

Cheyenne County School District #17-0003
Leyton Public Schools Board of Education
Regular Meeting - June 12, 2023
7:00 PM

1. Call to Order
 - 1.1. Announcement of Open Meetings Act Posting
 - 1.2. Roll Call
 - 1.3. Communications; Pledge of Allegiance
 - 1.4. Approval of Agenda
2. Hearings and Persons to Address the Board: Public Comment on School Mural or any other Public Comment
3. Reports
 - 3.1. Board Reports
 - 3.2. Superintendent's Report
4. Regular Agenda
 - 4.1. Excusing a Board Member(s);
 - 4.2. Special Recognition: Mr. McLaughlin would like to recognize Mrs. Haley and Ms. Primm and Mrs. Haupt for their work setting up for graduation. The board would like to recognize Faith Jones for her work in setting up the retirement celebration for Mrs. Lind and Mrs. Surber, as well as Mrs. Post and Mr. Thomas. Dillon Juelfs for his participation in the Panhandle Boys Basketball All-Star Game. Mrs. Haley for organizing the High School staff breakfast for staff appreciation week. Zaili Benish for winning first place in the state in the 300m Hurdles. Justin Ernest for placing 5th in the state in the 400. Jakob Kruse and Justin Ernest for their selection to the Western Nebraska All-Star Football Game that will be played on June 10th. MAC and MNAC All-Star Game Coached by Chris Morgan with Justin Ernest, Cort Rummel, and Dillon Juelfs selected as players. This game takes place on June 16. The PAC for organizing the Elementary staff appreciation breakfast.
 - 4.3. Review, consider, and take action regarding Minutes of the Regular Board Meeting, May, 8 2023
 - 4.4. Review, consider, and take action regarding Claims, Warrants, and Transfers
 - 4.5. Review, consider, and take action regarding the Superintendent's Performance Evaluation
 - 4.6. Review, consider, and take action regarding purchase of social studies curriculum for the High School using ESSER Funding.
 - 4.7. Review, consider, and take action regarding the annual safety audit as required by Rule 10.
 - 4.8. Review, consider, and take action regarding policy review Policies in the 6000 series specifically Policies 6020-6036
 - 4.9. Review, consider, and take action regarding Policy Revision Schedule per policy #1002
 - 4.10. Review, consider, and take action regarding purchase of a student information system from JMC
 - 4.11. Review, consider, and take action regarding hiring Paula Wolff as the Guidance Counselor for K-12

- 4.12. Review student, staff, and activity Handbooks for the 2023-2024 school year
- 4.13. Review, Consider and take action on purchasing access points through E-rate
- 4.14. Review, consider, and take action regarding technology recycling or disposal of district materials.
- 4.15. Review, consider and take action on changing signatures at the bank and on credit cards replacing Mr. Thomas with Mr. Jones.
5. Informational Items
 - 5.1. Next Regular Meeting; July 10, 2023 at 7:00 AM at the Leyton High School Library
6. Adjournment

Should anyone be present and wish to address the Board, the Board Chairman will read the following guidelines:

- 1) Leyton Board of Education recognizes the importance of citizen participation in school district matters;
- 2) Only those speakers recognized by the Board President shall be allowed to speak;
- 3) A time limit of five minutes per speaker is allowed and no more than twenty minutes will be divided among those who wish to address the Board;
- 4) Defamatory or abusive remarks are out of order and a speaker will lose his/her privilege of address if such conduct or remarks occur;
- 5) A speaker at a Board meeting shall NOT orally initiate charges or complaints against District employees OR challenge instructional materials used in the District but shall use the appropriate Board policy to process such complaints;
- 6) The Superintendent and Board are not subject to questioning by the speaker(s);
- 7) To speak to an agenda item an individual must:
 - a. Stand and be recognized by the Board President;
 - b. State your name and address;
 - c. State the agenda item to which you wish to speak;
 - d. Your name will be placed under that agenda item and you will be called upon to speak when that topic is up for discussion;
- 8) If the speaker has written or printed materials to be circulated during a board meeting, he/she must have submitted this information to the Superintendent not later than the Friday immediately preceding the Monday Board meeting. Written materials not submitted by the deadline will not be reviewed or considered by the board at the meeting.

Key Points to Remember:

- 1) The Board takes no action on items brought up during this time;
- 2) Board members or the Superintendent may question a speaker or make comments in response to a speaker. However, the Board and Superintendent are not subject to questioning by speakers.

Proceedings of the
Leyton Public Schools
Cheyenne County School District #03
Board of Education Meeting
Monday, May 8, 2023- 7:00 p.m.
High School Library in Dalton, NE

CALL To Order:

President Ryan Borges called the regular school board meeting to order at 7:00 p.m. The public was informed of the Open Meetings Act posted on the wall of the library. Publicized notice of the meeting was posted in the Sidney Sun-Telegraph, Leyton High School, Leyton Elementary/JH, at various businesses in the community, and on the www.leytonwarriors.org website on or before Thursday, May 4, 2023.

Present Board Members:

Benish: Present
Borges: Present
Ernest: Present
Rushman: Present
Schumacher: Present
Wiedeman: Present

No members were absent. Also present were Superintendent Matt McLaughlin and HS Principal Kevin Thomas. In addition, there were three visitors.

There was no communication. The Pledge of Allegiance was recited.

Moved by Ernest, seconded by Benish to approve the agenda. Roll Call vote:

Benish: Yea, Borges: Yea, Ernest: Yea, Rushman: Yea, Schumacher: Yea, Wiedeman: Yea

Motion Carried: Yea: 6, Nay: 0

REPORTS:

Mr. Borges presented to the board on the technology committee meeting held last month.

Mr. Benish presented to the board on the Budget and Negotiations committee meeting held last month.

