt Amount	Account Code
June23LunchInt	Union Bank Interest	STFIT Interest	06/30/2023	\$214.87	06-1-01510-000-000-0000
20-143	Patrons/Students	Student Lunches	06/28/2023	\$167.14	06-1-01611-000-000-0000
StateBrkMatch	State of Nebraska	State Breakfast Match Reimbursement	06/16/2023	\$4,434.60	06-1-03150-000-000-0000
May23FedLunch	State of Nebraska	Federal Lunch Reimbursement	06/15/2023	\$11,630.71	06-1-04210-000-000-0000
				<b>\$16,447.32</b>	

# Lancaster County School District #148

## Cash Receipts Item Report

[Cycle Name]: "FY22-23"; Created On: 7/13/2023 11:45:51 AM

Receipt Number	Customer Name	Description	Date	Receipt Amount	Account Code
June23IntSBF	NDSLAF Bond Fund	NDSLAF Interest	06/30/2023	\$8,900.76	08-1-01510-000-000-0000
LancJune2023SBF	Lancaster County Treasurer	Local Collections	06/16/2023	\$9,282.85	08-1-01100-000-000-0000
SewJune23SBF	Seward County Treasurer	Local Collections	06/08/2023	\$1,471.34	08-1-01100-000-000-0000
				<b>\$19,654.95</b>	

**Financial Summary  
6/30/2023**

<b>School Accounts</b>	<b>General</b>	<b>Lunch</b>	<b>Activity</b>	<b>Bus Deprec</b>	<b>Student Fees</b>
Previous Bal 06/01/2023	\$3,592,789.76	\$56,740.04	\$156,045.59	\$245,913.66	\$39,652.00
Receipts - June 2023	\$505,103.04	\$16,447.32	\$14,958.41	\$941.16	\$45.00
Disbursements- June 2023	\$675,731.61	\$28,663.49	\$20,163.36	\$0.00	\$0.00
Cash in Cking 06/30/2023	\$520,637.73	\$1,417.62	\$168.09	\$10,878.24	\$39,697.00
Invested: June 2023	\$2,901,523.46	\$43,106.25	\$150,672.55	\$235,976.58	

<b>Lanc. Co. Treasurer:</b>	<b>General</b>	<b>Bond</b>	<b>QCPUF</b>	<b>Spc Bldg</b>
Previous Bal 06/01/2023	\$75,767.41	\$4,272.78	\$0.00	\$9,282.85
Receipts - June 2023	\$86,108.91	\$4,731.16	\$0.00	\$10,328.72
Disbursements June 2023	\$76,181.36	\$4,306.53	\$0.00	\$9,355.95
Cash on Hand 06/30/2023	\$85,694.96	\$4,697.41	\$0.00	\$10,255.62

<b>NSDLAF (Investment)</b>	<b>Spc Bldg</b>	<b>Bond Fund</b>	<b>QCPUF Checking</b>
Previous Bal 06/01/2023	\$2,241,227.71	\$211,875.89	\$0.00
Receipts June 2023	\$19,654.95	\$5,815.45	\$0.00
Disbursements June 2023	\$0.00	\$0.00	\$0.00
Cash on Hand 06/30/2023	\$2,260,882.66	\$217,691.34	\$0.00

\$1,078,255.05		
	\$40.00	
\$24,000.00	\$230.00	
\$95,000.00	\$780.00	
\$252,000.00	\$2,244.00	
\$1,000.00	\$4,197.50	
\$1,000.00	\$6,365.96	
\$16,000.00	\$230.00	
\$2,000.00	\$20,030.99	
\$6,000.00	\$230.00	
\$11,000.00	\$230.00	
\$27,000.00	\$80.00	
\$435,000.00	\$230.00	
	\$230.00	
\$643,255.05	\$172,276.00	
	\$549.22	
	\$200.00	
	\$11,624.38	
	\$10.00	
	\$383,689.00	
	\$39,788.00	
	\$643,255.05	\$0.00

# Lancaster County School District #148

## Cash Receipts Item Report

[Cycle Name]: "FY22-23"; Created On: 7/13/2023 12:13:38 PM

Receipt Number	Customer Name	Description	Date Received	Receipt Amount	Account Code
June23DeprCkInt	Union Bank Interest	Checking Interest	06/30/2023	\$12.06	02-1-01510-000-000-0000
June23DepSTFITInt	Union Bank Interest	STFIT Interest	06/30/2023	\$929.10	02-1-01510-000-000-0000
				<b>\$941.16</b>	

<b>GENERAL FUND EXPENDITURES</b>		
<b>July 17, 2023</b>		
Payroll	\$ 492,052.23	Payroll Expenses/Benefits
Apptegy	\$ 8,332.70	Thrillshare - School Website Maintenance
Amazon	\$ 2,494.14	Class Supplies/Bottle Filler
BSN Sports	\$ 1,036.86	PE Supplies
Central Nebraska Rehabilitation Services	\$ 371.61	Vision SPED Services
Chromebook Parts	\$ 299.90	IT Supplies -Chromebook Adapters
DAS State ACCTG	\$ 238.13	Internet Service June 2023
Duncan Enterprises, Inc	\$ 28.50	Sprinkler Head
Eakes Office Solutions	\$ 119.95	Contracted Copies March-June 2023/Fax Service
ESU #3	\$ 50.00	SPED EL Collaborative Conference
ESU #6	\$ 29,479.40	CRAVE/Psych/Hearing/Speech/Technology
ESU Coordinating Council	\$ 356.00	Movie Licensing 501-1000 Students
Fastenal	\$ 47.23	Maintenance Supplies
First Concord Group	\$ 75.00	Flex 125 Adm Fee
Generation Genius	\$ 265.00	Classroom Supplies - 4th/5th Grades
Hillyard	\$ 6,604.33	Custodial Supplies
Hometown Leasing	\$ 224.48	Monthly Copier Lease -Aug23
Innovative Office Solutions LLC	\$ 7,496.58	Coop Supplies - Classroom/General Supplies
Jensen Publishing	\$ 26.00	Huskerland Yearly Subscription
Lakeshore	\$ 1,540.62	Classroom Supplies
Menards	\$ 1,680.88	Maintenance Supplies
Midwest Floor Covering, Inc.	\$ 9,174.00	Floor Installation Material & Labor
NASP Inc.	\$ 142.00	PE/Archery Supplies
NCSA	\$ 100.00	Legal Implications LiveStream Registration - RT
Nebr Dept of Education	\$ 250.00	Speech Path AT Cadre Fee
Nebraska Landscape Solutions	\$ 1,402.40	Fertilizer
Norris Public Power	\$ 8,888.03	June 2023 Electric Charges
Omaha Truck Center	\$ 566.52	Repair Bus #05 Brakes
OneSource	\$ 40.00	Background Checks - Staff
Paragon Sanitation	\$ 366.68	June 2023 Trash Service
Pearson	\$ 211.48	SPED Supplies
Really Good Stuff	\$ 477.20	Classroom Supplies - 2nd Grade Supplies
Rezny, Kelsey	\$ 57.50	Half Registration Fee Coach Class Fee
Ron's Rolloffs, Inc.	\$ 387.35	Rolloff/Dump Fee
School Specialty	\$ 236.44	Classroom Supplies
Schumacher, Patricia	\$ 65.50	Summer SPED Mileage
Security Equipment Inc.	\$ 1,439.40	Alarm Monitoring
Seward County Independent	\$ 668.49	Legal Meetings Notice/Commercial Printing
Striv AV, LLC	\$ 202.30	Scientific Calculators
Sunbelt Rentals	\$ 342.93	Carpet Extractor Rental
Super Saver	\$ 59.30	SPED Life Skills Supplies
TSA Consulting Group	\$ 83.33	Retirement Plan Administration
Turek Electric, LLC	\$ 13,520.24	Scoreboard Electrical/WF Gym Bleacher Electrical
Unite Private Networks	\$ 534.16	Distance Learning Cable
Village of Malcolm	\$ 9,647.60	Water/Sewer Service/Ballfield Lights
Virco	\$ 7,369.08	2nd/4th Grade Classroom Furniture
Wex	\$ 393.94	School Vehicle Fuel
Windstream	\$ 811.61	Phone Service
<b>Out of Cycle</b>		
TPRS Books	\$ 269.00	Spanish Classroom Software/Text Renewals
US Post Office	\$ 345.44	Clipper/Board Minute Postage
EduTrak	\$ 2,895.20	Wordware Software Renewal

	\$	<b>613,766.66</b>		<b>Total</b>
<b>School Lunch Fund</b>				
Payroll	\$	1,927.74	Payroll Expenses/Benefits	
	\$	<b>1,927.74</b>		<b>Total</b>

**GENERAL FUND EXPENDITURES****June 19, 2023**

Payroll		Payroll Expenses/Benefits
ABC Termite & Pest Control	\$290.00	P.C. Bimonthly Service
Amazon		FCS, USB's
Bauer Built Tire & Service	\$305.25	Tire Repair/Service Call/Shop Supplies
Blick Art Materials	\$984.57	WF Art Supplies
Brain Pop	\$302.50	Classroom Supplies
BSN Sports	\$1,077.74	PE Supplies
CDW-G	\$728.69	HP Laserjet Enterprise
Central Nebraska Rehabilitation Services		Vision SPED Services
CHI Health Company Care	\$70.00	DOT Physical
Christensen, Andy	\$854.40	Reimbursement for Classroom Supplies
Coker, Ellana	\$28.74	FCS Fabric Reimbursement
Computer Hardware	\$2,921.64	Lenovo Chromebooks
DAS State ACCTG	\$238.13	Internet Service April 2023
EAI Education	\$40.95	Classroom Supplies
Eakes	\$36.29	EGold Fax
Egan Supply Co.	\$30.64	FCS Supplies
ESU #6	\$787.43	Technology/Professional Development
ESU Coordinating Council	\$390.60	World Book Nebraska Power Pack
Farmers Coop	\$1,659.52	Gasoline/Diesel Fuel
First Concord Group		Flex 125 Adm Fee/Annual Maint. Fee
Generation Genius	\$125.00	Classroom Supplies
Graves Graduation LLC	\$1,057.43	Diplomas/Diploma Covers
Heartland Seating	\$4,400.00	Bleacher Removal
Heffelfinger, Ami		Psychological Services
Hillyard	3351.19	Custodial Supplies
Hometown Leasing	224.48	Monthly Copier Leases - July23
Husker Sew Vac, Inc.	\$407.25	Labor/Parts
Innovative Protectives Inc.	\$4,240.00	Main/Aux Gym Wall Padding
Interstate All Battery Center	\$782.80	Batteries
Journal Star	\$405.00	High School Library
Kiner Supply	\$728.77	Maintenance Supplies
Lakeshore	\$148.35	Take-Apart Human Body Model
Lincoln Lock & Safe	\$10.00	Spring
MC Enterprises	\$210.00	Mezzanine Wall Repair
MCS	\$2,164.12	Liners
Meehl, Jan		April 23 SPED Services
Menards	\$806.70	Maintenance Supplies
NASCO	\$369.19	Classroom Supplies
NCSA	\$50.00	Legal Implications Session
Norris Public Power	\$7,541.92	April 2023 Electric Charges
Omaha Truck Center	\$8,490.01	Bus#10 Engine Repair
Otte Oil and Propane	\$1,271.70	Propane
Paper101	\$9,643.52	Paper 8.5x11
Paragon Sanitation, Inc	\$365.17	Trash Service
Perry Law Firm	\$185.60	Legal Services
Princ Instrument Repair	\$816.00	2023 Summer Repair and Maintenance
QuaverEd	\$1,800.00	General Music Curriculum Year License
Robotham, Evaline		Mileage Reimbursement Mar 23
Ron's Rolloffs, Inc.	\$527.50	Rolloff/Dump Fee
S&S Worldwide	\$874.50	Construction Paper
Sapp Bros.	\$347.00	***called for Invoice
School Health	\$2,427.98	School Health Supplies

School Specialty	\$543.35	Office/Classroom Supplies
Seward County Independent	\$3.49	Legal Meetings Notice
Sherwin Williams Co.	\$252.16	Paint/Supplies
Shiffler	\$257.20	Chairs/Clock
Sports Facility Maintenance, LLC	\$4,190.00	Gym Inspections
Staples	\$651.93	Copy Paper
Start 2 Sew	\$21.80	FCS Supplies
Super Duper Publications	\$215.90	SPED Supplies
Super Saver	\$135.18	FCS Supplies
Tractor Supply Co.	\$119.95	Maintenance Supplies
TSA Consulting Group	\$83.33	Retirement Plan Administration
Turek, Leslie	\$230.00	Pre-School Tuition Reimbursement
Ty's Outdoor Power & Service	\$292.94	Toggle/Kubota Repair
Village of Malcolm	\$10,271.07	Water/Sewer Service/Ballfield Lights
Visa		Spanish, Survey Monkey, Labor Poster, Board Stamps
Walmart		FCS Supplies
Wex	\$3,818.25	School Vehicle Fuel
Wilkins, Sharon	\$188.64	May Mileage Reimbursement
Williams Cleaners	\$513.54	Band Uniform Dry Cleaning
Windstream	\$811.13	Phone Service
Wing Construction	\$279.00	Pivot Hinge Repair

**Total**

**Out of Cycle**

**Total**

**Bond Fund**

**Total**

**School Lunch Fund**

Payroll		Payroll Expenses
Cash-Wa Distributing	\$12,862.30	Food Supplies
DFA Dairy Brands Corporate, LLC	\$2,199.42	Milk
Hawthorne, Kendall	\$82.25	Lunch Refund
Holliday, Jill	\$37.80	Lunch Refund
Schrodt, Delilah	\$32.30	Lunch Refund
Stewart, Kurt	\$64.05	Lunch Refund
Super Saver	\$22.05	Food Supplies
Sysco	\$532.24	Food Supplies
Zoucha, Sandy	\$164.55	Lunch Refund

**Total**

<b>GENERAL FUND EXPENDITURES</b>			
<b>May 15, 2023</b>			
Payroll	\$329,171.48	Payroll Expenses/Benefits	
AAF Flanders	\$2,103.96	Filters	
Amazon	\$148.70	FCS, USB's	
A-Tec Recycling Inc.	\$206.50	Fluorescent Bulb Recycling	
Beach, Beth	\$192.17	Reimbursement for Classroom Supplies	
Beatty, Wendy	\$153.16	Reimbursement for Classroom Supplies	
Big Red Business Center	\$80.00	Lunches for College Visit	
Blair, Alison	\$146.46	January 2023- May 2023 Mileage Reimbursement	
CDW-G	\$17.80	DYMO Sharpie Fine Blue	
Central Nebraska Rehabilitation Services	\$837.37	Vision SPED Services	
Christensen, Andy	\$854.40	Reimbursement for Classroom Supplies	
DAS State ACCTG	\$238.13	Internet Service March 2023	
Diversified Drug Testing	\$152.50	DOT Testing	
Eakes	\$3,850.64	EGold Fax/Copier Supplies	
Electrical Engineering & Equipment Co.	\$342.00	Lighting Supplies	
ESU #6	\$737.43	Technology/Professional Development	
First Concord Group	\$75.00	Flex 125 Adm Fee/Annual Maint. Fee	
Frank, Kelly	\$71.94	Landscaping Supplies	
Harris School Solutions	\$11,555.58	AptaFund/AA Web Hosting/GoEdustar	
Heffelfinger, Ami	\$3,300.06	Psychological Services	
Hometown Leasing	224.48	Monthly Copier Leases - June23	
IXL Learning	\$6,319.00	IXL Site License	
Imagine Learning	\$4,500.00	K-12 Odysseyware	
Kidwell Communications	\$864.22	Lighting Replacement	
Kiner Supply	\$672.34	PreK Sink Sensor	
Kopeccky, Stacy	\$147.13	Reimbursement for Classroom Supplies	
Lakeshore	\$6.64	Magnetic Write-Wipe Lapboard	
Meehl, Jan	\$168.75	April 23 SPED Services	
Menards	\$93.78	Maintenance Supplies	
Meyer, Shawn	\$2,388.00	Baseball Stipend	
Moser, Charlie	\$2,498.00	Baseball Stipend/Coach Certification	
NAPA Auto Parts	\$25.98	Oil Filters	
Neb. State Fire Marshall Agency	\$144.00	Boiler Inspections	
NCSA	\$385.00	DSweet 23-24 Membership	
Nebraska Landscape Solutions	\$2,172.00	Lawn Chemicals	
NIFCO	\$312.50	Repair Tamper Switch	
Norris Public Power	\$6,596.10	March 2023 Electric Charges	
Omaha Truck Center	\$94.88	Uplander Inspection	
Otte Oil and Propane		Propane	
Paragon Sanitation, Inc		Trash Service	
Rezny, Brock	\$13.80	Teachers Pay Teachers	
Robotham, Evaline	\$227.55	Mileage Reimbursement Mar 23	
Rogers, Ben	\$15.92	FCS Reimbursement	
Scholz, Jeana	\$83.94	Reimbursement for Classroom Supplies	
School Health	\$1,533.79	Health/Athletic Office Supplies- High School and Westfall	
School Specialty	\$248.58	Coop Order/ Dallas -Prewrap/Stop Watches	
Seward County Independent	\$48.49	Legal Meetings Notice/HS Subscription	
Shafer, Natalie	\$30.00	FCS Reimbursement	
Southeast Community College	\$14,066.26	Career Academy Fall & Spring Semester	
Staples	\$137.98	Coop Supplies-WF Office	
Super Saver	\$227.54	FCS Supplies	
Swotek, Edward	\$1,715.76	Reimbursement for NASB 2023	
Terwilliger, Ryan	\$887.44	January 2023- May 2023 Mileage Reimbursement	
TSA Consulting Group	\$83.33	Retirement Plan Administration	
Unite	\$534.16	Distance Learning Cable	
Verizon	\$1,358.38	Cellphone Service/Cellphones	
Village of Malcolm	\$7,144.22	Water/Sewer Service/Ballfield Lights	
Visa		Spanish, Survey Monkey, Labor Poster, Board Stamps	
Walmart	\$12.27	FCS Supplies	
Welsh, Cindy	\$612.76	Reimbursement for Classroom Supplies	
Wex	\$4,451.87	School Vehicle Fuel	
Wilkins, Sharon	\$267.24	April Mileage Reimbursement	
Windstream	\$811.76	Phone Service	
	<b>\$416,361.12</b>	<b>Total</b>	
<b>Out of Cycle</b>			
U.S. Postal Service	\$348.94	April 2023 Clipper Postage	
Morrill Hall	\$277.50	4th Grade Field Trip	

		<b>Total</b>		
<b>Bond Fund</b>				
BOK Financial	\$40,456.25	Principal on Debt Service		
	<b>\$40,456.25</b>	<b>Total</b>		
<b>School Lunch Fund</b>				
Payroll	\$9,593.32	Payroll Expenses		
Bimbo Bakeries USA	\$118.15	Baked Foods		
Cash-Wa Distributing	\$24,899.07	Food Supplies		
DFA Dairy Brands Corporate, LLC	\$3,941.20	Milk		
Domino's	\$0.00	Pizza		
Pepsi-Cola of Lincoln	\$75.60	Aquafina		
School Health	\$969.00	Kitchen Supply Golves		
Super Saver	\$23.04	Food Supplies		
Sysco	\$1,601.86	Food Supplies		
	<b>\$31,627.92</b>	<b>Total</b>		

## GENERAL FUND EXPENDITURES

April 17, 2023

Payroll	\$332,026.71
Amazon	\$676.39
Baker, Brett	\$238.80
Benes, Kayla	\$7.00
BSN	\$405.00
CDW-G	\$64.13
Central Nebraska Rehabilitation Service	\$1,081.69
Chartwells	\$297.50
Chromebook Parts	\$64.95
Crowne Plaza	\$779.70
Diversified Drug Testing	\$150.00
Duncan Enterprises, Inc.	\$852.50
Eakes	\$295.44
Electrical Engineering & Equipment Co	\$116.38
Endicott, Emery	\$21.02
ESU #6	\$26,175.73
Ferguson, Aria	\$17.85
First Concord Group	\$75.00
Frank, Kelly	\$33.44
Hampton Inn	\$1,919.20
Harris School Solutions	\$11,972.32
Heffelfinger, Ami	\$3,201.06
Hillyard	\$2,396.84
Hometown Leasing	880.22
Innovative	\$54.30
Kidwell Communications	\$2,930.00
Kopecky, Stacy	\$164.10
LTR Towing	\$649.00
Lakeshore	\$49.98
Liberty Hardwoods, Inc.	\$163.80
Maddox, Hana	\$199.00
Matheson	\$519.91
Maytum, Tami	\$118.06
Meehl, Jan	\$508.05
Menards	\$590.50
Meyers, Emma	\$15.19
Moore, Natalie	\$6.53
NAPA Auto Parts	\$49.44
NE DMV	\$337.50
NRCSA	\$420.00
Nordmeyer, Savannah	\$7.98
Norris Public Power	\$7,636.27
Omaha Truck Center	\$13,741.29
One Source	\$225.00
Otte Oil and Propane	\$1,928.84
Paragon Sanitation, Inc	\$740.48
Petersen, Kiley	\$20.16
Pineapple Appeal	\$57.78
Quill	\$179.58
Robotham, Evaline	\$240.19
School Specialty	\$189.58
Schumacher, Patti	\$163.75
Seward County Independent	\$3.49

Smith, Paige	\$12.60
Staples	\$1,169.37
Start 2 Sew	\$145.04
Sweet, Dallas	\$1,084.03
Teacher Direct	\$59.98
Ty's Outdoor Power & Service	\$30.24
Unite	\$534.16
Verizon	\$1,258.50
Village of Malcolm	\$5,970.82
Virco	\$181.80
Visa	
Walmart	\$46.18
Wex	\$4,773.50
Wilkins, Sharon	\$251.52
Windstream	\$820.48

### **Out of Cycle**

U.S. Postal Service	\$351.75
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### **School Lunch Fund**

Payroll	\$10,594.67
Bimbo Bakeries USA	\$255.09
Cash-Wa Distributing	\$27,772.51
DFA Dairy Brands Corporate, LLC	\$4,317.27
Office Products Professionals	\$27,816.67
Pepsi-Cola of Lincoln	\$1,303.25
Super Saver	\$68.34
Sysco	\$1,183.98
UNL	\$100.00

Payroll Expenses/Benefits  
Health Office Supplies, Honor Roll Certs.  
State Speech Stipend  
TPT for Special Education Reimbursement  
PE Supplies  
Flash Drive/DYMO Sharpie  
Vision SPED Services  
College Visit Lunch  
USB-C Connector, Power Cord, AC Adapter  
Board Conference Hotel  
DOT Drug Test  
Sprinkler Heads/Service Agreement  
EGold Fax/Copier Supplies  
Lighting Supplies  
FCS Fabric Reimbursement  
Technology/Professional Development  
FCS Fabric Reimbursement  
Flex 125 Adm Fee/Annual Maint. Fee  
Campus Visit Snacks  
Hotel Accomodation  
AptaFund/AA Web Hosting  
Psychological Services  
Custodial Supplies  
Monthly Copier Leases - May23  
FCS Supplies  
Lighting Replacement  
NETA Reimbursement  
Bus#12 Tow  
HS Office Coop Supplies  
Alder Wood for IT Class  
State Speech Stipend  
Welding Supplies  
Classroom Supplies  
March 23 SPED Services  
Maintenance Supplies  
FCS Fabric Reimbursement  
FCS Fabric Reimbursement  
Wipers/Oil  
Drivers Records  
Spring Conference Registration  
FCS Fabric Reimbursement  
March 2023 Electric Charges  
#12 Radiator/Injectors, #15 Stop Arm  
Background Checks  
Propane  
Trash Service  
FCS Fabric Reimbursement  
FCS Supplies  
Coop Supplies  
Mileage Reimbursement Mar 23  
HS Office Coop Order  
Mileage Reimbursement  
Legal Meetings Notice

FCS Fabric Reimbursement  
Coop Supplies  
FCS Supplies  
Mileage Reimbursement  
Classroom Supplies  
Toggle  
Distance Learning Cable  
Cellphone Service/Cellphones  
Water/Sewer Service  
Sped Rocker Chair  
Spanish, Survey Monkey, Labor Poster, Board Stamps  
FCS Supplies  
School Vehicle Fuel  
March Mileage Reimbursement  
Phone Service

**Total**

January 23rd Clipper Postage

**Total**

Payroll Expenses  
Baked Foods  
Food Supplies  
Milk  
Lunch Tables  
Aquafina/MMC Pop  
Food Supplies  
Food Supplies  
Child Nutrition Training Academy

**Total**

**GENERAL FUND EXPENDITURES****March 20, 2023**

Payroll	\$319,813.36	Payroll Expenses/Benefits
ABC Termite & Pest Control	\$290.00	Bi-monthly Pest Control Service
Amazon	\$897.38	Health Office Supplies, Honor Roll Certs.
Bauer Built Inc	\$596.40	Suburban Tires
Benes, Kayla	\$168.99	Conference Mileage Reimb.
Bjorem Speech Publications	\$123.00	SPED Supplies
Butterfield, Gale	\$2,324.50	Contracted SPED Services
ByteSpeed	\$17,425.00	Lenovo Thinkbook/Chromebooks& Carts
Central Nebraska Rehabilitation Services	\$643.49	Vision SPED Services
DAS State Acctg.	\$238.13	Internet Service (Jan 2023)
Eakes	\$428.25	EGold Fax/Copier Supplies
ESU #6	\$1,314.86	Technology/Professional Development
Fairfield	\$119.95	Hotel Accomodation
First Concord Group	\$75.00	Flex 125 Adm Fee/Annual Maint. Fee
Freeway Muffler and Brakes	\$292.32	Chevy Uplander Muffler
Glaser Ceramics	\$144.38	HS Art Supplies
Glass Doctor	\$2,381.08	Windshield Repairs
Heffelfinger, Ami	\$3,884.64	Psychological Services
Hillyard	\$2,856.29	Custodial Supplies
Hotsy Equipment Co.	1682.85	Pressure Washer and Parts
Hometown Leasing	880.22	Monthly Copier Leases - Apr23
Integrated Controls	\$4,634.50	HVAC Service Contract Mar-Aug 2023/Service
Kidwell Communications	\$1,453.09	Install Cabling by Entrance/Lighting
LTR Towing	\$300.00	Bus#10 Tow
Matheson	\$759.09	Welding Supplies
MC Enterprises	\$115.00	Wall Repair
Meehl, Jan	\$244.65	February 23 SPED Services
Menards	\$640.77	Maintenance Supplies
Midwest Door & Hardware	\$138.44	Closer
NAPA Auto Parts	\$80.67	Dex Cool/Air Filters
NASB	\$68.00	Budget & Finance Workshop
Nebraska Printing Center	\$437.68	Bandmaster Concert Program
Norris Public Power	\$6,952.13	February 2023 Electric Charges
Omaha Truck Center	\$2,917.44	Bus 20 & 12 Brakes
One Source	\$40.00	Background Checks
Otte Oil and Propane	\$2,823.17	Propane
Paragon Sanitation, Inc	\$382.43	Trash Service
Perry Law Firm	\$355.20	Legal Services
Robotham, Evaline	\$214.91	Mileage Reimbursement Feb 23
Security Equipment Inc.	\$4,183.00	Card Reader/Fire Doors
Seward County Independent	\$3.49	Legal Meetings Notice
Super Saver	\$366.29	Lifeskills/ FCS Groceries
TSA Consulting Group	\$83.33	Retirement Plan Administration (Jan&Feb)
Unite	\$534.16	Distance Learning Cable
Verizon	\$158.52	Cellphone Service
Village of Malcolm	\$5,887.62	Water/Sewer Service
Visa		Spanish,Survey Monkey, Labor Poster, Board S
Walmart	\$234.59	FCS and SPED Supplies
Wex	\$4,158.86	School Vehicle Fuel
Whisenhunt, Darryl	\$58.25	Reimb. for Car Wash
Wilkins, Sharon	\$267.24	February Mileage Reimbursement
Windstream	\$835.00	Phone Service

**\$395,907.61 Total**

**Out of Cycle**

U.S. Postal Service

\$352.32 January 23rd Clipper Postage

**\$352.32 Total****School Lunch Fund**

Payroll

\$9,651.23 Payroll Expenses

Bimbo Bakeries USA

\$282.58 Baked Foods

Cash-Wa Distributing

\$21,994.19 Food Supplies

DFA Dairy Brands Corporate, LLC

\$3,326.59 Milk

Dominos Pizza

\$684.00 Pizza

Pepsi-Cola of Lincoln

\$295.70 Aquafina

Sysco

\$461.01 Food Supplies

US Foods

\$376.91 Food Supplies

**\$37,072.21 Total**

Stamps

179.29

**GENERAL FUND EXPENDITURES****February 20, 2023**

Payroll	\$322,877.48	Payroll Expenses/Benefits
ABC Termite & Pest Control	\$290.00	Bi-monthly Pest Control Service
Amazon	\$468.32	Health Office Supplies, Honor Roll Certs.
Baker, Brett	\$1,194.00	February Speech Coach Stipend
BSN	\$1,471.25	Unified Bowling Uniforms
Butterfield, Gale	\$4,429.75	Contracted SPED Services
ByteSpeed	\$40,295.00	Lenovo Chromebooks
Carinal Inn Hotel in Albion	\$679.93	Hotel Rooms for District Wrestling
Central Nebraska Rehabilitation Services	\$863.12	Vision SPED Services
CDWGovernment	\$1,281.00	Epson Powerlite Projectors
DAS State Acctg.	\$238.13	Internet Service (Dec 2022)
Dolliver, Jon	\$895.50	2nd Half Coaching Stipend
Eakes	\$3,213.19	EGold Fax/Copier Leases
Electrical Engineering & Equipment Comp	\$895.34	Maintenance Supplies & Boiler Pump HS
ESU #6	\$397.43	Technology/Professional Development
First Concord Group	\$75.00	Flex 125 Adm Fee/Annual Maint. Fee
Glaser Ceramics	\$72.03	HS Art Supplies
Harris	\$370.15	W-2, 1099, 1095 Forms and Envelopes
Heffelfinger, Ami	\$3,391.50	Psychological Services
Hillyard	\$8,394.64	Custodial Supplies
Holiday Inn Express & Suites- York	98.00	Board Member Hotel Accomodation
Hometown Leasing	924.22	Monthly Copier Leases - Mar23
Integrated Controls	\$250.00	Pump Alarms for Chiller
Interstate All Battery Center	\$519.86	Bus/Van/Sink Batteries
Jones School Supply Co., INC.	\$150.00	Honor Roll Photo Cert.
Kidwell Communications	\$13,397.50	Avigilon Cameras/Lighting Poles & Heads
Ladman, Heather	\$47.20	Clay/ Art Supplies
Lemkau, Morgan	\$91.69	Books for 1st Grade
Liberty Hardwoods, Inc.	\$70.00	Alder Premium Rustic
Maddox, Hannah	\$995.00	2nd Half Coaching Stipend
Matheson	\$118.06	Welding Supplies
Meehl, Jan	\$770.55	January 23 SPED Services
Menards	\$383.32	Maintenance Supplies
MPTO	\$201.20	Box Tops Reimbursement
NASB	\$5,660.00	Annual Memb. Dues/Evaluation Fee/Pres. F
NASB ALICAP	\$214.00	Workers Comp Payroll Audit
NRCSA	\$630.00	Spring Conference Registrations
Nebraska Transition	\$100.00	2023 Transition Hybrid Conference
NIFCO Mecanical Systems	\$2,389.74	Pot Feeder/Hot Water Pump Impeller
Norris Public Power	\$7,605.85	November 2022 Electric Charges
Omaha Truck Center	2882.91	Bus Parts/#17 Coolant Line/Inspections
One Source	\$45.00	Background Check
Otte Oil and Propane	\$7,293.00	Propane
Paragon Sanitation, Inc	\$12.19	Trash Service
Pineapple Appeal	\$61.90	FCS projects, bags
PSAT/NMSQT	\$72.00	October 2022 Admin.
Robotham, Evaline	\$214.91	Mileage Reimbursement Jan 23
Sapp Bros.	\$1,277.25	Oil 15W -40, DEF
Start 2 Sew	\$116.88	FCS Sewiing Supplies
Summit Fire Protection	\$861.00	Semi-Annual Inspection
Super Saver	\$306.37	Lifeskills/ FCS Groceries
Swanson, Quade	\$374.29	Retirement- Payback
Sweet, Dallas	\$1,732.64	Nov16-Feb 17 Mileage

Trane	\$949.54	Capacitor/Motor
Tobey, Dustin	\$47.50	Mileage Reimbursement Feb 23
TSA Consulting Group	\$166.66	Retirement Plan Administration (Jan&Feb)
Ty's Outdoor Powers & Service	\$79.60	Mower Supplies
Unite	\$534.16	Distance Learning Cable
Unity School Bus Parts	\$197.37	Convex Mirror
University of Nebraska - Lincoln	\$215.00	ASD Network 2023 Registration
Verizon	\$158.52	Cellphone Service
Village of Malcolm	\$6,050.60	Water/Sewer Service
Visa	\$1,215.72	Spanish, Survey Monkey, Labor Poster, Boa
Wex	\$3,965.40	School Vehicle Fuel
Wilkins, Sharon	\$267.24	January Mileage Reimbursement
Windstream	\$820.97	Phone Service

**\$133,450.09 Total**

### Out of Cycle

U.S. Postal Service	\$352.32	January 23rd Clipper Postage
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**\$352.32 Total**

### School Lunch Fund

Payroll	\$9,651.23	Payroll Expenses
Bimbo Bakeries USA	\$264.72	Baked Foods
Bernard Food Industries, Inc.	\$865.85	Dinner Mix
Buller Fixture Company	\$4,320.00	Milk Cooler
Cash-Wa Distributing	\$26,757.32	Food Supplies
DFA Dairy Brands Corporate, LLC	\$4,167.62	Milk
Domino's	\$684.00	Pizza/Lunch
Kolodziejki, Charlene	\$20.00	Food Handler's Course
Pepsi-Cola of Lincoln	\$132.30	Aquafina
School Nutrition Association	\$58.50	SNA Membership
Sysco	\$1,098.06	Food Supplies