Mr. Wiedeman discussed his attendance at the Legislative Advocacy Day last month.

Cort Rummel, STUCO President, presented the STUCO report

Mr. Thomas presented the High School Principal's report

Mr. McLaughlin presented the Superintendent's report.

REGULAR AGENDA:

Moved by Ernest, seconded by Schumacher to recognize the Boys' and Girls' state representatives from Leyton: Jon Kruse, Kaleb Borges, and Alisha Wells; The Academic

All-State members Justin Ernest, Chance Carter, Dawson Juelfs, Axi Benish, Zaili Benish, Shawnee Gamble, Damyn Russ, Trenton Rushman, and Kaleb Borges; Chris Lind and Kathy Surber were recognized for their years of service to Leyton Public Schools; Kevin Thomas was recognized for his service this year to Leyton; and finally all staff and community members who helped with the track meets here at Leyton were also recognized for their work to run such great track meets. Roll Call vote: Benish: Yea, Borges: Yea, Ernest: Yea, Rushman: Yea, Schumacher: Yea, Wiedeman: Yea Motion Carried: Yea: 6, Nay: 0

Moved by Schumacher, seconded by Benish to approve the minutes of the April 13, 2023 board meeting.. Roll Call vote: Benish: Yea, Borges: Yea, Ernest: Yea, Rushman: Yea, Schumacher: Yea, Wiedeman: Yea Motion Carried: Yea: 6, Nay: 0

Moved by Wiedeman, seconded by Rushman to approve the claims, warrants, and transfers. Roll Call vote: Benish: Yea, Borges: Yea, Ernest: Yea, Rushman: Yea, Schumacher: Yea, Wiedeman: Yea Motion Carried: Yea: 6, Nay: 0

Moved by Benish, seconded by Ernest to approve the updates on Policy #4040 (Employment Terms for Classified Staff) as presented. Roll Call vote: Benish: Yea, Borges: Yea, Ernest: Yea, Rushman: Yea, Schumacher: Yea, Wiedeman: Yea Motion Carried: Yea: 6, Nay: 0

Moved by Rushman, seconded by Schumacher to approve the changes to Policy #6028 (The Extracurricular Activities Program) as presented and pending changes to include sixth grade. Roll Call vote: Benish: Yea, Borges: Yea, Ernest: Yea, Rushman: Yea, Schumacher: Yea, Wiedeman: Yea Motion Carried: Yea: 6, Nay: 0

Moved by Borges, seconded by Ernest to approve the changes as presented High School lunches are to be set at \$2.95, 6th-8th grade \$2.85, K-5th grade \$2.70, High School breakfast \$1.75, and milk \$0.45, with all other prices remaining the same.. Roll Call vote: Benish: Yea, Borges: Yea, Ernest: Yea, Rushman: Yea, Schumacher: Yea, Wiedeman: Yea Motion Carried: Yea: 6, Nay: 0

Moved by Schumacher, seconded by Benish to approve the quote from McGuire Custom Paint to paint the high school gym in the amount of \$7,800. Roll Call vote: Benish: Yea, Borges: Yea, Ernest: Yea, Rushman: Yea, Schumacher: Yea, Wiedeman: Yea Motion Carried: Yea: 6, Nay: 0
Moved by Ernest, seconded by Rushman to move to accept the bid from Brauer Flooring in the amount of \$40,308.55 subject to mileage fees. Roll Call vote: Benish: Yea, Borges: Yea, Ernest: Yea, Rushman: Yea, Schumacher: Yea, Wiedeman Motion Carried: Yea: 6, Nay: 0

Moved by Schumacher, seconded by Ernest to to table the student information system until next school year. Roll Call vote: Benish: Yea, Borges: Yea, Ernest: Yea, Rushman: Yea, Schumacher: Yea, Wiedeman: Yea Motion Tabled: Yea: 6, Nay: 0

Moved by Borges, seconded by Wiedeman to approve the technology purchases for the 2023-2024 school year. Roll Call vote: Benish: Yea, Borges: Yea, Ernest: Yea, Rushman: Yea, Schumacher: Yea, Wiedeman: Yea Motion Carried: Yea: 6, Nay: 0

Moved by Schumacher, seconded by Benish to purchase the Hudl subscription as presented utilizing ESSER II funding. Roll Call vote: Benish: Yea, Borges: Yea, Ernest: Yea, Rushman: Yea, Schumacher: Yea, Wiedeman: Yea Motion Carried Yea: 6, Nay: 0

Moved by Benish, seconded by Ernest to approve the purchase of services for a strategic plan from the NASB. Roll Call vote: Benish: Yea, Borges: Yea, Ernest: Yea, Rushman: Yea, Schumacher: Yea, Wiedeman: Yea Motion Carried Yea: 6, Nay: 0

INFORMATIONAL ITEMS:

1. Next Regular Meeting: Monday, June 12, 2023 at 7:00 p.m. in the High School Library

ADJOURNMENT:

Moved by Benish, seconded by Ernest to adjourn the meeting at 8:35 PM. Roll Call vote: Benish: Yea, Borges: Yea, Ernest: Yea, Rushman: Yea, Schumacher: Yea, Wiedeman: Yea Motion Carried Yea: 6, Nay: 0