**\$38,368.37 Total**

Retreat/LIC Program

ard Stamps

**GENERAL FUND EXPENDITURES****January 16, 2023**

Payroll	\$311,411.21	Payroll Expenses/Benefits
Amazon	\$39.92	Health Office Supplies, Touchless Sink part,
Baker, Brett	\$2,441.00	State One Act/Mileage Reimb.
Butterfield, Gale	\$5,079.50	Contracted SPED Services
Central Nebraska Rehabilitation Services	\$444.63	Vision SPED Services
CDWGovernment	\$393.60	Wirless Mouse
Crouch Recreation, Inc.	\$50,000.00	Payment towards scoreboard
D&K Automotive	\$1,247.20	2003 Chevy Brakes
DAS State Acctg.		Internet Service (Oct 2022)
Diversified Drug Testing	\$105.00	DOT Drug Test
Dolliver, Jon	\$895.50	1st Half Coaching Stipend
Duncan Enterprises, Inc.	\$1,160.00	Sprinkler System Service Agreement
Eakes	\$36.29	EGold Fax/Contract Charge/Staples
EBSCO	\$484.59	Library Magazines
Electrical Engineering & Equipment Company	\$846.76	Maintenance Supplies
ESU #6	\$28,515.64	Technology/Professional Dev./Psych/Hearing/Spec
First Concord Group	\$75.00	Flex 125 Adm Fee/Annual Maint. Fee
Glass Doctor	\$590.00	Windshield Repair
Heffelfinger, Ami	\$2,296.75	Psychological Services
Hillyard	\$1,461.91	Custodial Supplies
Hometown Leasing	880.22	Monthly Copier Leases - Feb23
InkTech	\$284.00	CAD/Yearbook Toner
JW Pepper	\$66.69	Vocal Music
Kidwell Communications	\$160.00	Wire Backboard Motor
Lancaster County Election Commissioner	\$203.65	November 8, 2022 Election
Little, Jannifer	\$1,194.00	Concessions Assistant Manager
Maddox, Hannah	\$995.00	1st Half Coaching Stipend
Malcolm Lunch Fund	\$40.04	Veteran's Day Food
Matheson	\$36.30	Welding Supplies
Maytum, Ike	\$176.88	State One Act
Maytum, Mike	\$533.75	Mileage Reimbursment
Mechanical Sales, Inc.	\$673.15	Service Computer Room ERV
Meehl, Jan	\$225.15	December 22 SPED Services
Menards	\$417.67	Maintenance Supplies/Salt Pellets
Midwest Door & Hardware	\$4,741.00	Doors/Supplies
NASB	\$433.00	New School Board Members Workshop/NE Educat
Nebraska Equipment	\$97.11	Skidsteer Filters
Nebraska Printing Center	\$115.54	Mailing Labels
NETA	\$756.00	Conference
NIFCO Mecanical Systems	\$300.00	Fire Sprinkler Inspection
Norris Public Power	\$8,415.29	November 2022 Electric Charges
Omaha Truck Center	189.75	Bus 10 Fuel Filter
One Source	\$15.00	Background Check
Otte Oil and Propane	\$7,051.96	Propane
Paragon Sanitation, Inc	\$712.69	Trash Service
Perry Law Firm	\$64.00	Legal Services
Rezny, Brock	\$20.14	6th Science Supplies Reimbursement
Robotham, Evaline	\$144.75	Mileage Reimbursement Dec. 2022
Sapp Bros	\$136.50	Motor Oil
Seward County Independent	\$41.49	Legal Mtg. Notice/Print Forms
SPARQData Sololutions	\$2,600.00	SPARQ Meeting Subscription April1-March 31, 202
Super Saver	\$401.51	Lifeskills/ FCS Groceries
Tractor Supply Co	\$31.98	Mouse Trap/Cut Chain Pixl

TSA Consulting Group	\$83.33 Retirement Plan Administration
Unite	\$534.16 Distance Learning Cable
Verizon	\$158.43 Cellphone Service
Village of Malcolm	\$5,971.59 Water/Sewer Service
Visa	\$1,587.67 Hotel Room, Nothern Tool
Wal-Mart - Capital One	\$265.77 FCS Supplies/Life Skills Sped
Wex	\$5,146.69 School Vehicle Fuel
Wilkins, Sharon	\$210.00 December Mileage Reimbursement
Windstream	\$821.70 Phone Service

**\$454,458.05 Total**

**Out of Cycle**

U.S. Postal Service	\$336.66 Clipper Postage
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**\$336.66 Total**

QCPUF- Transfer to General Fund	\$60,340.81
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**\$60,340.81 Total**

**School Lunch Fund**

Payroll	\$8,159.17 Payroll Expenses
Bimbo Bakeries USA	\$561.91 Baked Foods
Cash-Wa Distributing	\$15,620.89 Food Supplies
DFA Dairy Brands Corporate, LLC	\$2,376.93 Milk
Dominos	\$684.00 Pizza
Super Saver	\$8.29 Lunch Groceries
Sysco	\$1,395.65 Food Supplies
US Foods	\$1,618.81 Frozen Foods

**\$30,425.65 Total**

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**GENERAL FUND EXPENDITURES****December 19, 2022**

Payroll	\$325,648.36	Payroll Expenses/Benefits
ABC Termite & Pest Control	\$290.00	Bi Monthly Pest Control Service
ACT	\$768.00	PreACT Scoring
Amazon	\$853.09	Health Office Supplies, Touchless Sink part,
Amplified IT	\$840.00	Syscloud Standard Backup Staff GS
Beach, Michael	\$41.23	Reimbursement for Vocal Music
Central Nebraska Rehabilitation Services	\$600.63	Vision SPED Services
D&K Automotive	\$1,346.99	Suburban Repair
DAS State Acctg.	\$238.13	Internet Service (Oct 2022)
Eakes	\$116.33	EGold Fax/Contract Charge/Staples
Electronic Contracting Company	\$295.00	Bell System Repair
Electrical Engineering & Equipment Compa	\$109.58	Maintenance Supplies
ESU #6	\$1,662.43	NWEA/Technology/Professional Developer
First Concord Group	\$75.00	Flex 125 Adm Fee/Annual Maint. Fee
Follett School Solutions	\$1,982.70	HS/WF Hosted Service Renewal
Frank, Chad	\$995.00	December 22 JH BBB Stipend
Heffelfinger, Ami	\$3,270.00	Psychological Services
Hillyard	\$3,482.81	Custodial Supplies
Hometown Leasing	1760.44	Monthly Copier Leases - Dec & Jan
JW Pepper	\$340.83	Vocal Music
Kidwell	\$1,973.00	Mitel Support Agreement
Kiner Supply	\$255.56	Maintenance Supplies
Ladman, Heather	\$101.16	Reimb. for Art Supplies
Lincoln Symphony Orchestra	\$150.00	Young People's Concert Tickets
Magic-Writer, Inc	\$34.95	Annual Regulatory Compliance - Monthly
Meehl, Jan	\$600.30	November 22 SPED Services
Menards	\$300.77	Maintenance Supplies
Midwest Towing & Recovery	\$900.00	CDL ELDT/Test
NASB	\$250.00	New School Board Members Workshop
NCSA	\$1,924.00	Active Dues/Conference Registration
Nebraska Landscape Solutions	\$656.60	Ice Melt
Nebraska Printing Center	\$715.98	Letterhead/Envelopes
Nebraska Safety Center	\$200.00	Level 1 Training - Wisnieski
NIFCO Mecanical Systems	\$1,635.32	Repair Leak on Ball Valve on Heating Line
Norris Public Power	\$7,850.40	November 2022 Electric Charges
NWEA	\$1,502.70	MAP Reading Fluency
Omaha Truck Center	8390.53	Inspections/#8 Stop Arm/#15 Repair
Otte Oil and Propane	\$1,250.39	Propane
Paragon Sanitation, Inc	\$358.05	Trash Service
Perry Law Firm	\$400.00	Legal Services
Robotham, Evaline	\$205.06	Mileage Reimbursement Nov 2022
Romans Wiemer & Associates	\$7,000.00	Annual Audit
Sapp Bros	\$325.50	Ameri/Blu Def and 5W-30
SectorNow, LLC	\$3,670.00	Touch Screen HS Video Board
SEI	\$174.00	Door Keypad
Seward County Clerk	\$100.00	2022 General Election Cost
Seward County Independent	\$3.49	Legal Mtg. Notice
Sports Facility Maintenance, LLC	\$8,135.00	Gym Inspections
Squier, Jon	\$702.50	Fall Mileage Reimbursment
Sweet, Dallas	\$349.06	Meals/Uber Reimbursement Nashville Coven
Super Saver	\$307.08	Lifeskills/ FCS Groceries
Terwilliger, Ryan	\$1,074.91	Reimb. for Fall Mileage/Parking/Food
Tractor Supply Co	\$399.97	Chain Saw/Antifreeze

TSA Consulting Group	\$83.33 Retirement Plan Administration
Unite	\$534.16 Distance Learning Cable
Unity School Bus Parts	\$283.45 Mirrors/Amber & Red Markers
Verizon	\$158.55 Cellphone Service
Village of Malcolm	\$6,095.71 Water/Sewer Service/Ballfield Lights
Visa	Child Development/Sams Membership/Maint
Wal-Mart - Capital One	\$198.25 FCS Supplies/Life Skills Sped
Wex	\$5,752.63 School Vehicle Fuel
Wilkins, Sharon	\$285.00 November Mileage Reimbursement
Windstream	\$819.65 Phone Service
Wing Construction	\$455.00 Adjust WF Door

**Total**

**Out of Cycle**

U.S. Postal Service	Clipper Postage
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**Total**

**School Lunch Fund**

Payroll	\$10,028.00 Payroll Expenses
Bimbo Bakeries USA	\$797.82 Baked Foods
Cash-Wa Distributing	\$20,133.26 Food Supplies
DFA Dairy Brands Corporate, LLC	\$4,728.01 Milk
Pdpsi	\$132.30 Aquafina
Super Saver	\$39.84 Lunch Groceries
Sysco	\$1,367.05 Food Supplies
Techmasters	\$1,512.73 Dishwasher Repair

**Total**

853.09

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Omaha truck  
1170.18  
749.12  
120.71  
9.03  
2630.24

menards  
94.81  
85.58  
70.43  
35.98  
13.97

Hillyard  
765.3  
1865.46  
852.05

**GENERAL FUND EXPENDITURES**

**November 21, 2022**

Payroll	Payroll Expenses/Benefits
AAF International	\$1,040.99 Air Filters
AbleNet	\$255.00 SPED Supplies
Amazon	\$647.92 Health Office Supplies, Touchless Sink part,
Awards Unlimited	\$98.00 Unified Bowling Medals
Baker, Brett	\$796.00 November 22 One Act Stipend
Bauer Built Tire	\$1,442.10 Bus#17 Service Call #15 Tires
Bixenmann, Staci	\$56.25 Mileage Reimbursement to York
Butterfield, Gayle	\$4,961.00 Contracted Sped Services
ByteSpeed, LLC	\$7,475.00 WF Computer Lab Updates
Central Nebraska Rehabilitation Service	\$782.88 Vision SPED Services
Craftsman Window Coverings, Inc.	\$214.00 Repair Shade Chains
DAS State Acctg.	\$238.13 Internet Service (Oct 2022)
Diversified Drug Testing	\$60.00 2023 Membership Dues
EAI Education	\$51.90 3rd Grade School Supplies
Eakes	\$4,005.03 EGold Fax/Contract Charge/Staples
ESU #6	\$2,730.13 NWEA/Technology/Professional Development
First Concord Group	\$75.00 Flex 125 Adm Fee/Annual Maint. Fee
Frank, Chad	\$995.00 November 22 JH BBB Stipend
Harris	\$621.70 AAWeb Checks
Heffelfinger, Ami	\$2,608.08 Psychological Services
Hillyard	\$1,873.13 Custodial Supplies
Holiday Inn Kearney	\$219.90 Conference -State AD's - Dallas Sweet
Hometown Leasing	924.22 Monthly Copier Leases
Husker Auto Group	\$276.04 Uplander Radio Repair
Interstate All Battery Center	\$36.90 Touchless Sink Batteries
JW Pepper	\$207.46 Vocal Music
Kidwell	\$7,112.50 Avigilon Cameras
Lincoln Public Schools	\$350.00 Heritage School
Magic-Writer, Inc	\$27.95 Annual Regulatory Compliance - Monthly
Mahoney, Doug	\$30.00 Shipping on Repair for Camera
Maytum, Isaac	\$796.00 November 2022 One Act Stipend
MC Enterprises	\$210.00 HS Gym Roof Repair
Meehl, Jan	\$318.90 October 22 SPED Services
Menards	\$574.61 Salt Pellets
NCSA	\$2,762.00 Ed Tech /MTSS Registrations/ Membership Du
NRCSA	\$850.00 22-23 Membership Dues
National Art & School Supplies	\$17.96 School Supplies
Nebraska Landscape Solutions	\$1,180.00 Fertilizer
Nebraska Turfgrass	\$250.00 Conference Registration/Membership
Norris Public Power	\$7,730.10 September 2022 Electric Charges
Omaha Truck Center	\$568.84 Bus12 Repair/Bus17 Coolant Leak
One Source	\$70.00 Background Checks
Otte Oil and Propane	Propane
Paragon Sanitation, Inc	Trash Service
Perry Law Firm	\$400.00 Legal Services
Pinapple Appeal	\$214.95 FCS Sewing Projects
Princ Instrument Repair	\$130.00 Alto/Tenor Sax, Trumpet Repair
Pritchett, Troy	\$1,103.13 Fall Semester Mileage Reimbursement
Pyramid School Products	\$37.44 Preschool Classroom Supplies
REI	\$1,288.38 Bus #17 Camera
Robotham, Evaline	\$229.19 Mileage Reimbursement Oct 2022
Seward County Independent	\$3.49 Legal Mtg. Notice

Small Engine Specialists	\$425.19 Oil/Filers/Bagger
Start 2 Sew	\$137.18 FCS Sewing Supplies
Super Saver	\$378.44 Lifeskills/ FCS Groceries
Sweet, Dallas	\$2,221.88 August 16,2022 - Nov 18, 2022 Mileage
TAESE	\$265.00 Tri State Special Education Law Conference
Tobey, Dustin	\$100.50 Mileage/Parking Reimbursement
TSA Consulting Group	\$83.33 Retirement Plan Administration
Ty's Outdoor Power	\$260.00 Battery for Leaf blower
Unite	\$535.54 Distance Learning Cable
Verizon	\$158.55 Cellphone Service
Village of Malcolm	\$8,516.49 Water/Sewer Service/Ballfield Lights
Visa	\$307.68 Child Development/Sams Membership/Mainten
Wal-Mart - Capital One	\$248.64 FCS Supplies
Wex	\$5,413.06 School Vehicle Fuel
Wilkins, Sharon	\$300.00 October Mileage Reimbursement
Windstream	\$829.50 Phone Service
	<b>\$79,128.18 Total</b>

### Out of Cycle

U.S. Postal Service	\$340.03 Clipper Postage
Ralston School Foundation	\$1,000.00 Reid Adler Memorial Fund/Speaker
	<b>\$1,340.03 Total</b>

### Bond Fund

Bok Financial	\$191,731.25 Bond Payment Interest & Principal
Bond to General Fund	<b>\$100,000.00 Repay Loan</b>
	<b>\$291,731.25 Total</b>

### School Lunch Fund

Payroll	Payroll Expenses
Bernard food Industries	\$953.19 Food Mixes
Bimbo Bakeries USA	\$752.31 Baked Foods
Cash-Wa Distributing	\$11,163.57 Food Supplies
DFA Dairy Brands Corporate, LLC	\$3,954.33 Milk
Holiday Inn-Kearney, NE	\$338.85 Hotel Accomodation
JCI Industries, Inc.	\$196.15 Kitchen Fan
Sysco	\$404.42 Food Supplies
US Foods	\$1,987.37 Food Supplies

**\$19,750.19 Total**

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**Minutes – Board of Education  
Jun 19, 2023**

The Board of Education, School District #148, Lancaster County, Nebraska, met on Monday, June 19, 2023 at 7:00PM in open and public session at 10004 NW 112<sup>th</sup> St., Malcolm, Nebraska. The Notice of the meeting was published in the minutes of the May 15th, 2023 meeting of the Board, in the May 2023 issue of “*The Clipper* and the Seward Independent of June 14th 2023. Board members present were: William England, Tera Heidtbrink, Lucas Mitchell, Tony Nutter, Amy Spellman, Ed Swotek. Administrators present were Ryan Terwilliger, Greg Adams and Amber Dolliver. Mr. Nutter called the meeting to order at 7:00PM and noted that the Open Meetings Act is posted on the north wall of the meeting room.

England moved, seconded by Spellman, to approve the Consent Agenda. Ms. Blair presented an updated list of bills and answered questions from the Board. Voting by roll call: AYES- Mitchell, Nutter, Spellman, Swotek, England, Heidtbrink. NAYS – None. Motion passed.

**Financial Summary  
5/31/2023**

School Accounts	General	Lunch	Activity	Bus Deprec	Student Fees
Previous Bal 05/01/2023	\$3,579,514.82	\$69,052.60	\$162,857.63	\$244,942.42	\$39,427.00
Receipts - May 2023	\$676,711.35	\$35,069.73	\$18,780.72	\$971.24	\$225.00
Disbursements- May2023	\$663,436.41	\$47,382.29	\$25,592.76	\$0.00	\$0.00
Cash in Cking 5/31/2023	\$465,788.81	\$4,848.66	-\$7,155.22	\$10,866.18	\$39,650.00
Invested: May 2023	\$3,127,000.95	\$51,891.38	\$163,200.81	\$235,047.48	

Lanc. Co. Treasurer:	General	Bond	QCPUF	Spc Bldg
Previous Bal 05/01/2023	\$197,036.98	\$14,179.95	\$0.00	\$30,845.92
Receipts - May 2023	\$76,100.40	\$4,300.36	\$0.00	\$9,341.65
Disbursements May 2023	\$197,369.97	\$14,207.53	\$0.00	\$30,904.72
Cash on Hand 5/01/2023	\$75,676.41	\$4,272.78	\$0.00	\$9,282.85

NSDLAF (Investment)	Spc Bldg	Bond Fund	QCPUF Checking
Previous Bal 05/01/2023	\$2,195,397.36	\$234,462.62	\$0.00
Receipts May 2023	\$45,830.35	\$17,869.52	\$0.00
Disbursements May 2023	\$0.00	\$40,456.25	\$0.00
Cash on Hand 5/31/2023	\$2,241,227.71	\$211,875.89	\$0.00

**Communications From The Public –None.**

**Communications From The Board-** Tera Heidtbrink asked if a solution for the position of the American Flag in the gym had been found. Mr. Terwilliger is working on proper Flag etiquette and will report to the Board next month. Mr. Swotek reported on Legislative activity and other NASB actions. A detailed report from Mr. Swotek is available on the school website or upon request.