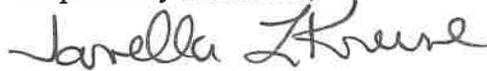
APPROVED BY,



Suzy Ernest, Secretary

Leyton Board of Education

Respectfully submitted,



Janella Kruse,

Recording Secretary

Payable Journal

Fiscal Year: 2023

Vendor ID	Vendor Name	Inv Number	Inv Date	PO Number	PO Date	Description	Accrued	Payable
Line	Account Number					Description	Encumber	
Journal Number: 364 June Vendor Payables							Posted: 06/07/2023	
AMERINK America's Ink and Toner								
27283			05/22/2023		06/07/2023	LaserJet		
1	01-2-02230-650-001					Supplies - Technology Related - Tec	0.00	382.00
Total Invoice:							0.00	382.00
27284			05/22/2023		06/07/2023	LaserJet		
1	01-2-02230-650-001					Supplies - Technology Related - Tec	0.00	382.00
Total Invoice:							0.00	382.00
Total Vendor:							0.00	764.00
APPLE Apple Computer Inc.,								
AL25476053			05/19/2023		05/22/2023	Supplies		
1	01-2-02230-650-001					Supplies - Technology Related - Tec	0.00	196.00
Total Invoice:							0.00	196.00
AL25993694			05/23/2023		05/24/2023	Teacher I-Pads		
1	01-2-01100-650-001					Supplies - Technology Related - Ins	0.00	922.98
2	01-2-01100-650-003					Supplies - Technology Related - Ins	0.00	922.97
Total Invoice:							0.00	1,845.95
Total Vendor:							0.00	2,041.95
BLACK Black Hills Energy								
06012023			06/01/2023		06/01/2023	Utilities		
1	01-2-02610-621-001					Utility Energy Services - Bldg Op	0.00	438.54
2	01-2-02610-621-003					Utility Energy Services - Bldg Op	0.00	485.68
Total Invoice:							0.00	924.22
Total Vendor:							0.00	924.22
BLICK Blick Art Materials								
846189			05/23/2023		06/01/2023	Art Supplies		
1	01-2-01100-610-001					Supplies - Regular Instruction	0.00	160.19
2	01-2-01100-610-003					Supplies - Regular Instruction	0.00	160.19
Total Invoice:							0.00	320.38
Total Vendor:							0.00	320.38
BLOMENKAM Rylee Blomenkamp								
05162023			05/16/2023		05/16/2023	Mileage - May		
1	01-2-01200-333-001					Mileage Paid to Staff - SPED	0.00	3.93
2	01-2-01200-333-003					Mileage Paid to Staff - SPED	0.00	3.93
Total Invoice:							0.00	7.86

Payable Journal

Fiscal Year: 2023

Vendor ID	Vendor Name	Inv Number	Inv Date	PO Number	PO Date	Description	Accrued	Payable
Line	Account Number					Description	Encumber	
Total Vendor:							0.00	7.86
BOMGAARS Bomgaars								
56724177			05/12/2023		05/19/2023	Pest Control Supplies		
1	01-2-02620-610-001					Supplies - Building Operations	0.00	21.49
2	01-2-02620-610-003					Supplies - Building Operations	0.00	21.49
Total Invoice:							0.00	42.98
56717348			04/20/2023		05/24/2023	Supplies		
1	01-2-02620-610-001					Supplies - Building Operations	0.00	32.61
Total Invoice:							0.00	32.61
56728102			05/23/2023		05/24/2023	Maintenance Supplies		
1	01-2-02630-610-001					Supplies - Grounds Care/Upkeep	0.00	307.43
2	01-2-02630-610-003					Supplies - Grounds Care/Upkeep	0.00	307.43
Total Invoice:							0.00	614.86
56731287			06/01/2023		06/01/2023	Supplies		
1	01-2-02620-610-001					Supplies - Building Operations	0.00	183.80
Total Invoice:							0.00	183.80
Total Vendor:							0.00	874.25
BRIDNEWS Moco Renovo								
20231186			04/30/2023		05/05/2023	Envelopes		
1	01-2-02410-610-001					Supplies - School Administration	0.00	106.83
2	01-2-02410-610-003					Supplies - School Administration	0.00	106.82
Total Invoice:							0.00	213.65
Total Vendor:							0.00	213.65
CAPITAL Capital Business								
34139511			05/29/2023		06/07/2023	Copiers		
1	01-2-02410-442-001					Rental Equipment - Copiers - School	0.00	805.83
2	01-2-02410-442-003					Rental Equipment - Copiers - School	0.00	805.82
Total Invoice:							0.00	1,611.65
Total Vendor:							0.00	1,611.65
CHEYCOSHE Cheyenne County								
06072023			06/07/2023		06/07/2023	SRO Services		
1	01-2-02660-340-001					Security - Other Prof Services	0.00	375.00
2	01-2-02660-340-003					Security - Other Prof Services	0.00	375.00
Total Invoice:							0.00	750.00
Total Vendor:							0.00	750.00

Payable Journal

Fiscal Year: 2023

Vendor ID	Vendor Name	Inv Number	Inv Date	PO Number	PO Date	Description	Accrued	Payable
Line	Account Number				Description		Encumber	
CORRELLRE Correll Refrigeratiion								
i3127			05/16/2023		05/18/2023	Freezer		
1	01-2-02620-431-001					Repairs & Maintenance - Building Ma	0.00	2,684.00
						Total Invoice:	0.00	2,684.00
						Total Vendor:	0.00	2,684.00
CRANCALI Calin D. Cranmore								
24143			05/25/2023		05/25/2023	Service		
1	01-2-02620-431-001					Repairs & Maintenance - Building Ma	0.00	60.00
						Total Invoice:	0.00	60.00
24142			05/25/2023		06/01/2023	Service		
1	01-2-02620-431-003					Repairs & Maintenance - Building Ma	0.00	60.00
						Total Invoice:	0.00	60.00
						Total Vendor:	0.00	120.00
CROSSROAD Crossroads Music LLC								
72505			05/11/2023		05/18/2023	Instrument Repairs		
1	01-2-01100-431-001					Non-Tech Repairs & Mainte	0.00	87.00
						Total Invoice:	0.00	87.00
						Total Vendor:	0.00	87.00
DALTPHON Dalton Telephone c/o								
06062023			06/06/2023		06/06/2023	Telephone		
1	01-2-02410-530-001					Communications - School Administrat	0.00	327.43
						Total Invoice:	0.00	327.43
06072023			06/07/2023		06/07/2023	Telephone		
1	01-2-02410-530-003					Communications - School Administrat	0.00	213.41
						Total Invoice:	0.00	213.41
						Total Vendor:	0.00	540.84
DASSTATE DAS State Accounting -								
1369968			05/10/2023		05/16/2023	Network Service		
1	01-2-02230-382-001					Distance Education & Telecommunicat	0.00	238.13
						Total Invoice:	0.00	238.13
						Total Vendor:	0.00	238.13
DEEVER Deaver Tire Company								
37238			05/08/2023		05/15/2023	Grey Van		
1	01-2-02730-431-000					Repairs & Maintenance - Student Tra	0.00	206.00