**Unfinished Business – None**

**New Business –**

England moved, seconded by Mitchell, to set the admission prices for activities at the prices as discussed- Trailblazer Admission Prices for Regular season games \$6 Adult/\$5 Students, Tournament Game \$7 Adult/\$5 Student, Non-Varsity High School and Junior High \$4 Adults/\$3 Students. Voting by roll call: AYES- Nutter, Spellman, Swotek, England, Heidtbrink, Mitchell. NAYS- None. Motion passed.

Heidtbrink moved, seconded by England to deem the Westfall Scoreboards, Westfall and High School Wall Mats, High School Gym Projector and Blue Football Jerseys, Hot Dog Roller, 2 Cash Registers Excess Property. Voting by roll call: AYES- Spellman, Swotek, England, Heidtbrink, Mitchell, Nutter. NAYS- None. Motion passed.

Swotek moved, seconded by Mitchell to adopt the amended 5416 - Student Fees Policy. Voting by roll call: AYES- Swotek, England, Heidtbrink, Mitchell, Nutter, Spellman. NAYS- None. Motion passed.

Heidtbrink moved, seconded by England to amend the listed policies as discussed 1101- Use of School Facilities- Student Groups, 5004- Full-Time and Part-time Enrollment & Policy, 5006- Resolution and Sample Letter, 5101- Student Discipline, 5102- Alternative Education, 5103, 5205- Graduation, 6212 Assessment -Academic Content Standards , 6284- Initiation, Hazing, Secret Clubs and Outside Organizations, 6600- Special Education, 6700- Firearm Policy, 8130- Annual Organization Meeting. Voting by roll call: AYES- England, Heidtbrink, Mitchell, Nutter, Spellman, Swotek. NAYS – None. Motion passed.

First reading was held on Policies #4174 Resignation of Certificated Employees, #5606 Naloxone, #6215 Collection of Information Relating to Dyslexia, #6288 Artificial Intelligence, #6921 Safe Seizure Schools, #6930 Behavioral Points of Contact. Mr. Terwilliger reviewed the policies and answered questions.

Spellman moved, seconded by Heidtbrink to accept the proposal from Cather and Son's Construction. Voting by roll call: Heidtbrink, Mitchell, Nutter, Spellman, Swotek, England. NAYS- None. Motion passed.

7.7 - Item- tabled

Spellman moved, seconded by England to approve an expenditure not to exceed \$10,500 for the electrical work on the video board project. Voting by roll call: Mitchell, Nutter, Spellman, Swotek, England, Heidtbrink. NAYS- None. Motion passed.

### **Administrative Reports –**

Amber Dolliver, Westfall Elementary Principal

- Mrs. Dolliver explained MTSS, giving detail of each section and how it works in education. She showed the relationship between Strategic Planning and MTSS. More information is available upon request.
- A report on the Mentor Program Team for Pre K - 5th Grade was presented. 6th - 12th Grade teachers are supported through common practices.
- The Creating Enrichment Program is a school wide curriculum plan, teacher evaluation tool, how to share ideas, anchor awards, etc.
- Mr. Terwilliger noted that Mrs. Dolliver has done an excellent job on programs she's implemented.

Greg Adams, Jr/Sr High School Principal

- Mr. Adams reported on a Virtual Learning Program that accommodates special interest for some students.
- He noted how the work the Elementary does - when students get to the Jr./Sr. High School any issues in behavior, grades, etc. can be addressed.
- Mrs. Frank has done a great job communicating Student Goals to students and parents.

Superintendent Ryan Terwilliger –

- Mr. Terwilliger discussed how education is a moving target. It is always changing and has changed considerably over time.
- Noted that we don't have the staff or space for some programs we would like to offer. We do have VHS and Odyssey to help with some opportunities for High School students. Overall we have done a great job in what we offer and can handle.
- Updated the Board on the Communication Plan - it's a living document and will need tweaking as we run into each scenario. Mr. Terwilliger is going to meet with Mrs. Frank and see how she communicates with parents. Will study what is the most effective communication.
- Mr. Terwilliger will follow up with several items: Progress Tool; Speech Class for Graduation; Check Cather & Sons contract for stipulations for completing the parking lot project before school starts; Placement of flags in the HS gym.

With no further business before the Board, England moved, seconded by Mitchell, to adjourn. Chairman Nutter declared the meeting adjourned by acclamation at 10:50PM.

Respectfully submitted,



Alison Blair  
Recording Secretary

The next regular meeting of the Board of Education will be Monday, July 17, 2023 at 7:00PM at the District Board Room, 10004 NW 112<sup>th</sup> St., Malcolm, NE. An agenda will be published the Friday before each meeting.

Personnel - Certificated EmployeesResignation of Certificated Employees

Certificated employees are encouraged to notify their immediate supervisor of their plans to resign as soon as practicable. The Board of Education will generally accept all tendered resignations, effective at the end of the current school year, submitted prior to March 15th.

The Board delegates to the Superintendent the authority to formally ask certificated employees in writing whether they intend to accept employment with the District for the following school year. The Superintendent shall give employees a deadline to respond to such requests, so long as the deadline occurs after March 14th. Any employee who fails to respond or declines to accept employment for the following school year may be terminated from employment if they refuse to resign.

The Superintendent is further authorized to file a complaint with the Professional Practices Commission for any teacher who abrogates their contract with the District.

Notwithstanding anything to the contrary herein, the Board is not obligated to accept or reject any tendered resignation if the employee is involved in a disciplinary matter or for any other reason that the Board deems to be in the best interest of the District.

Legal Reference: Neb. Rev. Stat. § 79-829.

Date of Adoption: [Insert Date]

Students

Naloxone in School

The Board hereby permits the storage, administration, and implementation of naloxone (also known as Narcan) in school, so long as such storage, administration, and implementation complies with all legal requirements and the best interests of student health.

The Superintendent is hereby delegated the authority to develop rules and regulations to handle and administer naloxone in the event of a suspect opioid overdose, or in other emergency situations that require prompt attention.

Legal Reference: Neb. Rev. Stat. § 28-470

Date of Adoption: [Insert Date]

StudentsCollection of Information Relating to Dyslexia

The District will collect and maintain the following information relating to dyslexia during each school year:

- (1) Testing for a specific learning disability in the area of reading, including tests that identify characteristics of dyslexia and the results of such tests;
- (2) The number of students identified as having a reading issue, including dyslexia, pursuant to the assessment administered under the Nebraska Reading Improvement Act and Policy 6213;
- (3) The number of students identified in Paragraph (2) that have shown growth on the measure used to identify the reading issue; and
- (4) All other data required by law and/or the District's special education obligations.

By July 1st of each year, the District will provide the Nebraska State Department of Education with information collected about dyslexia, as requested by the Department.

Any student or parent/guardian with questions or concerns about dyslexia are encouraged to contact the District's Director of Special Education.

Legal Reference: LB 298 (2023)

Date of Adoption: [Insert Date]

InstructionArtificial IntelligenceIntroduction

[Name] Public Schools acknowledges that artificial intelligence continues to emerge as a resource that may assist students with future technology and different wants of learning. However, artificial intelligence also poses a challenge to delineate the responsible use of artificial intelligence with student plagiarism. As a result, the Board of Education adopts this Policy to specifically address how the District will address academic honesty and integrity regarding a student's use of artificial intelligence/

Permissible Uses of Artificial Intelligence in School Assignments

Students may use artificial intelligence or related platforms when any of the following occurs:

1. The student receives advance permission from the teacher for the given assignment or project; or
2. The teacher's classroom rules or expectations established artificial intelligence as a permissible resource for students to access.

Any student with questions about the use of artificial intelligence should contact their teacher in advance of using artificial intelligence to assist with any assignment. It is the responsibility of each student to understand the permissible use (if any) of artificial intelligence in a given class or a particular assignment. Students must be fully forthright and honest about their use of artificial intelligence to assist with any school assignment.

Impermissible Uses of Artificial Intelligence in School Assignments

Unless otherwise permitted by this Policy, students may not use artificial intelligence or related platforms to assist or complete any assignment, project, test, or other school-related task. The impermissible use of artificial intelligence may subject the student to discipline in accordance with the District's plagiarism policy and academic dishonesty rules.

Date of Adoption: [Insert Date]

InstructionSeizure Safe Schools

Each school building will have a “seizure action plan” if the following criteria are met: (1) at least one student in that building has been identified as having a seizure disorder; and (2) that student’s parent or guardian and health care provider have worked with the school to develop a seizure action plan.

Every building with a seizure action plan will have at least one employee who has met the training requirements necessary to administer or assist with the self-administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms.

In accordance with state law, except in the case of an emergency, prior to the administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms by a school employee, a student's parent or guardian must:

1. Provide the school with a written authorization to administer the medication at school;
2. Provide a written statement from the student's health care practitioner containing the following information:
  - a. The student's name;
  - b. The name and purpose of the medication;
  - c. The prescribed dosage;
  - d. The route of administration;
  - e. The frequency that the medication may be administered; and
  - f. The circumstances under which the medication may be administered.
3. Provide the medication to the school in its unopened, sealed package with the intact label affixed by the dispensing pharmacy; and
4. Collaborate with school employees to create a seizure action plan.

If permitted by the student's seizure action plan, a student shall be allowed to possess the supplies, equipment, and medication necessary to treat a seizure disorder in accordance with such seizure action plan.

Any authorization provided by a parent or guardian shall be effective only for the school year in which it is provided and shall be renewed each following school year.

Legal Reference: Neb. Statute 79-3201 to 3207

Date of Adoption: [Insert Date]

InstructionBehavioral Points of Contact

The Superintendent is delegated the authority to designate one or more behavioral awareness and health points of contact for each school building in the District. The behavioral awareness and health point of contact may be an administrator, nurse, psychologist, or another appropriate staff member. Each behavioral awareness and health point of contact will be trained in behavioral awareness and health and have knowledge of community service providers and other resources that are available for the students and families in the District. The District will maintain or have access to a registry of local mental health and counseling resources for students and parents.

The points of contact will be listed on the District's website and in the student handbook.

The Superintendent shall report the designated behavioral awareness and health points of contact to the Nebraska State Department of Education each year when requested by the Department.

In addition, all District employees who interact with students, as determined by the Superintendent, shall receive at least one hour of behavioral and mental health training with a focus on suicide awareness and prevention training each year. The Superintendent or designee shall be responsible for coordinating this training.

Legal Reference: Neb. Rev. Stat. § 79-11,159  
LB 705, § 4 (2023)

Date of Adoption: [Insert Date]



**Roger Kreifels**

to me ▾

Wed, Jul 12, 9:27 AM (2 days ago)



Good morning Ryan,

Thanks for offering us an opportunity to bid again. Tom Garner retired and is no longer with the company, so moving forward please email myself and any one of the following people

Keith Volker [kvolker@farmersco-operative.com](mailto:kvolker@farmersco-operative.com)

Adam Lovgren [alovgren@farmersco-operative.com](mailto:alovgren@farmersco-operative.com)

Randy Sutton [rsutton@farmersco-operative.com](mailto:rsutton@farmersco-operative.com)

We would like to submit a bid of \$1.38 per gallon for the 23/24 school year.

Thanks Ryan

July 10, 2023

Malcolm Public Schools  
10004 NW 12th St  
Malcolm, NE 68402

RE: Propane Contract Proposal

Malcolm Public Schools

Otte Oil & Propane proposes to furnish propane delivered to the Malcolm Public Schools from September 1, 2023 thru August 31, 2024 for the price of \$1.049 per gallon. All contracted propane comes with regulator checks and leak checks for all locations. Contract to except this offer must be signed by July 20, 2023.

If you have any questions or if I can be of further assistance, please give me a call.

Thanks,

Jessica Schwarting  
President  
Otte Oil & Propane



# Kemps LeMars 2023-24 Dairy Bid

June 2023

Kemps LeMars Office

Bill To:

Escalator Clause

172886  
MALCOLM PUBLIC SCHOOL

1345 12th Ave SW  
Le Mars, IA 51031

7236

Kemps LeMars has prepared an escalator bid for your schools dairy program for the upcoming school year. Please see the below bid prices quoted for the month printed in the top right corner. **If you have any questions regarding this bid, please contact Debra Carlson**  
at: Email: [debra.carlson@kemps.com](mailto:debra.carlson@kemps.com) - Phone: 712-548-2200 x41113

ORDER METHOD FOR ALL SCHOOLS WILL BE ALL ON-LINE WEB ORDERING. WEBSITE: <https://orders.dfamilk.com>

**KEMPS WILL OFFER CREDIT FOR MANUFACTURING DEFECTS ONLY AT TIME OF DELVIERY.**

Milk 8OZ-HALF PINTS	Carton	Item #	Escalator
KEMPS SEL WHL ECO HP 50/CS	Paper	65378	
KEMPS SEL 2% ECO HP 50/CS	Paper	65379	
KEMPS SEL 1% ECO HP 50/CS	Paper	65380	0.3083
KEMPS SEL SKIM ECO HP 50/CS	Paper	65381	0.2934
TMOO 1% CHOC AGH FREE ECO HP 50/CS	Paper	47282	
TMOO SKIM CHOC AGH FREE HP 50/CS	Paper	45837	0.3017
TMOO SKIM STRAW HP 50/CS	Paper	46073	0.3132

**Kemps will offer strawberry milk in 2023-24 school year if we have enough volume for a minimum batch. We reserve the right to not produce strawberry if there is no demand and in that case will sub fat free chocolate milk.**

Kemps Dairy Items	Carton	Item #	Escalator
DSTAR LACTFR SKM ESL PL 24TRAY <b>NEW</b>	Paper	68118	0.8500
KEMPS SEL WHL PL GAL 4/CS	Plastic	66351	5.4127
KEMPS SEL 2% PL GAL 4/CS	Plastic	66352	4.9786
KEMPS SEL 1% PL GAL 4/CS	Plastic	66353	4.6965
KEMPS SEL SKIM PL GAL 4/CS	Plastic	66354	4.4473
TMOO 1% CHOC AGH FREE GAL 4/CS	Plastic	47421	5.4509
KEMPS HG 2% MILK PL 9/CS	Plastic	66385	2.8976
KEMPS QT H&H PP 16/CS	Plastic	66498	2.6457
KEMPS PT HWC 36% STAB PAPER 28/CS	Paper	66658	3.3026
KEMPS GAL OJ 100% 4/CS	Plastic	66510	6.6336
KEMPS HG OJ 100% 9/CS	Plastic	66511	3.6728
KEMPS 6OZ OJ 100% SQT 48/CS	Paper	68306	0.4343
CIT SUN 100% JC 4OZ: Apple	Plastic - Foil Top	54951	0.3093
KEMPS 5LB CC 4% SMC RD 2/BX	Plastic Tub	66508	10.3803
KEMPS 5LB CC 2% SMC RD 2/BX	Plastic Tub	66507	10.5458
KEMPS CULT SR CRM PLN 4/BX	Plastic Tub	68561	10.5128
KEMPS 24OZ LIGHT SOUR CREAM 12/SLEEVE	Plastic Tub	66375	2.8778
KEMPS 1OZ SOUR CREAM POUCH REG	POUCH	68386	17.3942
KEMPS 5LB YOGURT(VAN/STR/PLAIN)	Plastic Tub	65399	9.8163
KEMPS HALF GAL 5% VAN IC MIX PL 9/CS	Plastic	66444	4.0694
KEMPS PINT MILK (WHL,2%,FF,CHOC 1% & 2%)	Plastic	66364	1.2522
TMOO 14OZ 1% CHOC ESL PLASTIC 12/SLEEVE	Plastic	51064	1.5877
DPURE 14OZ 2% ESL PLASTIC 12/SLEEVE	Plastic	56781	1.5877

Please fill in the below information, sign and return via mail, or email at [debra.carlson@kemps.com](mailto:debra.carlson@kemps.com) along with any other competitive bids and a school calendar.

<b>We Accept</b>	<small>(Please circle one)</small>	<b>We Decline</b>
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Accepting the bid..fill out the on-line ordering form and return with this signed bid.

First Day School	Last Day School
<p><b>Name of Kitchen/Food Service Director:</b></p> <p><b>Phone #:</b></p> <p><b>Email:</b></p> <p><b>Signature:</b></p>	

**Deliver /week: 1**

**Locations: 1**

**Coolers: 1**

**Ship To's:** \* Delivery Days and Times to be Determined\*

174358 MALCOLM ELEMENTARY SCHOOL

**DELIVERY ONCE PER WEEK.**

**Billing address: DFA Dairy Brands Corporate, LLC / PO BOX 776922/ CHICAGO IL 60677-6922 Phone: 800-332-6462.**

**No Acceptance of Standard Terms and Conditions:** Notwithstanding any terms or conditions contained or referenced in this RFP, each response and submission relating to this RFP shall be subject to the condition that all terms and conditions relating to any resulting business relationship must be separately negotiated and agreed upon in a written agreement executed by both parties, which written agreement shall represent the entire and exclusive understanding and agreement between the parties as to the applicable business.

**MALCOLM PUBLIC SCHOOLS  
STUDENT-PARENT HANDBOOK  
2023-2024**



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# Malcolm Public Schools Student-Parent Handbook

## Foreword

### Section 1 Intent of Handbook:

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

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be “all-encompassing” as to cover every situation and circumstance that may arise during any school day, or school year. A more comprehensive look at our rules and regulations can be found in our Board Policies. This handbook has a handful of policies referenced (in yellow), but the complete policies are found in the policy manual.