Payable Journal

Fiscal Year: 2023

Vendor ID	Vendor Name	Inv Number	Inv Date	PO Number	PO Date	Description	Accrued	Payable
Line	Account Number					Description	Encumber	
Total Invoice:							0.00	206.00
Total Vendor:							0.00	206.00
DELL Dell Marketing LP								
	10672537956		05/18/2023		05/18/2023	Battery - Para Computer		
1	01-2-01200-650-001					Supplies - Technology Related - SPE	0.00	91.84
Total Invoice:							0.00	91.84
	10675195812		05/31/2023		06/01/2023	Laptop Computers		
1	01-2-06992-734-001					REAP Technology-Related Hardware	0.00	10,481.90
2	01-2-06992-734-001					REAP Technology-Related Hardware	0.00	4,320.54
3	01-2-01200-650-003					Supplies - Technology Related - SPE	0.00	1,440.18
4	01-2-06992-734-003					REAP Technology-Related Hardware	0.00	3,487.56
5	01-2-01100-650-003					Supplies - Technology Related - Ins	0.00	51.84
Total Invoice:							0.00	19,782.02
Total Vendor:							0.00	19,873.86
DICKSFLOOR Brauer Flooring								
	50% DownPymt		05/18/2023		05/18/2023	50% Down Payment		
1	01-2-02620-431-001					Repairs & Maintenance - Building Ma	0.00	10,000.00
2	01-2-02620-431-003					Repairs & Maintenance - Building Ma	0.00	10,000.00
Total Invoice:							0.00	20,000.00
Total Vendor:							0.00	20,000.00
EGANSUPP Egan Supply								
	368898		05/25/2023		06/01/2023	Supplies		
1	01-2-02620-610-003					Supplies - Building Operations	0.00	1,052.76
Total Invoice:							0.00	1,052.76
Total Vendor:							0.00	1,052.76
ESU13 E S U 13								
	06052023		06/05/2023		06/05/2023	Services		
1	01-2-02224-382-001					Educational TV Services - Distance	0.00	770.00
2	01-2-02224-382-001					Educational TV Services - Distance	0.00	350.00
3	01-2-02224-382-001					Educational TV Services - Distance	0.00	708.33
4	01-2-02190-591-001					Support Services - ESU	0.00	209.00
5	01-2-02190-591-003					Support Services - ESU	0.00	209.00
6	01-2-06418-330-001					PEAK - Training & Development	0.00	140.00
7	01-2-06418-330-003					PEAK - Training & Development	0.00	260.00
8	01-2-02152-591-003					SPED Speech Services-ESU-Age 3-5	0.00	314.52
9	01-2-02162-591-003					SPED Occ Therapy-ESU-PK 3-5	0.00	112.50
10	01-2-01200-330-001					Training & Development - SPED	0.00	48.30

Payable Journal

Fiscal Year: 2023

Vendor ID	Vendor Name	Inv Number	Inv Date	PO Number	PO Date	Description	Accrued	Payable
Line	Account Number					Description	Encumber	Payable
		11	01-2-01200-591-003			SPED Profess Services-ESU	0.00	398.80
		12	01-2-01200-591-003			SPED Profess Services-ESU	0.00	650.00
		13	01-2-01200-591-001			SPED Profess Services-ESU	0.00	650.00
		14	01-2-01200-591-003			SPED Profess Services-ESU	0.00	781.90
		15	01-2-01200-591-003			SPED Profess Services-ESU	0.00	62.55
		16	01-2-01200-591-003			SPED Profess Services-ESU	0.00	14.58
		17	01-2-01291-591-003			SPED Instruction (3-5); ESU	0.00	25.16
		18	01-2-01291-591-003			SPED Instruction (3-5); ESU	0.00	280.00
		19	01-2-01291-591-003			SPED Instruction (3-5); ESU	0.00	22.40
		20	01-2-01291-591-003			SPED Instruction (3-5); ESU	0.00	9.00
		21	01-2-02151-591-003			SPED Speech Services-ESU-School	0.00	2,956.71
		22	01-2-02141-591-003			SPED Psych Services-ESU-School	0.00	1,980.00
		23	01-2-02181-591-003			SPED Vision Services-ESU-School	0.00	182.25
Total Invoice:							0.00	11,135.00
Total Vendor:							0.00	11,135.00
ESUCOOR	ESU Coordinating							
		COOP002382	05/23/2023		06/01/2023	World Book Power School		
		1	01-2-02220-641-001			E-Books - Library/Media	0.00	69.75
		2	01-2-02220-641-003			E-Books - Library/Media	0.00	69.75
Total Invoice:							0.00	139.50
Total Vendor:							0.00	139.50
FINNEYS	Finneys							
		327768	05/23/2023		05/24/2023	Supplies		
		1	01-2-02630-610-001			Supplies - Grounds Care/Upkeep	0.00	250.35
		2	01-2-02630-610-003			Supplies - Grounds Care/Upkeep	0.00	250.34
Total Invoice:							0.00	500.69
		328067	06/01/2023		06/01/2023	Supplies		
		1	01-2-02630-610-001			Supplies - Grounds Care/Upkeep	0.00	7.79
		2	01-2-02630-610-003			Supplies - Grounds Care/Upkeep	0.00	7.79
Total Invoice:							0.00	15.58
Total Vendor:							0.00	516.27
FRENCHVAL	Frenchman Valley Coop							
		06052023	06/05/2023		06/05/2023	Fuel		
		1	01-2-02710-626-000			Fuel - Student Transportation	0.00	3,452.68
Total Invoice:							0.00	3,452.68
Total Vendor:							0.00	3,452.68
GURLDIES	Gurley Diesel / Auto							

Payable Journal

Fiscal Year: 2023

Vendor ID	Vendor Name	Inv Number	Inv Date	PO Number	PO Date	Description	Accrued	Payable
Line	Account Number						Encumber	
99261			05/06/2023		05/11/2023	White Van - Brakes/Starter		
1	01-2-02730-431-000					Repairs & Maintenance - Student Tra	0.00	1,176.00
2	01-2-02730-431-000					Repairs & Maintenance - Student Tra	0.00	615.45
3	01-2-02730-431-000					Repairs & Maintenance - Student Tra	0.00	70.56
Total Invoice:							0.00	1,862.01
99272			05/08/2023		05/11/2023	08 Bus		
1	01-2-02730-431-000					Repairs & Maintenance - Student Tra	0.00	917.00
2	01-2-02730-431-000					Repairs & Maintenance - Student Tra	0.00	1,302.58
3	01-2-02730-431-000					Repairs & Maintenance - Student Tra	0.00	55.02
4	01-2-02730-431-000					Repairs & Maintenance - Student Tra	0.00	105.00
Total Invoice:							0.00	2,379.60
99258			05/04/2023		05/11/2023	08 Bus Service		
1	01-2-02730-431-000					Repairs & Maintenance - Student Tra	0.00	248.90
2	01-2-02730-431-000					Repairs & Maintenance - Student Tra	0.00	316.97
3	01-2-02730-431-000					Repairs & Maintenance - Student Tra	0.00	14.93
Total Invoice:							0.00	580.80
99287			05/16/2023		05/18/2023	2011 Freightliner Service		
1	01-2-02730-431-000					Repairs & Maintenance - Student Tra	0.00	252.00
2	01-2-02730-431-000					Repairs & Maintenance - Student Tra	0.00	685.52
3	01-2-02730-431-000					Repairs & Maintenance - Student Tra	0.00	15.12
Total Invoice:							0.00	952.64
99292			05/18/2023		05/19/2023	Grey Van Service		
1	01-2-02730-431-000					Repairs & Maintenance - Student Tra	0.00	88.20
2	01-2-02730-431-000					Repairs & Maintenance - Student Tra	0.00	99.90
3	01-2-02730-431-000					Repairs & Maintenance - Student Tra	0.00	5.29
Total Invoice:							0.00	193.39
Total Vendor:							0.00	5,968.44
H&LCATTLE	H & L Cattle Company							
05082023			05/08/2023		05/08/2023	Other		
1	01-2-02310-890-000					Misc. Expenses - Board of Education	0.00	40.00
Total Invoice:							0.00	40.00
05252023			05/25/2023		05/25/2023	Other		
1	01-2-02310-890-000					Misc. Expenses - Board of Education	0.00	20.00
Total Invoice:							0.00	20.00
Total Vendor:							0.00	60.00
HEMINGFOR	Hemingford Public							
2023-Spring			05/31/2023		06/07/2023	DL Spanish - 2nd Sem		

Payable Journal

Fiscal Year: 2023

Vendor ID	Vendor Name	Inv Number	Inv Date	PO Number	PO Date	Description	Accrued	Payable
Line	Account Number					Description	Encumber	
1	01-2-01100-382-001					Distance Education & Telecommunicat	0.00	1,800.00
						Total Invoice:	0.00	1,800.00
						Total Vendor:	0.00	1,800.00
JONESSCHO Jones School Supply								
1973471		05/09/2023		05/15/2023		Supplies		
1	01-2-01100-610-001					Supplies - Regular Instruction	0.00	63.56
						Total Invoice:	0.00	63.56
1971173		05/09/2023		05/15/2023		Award Supplies		
1	01-2-01100-610-001					Supplies - Regular Instruction	0.00	52.72
						Total Invoice:	0.00	52.72
						Total Vendor:	0.00	116.28
JOSTENS Jostens								
31422713		05/08/2023		05/18/2023		Diplomas		
1	01-2-01100-890-001					Misc. Expenses - Instruction	0.00	189.95
						Total Invoice:	0.00	189.95
						Total Vendor:	0.00	189.95
KSBLAW KSB School Law, PC LLO								
14152		05/31/2023		06/05/2023		Annual Policy Update		
1	01-2-02330-317-000					District Legal Services	0.00	1,250.00
						Total Invoice:	0.00	1,250.00
						Total Vendor:	0.00	1,250.00
MARICKS Marick's Waste Disposal,								
06012023		06/01/2023		06/01/2023		Utilities		
1	01-2-02610-410-003					Utility Services - Building Operat	0.00	137.00
						Total Invoice:	0.00	137.00
						Total Vendor:	0.00	137.00
MATHESON Matheson Tri-Gas, Inc								
52177588		05/31/2023		06/05/2023		Shop Supplies		
1	01-2-01100-610-001					Supplies - Regular Instruction	0.00	72.93
						Total Invoice:	0.00	72.93
						Total Vendor:	0.00	72.93
MCGUIRE McGuire Custom Paint								
06012023		06/01/2023		06/01/2023		1/3 Down; Gym Painting		
1	01-2-02620-431-001					Repairs & Maintenance - Building Ma	0.00	2,600.00