This handbook does not create a “contract.” The administration reserves the right to make decisions and rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

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

Name	Contact Information
Tony Nutter—President	<a href="mailto:tony.nutter@mps148.org">tony.nutter@mps148.org</a> 402-326-0163
Amy Spellman—Vice President	<a href="mailto:amy.spellman@mps148.org">amy.spellman@mps148.org</a> 402-890-2969
Tera Heidtbrink—Secretary	<a href="mailto:tera.heidtbrink@mps148.org">tera.heidtbrink@mps148.org</a> 402-540-8618
Bill England—Treasurer	<a href="mailto:bill.england@mps148.org">bill.england@mps148.org</a> 402-432-9007
Ed Swotek	<a href="mailto:ed.swotek@mps148.org">ed.swotek@mps148.org</a> 402-937-3783
Lucas Christensen	<a href="mailto:lucas.mitchell@mps148.org">lucas.mitchell@mps148.org</a> 402-239-8666

### Section 3 Administrative Staff:

Name	Position
Ryan Terwilliger	Superintendent
Greg Adams	Jr./Sr. High Principal
Amber Dolliver	Elementary Principal
Troy Pritchett	Information Systems and Technology Administrator
Jon Squier	Student Services Director
Dallas Sweet	Assistant Principal/Activities Director

**Section 4      Teaching Staff:**

<b>First Name</b>	<b>Last Name</b>	<b>Department</b>	<b>Grades</b>
<a href="#"><u>Scott</u></a>	<a href="#"><u>Amen</u></a>	<a href="#"><u>Elementary</u></a>	<a href="#"><u>5</u></a>
<a href="#"><u>Kip</u></a>	<a href="#"><u>Arnold</u></a>	<a href="#"><u>Business/Computer</u></a>	<a href="#"><u>K – 12</u></a>
<a href="#"><u>Beth</u></a>	<a href="#"><u>Beach</u></a>	<a href="#"><u>Elementary</u></a>	<a href="#"><u>4</u></a>
<a href="#"><u>Michael</u></a>	<a href="#"><u>Beach</u></a>	<a href="#"><u>Vocal music</u></a>	<a href="#"><u>K – 12</u></a>
<a href="#"><u>Wendy</u></a>	<a href="#"><u>Beatty</u></a>	<a href="#"><u>Elementary</u></a>	<a href="#"><u>2</u></a>
<a href="#"><u>Ashley</u></a>	<a href="#"><u>Behrends</u></a>	<a href="#"><u>Speech Pathologist</u></a>	<a href="#"><u>K – 12</u></a>
<a href="#"><u>Kayla</u></a>	<a href="#"><u>Benes</u></a>	<a href="#"><u>Special Education</u></a>	<a href="#"><u>7 – 12</u></a>
<a href="#"><u>Brabac</u></a>	<a href="#"><u>Kasey</u></a>	<a href="#"><u>Mathematics</u></a>	<a href="#"><u>7 – 12</u></a>
<a href="#"><u>Andrew</u></a>	<a href="#"><u>Christensen</u></a>	<a href="#"><u>Industrial Technology</u></a>	<a href="#"><u>7 – 12</u></a>
<a href="#"><u>Matt</u></a>	<a href="#"><u>Coufal</u></a>	<a href="#"><u>Physical Education</u></a>	<a href="#"><u>7 – 12</u></a>
<a href="#"><u>Becky</u></a>	<a href="#"><u>Densberger</u></a>	<a href="#"><u>Elementary</u></a>	<a href="#"><u>5</u></a>
<a href="#"><u>Jeff</u></a>	<a href="#"><u>Donahue</u></a>	<a href="#"><u>Language Arts</u></a>	<a href="#"><u>7 – 12</u></a>
<a href="#"><u>Andrew</u></a>	<a href="#"><u>Edwards</u></a>	<a href="#"><u>Foreign Language</u></a>	<a href="#"><u>K – 12</u></a>
<a href="#"><u>Chad</u></a>	<a href="#"><u>Eichenberger</u></a>	<a href="#"><u>Mathematics</u></a>	<a href="#"><u>7 – 12</u></a>
<a href="#"><u>Kelly</u></a>	<a href="#"><u>Frank</u></a>	<a href="#"><u>Guidance Counselor</u></a>	<a href="#"><u>K – 12</u></a>
<a href="#"><u>Coleman</u></a>	<a href="#"><u>Gore</u></a>	<a href="#"><u>Science</u></a>	<a href="#"><u>7 – 12</u></a>
<a href="#"><u>Lori</u></a>	<a href="#"><u>Haun</u></a>	<a href="#"><u>Language Arts</u></a>	<a href="#"><u>6-8</u></a>
<a href="#"><u>Jonathan</u></a>	<a href="#"><u>Hunt</u></a>	<a href="#"><u>Social Studies</u></a>	<a href="#"><u>7 – 12</u></a>
<a href="#"><u>Andy</u></a>	<a href="#"><u>Klepper</u></a>	<a href="#"><u>Business Ed/Computer</u></a>	<a href="#"><u>7 – 12</u></a>
<a href="#"><u>Rachel</u></a>	<a href="#"><u>Kocak</u></a>	<a href="#"><u>Social Studies</u></a>	<a href="#"><u>6-8</u></a>
<a href="#"><u>Stacy</u></a>	<a href="#"><u>Kopecky</u></a>	<a href="#"><u>Elementary</u></a>	<a href="#"><u>4</u></a>
<a href="#"><u>Morgan</u></a>	<a href="#"><u>Kramer</u></a>	<a href="#"><u>Elementary</u></a>	<a href="#"><u>1</u></a>
<a href="#"><u>Heather</u></a>	<a href="#"><u>Ladman</u></a>	<a href="#"><u>Art</u></a>	<a href="#"><u>K-6</u></a>
<a href="#"><u>Morgan</u></a>	<a href="#"><u>Lemkau</u></a>	<a href="#"><u>Elementary</u></a>	<a href="#"><u>3</u></a>
<a href="#"><u>Chris</u></a>	<a href="#"><u>Lewandowski</u></a>	<a href="#"><u>Social Studies</u></a>	<a href="#"><u>7 – 12</u></a>
<a href="#"><u>Deborah</u></a>	<a href="#"><u>Lewis</u></a>	<a href="#"><u>Elementary</u></a>	<a href="#"><u>2</u></a>
<a href="#"><u>Amanda</u></a>	<a href="#"><u>Loos</u></a>	<a href="#"><u>Special Education</u></a>	<a href="#"><u>EC</u></a>
<a href="#"><u>Devon</u></a>	<a href="#"><u>Luebbe</u></a>	<a href="#"><u>Pre-Kindergarten</u></a>	<a href="#"><u>Pre-K</u></a>
<a href="#"><u>Doug</u></a>	<a href="#"><u>Mahoney</u></a>	<a href="#"><u>Technology Facilitator</u></a>	<a href="#"><u>K-12</u></a>
<a href="#"><u>Ryan</u></a>	<a href="#"><u>Marsh</u></a>	<a href="#"><u>Instrumental music</u></a>	<a href="#"><u>5 – 12</u></a>
<a href="#"><u>Ann</u></a>	<a href="#"><u>Martin</u></a>	<a href="#"><u>Art</u></a>	<a href="#"><u>K – 12</u></a>
<a href="#"><u>Tamra</u></a>	<a href="#"><u>Maytum</u></a>	<a href="#"><u>Elementary</u></a>	<a href="#"><u>6-8</u></a>
<a href="#"><u>Shelly</u></a>	<a href="#"><u>Nutter</u></a>	<a href="#"><u>Elementary</u></a>	<a href="#"><u>1</u></a>
<a href="#"><u>Heather</u></a>	<a href="#"><u>Osborn</u></a>	<a href="#"><u>Library</u></a>	<a href="#"><u>K – 12</u></a>
<a href="#"><u>Brittni</u></a>	<a href="#"><u>Peltz</u></a>	<a href="#"><u>Reading and Title</u></a>	<a href="#"><u>K – 12</u></a>
<a href="#"><u>Tonya (Brie)</u></a>	<a href="#"><u>Pulec</u></a>	<a href="#"><u>Language Arts</u></a>	<a href="#"><u>7 – 12</u></a>
<a href="#"><u>Brock</u></a>	<a href="#"><u>Rezny</u></a>	<a href="#"><u>Elementary</u></a>	<a href="#"><u>4-8 Math-Sci</u></a>
<a href="#"><u>Jeana</u></a>	<a href="#"><u>Scholz</u></a>	<a href="#"><u>Elementary</u></a>	<a href="#"><u>3</u></a>
<a href="#"><u>Patricia</u></a>	<a href="#"><u>Schumacher</u></a>	<a href="#"><u>Special Education</u></a>	<a href="#"><u>K - 8</u></a>
<a href="#"><u>Dustin</u></a>	<a href="#"><u>Tobey</u></a>	<a href="#"><u>Physical Education</u></a>	<a href="#"><u>K – 12</u></a>
<a href="#"><u>Maddie</u></a>	<a href="#"><u>Von Seggern</u></a>	<a href="#"><u>FCS</u></a>	<a href="#"><u>7 – 12</u></a>
<a href="#"><u>Kim</u></a>	<a href="#"><u>Watson</u></a>	<a href="#"><u>Science</u></a>	<a href="#"><u>7 – 12</u></a>
<a href="#"><u>Jessica</u></a>	<a href="#"><u>Wehner</u></a>	<a href="#"><u>Elementary</u></a>	<a href="#"><u>Counselor</u></a>
<a href="#"><u>Zach</u></a>	<a href="#"><u>Wehner</u></a>	<a href="#"><u>Elementary</u></a>	<a href="#"><u>1 – 8 Math</u></a>
<a href="#"><u>Cindy</u></a>	<a href="#"><u>Welsh</u></a>	<a href="#"><u>Elementary</u></a>	<a href="#"><u>K</u></a>
<a href="#"><u>Andrea</u></a>	<a href="#"><u>Woita</u></a>	<a href="#"><u>Elementary</u></a>	<a href="#"><u>K</u></a>
<a href="#"><u>Dayna</u></a>	<a href="#"><u>Wyatt</u></a>	<a href="#"><u>Elementary</u></a>	<a href="#"><u>5-6 Math/Tech</u></a>

**Section 5      Support Staff:**

<u>First Name</u>	<u>Last Name</u>	<u>Building</u>	<u>Position</u>
<u>Julia</u>	<u>Lostroh</u>	<u>District Office</u>	<u>Business Manager</u>
<u>Wendy</u>	<u>Powers</u>	<u>District Office</u>	<u>District Adm. Assistant</u>
<u>Ann</u>	<u>Kramer</u>	<u>Jr./Sr. High</u>	<u>7-12 Exec. Asst.</u>
<u>Michelle</u>	<u>Glause</u>	<u>Jr./Sr. High</u>	<u>7-12 Adm. Asst.</u>
<u>Chris</u>	<u>Bolte</u>	<u>Elementary</u>	<u>PK-6 Exec. Asst.</u>
<u>Audrey</u>	<u>Mohr</u>	<u>Elementary</u>	<u>PK-6 Admin. Asst.</u>
<u>Jillian</u>	<u>Cosgrove</u>	<u>K-12</u>	<u>Nurse</u>
<u>Staci</u>	<u>Bixenmann</u>	<u>PK – 6</u>	<u>PK Para Educator</u>
<u>Samantha</u>	<u>Beman</u>	<u>PK – 6</u>	<u>PK Para Educator</u>
<u>Andrews</u>	<u>Jessica</u>	<u>PK-12</u>	<u>Para Educator</u>
<u>Rebekah</u>	<u>Ferguson</u>	<u>PK-12</u>	<u>Para Educator</u>
<u>Mary</u>	<u>Gueret</u>	<u>PK-12</u>	<u>Para Educator</u>
<u>Kristi</u>	<u>Gustafson</u>	<u>PK-12</u>	<u>Para Educator</u>
<u>Linda</u>	<u>Leichner</u>	<u>PK-12</u>	<u>Para Educator</u>
<u>Kristie</u>	<u>Minzel</u>	<u>PK-12</u>	<u>Para Educator</u>
<u>Bailey</u>	<u>Jerrett</u>	<u>PK-12</u>	<u>Para Educator</u>
<u>Treasa</u>	<u>Wattier</u>	<u>PK-12</u>	<u>Para Educator</u>
<u>Jennifer</u>	<u>Witzel</u>	<u>PK-12</u>	<u>Para Educator</u>
<u>Julie</u>	<u>Pierce</u>	<u>PK-12</u>	<u>Para Educator</u>
<u>Karla</u>	<u>Parker</u>	<u>PK-12</u>	<u>Para Educator</u>
<u>Sandra</u>	<u>Ratzlaff</u>	<u>PK-12</u>	<u>Library Media Aide</u>
<u>Connie</u>	<u>Galliher</u>	<u>PK-12</u>	<u>Para, Bus Driver, Cust.</u>
<u>Danielle</u>	<u>Broughton</u>	<u>PK-12</u>	<u>Food Service Manager</u>
<u>Alexis</u>	<u>Saltzman</u>	<u>PK-12</u>	<u>Cook</u>
<u>Charlene</u>	<u>Kolodziejcki</u>	<u>PK-12</u>	<u>Cook</u>
<u>Crystal</u>	<u>Stolman</u>	<u>PK-12</u>	<u>Cook</u>
<u>John</u>	<u>Hicken</u>	<u>PK-12</u>	<u>Cook</u>
<u>Doug</u>	<u>Savicky</u>	<u>PK-12</u>	<u>Head of Maintenance</u>
<u>John</u>	<u>Johnson</u>	<u>PK-12</u>	<u>Maint./Cust. Specialist</u>
<u>Arlon</u>	<u>Busch</u>	<u>PK-12</u>	<u>Custodian</u>
<u>Quade</u>	<u>Swanson</u>	<u>PK-12</u>	<u>Custodian</u>
<u>Eric</u>	<u>Bartling</u>	<u>PK-12</u>	<u>Custodian</u>
<u>Wendy</u>	<u>Tibbetts</u>	<u>PK-12</u>	<u>Custodian</u>
<u>Vicki</u>	<u>Phillips</u>	<u>PK-12</u>	<u>Custodian</u>
<u>JoAnn</u>	<u>Boshart</u>	<u>PK-12</u>	<u>Bus Driver</u>
<u>Luke</u>	<u>French</u>	<u>PK-12</u>	<u>Bus Driver</u>
<u>Randy</u>	<u>Strauss</u>	<u>PK-12</u>	<u>Bus Driver</u>
<u>Charlotte</u>	<u>Whisenhunt</u>	<u>PK-12</u>	<u>Bus Driver</u>

## Article 1 – General Overview

### Section 1 Mission and Vision:

#### **School Mission Statement:**

In partnership with our community, we will provide an educational experience that maximizes the potential of each student to become a productive and responsible citizen.

#### **School Vision Statement:**

We strive to become the most admired school district in Nebraska

### Section 2 Target Areas and Goals:

#### Target Areas

- Reading and Writing  
Goal: All students will improve skills in reading comprehension and written communication.
- Mathematics  
Goal: All students will improve skills in mathematics.
- Curriculum  
Goal: Create, Revise, Update, and Keep Current Curriculum Maps for all Subject Areas.

### Section 3 Governing Values and Objectives:

The governing values of the Malcolm Public Schools are:

- Students are our first priority.
- Each student is unique and has infinite value.
- Education is dynamic and evolving.
- A positive learning environment enhances learning.
- High expectations promote higher achievement.
- Honesty and integrity are essential to building trust.
- Individuals are responsible for their own actions.
- Our school is accountable to the community
- Education is the shared responsibility of the individual, family, school and community
- Excellence is worth the investment.

The objective of the Malcolm Public Schools is to:

- Provide an academic environment that is relevant, rigorous, and research-based;
- Nurture open, transparent, frequent, and substantive channels of two-way communication with stakeholders;
- Positively engage the Malcolm community;
- Provide a learning environment that is safe, welcoming, progressive, challenging, adaptive and encouraging.

### Section 4 Mutual Respect:

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

**Section 5      Multicultural Policy:**

**6370—Multicultural Education**

Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for the purpose of:

- Affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Hispanic Americans and Native Americans;
- Challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race;
- Valuing multiple cultural perspectives; and
- Providing all students with opportunities to “see themselves” in the educational environment in positive ways and on a continuing basis.

To promote and support multicultural education within Malcolm Public Schools, it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in an educational environment where all students and staff understand and respect the racial and cultural diversity, and interdependence of members of our society.

**Section 6      Character Education:**

To promote and support character education within the Malcolm Public Schools, it shall be the practice of this district to give special emphasis to common honesty, morality, courtesy, obedience to law, respect for the national flag, the United States Constitution, and the Constitution of Nebraska, respect for parents and the home, the dignity and necessity of honest labor and other lessons of steadying influence which tend to promote and develop an upright and desirable citizenry. The seven pillars of character will be used as a base for character education. Those seven pillars are respect, fairness, citizenship, trustworthiness, caring, responsibility, and decision-making,

**Section 7      Complaint Procedures:**

The proper procedures for a parent or student to make complaints or raise concerns about school staff or the school programs or activities are set forth below. Other procedures exist to address discrimination or harassment, the bullying of students, and to challenge disciplinary actions, and such other procedures should be used to address those types of concerns.

1. Complaint procedure:
  - Step 1. Have a scheduled conference with the staff person involved in the complaint matter.
  - Step 2. Appeal to the Principal if the matter is not resolved at Step 1.
  - Step 3. Appeal to the Superintendent if the matter is still unresolved at Step 2.
  - Step 4. Appeal to the Board of Education if the matter is still unresolved at Step 3.  
Written appeal should be made within five (5) days of the Superintendent’s decision.
  