Payable Journal

Fiscal Year: 2023

Vendor ID	Vendor Name	Inv Number	Inv Date	PO Number	PO Date	Description	Accrued	Payable
Line	Account Number					Description	Encumber	
Total Invoice:							0.00	2,600.00
Total Vendor:							0.00	2,600.00
MIDTECH Midwest Technology								
	2137129-00		05/25/2023		06/01/2023	Supplies		
1	01-2-02620-610-003					Supplies - Building Operations	0.00	41.46
Total Invoice:							0.00	41.46
Total Vendor:							0.00	41.46
NASB Nebraska Association Of								
	47806		05/15/2023		06/06/2023	Strategic Planning - partial b		
1	01-2-02310-330-000					Training & Development - Board	0.00	1,500.00
Total Invoice:							0.00	1,500.00
Total Vendor:							0.00	1,500.00
NELANDTIR Nebraskaland Tire								
	23581		05/15/2023		05/16/2023	Tire Repair		
1	01-2-02730-431-000					Repairs & Maintenance - Student Tra	0.00	25.00
Total Invoice:							0.00	25.00
Total Vendor:							0.00	25.00
NEUMANN Amy Neumann								
	06072023		06/07/2023		06/07/2023	Tuition Credit		
1	01-2-01100-251-003					Tuition Reimbursement - Teachers	0.00	700.00
Total Invoice:							0.00	700.00
Total Vendor:							0.00	700.00
ONESOURCE One Source								
	2236-20230531		05/31/2023		06/01/2023	Service		
1	01-2-02310-890-000					Misc. Expenses - Board of Education	0.00	30.00
Total Invoice:							0.00	30.00
Total Vendor:							0.00	30.00
PERFECTI Perfection Door								
	64944		05/16/2023		05/22/2023	Bus Barn Door		
1	01-2-02620-431-001					Repairs & Maintenance - Building Ma	0.00	3.54
2	01-2-02620-431-001					Repairs & Maintenance - Building Ma	0.00	130.00
Total Invoice:							0.00	133.54
Total Vendor:							0.00	133.54

Payable Journal

Fiscal Year: 2023

Vendor ID	Vendor Name				Accrued	
Inv Number	Inv Date	PO Number	PO Date	Description	Encumber	Payable
Line	Account Number		Description			
POST Virginia Post						
05252023	05/25/2023		05/25/2023	Foods Supplies YTD		
1	01-2-01100-610-001			Supplies - Regular Instruction	0.00	1,787.51
				Total Invoice:	0.00	1,787.51
				Total Vendor:	0.00	1,787.51
QUICK2 Quick Care Medical						
123982	04/27/2023		05/15/2023	DOT Service - JD		
1	01-2-02710-890-000			Misc. Expenses - Student Transporta	0.00	125.00
				Total Invoice:	0.00	125.00
				Total Vendor:	0.00	125.00
REGIONAL Regional Care, Inc.						
69427	06/20/2023		06/01/2023	Service		
1	01-2-01100-292-001			Other Employee Benefits - Employee	0.00	12.50
2	01-2-01100-292-003			Other Employee Benefits - Employee	0.00	12.50
				Total Invoice:	0.00	25.00
				Total Vendor:	0.00	25.00
SCHOOLHEA School Health						
4199273-00	05/22/2023		06/01/2023	Supplies		
1	01-2-01100-610-001			Supplies - Regular Instruction	0.00	62.52
2	01-2-02900-610-000			Activity - Supplies	0.00	1,796.34
				Total Invoice:	0.00	1,858.86
				Total Vendor:	0.00	1,858.86
SCHOSPEC School Specialty LLC						
208132348305	05/23/2023		06/01/2023	Supplies		
1	01-2-01100-610-001			Supplies - Regular Instruction	0.00	74.77
2	01-2-01100-610-001			Supplies - Regular Instruction	0.00	88.14
3	01-2-01100-610-001			Supplies - Regular Instruction	0.00	8.19
4	01-2-02410-610-001			Supplies - School Administration	0.00	11.96
5	01-2-02220-610-001			Supplies - Library/Media	0.00	11.25
6	01-2-02220-610-003			Supplies - Library/Media	0.00	11.25
				Total Invoice:	0.00	205.56
				Total Vendor:	0.00	205.56
SIDREGMED2 Cheyenne County						
355	05/31/2023		06/06/2023	OT Service		
1	01-2-02161-340-003			Occupational Therapy - SPED - Schoo	0.00	237.00
2	01-2-02161-340-003			Occupational Therapy - SPED - Schoo	0.00	79.00