2. Conditions Applicable to All Levels of Complaint Procedure:

All information to be considered at each appeal step should be placed in writing in order to be most effective. Appeal decisions shall be expedited as quickly as possible. A decision at any level should be rendered within ten (10) calendar days, unless a legal hearing is requested or required.

**Section 8 “The Clipper”**

The ‘CLIPPER’ is a biweekly newsletter that is written by the personnel of the Malcolm School District and mailed to every home in the district. The goal of the ‘CLIPPER’ is to build strong communication between the home and the school. This service communicates information about events and activities to the home; plus, it communicates positive achievements of our students and teachers. All items of publication should be phoned or e-mailed to the superintendent’s office before noon on Tuesday of the week that precedes the event or activity.

**Article 2 - School Day**

**Section 1 Daily Schedule:**

**Daily Schedule (K-5)**

7:50	Doors open		
8:10 - 9:00	1 <sup>st</sup> period	11:38 - 12:56	5 <sup>th</sup> period
9:02 - 9:52	2 <sup>nd</sup> period	12:58 - 1:48	6 <sup>th</sup> period
9:54 - 10:44	3 <sup>rd</sup> period	1:50 - 2:40	7 <sup>th</sup> period
10:46 - 11:36	4 <sup>th</sup> period	2:42 - 3:30	8 <sup>th</sup> period

**Daily Schedule (6-12)**

7:50	Doors open	11:38 - 12:56	5 <sup>th</sup> period
8:00 - 8:50	1 <sup>st</sup> period	12:58 - 1:48	6 <sup>th</sup> period
8:50 - 9:00	Breakfast	1:50 - 2:40	7 <sup>th</sup> period
9:02 - 9:52	2 <sup>nd</sup> period	2:42 - 3:32	8 <sup>th</sup> period
9:54 - 10:44	3 <sup>rd</sup> period		
10:46 - 11:36	4 <sup>th</sup> period		

**12:30 Shortened Schedule (K-5)**

7:50	Doors open		
8:10 - 8:40	1 <sup>st</sup> period	10:18 - 10:48	5 <sup>th</sup> period
8:42 - 9:12	2 <sup>nd</sup> period	10:50 - 11:20	6 <sup>th</sup> period
9:14 - 9:44	3 <sup>rd</sup> period	11:22 - 11:52	7 <sup>th</sup> period
9:46 - 10:16	4 <sup>th</sup> period	11:54 - 12:22	8 <sup>th</sup> period

**12:30 Shortened Schedule (6-12)**

7:50	Doors open		
8:00 - 8:30	1 <sup>st</sup> period	10:18 - 10:48	5 <sup>th</sup> period
8:30 - 8:40	Breakfast	10:50 - 11:20	6 <sup>th</sup> period
8:42 - 9:12	2 <sup>nd</sup> period	11:22 - 11:52	7 <sup>th</sup> period
9:14 - 9:44	3 <sup>rd</sup> period	11:54 - 12:24	8 <sup>th</sup> period
9:46 - 10:16	4 <sup>th</sup> period		

**Section 2 School Closings:**

**Severe Weather and School Cancellations**

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent’s staff will notify local news media when inclement weather warrants such action. Radio and television stations broadcast this information regularly.

**Decision to Close School**

A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9

p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities). Announcements about ~~other~~ Nebraska school closings are included in Lincoln radio and television broadcasts. Students and parents will want to pay special attention to which public school districts are being closed. **In addition, MPS will update the website accordingly, and send an automated message to all of the families via phone, text, social media and/or email.**

#### **After School Starts:**

Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases, as much advance notice as possible will be given to parents. **If school is closed during the day, the notice will be given to the media for broadcasting, as well as updates on our website and automated messages to all of the families via phone, text, social media and/or email.** Parents should have a plan in place to accommodate these circumstances.

#### **Parental Decisions:**

**Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather, at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

#### **What Not To Do:**

Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning**—students and staff members practice tornado safety procedures regularly. In addition, parents are urged not to call radio and television stations and school buildings during severe weather—every effort will be made to provide accurate and timely information through the media.

**Emergency Conditions:** Malcolm Public Schools has a list of emergency protocols, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response.

## Article 3 - Building and Grounds

### Section 1 Entering and Leaving the Building:

**Beginning of School:** Students should not be on school grounds prior to 7:45 a.m. During fair weather conditions the first bell will ring at 7:50 a.m. allowing students in grades 6-12 to enter the building and to proceed to their lockers and classrooms. Students in grades K – 5 will be held outside, or in the gym, until it is time to go to class. During bad weather, the entrance will be open by 7:45 a.m. for students to enter the building. Students are to stay in the public commons or gym and are not to go to any other part of the building without permission.

**During the School Day:** Students are to remain on campus unless excused, in accordance with school policies. Upon returning to school during the day, students are to report to the school office.

**End of School:** Our regular school day ends at 3:32 p.m. Make-up work, special help, assignments after school, club meetings, and other school activities begin at 3:40 p.m. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible.

### Section 2 Visitors:

All visitors, whether using the south (PK-6) or west (7-12) entrance to the facility, please-must report to the respective building's main office upon entry so they can sign in and receive a visitor's pass—parents are welcome at all times. Please sign in/out at the office upon entering/exiting the south (PK-6) or west (7-12) entrance to the school. Visitations during the first week of school and the last week of school will require extraordinary reasons or permission from administrators.

### Section 3 Tobacco-Free Environment:

#### 1120—Tobacco

Malcolm Public Schools declares all of our ~~schools~~schools' grounds, buildings and transportation vehicles to be tobacco-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you (parents and students) attend school events, including athletic events, please remember that our buildings and outside athletic areas are smoke and tobacco-free please abide by our District's policy:

*The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.*

*For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.*

### Section 4 Care of School Property:

#### 5416--Student Fees

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

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

Fines are determined on books according to the following criteria:

Lost Book:	Replacement cost
Missing one or both covers:	Same as lost book
Loose Cover:	\$20.00
Missing Page:	50 cents per page (up to replacement cost)
Torn Page:	20 cents per page (up to replacement cost)
Marks that cannot be erased:	20 cents per mark (up to replacement cost)

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

## **Section 5        Lockers (7-12):**

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. We recommend that the locker be locked with a combination lock. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

## **Section 6        Searches of Lockers and Other Types of Searches:**

### **5406--Search and Seizures**

#### Search and Seizures

When it is determined, based on searches, that a person has violated a Board policy, administrative regulation, building rule, student conduct rule, personnel expectation, or the law, the person shall be subject to appropriate disciplinary action and a report to law enforcement may be made. Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding items placed in or on school property because school property is subject to search at any time by school officials. Periodic, random searches of student lockers may be conducted at the discretion of the administration.

The following procedures will be used for conducting searches:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration.
3. Drug or alcohol tests may be conducted on students based on reasonable suspicion.
4. Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities, provided that: a) the student gave consent for testing in advance (attendance at or participation in the extracurricular activity may be withheld in the absence of consent), b) the testing actually be random, c) that the testing procedures limit any intrusion on student privacy, and provide for an appropriate level of confidentiality and accuracy, and d) that the response to positive tests take into consideration student safety and compliance with laws related to reporting and releasing students to law enforcement.
5. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.
6. Searches of the District's computer system may be conducted at the discretion of the administration at any time.

The following procedures will be used for the removal of personal property:

1. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be seized by school officials. Any illegal drugs, firearm or dangerous weapon shall be confiscated and delivered to law enforcement as soon as practicable.
2. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process may be removed from student possession.

The District is not responsible for the security or safety of personal property which employees, students, or other building users may bring to school.

**Section 7**      **Video Surveillance:**  
**3231--Video Surveillance and Search**

The Board of Education has authorized the use of video cameras on School District property to help support the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. The Superintendent may determine appropriate locations for video cameras to be used.

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

**Section 8**      **Use of Telephone**

Students will be allowed to use the phone in the office when needed. However, the phone should not be used during class time unless it is an emergency. Use of the phone is not an excuse to be tardy to class.

**Section 9**      **Bicycles**

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

**Section 10**      **Student Valuables**

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

**Section 11**      **Lost and Found**

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

**Section 12**      **Accidents**

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

**Section 13**      **Laboratory Safety Glasses**

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

**Section 14**      **Insurance**

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident

insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The district does not make recommendations, nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

## **Section 15      Bulletins and Announcements**

### **1110--Bulletin Boards**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Place posters on marble, glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after an event.

## **Section 16      Copyright and Fair Use Policy**

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

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

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

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

## **Article 4 – Attendance**

### **Section 1      Attendance Policy 5008—Attendance**

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. Students and parents are responsible for developing behaviors, which will result in regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

Students are expected to be in class, on time, every day, every period, unless the office is notified by the parent/guardian that the student will be absent from school. Tardies and excessive absences affect student achievement. On the day of an absence, the parent/guardian is to call the School Office. This number is operational 24 hours 7 days a week. If the school has not been notified as to the reason why a student was absent within two school days, the absence is considered a truancy. Tardies and excessive absences may result in the following consequences: detention, parent/guardian conferences, in-school suspension/out of school suspension, district

office referral and county attorney referral. Students involved in extra-curricular activities are expected to attend all scheduled class periods in order to participate in a practice or contest that day. Exception: medical appointments, school/activity business, and prearranged approved absences.

**LEAVING SCHOOL & RETURNING TO SCHOOL DURING THE DAY** – Students needing to check out of school (doctor, dental, etc.) during the school day should:

- Always have permission from the office in order to leave school for any reason.
- Have the parent/guardian call the Attendance Office or bring a written note to the office before going to their first class.
- In emergencies, come to the Office to make arrangements.
- Return signed appointment slips to the Attendance Office.
- Anytime students return during the school day, they should check in at the Office before going to class.

**HOMEWORK REQUESTS** – For pre-arranged absences students must contact their teachers for assignments. Teachers may require work to be completed before the absence. Parent/guardians can request homework through the main office when a student will miss two or more days due to illness. Homework can be collected from the office after 3:00 p.m. the following day. Parents/guardians may contact teachers through email on their own if they prefer.

## Article 5 - Scholastic Achievement

### Section 1 Grading System

#### 5204—Grading

Malcolm Public Schools will use the letter grading system as follows in grades 7 - 12:

A	4.0	93 - 100
B+	3.5	89 - 92
B	3.0	85 – 88
C+	2.5	81 – 84

C	2.0	77 – 80
D+	1.5	73 – 76
D	1.0	69 – 72
F	0.0	- 68

I	Incomplete	
P	Passing	
F	Failing	
WP	Withdrew Passing	
WF	Withdrew Failing	

Each teacher should define for students the grading procedures to be used in their classes.

**Section 2      Graduation Requirements (9-12)**

**5205--Graduation**

The Malcolm Board of Education has established a minimum of 240 hours of credit necessary for graduation. These credits shall include:

<u>Content Area</u>	<u>Required Courses</u>	<u>Credit Hours Required</u>
<u>Language Arts</u>	<u>English 9, 10, 11, 12</u>	<u>40</u>

<u>Mathematics</u>	<u>Algebra I</u>	<u>30</u>
<u>Science</u>	<u>Biology</u>	<u>30</u>
<u>Social Science</u>	<u>American Government</u> <u>American History</u> <u>Economics</u>	<u>30</u>
<u>Career &amp; Technical Education</u>	<u>Business Communications</u> <u>Any computer literacy course</u> <u>And any other Family &amp; Consumer</u> <u>Science, Computer/Business, or</u> <u>Industrial Technology courses</u>	<u>30</u>
<u>Fine Arts</u>	<u>Any fine arts courses</u>	<u>10</u>
<u>Foreign Language</u>	<u>Any language course</u>	<u>5</u>
<u>Health</u>	<u>Health</u>	<u>5</u>
<u>Personal Finance</u>	<u>Personal Finance</u>	<u>5</u>
<u>Physical Education</u>	<u>Any physical education courses</u>	<u>10</u>
<u>Electives</u>		<u>45</u>
<u>TOTAL</u>		<u>240</u>

In addition, every student must complete at least one five-credit high school course in personal finance or financial literacy prior to graduation.

Any student that intends to participate in graduation exercises must be within 10 hours of completing the prescribed program.

If a student is not meeting the requirements set forth by the Board, the following procedures will be in place to assist a student in meeting the requirements:

1. Extra time during school year before and after school.
2. On-line distance learning may be available for a fee, which may complete deficiencies during the school year or possibly summer break.
3. Summer school may be available somewhere for a fee, which may complete deficiencies.

All students must have eight semesters of attendance in specific, required or elective high school classes.

The eight semester attendance requirement may upon appeal to the board, be waived by the board for those students who:

1. Have met all the graduation required course-work and who wish to pursue higher levels of education during the second semester of the senior year; or
2. Students who have completed all course-work, have registered for fall entry into post-high school education and can show cause that full time employment has been secured to gain finances for post-high school educations costs.

### **7<sup>th</sup> and 8<sup>th</sup> grade promotion requirements**

A student in junior high must receive a passing grade in a minimum of 80% of the classes listed below during their 7<sup>th</sup> and 8<sup>th</sup> grade years. Also, a student must pass at least one semester of each of those classes during any given school year to be considered for promotion.

Language Arts  
Mathematics  
Reading  
Science  
Social Studies

In addition, a student in junior high school must receive a passing grade in a minimum of 80% of the classes listed below during their 7<sup>th</sup> and 8<sup>th</sup> grade school years to be considered for promotion.

Art  
Career Education  
Computer  
Family & Consumer Science  
Foreign Language  
Industrial Technology  
Instrumental Music  
Vocal Music  
Physical Education  
Speech

If a student does not meet these requirements during their 7<sup>th</sup> and 8<sup>th</sup> grade school years, the following procedures will be in place to assist the student in meeting the requirements:

1. Extra time during school year before and after school.
2. On-line distance learning may be available for a fee, which may complete deficiencies during the school year or possibly summer break.
3. Summer school may be available somewhere, for a fee, which may complete deficiencies.

### **Section 3 Promotion, Retention (K-6)**

#### **5201--Promotion & Retention**

The professional staff at Malcolm Public Schools will place students at the grade level and in the courses best suited to them academically, socially and emotionally.

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

#### **Section 4**      **Schedule Changes (7-12)**

Students needing schedule changes should notify the principal or guidance counselor. The teachers involved, the principal or guidance counselor, and students' parents must initiate schedule changes. The Principal or guidance counselor will make final approval of all schedule changes only.

#### **Section 5**      **Drop and Add or Withdrawal from class (7-12)**

A student may not drop or add a class after the first week of a semester. The principal or guidance counselor may place a student in another class that best meet the needs of the student after the first week.

A student may withdraw from a class only with the permission of the teacher, principal and parent(s) or guardian(s) and if there is an available study hall.

#### **Section 6**      **Achievement Reports (7-12)**

Various supplemental reports may be sent to parents throughout the school year concerning their student's performance. These reports may describe student work of an exceptional nature or work that needs improving. These reports will be sent as the teacher determines. During the 5<sup>th</sup>, 10<sup>th</sup> and 14<sup>th</sup> weeks of each semester, all grades will be to date if the parents choose to view them online. If low classroom performance continues, an achievement report will be mailed home every week.

Included in the academic improvement report will be a request from the teacher for parents to contact the teacher by phone to discuss the student's academic achievement. Teachers will arrange with the parents for days when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

#### **Section 7**      **Report Cards**

Report cards are issued at the end of each quarter, or nine-week sessions for K-6. For 7-12, parents can access student grades through Go-Edustar. No hard-copy report cards will be issued unless requested by the parents. Letter grades are used to designate a student's progress. An "I" shall designate Incompletes. Students have two weeks after the end of the quarter or semester to make up incomplete work. No incompletes will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter.

#### **Section 8**      **Homework**

##### Kindergarten – 6<sup>th</sup> grade

Kindergarten through second grade homework will be limited to one time per week. Third through sixth grade homework will be limited to Monday through Thursday, unless a student fails to take advantage of the designated study times during school hours. Homework is a study skill and the school encourages the development of this skill by periodically assigning homework.

##### 7<sup>th</sup> – 12<sup>th</sup> grade

Teachers may assign work to the students that cannot be completed during the regular class period. It is the student's responsibility to make sure that this class work is completed by the assigned time. Failure to complete classroom assignments may result in a failing grade. Unless prior arrangements have made, no work will be accepted after it is due.

### **Section 9      Schoolwork during nonacademic time (K-6)**

The school believes that recess is an important part of the student's-students' day. It is somewhat like the 'break' given to an employee to refresh and renew them for the task ahead. In many ways, the recess is a necessity rather than a privilege. However, it may be necessary, if all else fails to require a student to occasionally stay in during recess to work on assignments. This is not to exceed one recess per day for making up assignments. If a student falls behind to a point where working during an occasional recess and/or working at home will not get them caught up, then they will be required to spend time before or after school working on the late assignments. Transportation arrangements should be made in advance with the classroom teacher.

### **Section 10      Parent-Teacher Conferences**

Parent-teacher conferences will be held ~~this year~~ during the 1<sup>st</sup> and 2<sup>nd</sup> semesters. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with one or more teachers as needed.

### **Section 11      Honor Roll, Academic Letter and Academic Improvement (7-12)**

#### Honor roll

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1<sup>st</sup> and 2<sup>nd</sup> semester. Students that meet the following criteria will be recognized:

- i) Students who carry a minimum of twenty (20) hours of academic courses;
- ii) Students with a minimum grade point average (GPA) of 3.5 for the semester;
- iii) Students with a C- or incompletes will automatically be eliminated from consideration
- iv) Honor roll lists are published in CLIPPER each semester.