Payable Journal

Fiscal Year: 2023

Vendor ID	Vendor Name	Inv Number	Inv Date	PO Number	PO Date	Description	Accrued	Payable
Line	Account Number						Encumber	
		3	01-2-02161-340-003			Occupational Therapy - SPED - Schoo	0.00	395.00
		4	01-2-02161-340-003			Occupational Therapy - SPED - Schoo	0.00	79.00
		5	01-2-02161-340-003			Occupational Therapy - SPED - Schoo	0.00	79.00
		6	01-2-02161-340-003			Occupational Therapy - SPED - Schoo	0.00	36.68
						Total Invoice:	0.00	905.68
						Total Vendor:	0.00	905.68
SIDSUN	Sidney Sun-Telegraph							
		158143	05/04/2023		05/09/2023	Legal Notice - Meeting Notice		
		1	01-2-02310-540-000			Advertising - Board of Education	0.00	8.71
						Total Invoice:	0.00	8.71
		158281	05/18/2023		05/24/2023	Legal Notice - Payables		
		1	01-2-02310-540-000			Advertising - Board of Education	0.00	32.53
						Total Invoice:	0.00	32.53
		158280	05/18/2023		05/24/2023	Legal Notice - Minutes		
		1	01-2-02310-540-000			Advertising - Board of Education	0.00	99.88
						Total Invoice:	0.00	99.88
						Total Vendor:	0.00	141.12
SOAR	Michelle L. Weimer							
		2048	05/10/2023		05/22/2023	PT Services		
		1	01-2-02171-340-003			Physical Therapy - SPED - School Ag	0.00	427.92
		2	01-2-02171-340-003			Physical Therapy - SPED - School Ag	0.00	256.67
		3	01-2-02171-340-003			Physical Therapy - SPED - School Ag	0.00	39.30
		4	01-2-02173-340-003			Physical Therapy -SPED-Age 0-2	0.00	98.75
		5	01-2-02173-340-003			Physical Therapy -SPED-Age 0-2	0.00	60.67
		6	01-2-02173-340-003			Physical Therapy -SPED-Age 0-2	0.00	19.65
						Total Invoice:	0.00	902.96
						Total Vendor:	0.00	902.96
STRIVAV	Striv AV, LLC							
		2917	05/17/2023		05/22/2023	Supplies		
		1	01-2-02230-610-001			Supplies - Technology	0.00	452.00
		2	01-2-01100-610-001			Supplies - Regular Instruction	0.00	19.20
						Total Invoice:	0.00	471.20
		2773	04/18/2023		06/05/2023	Streaming Bundle		
		1	01-2-01100-734-001			Technology-Related Hardware - Instr	0.00	5,937.13
		2	01-2-01100-734-003			Technology-Related Hardware - Instr	0.00	5,937.12
						Total Invoice:	0.00	11,874.25

Payable Journal

Fiscal Year: 2023

Vendor ID	Vendor Name				Accrued	
Inv Number	Inv Date	PO Number	PO Date	Description	Encumber	Payable
Line	Account Number		Description			
Total Vendor:					0.00	12,345.45
SUBSCRIP	Subscription Services					
3095002	05/18/2023		05/18/2023	Magazine Subscriptions		
1	01-2-02220-640-001			Books and Periodicals - Library/Med	0.00	475.58
2	01-2-02220-640-003			Books and Periodicals - Library/Med	0.00	344.50
Total Invoice:					0.00	820.08
Total Vendor:					0.00	820.08
USBANK	US Bank					
06052023	06/05/2023		06/05/2023	Miscellaneous		
1	01-2-02710-626-000			Fuel - Student Transportation	0.00	40.06
2	01-2-02710-626-000			Fuel - Student Transportation	0.00	48.19
3	01-2-02710-626-000			Fuel - Student Transportation	0.00	60.65
4	01-2-02710-626-000			Fuel - Student Transportation	0.00	58.30
5	01-2-02710-626-000			Fuel - Student Transportation	0.00	48.51
6	01-2-02710-626-000			Fuel - Student Transportation	0.00	61.12
7	01-2-02710-626-000			Fuel - Student Transportation	0.00	72.41
8	01-2-02710-626-000			Fuel - Student Transportation	0.00	23.67
9	01-2-02620-610-003			Supplies - Building Operations	0.00	853.09
10	01-2-02710-626-000			Fuel - Student Transportation	0.00	45.64
11	01-2-02710-626-000			Fuel - Student Transportation	0.00	48.11
12	01-2-01100-890-001			Misc. Expenses - Instruction	0.00	100.00
13	01-2-02410-610-001			Supplies - School Administration	0.00	88.75
14	01-2-02410-610-001			Supplies - School Administration	0.00	109.93
15	01-2-02410-610-001			Supplies - School Administration	0.00	27.46
16	01-2-02410-610-001			Supplies - School Administration	0.00	33.74
17	01-2-02410-610-001			Supplies - School Administration	0.00	27.64
18	01-2-02410-610-001			Supplies - School Administration	0.00	100.00
19	01-2-02410-610-001			Supplies - School Administration	0.00	56.24
20	01-2-02410-610-001			Supplies - School Administration	0.00	21.45
21	01-2-02410-610-001			Supplies - School Administration	0.00	103.74
22	01-2-02410-610-001			Supplies - School Administration	0.00	48.99
23	01-2-02620-610-001			Supplies - Building Operations	0.00	317.28
24	01-2-02710-626-000			Fuel - Student Transportation	0.00	66.27
25	01-2-02410-610-003			Supplies - School Administration	0.00	151.91
26	01-2-02410-610-003			Supplies - School Administration	0.00	1,008.00
27	01-2-01100-890-003			Misc. Expenses - Instruction	0.00	50.00
Total Invoice:					0.00	3,671.15
Total Vendor:					0.00	3,671.15
VILLDALT	Village Of Dalton					
05242023	05/24/2023		05/24/2023	Utilities		