**The following subject areas are not used when calculating honor roll or academic improvement: art, instrumental music, physical education, speech, and vocal music.**

#### Academic Letter

Those 9 – 12 students who are on the honor roll for both semesters during a school year will earn an 'M' Letter for academics.

#### Academic Improvement

Students who do not qualify for the honor roll will be presented the academic improvement award if they raise their semester grade point average (GPA) and have a passing grade in all other courses during the semester.

### **Section 12      National Honor Society (10-12)**

The National Honor Society chapter of Malcolm High School is a duly chartered and affiliated chapter of this prestigious national organization.

#### Admission to the National Honor Society

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

Students in the 10th, 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average of 3.85 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate's character, the faculty council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

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

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser, the school counselor.

#### Removal from National Honor Society

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

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

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

## Article 6 - Support Services

### Section 1 Special Education Identification and Placement Procedures:

#### What Does Special Education Mean?

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

#### How are Students with Disabilities Identified?

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

#### Students Who May Benefit

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

#### Independent Evaluation

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

#### Reevaluation

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

#### Individual Education Program (IEP)

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

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

1. A representative of the school district;
2. An individual who can interpret the instructional implications of evaluation results;
3. One or both parents;
4. The child (when appropriate);

5. At least one regular education teacher if the child is, or may be participating in the regular education environment;
6. At least one special education teacher;
7. A representative of the nonpublic school if the child is attending a nonpublic school;
8. A representative of a service agency if the child is receiving services from an approved service agency; and
9. Other individuals, at the discretion of the parent or school district.

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

#### Special Education Placement

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

#### Alternative Programs

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

#### Transportation of Students Receiving Special Education

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

#### Access to Student Records

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

#### Nonpublic School Students

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

#### Parental Review of Programs

Parents who want to review their child's placement for any reason should request an IEP team meeting. If parents are not satisfied with the results of the conference, they may appeal to the Nebraska Department of Education for

a formal hearing to be conducted by a state hearing officer. Parents dissatisfied by the findings and decisions made in a state level hearing have the right to bring civil action.

### Plans and Budget

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

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

### **Section 2**      Guidance Services:

The Malcolm Public Schools employs guidance counselor(s) for the purpose of assisting with the District's testing program and to assist with scheduling and for students to discuss problems and resolve conflicts. If you wish to see a counselor, stop by a counselor's office and make arrangements for an appointment.

### **Section 3**      Health Services:

- 5408—Health Inspections
- 5409—Communicable Diseases
- 5601—Asthma and Allergic Reaction Protocol
- 5601—Protocol Physician Form
- 6900--Chronic Infectious Disease Practice and Procedure
- 6910--Dispensing Medications
- 6920 --Self-Management of Asthma-Anaphylaxis-Diabetes
- 6920A--Asthma Medical Management Plan Form REV
- 6920B--Diabetes Medical Management Plan Form

### Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home sick include: temperature greater than 100°F, vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. In addition, students must be symptom free for 24 hours, without the use of fever reducing medication, prior to returning to school.

Parents are encouraged to include emergency daytime phone numbers on your child's registration form so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

### Guidelines for Administering Medication

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and

guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

#### **Prescription Medication**

1. Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to the school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

#### **Non-prescription medication**

1. Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication.

Specific medications such as those for Asthma, Diabetes, Epilepsy, or any other chronic diagnoses may also require their medication to accompany written consent as well as an action plan per NDE Rule 59 Protocol. These forms are available on the district website or in your child's health office. These need to be turned in annually prior to the start of the school year. If the student is capable of self-managing his or her health condition or needs to carry their own medication, contact the health office to obtain a self-management authorization form to be signed by the student, parent/guardian, and medical professional. This form is also available on the district website.

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

#### School Health Screening

Children in preschool and kindergarten through fourth grade, as well as children in seventh and tenth grades, are screened for vision, hearing, dental defects, height, and weight. Those students that are mid-year transfers, out-of-state transfers, and/or new to the district in any grade level will be screened. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit school equivalent screening results performed by a qualified medical or dental professional dated within the last six (6) months from the first day of school. These results should be turned in to the school no later than November 1st. Should the information not be provided, the child will be screened by school health staff.

#### Physical and Visual Examination:

Evidence of physical examination and a visual evaluation is required within six (6) months from the date of the first day of school prior to entrance into Kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the foregoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

#### Immunizations

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Forms are available in the school health office. Unimmunized students may be excluded from school in the event of a disease outbreak.

### Birth Certificate Requirements

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

### Guidelines for Head Lice

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

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

\*Nit removal will be emphasized for effective management of the condition. For more information, call the health office.

## **Article 7 - Drugs, Alcohol and Tobacco**

### **Drug-Free Schools**

The District shall implement regulations and practices which will ensure compliance with the 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**

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, the District will have proper in-service orientation and training for all employed staff.

### **Standards of Conduct; Notice to Students and Parents**

Students are to be 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. It shall be the further policy of the District to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct. The receipt shall be signed by both student and parent or guardian and returned to the respective Principal. It shall contain in prominent letters the following language:

"RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING ~~Malcolm~~ MALCOLM PUBLIC SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN

BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO P.L. 101-226 AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN ANY FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS."

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

Students are to be provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

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

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

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

### **Safe and Drug-Free Schools-- Parental Notice of Right to Withdraw**

Parents will be notified that, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

### **Standards of Student Conduct Pertaining to the Possession, Use, or Distribution of Illicit Drugs, Alcohol or Tobacco.**

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs, alcohol or tobacco (including electronic nicotine delivery systems) on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout,

and reproduction fluid, when such activity constitutes a substantial interference with school purposes.

5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product (including electronic nicotine delivery systems).

### **Disciplinary Sanctions**

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardian will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

### **Intervention**

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

### **Administration**

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

## **Article 8 - Student Rights, Conduct, Rules and Regulations**

### **5101—Student Discipline**

#### **Section 1 Student Conduct and Discipline Policies:**

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

#### **Part 1 Student Discipline**

Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and

parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

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

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

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.
- e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

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

Expulsion:

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

(c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.

Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.

Alternative Education: Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, no pre-kindergarten through second grade student may be suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal’s designee

may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with this Policy's disciplinary procedures.

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

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

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

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

Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

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

Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.

2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly

- offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
  17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
    - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
    - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
  18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

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

For purposes of this policy, the term "dangerous weapon" includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student's locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct

occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

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

- a) Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
- b) Shorts, skirts, or skorts that do not reach mid-thigh or longer.
- c) Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- d) Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
- e) Head wear including hats, caps, bandannas, and scarves.
- f) Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- g) Clothing or jewelry that is gang related.
- h) Visible body piercing (other than ears).

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

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

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

#### Academic Integrity:

#### **5101—Student Discipline**

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

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

#### Electronic Devices

##### **5101—Student Discipline**

The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District has established rules and regulations governing student use of electronic devices (Policy 5101—Student Discipline), and procedures to address student misuse of electronic devices.

#### Inappropriate Public Displays of Affection (IPDA):

##### **5101—Student Discipline**

Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1. 1st Offense: Student will be confronted and directed to cease.
2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

#### Specific Rule Items:

##### **5101—Student Discipline**

The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.
9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
10. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.

12. Snow handling is prohibited.

## Law Violations

### **5101—Student Discipline**

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

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

When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

### **Harassment and Bullying:**

#### **5415—Anti-Bullying Policy**

It is the policy of Malcolm Public Schools that "bullying" type behavior is not to be permitted. These guidelines are established to respond specifically to bullying behavior. The purpose of the Harassment and Bullying Program is to shield students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

Students and parents are advised that other response measures are also in place and set forth in this handbook for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.).

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

2. Step Two: The second time school personnel become aware of a harassment incident, the student's parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.
3. Step Three: If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, the school may assign the student Harassment Consequences set forth below which the school authorities determine to be appropriate.
4. Step Four: If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

Harassment and Bullying Program Corrective Measures / Consequences:

Purpose: All students have the right to attend Malcolm Public Schools free from verbal and physical harassment and bullying. Listed below are short and long term corrective measures/consequences which can be used to correct the continuation of inappropriate harassment or bullying behavior by a student. Corrective measures are not limited to the list below. It is the responsibility of the building administrator to develop a corrective program. The length of the corrective program will be determined by the administrator and the student's ability and willingness to comply with school guidelines and stop the inappropriate behavior. If the student continues to display inappropriate behavior towards other students, corrective measures will be increased until the student is suspended or expelled.

**Examples of Possible Short Term Corrective Measures**

- a. The length of the assignment will be for a minimum of two weeks.
- b. The student will report to the office no later than 7:45 a.m. each morning.
- c. The student will eat on campus at an assigned table.
- d. The student will report to an assigned room at the end of the day, and will remain until 3:45 p.m. This will allow all other students to leave the school grounds in safety.
- e. The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.

**Examples of Possible Long Term Corrective Measures**

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

**Initiations, Hazing, Secret Clubs and Outside Organizations**

**6284 Initiations, Hazing, Secret Clubs and Outside Organizations**

Initiations. Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

Hazing. Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such prohibited hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Secret Organizations. It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Outside Organizations. It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

### **Dating Violence Policy**

#### **5420—Dating Violence**

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

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

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

Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District's dating violence policy.

Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

## Dances, Parties, and Special Events

### **5305—School Dances**

A school sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

**General Rules of Student Conduct at Dances.** In addition to all rules of student conduct in the Student handbook, students attending dances shall adhere to the following rules of conduct:

1. Who Can Attend: Only students of Malcolm Public Schools and their guests may attend.
  - a. Students currently attending Malcolm High School or another Nebraska high school who have not been restricted from attending extracurricular activities at Malcolm High School or their own school are generally considered appropriate dates or invited guests.
  - b. Persons who are younger than 16 or older than 19 years of age and not attending high school are generally considered to not be appropriate dates or invited guests for our school dances.
  - c. Some school dances may be restricted to students attending specified grades levels at Malcolm Public Schools. For any dances at the middle school level, only students attending Malcolm Public Schools in the grade(s) for which the dance is being held may attend.
  - d. Students who have been suspended from school or from extracurricular activities may not attend.
  - e. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
  - f. Rules for dances may restrict students and their guests from leaving the dance until the dance ends without written parental permission on a form provided.
  - g. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.
  - h.
2. Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco (including electronic nicotine delivery systems) are prohibited. Anyone using these or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted.

Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.

3. Appropriate Attire: Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal or staff sponsor for the event if you are uncertain about your attire.

## Internet Safety Policy

### **6800—Internet Safety**

It is the policy of Malcolm Public Schools to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;

(c) prevent unauthorized access, including so-called “hacking,” and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors’ access to materials (visual or non-visual) that are harmful to minors.

### Library/Media Centers

The library/media centers are available to all students. All current library/media center rules should be followed. All students are expected to conduct themselves in a manner that enables others to study without interruption. Talking or discussions will not be allowed unless permission is received from the supervisor. All audio-visual and printed library resources must be checked out before they are taken home or to a classroom. Reference books, including encyclopedias, and magazines, both current and back issues, must be used in the library/media center and may not be checked out. All other books may be checked out for two weeks. After two weeks, overdue books will accumulate a fine at the rate of 5 cents per day. A student who has a library fine will not be allowed to check out any more library/media center materials until the book(s) are returned and the fine is paid. Students participating in activities will not be allowed to participate until their library/media center obligations meet.

### **Reporting Student Law Violations To Police and Parents/Guardian:**

#### **5411-Law Violations**

- (1) Cases of law violations or suspected law violations by students will be reported to the police and to the student’s parents or guardian as soon as possible.
- (2) Removals of Students and Interviews of Students

In dealing with law enforcement officials, Malcolm Public Schools’ employees are not to obstruct government operations or unreasonably refuse or fail to aid a peace officer, but are also to attempt to prevent undue interference with District operations or educational programming.

### Removals of Students by Law Enforcement Officials

Law enforcement officers should not be permitted to remove a child from school while the child is properly in attendance, without permission of the child’s parent or guardian, except when legally authorized to do so. For purposes of this policy, a law enforcement officer is defined as: sheriffs, coroners, jailers, marshals, police officers, state highway patrol officers, members of the National Guard on active service by direction of the Governor during periods of emergency, and all other persons with similar authority to make arrests. (Neb. Rev. Stat. §49-801).

Law enforcement officers may in the line of duty require a student to accompany him or her for questioning or detention either with or without an arrest warrant. A peace officer has the lawful authority to take immediate temporary custody of children under the age of 18 with an arrest warrant, or without a warrant or order of the court when:

- (a) the child has violated a state law or municipal ordinance and such child was eleven years of age or older at the time of the violation, and the officer has reasonable grounds to believe such child committed such violation and was eleven years of age or older at the time of the violation;
- (b) the child is seriously endangered in his or her surroundings and immediate removal appears to be necessary for the child’s protection;
- (c) the officer believes the child to be mentally ill and dangerous as defined in Neb. Rev. Stat. §71-908 and that the harm described in that section is likely to occur before proceedings may be instituted before the juvenile court;
- (d) the officer has reasonable grounds to believe that the juvenile has run away from his or her parent, guardian, or custodian;
- (e) a probation officer has reasonable cause to believe that a juvenile is in violation of probation and that the juvenile will attempt to leave the jurisdiction or place lives or property in danger;

- (f) the officer has reasonable grounds to believe the juvenile is truant from school. (Neb. Rev. Stat. §§43-418 and 43-248).
- (g) the officer has reasonable grounds to believe the child is immune from prosecution for prostitution under subsection (5) of section 28-801; or
- (h) the child has committed an act or engaged in behavior described in subdivision (1), (2), (3)(b), or (4) of section 43-247 and such child was under eleven years of age at the time of such act or behavior, and the officer has reasonable cause to believe such child committed such act or engaged in such behavior and was under eleven years of age at such time.

If a peace officer or probation officer requests to take custody of a student who is at that time under the control and jurisdiction of Malcolm Public Schools, the following action is to be taken:

- (a) Establish Authority to Remove. The student should be released after appropriate measures are taken and documented to ensure that the officer has the authority to take the student. The form attached as Exhibit “A” to this Policy may be used for this purpose.
- (b) Notify Local Law Enforcement. In some instances, there may be orders for custody of a student served by the officers with authority to arrest from outside the jurisdiction of Malcolm Public Schools. Local law enforcement should be contacted and requested to participate in or monitor the removal.
- (c) Notify Parent of Removal. When a principal or other school official releases a minor student to a peace officer for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor student to the officer and the place to which the student is reportedly being taken. Provided, however, when a minor student has been taken into custody as a victim of suspected child abuse, the principal or other school official is not required to notify the parent or guardian, but shall provide the peace officer with the address and telephone number of the minor student’s parents or guardian.

A student should not be released to a private detective or “special police officer” who is not an officer of a Nebraska political subdivision or an officer of an agency of the federal government without consent of the student’s parent, guardian or custodian.

## Interviews of Students by Law Enforcement Officials

### 5413—Student Interviews

In dealing with law enforcement officials, Malcolm Public Schools' employees are not to obstruct government operations or unreasonably refuse or fail to aid a peace officer, but are also to attempt to prevent undue interference with District operations or educational programming.

## Removals of Students by Law Enforcement Officials

Law enforcement officers should not be permitted to remove a child from school while the child is properly in attendance, without permission of the child's parent or guardian, except when legally authorized to do so. For purposes of this policy, a law enforcement officer is defined as: sheriffs, coroners, jailers, marshals, police officers, state highway patrol officers, members of the National Guard on active service by direction of the Governor during periods of emergency, and all other persons with similar authority to make arrests. (Neb. Rev. Stat. §49-801).

Law enforcement officers may in the line of duty require a student to accompany him or her for questioning or detention either with or without an arrest warrant. A peace officer has the lawful authority to take immediate temporary custody of children under the age of 18 with an arrest warrant, or without a warrant or order of the court when:

- (a) the child has violated a state law or municipal ordinance and such child was eleven years of age or older at the time of the violation, and the officer has reasonable grounds to believe such child committed such violation and was eleven years of age or older at the time of the violation;
- (b) the child is seriously endangered in his or her surroundings and immediate removal appears to be necessary for the child's protection;
- (c) the officer believes the child to be mentally ill and dangerous as defined in Neb. Rev. Stat. §71-908 and that the harm described in that section is likely to occur before proceedings may be instituted before the juvenile court;
- (d) the officer has reasonable grounds to believe that the juvenile has run away from his or her parent, guardian, or custodian;
- (e) a probation officer has reasonable cause to believe that a juvenile is in violation of probation and that the juvenile will attempt to leave the jurisdiction or place lives or property in danger;
- (f) the officer has reasonable grounds to believe the juvenile is truant from school. (Neb. Rev. Stat. §§43-418 and 43-248).
- (g) the officer has reasonable grounds to believe the child is immune from prosecution for prostitution under subsection (5) of section 28-801; or
- (h) the child has committed an act or engaged in behavior described in subdivision (1), (2), (3)(b), or (4) of section 43-247 and such child was under eleven years of age at the time of such act or behavior, and the officer has reasonable cause to believe such child committed such act or engaged in such behavior and was under eleven years of age at such time.

If a peace officer or probation officer requests to take custody of a student who is at that time under the control and jurisdiction of Malcolm Public Schools, the following action is to be taken:

- (a) Establish Authority to Remove. The student should be released after appropriate measures are taken and documented to ensure that the officer has the authority to take the student. The form attached as Exhibit "A" to this Policy may be used for this purpose.
- (b) Notify Local Law Enforcement. In some instances, there may be orders for custody of a student served by the officers with authority to arrest from outside the jurisdiction of Malcolm Public Schools. Local law enforcement should be contacted and requested to participate in or monitor the removal.

- (c) Notify Parent of Removal. When a principal or other school official releases a minor student to a peace officer for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor student to the officer and the place to which the student is reportedly being taken. Provided, however, when a minor student has been taken into custody as a victim of suspected child abuse, the principal or other school official is not required to notify the parent or guardian, but shall provide the peace officer with the address and telephone number of the minor student's parents or guardian.

A student should not be released to a private detective or "special police officer" who is not an officer of a Nebraska political subdivision or an officer of an agency of the federal government without consent of the student's parent, guardian or custodian.

#### Interviews of Students by Law Enforcement Officials

Law enforcement officers and other law authorities should be urged to contact students for questioning outside the instructional day and off school premises whenever possible. When it is appropriate that such questioning occur, the following guidelines are to be followed:

~~a)~~ Interviews not related to District Events. If an interview of a student is requested during school hours concerning an ongoing investigation of a crime not related to Malcolm Public Schools, questioning should not take place until the student's parent, guardian or custodian has been contacted and permission is given for such interview. The consent should be documented. The presence of a school employee during the interview is not necessary.

~~b)a)~~

~~e)~~ Interviews Related to District Events. If the investigation relates to an incident which took place on school premises or during instructional time, it is not necessary to obtain consent of the student's parent, guardian or custodian. In these situations, an employee of the District should be present during the interview to ensure that the interview relates only to the incident which took place on school premises or during instructional time or something which is directly related thereto.

~~d)b)~~

~~e)~~ Child Abuse or Neglect. If an investigator represents that an interview is necessary to collect information concerning an allegation of child abuse or neglect or an offense involving a family relation and it is clear that obtaining parental consent for the interview would be impossible or counter-productive, the interview may be conducted without consent of the student's parent, guardian or custodian. In these situations, an employee of Malcolm Public Schools should be present during the interview to ensure that the interview relates only to those matters.

~~f)c)~~

~~g)~~ Probation Officer Interview. A probation officer assigned to a student by a court may be allowed the opportunity, on request, to interview a student on school premises. In such situations, it is neither necessary nor desirable that a District employee be present during the interview. It also is not necessary to obtain the consent of the parent, guardian, or custodian.

~~d)~~

~~3.~~ Disclosure of Student Records.

School employees shall not, in the course of dealing with a peace officer or probation officer, disclose any confidential student records or information from such student records other than in response to a court order or subpoena or as otherwise authorized by state law and the Family Educational Rights and Privacy Act (FERPA).

~~4~~ Removals and Interviews by Persons other than Law Enforcement Officials

A person who comes to school premises to interview a student or remove a student prior to the end of the student's instructional day must obtain permission of an administrator or designee.

Permission to remove is not to be granted without consent of the student's parent, guardian or custodian, or a person authorized by the student's parent, guardian or custodian to give such permission.

Permission to interview on subjects not related to school matters is not to be granted unless there is a clearly valid and proper reason for the interview and such is not disruptive to school operations or the student's educational program. Ordinarily such contacts shall be restricted to the student's parent, guardian or custodian or a friend of the family when an emergency or other similar circumstance exists.

~~1.~~ In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Malcolm Public Schools to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:

- (a) Knowingly possessing illegal drugs or alcohol.
- (b) Assault.
- (c) Vandalism resulting in significant property damage.
- (d) Theft of school or personal property of a significant nature.
- (e) Automobile accident.
- ~~(f)~~ Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

(f)

## Article 9 - Extra-Curricular Activities - Rights, Conduct, Rules and Regulations

### 5103—Extracurricular Activity Discipline

#### Section 1 Extracurricular Activity Philosophy

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better individuals and citizens.

#### Safety and Travel

The District's philosophy is also to maintain an activities program, which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, and to exercise common-sense. The District requires that activity team member's travel to and from out-of-town events as a unit. Any exceptions to this rule must be requested in writing by a parent/guardian ahead of time and be approved of by the coach/sponsor and building principal. If the student is not traveling home from an away activity with the team, the student's parents must date and sign a note requesting a change in the student's travel plans in writing and submit the request to the coach for his acknowledgement and approval. The district general policy for students return travel from away activities is to only release students to another adult driver with parental approval unless prior arrangements have been made and approved by the building principal. The note should be given to the coach/sponsor who will turn it into the Building Principal as soon as possible following the event. Only those people involved with the activity will be allowed to travel in the school vehicle.

#### Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

## **Section 2      Extracurricular Activity Code of Conduct**

Purpose of the Code of Conduct. Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

### **Scope of the Code of Conduct.**

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities mean student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, Pep Club, Pep Band, vocal, band, speech and drama, One-Act, FBLA, FCCLA, Spanish Club, Art Club, Student Council, Student Advisory Board, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an FBLA or FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

**Grounds for Extracurricular Activity Discipline.** Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (including personal safety or security devices, such as tasers, mace and pepper spray) or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
11. Repeated violation of any of the school rules.
12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.

13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
14. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
15. Willfully violating the behavioral expectations for those students riding [Name] Public Schools buses or vehicles used for activity purposes.
16. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
17. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
18. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
19. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations in writing.
20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

### **Drug and Alcohol Violations.**

#### **Meaning of Terms.**

Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:

- (1) Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and

- (2) Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

### **Consequences.**

Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.

Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:

### **Drugs and Alcohol.**

An activity participant who violates the drug or alcohol rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 45 days.
2. Second or Any Subsequent Offense: One calendar year.
3. Reduction for Self-Reporting: If the student has self-reported, the first violation shall be reduced to 21 days for the first violation. A commensurate reduction (approximately one-half, as determined by the administration) for a second or subsequent violation shall be given for self-reporting.
4. Reduction for Participation in Chemical Dependency Program: If the student and parents agree to participate in a school-approved program for chemical dependency, the consequence will be reduced to only the next activity in which the student was to participate (including at least one contest) in the case of a first violation, and to a commensurate reduction (approximately 80%, as determined by the administration, for a second or subsequent violation).

The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year. All costs associated with the program are to be borne by the student/parent or guardian.

5. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not limited by the foregoing, and may be established in the good discretion of the administration.

**Steroid Offenses.** A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 30 consecutive days.
2. Second or Any Subsequent Offense: One calendar year.

**When Suspensions Begin.** All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

**Letters and Post-Season Honors.** A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation. The coach/sponsor, with the Athletic Director's approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.

**Self-Reporting.** A student who violates the Code of Conduct must self-report. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made the earlier of: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular or co-curricular activity.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

**Determining a Violation Has Occurred.** A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.
4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

**Procedures for Extracurricular Discipline.** The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
  - a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
  - b. The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
  - a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
  - b. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.
  - c. If a hearing is requested:
    - i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
    - ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.

- iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
  - iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures
  6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

### **Section 3      Attendance**

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have “excessive absences” as determined under the school’s attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity, be in attendance for the full day. A student who is not in attendance the full day is ineligible for the contest, performance, or activity.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.

Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

### **Section 4      Academic Standards**

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities must show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities, students must:

1. Be enrolled in at least 25 credit hours in the semester of participation.
2. Maintain passing grades in all courses. A student who is not passing one or more classes at progress reporting times will be ineligible to participate in extracurricular activity contests or performances if the grade remains below passing one week after progress reporting time. The student will remain ineligible until the student is passing all classes.
3. Maintain an overall “C” average to participate in extracurricular activities, except school dances.

4. Academic requirements do not apply to:
  - (A) Instructional field trips which are a part of the scheduled course learning experience; or
  - (B) Activities or events which are a part of the student's grade requirements.

#### **Section 4 Team Selection and Playing Time:**

##### 7<sup>th</sup> – 8<sup>th</sup> Grade

The purpose of 7-8 grade interscholastic activities is to provide interested students an opportunity to learn basic game skills and to participate in a competitive activity situation. Participation is voluntary. "A" teams shall be conducted on a play-to-win basis. All other 7-8 teams shall be conducted as the opportunity to participate. In football, all participants who practice faithfully, show desire and good effort will receive a chance to play in some capacity.

##### 9<sup>th</sup> – 12<sup>th</sup> Grade

"Team selection" and "playing time" decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner, which reflects the development of high ideals, and appropriate values, which shall include good citizenship in the school and in the community.
2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of this criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

#### **Section 5 Academic Grade Standard for Activities Participation:**

Participation in extra-curricular school activities is encouraged and desirable for all students. At the same time, the principal mission and responsibility for each student is to establish a firm academic foundation. A student participating in extra-curricular school activities must therefore:

1. Pass 20 credit hours the previous semester as per Nebraska Schools Activities Association.
2. Ability requirements shall not apply to:
  - (A) Instructional field trips which are a part of the scheduled course learning experience; and,
  - (B) Activities or events which are a part of the student's grade requirements.

#### **Section 6 Eligibility (Ineligibility) for Interscholastic Activities (7 – 12)**

A student is eligible to participate in interscholastic activities unless she/he is below passing (70%) in two (2) or more subjects on both their cumulative and weekly grades during a week. All classes are included in figuring the cumulative grades. If a student meets this criterion a notice of ineligibility will be mailed out to parents or guardians. The student will not be allowed to participate in any interscholastic activity the following week, Sunday through Saturday.

#### **Section 7 Student Fees Policy:**

##### **5416—Student Fees**

The Board of Education of Malcolm Public Schools has adopted this student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children, which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. Such student and parent contributions have included: students coming to school with the basic clothing and personal supplies to be successful in the classroom (clothing, shoes, pencils, pens, paper, notebooks, calculators, and the like), students bringing their own or paying the reasonable cost of specialized equipment or supplies for the personal preference or personal retained benefit of students (for example, band equipment, locker deposit or rental fees, shop class materials where the student keeps the product, and college tuition or fees for college credit for advanced placement courses or correspondence courses), students providing their own specialized clothing and equipment to be prepared for the extracurricular activities in which they choose to participate (sporting apparel, including shoes, undergarments, and the like), and assisting with special programs, such as field trips, summer school, school dances and plays. The District's general policy is to continue to encourage and to require, to the extent permitted by law, such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth guidelines and policies: The policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

## **Section 8            Concussion**

### **6283--Concussions**

#### Training.

The Superintendent or designee shall make available training approved by the chief medical officer of the State on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury to all coaches of school athletic teams.

#### Education.

The Superintendent or designee shall require that concussion and brain injury information be provided on an annual basis to students and the students' parents or guardians prior to such students initiating practice or competition. The information provided to students and the students' parents or guardians shall include, but need not be limited to:

- a. the signs and symptoms of a concussion;
- b. the risks posed by sustaining a concussion; and
- c. the actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

#### Response to Concussions.

- a. Removal. A student who participates on a school athletic team shall be removed from a practice or game when he or she is reasonably suspected of having sustained a concussion or brain injury in such practice or

game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school.

- b. Return-to-Play. A student who has been removed from a practice or game as a result of being reasonably suspected of having sustained a concussion or brain injury 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: (i) has been evaluated by a licensed health care professional, (ii) has received written and signed clearance to resume participation in athletic activities from the licensed health care professional, and (iii) 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.

The coach or administration may require that the student’s return to full activities be on a stepwise progression back to full participation, or otherwise establish conditions for return to participation that are more restrictive than those defined by the licensed health care professional if the coach or an administrator reasonably deems such to be appropriate.

The signature of an individual who represents that he or she is a licensed health care professional on a written clearance to resume participation that is provided to the school shall be deemed to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school is not required to determine or verify the individual’s qualifications.

- c. Return to Learn. The Superintendent or designee shall develop a return to learn protocol for students who have sustained a concussion. The return to learn protocol shall recognize that students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

**Concussions: Return to Learn Protocol**

Students who sustain a concussion and return to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

The school administration of Malcolm Public Schools adopts the NDE Guidance entitled “Bridging the Gap from Concussion to the Classroom,” ~~(2<sup>nd</sup> Edition)~~ and accompanying Appendix, as its return to learn protocol, with the recognition that each student who has sustained a concussion will require an individualized response.

Any student, parent or guardian who suspects that the student sustained a concussion must immediately inform the student’s coach or building administrator. If a student is suspected of having a concussion, the student may not be permitted to participate or practice in any school-sponsored activity.

The District encourages full cooperation and support from both students and parents in each student’s return to learn protocol.

- d. Parent Notification. If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity per the preceding paragraph, the parent or guardian of the student shall be notified by the Superintendent or designee 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.

**2. Responsibility of Coaches.**

2.

Coaches shall comply with this policy and apply their safety and injury prevention training. A coach who fails to do is subject to disciplinary action, including but not limited to termination of employment.

3. Students and Parents.

3.

It is recognized that coaches cannot be aware of every incident in which a student has symptoms of a possible concussion or brain injury. As such, students and their parents have a responsibility to honestly report symptoms of a possible concussion or brain injury to the student's coaches on a timely basis.

## Article 10 - State and Federal Programs

5401—Equal Opportunity

5401z—Equal Opportunity—Complaint Form

1200—Anti-harrassment Policy

1210—Title IX Policy

1220—Title IX Hearing

1220z—Title IX Complaint Form

1240—ADA-504 Grievance Procedure

1250—ADA-504 Coordinator and Compliance

1260—Service Animals

### Section 1 Notice of Nondiscrimination:

Students, parents, employees, volunteers, school patrons, applicants for student admission or employment, sources of referral of applicants for admission and employment, professional organizations holding collective bargaining or professional agreements with the Malcolm Public Schools, and all others who interact with Malcolm Public Schools are hereby notified that the Malcolm Public Schools does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity or other protected status, in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

### Section 2 Elimination of Discrimination:

The Malcolm Public School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

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

Students: Ryan Terwilliger, Superintendent, 10004 NW 112th, Malcolm, NE 68402  
(402) 796-2151 ([ryan.terwilliger@mps148.org](mailto:ryan.terwilliger@mps148.org)).

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

Any person having inquiries concerning this district’s compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Malcolm Public Schools, 10004 NW 112th, Malcolm, NE 68402, (402) 796-2151.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Elementary Principal
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

**Section 3 Notice of Rights Under FERPA**

**5202z—Notice of Rights Under FERPA**

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

- 1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.
- 2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.
- 3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

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

Kathleen Styles, Office of the Chief Privacy Officer  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202

#### **Section 4 Military Recruiters**

##### **5012—Military Recruiters**

The District will provide access to routine directory information to each student in a high school grade upon a request made by a military recruiter, unless the student’s parent or guardian has submitted a written request that the student’s information not be shared with a military recruiter. The District will provide military recruiters with the same access to a student in a high school grade as the District provides to postsecondary educational institutions or to prospective employers of such students.

If a parent or guardian does not want his or her student’s information to be provided to a military recruiter, the parent must submit a written request to the Superintendent.

#### **Section 5 Student Privacy Protection Policy:**

##### **5419—Student Privacy Protection**

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

#### **Section 5 Parent Involvement Policies**

##### **6320—Parent Requests for Exclusion**

##### **6400—Parent Involvement**

##### **6410—Family Engagement**

##### **6410—Parent Involvement in Title I**

Lancaster County School District 55-0148, a/k/a Malcolm Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with the parent and appropriate school personnel to discuss such concerns as the superintendent or designee may deem appropriate. The Superintendent or designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.

2. Upon reasonable advance request a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.
3. Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.
4. Upon request of a parent, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Iowa Test of Basic Skills or the California Achievement Test. When reasonable to do so or required by law the parents will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child.
6. Prior to any school sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.
7. As a general matter substantive decision-making processes will be left to the judgment to the professional staff, administration and the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in activities of the school.

# Appendix:

# Reference Policies

1120—Tobacco  
1110--Bulletin Boards  
1200—Anti-harrassment Policy  
1210—Title IX Policy  
1220—Title IX Hearing  
1220z—Title IX Complaint Form  
1240—ADA-504 Grievance Procedure  
1250—ADA-504 Coordinator and Compliance  
1260—Service Animals

3231--Video Surveillance and Search

5008—Attendance  
5012—Military Recruiters  
5101—Student Discipline  
5103—Extracurricular Activity Discipline

5201--Promotion & Retention  
5202z—Notice of Rights Under FERPA  
5204—Grading  
5205—Graduation  
5305—School Dances  
5401—Equal Opportunity  
5401z—Equal Opportunity—Complaint Form  
5406--Search and Seizures  
5408—Health Inspections  
5409—Communicable Diseases  
5411—Law Violations  
5413—Student Interviews  
5415—Anti-Bullying Policy  
5416--Student Fees  
5419—Student Privacy Protection  
5420—Dating Violence  
5601—Asthma and Allergic Reaction Protocol  
5601—Protocol Physician Form

6283--Concussions  
6284 Initiations, Hazing, Secret Clubs and Outside Organizations  
6320—Parent Requests for Exclusion  
6370—Multicultural Education  
6400—Parent Involvement  
6410—Family Engagement  
6410—Parent Involvement in Title I  
6800—Internet Safety  
6900--Chronic Infectious Disease Practice and Procedure  
6910--Dispensing Medications  
6920 --Self-Management of Asthma-Anaphylaxis-Diabetes  
6920A--Asthma Medical Management Plan Form REV  
6920B--Diabetes Medical Management Plan Form

2023 - 2024 Malcolm Faculty Salaries			
Code	Faculty Member	Base+LTD+CIL	Total
000-02410	Sweet Dallas	\$ 104,358.58	\$ 122,777.86
000-02230	Pritchett Troy	\$ 104,358.58	\$ 122,777.86
000-01200	Squier, Jon	\$ 104,358.58	\$ 122,777.86

	Base+LTD+CIL	Total
Proposed 23-24	\$ 104,358.58	\$ 122,777.86
Current	\$ 100,618.45	\$ 118,377.61
Difference	\$ 3,740.12	\$ 4,400.26

% Increase (in-line with teachers' increase)	3.7171%	3.7171%
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