Payable Journal

Fiscal Year: 2023

Vendor ID	Vendor Name	Inv Number	Inv Date	PO Number	PO Date	Description	Accrued	Payable
Line	Account Number					Description	Encumber	
VILLGURL Village Of Gurley								
	06012023		06/01/2023		06/01/2023	Utilities		
1	01-2-02610-410-003					Utility Services - Building Operat	0.00	422.90
2	01-2-02610-410-001					Utility Services - Building Operat	0.00	44.89
3	01-2-02610-410-001					Utility Services - Building Operat	0.00	34.00
Total Invoice:							0.00	501.79
Total Vendor:							0.00	501.79
VIRCO Virco, Inc.								
	92016501		05/31/2023		06/07/2023	Stools		
1	01-2-01100-733-001					Furniture & Fixtures - Instuction	0.00	3,004.80
Total Invoice:							0.00	3,004.80
Total Vendor:							0.00	3,004.80
WEYEELEC Eli A. Weyerts								
	095553		06/01/2023		06/01/2023	Repairs & Maintenance		
1	01-2-02620-431-003					Repairs & Maintenance - Building Ma	0.00	15.00
2	01-2-02730-431-000					Repairs & Maintenance - Student Tra	0.00	251.00
Total Invoice:							0.00	266.00
	06012023		06/01/2023	Wey	06/01/2023	4th Qtr Inspections		
1	01-2-02730-431-000					Repairs & Maintenance - Student Tra	0.00	275.00
Total Invoice:							0.00	275.00
Total Vendor:							0.00	541.00
WHEAPUBL Wheat Belt PPD								
	06072023		06/07/2023		06/07/2023	Utilities		
1	01-2-02610-621-001					Utility Energy Services - Bldg Op	0.00	1,662.41
2	01-2-02610-621-001					Utility Energy Services - Bldg Op	0.00	294.61
3	01-2-02610-621-001					Utility Energy Services - Bldg Op	0.00	107.26
4	01-2-02610-621-003					Utility Energy Services - Bldg Op	0.00	1,262.32
5	01-2-02610-621-003					Utility Energy Services - Bldg Op	0.00	50.03
Total Invoice:							0.00	3,376.63
Total Vendor:							0.00	3,376.63
YOUNGSP Young's Plumbing And								
	4200		05/08/2023		05/19/2023	Ice Maker		

Payable Journal

Fiscal Year: 2023

Vendor ID	Vendor Name					Accrued	
Inv Number	Inv Date	PO Number	PO Date	Description		Encumber	Payable
Line	Account Number			Description			
1	01-2-02620-431-003			Repairs & Maintenance - Building Ma		0.00	22.55
2	01-2-02620-431-003			Repairs & Maintenance - Building Ma		0.00	200.00
3	01-2-02620-431-003			Repairs & Maintenance - Building Ma		0.00	20.00
Total Invoice:						0.00	242.55
4212							
	05/15/2023		05/22/2023	FEC Board/Roof top unit			
1	01-2-02620-431-003			Repairs & Maintenance - Building Ma		0.00	212.00
Total Invoice:						0.00	212.00
Total Vendor:						0.00	454.55
						0.00	113,534.87
Journal Total:						0.00	113,534.87

Fund Summary

01 - General Fund

0.00 113,534.87

Payroll Summary

Accrued Fund Summary

TREASURER'S REPORT
June 12, 2023

Beginning Bank Statement Balance (5-1-2023) \$ 1,318,596.63
Receipts:

Cheyenne Co. taxes.	\$	624,578.41	
Morrill Co. taxes	\$	188,335.14	
SPED SA FFR Reimb 21-22	\$	13,243.00	
SPED SA Transportation	\$	9,240.00	
Receipts	\$	2,740.11	
Medicaid	\$	2,238.77	
Lunch Expenses (Dec-May)	\$	72,892.24	
State Aid	\$	17,994.00	
NOW Interest on Checking	\$	1,776.23	
	\$	933,037.90	\$ 2,251,634.53

Expenses: Debits Clearing the Bank in May			\$ 425,290.50
Ending Bank Statement Balance (5-31-2023)			\$ 1,826,344.03
Outstanding Checks			\$ 1,433.36
Reconciliation Book Balance			\$ 1,824,910.67

Outstanding Expenses:

June Payroll			\$ 133,503.70
June Payroll Withholding			\$ 129,552.73
June Vendor Payable Journal			\$ 113,534.87
			\$ 376,591.30

Book Balance: \$ 1,448,319.37

DEPRECIATION FUND: (CHECKING)

Beginning bank balance.	\$	170,447.56	
Interest Earned	\$	154.10	
Closing Bank Balance	\$	170,601.66	

TIME CERTIFICATES:

General Fund CD

Beginning Bank Balance		\$ 118,688.03	
Interest Earned 5/27/2023	\$	434.11	
Closing Bank Balance	\$	119,122.14	

BUILDING FUND: (CHECKING)

Beginning bank balance	\$	320,143.20	
Cheyenne County	\$	11,720.50	
Morrill County	\$	3,491.69	
Interest earned	\$	413.34	
Closing Bank Balance	\$	335,768.73	

Through May

Monthly Receipt for Board

Account	Description	22-23 Budgeted	Monthly Receipts	YTD Receipts	Remaining budget	% Spent YTD	% Remaining budget
01-1100	Property Tax	3,775,090.00	794,629.87	3,240,895.23	534,194.77	85.85	14.15
01-1115	Carline Tax	15,000.00	8,484.33	10,424.96	4,575.04	69.50	30.50
01-1125	Motor Vehicle Tax	110,000.00	5,295.21	84,643.72	25,356.28	76.95	23.05
01-1510	Interest	1,500.00	2,210.34	9,373.32	-7,873.32	624.89	-524.89
01-1990	Other Local Receipts	200.00	2,740.11	22,082.56	-21,882.56	11,041.28	-10,941.28
01-2110	Fines and License Fees	10,000.00	1,012.45	9,526.77	473.23	95.27	4.73
01-2130	Other County Sources	500.00	0.00	0.00	500.00	0.00	100.00
01-3110	State Aid	179,947.00	17,994.00	161,950.00	17,997.00	90.00	10.00
01-3120	SPED Programs	75,000.00	13,243.00	69,588.00	5,412.00	92.78	7.22
01-3125	SPED Transportation	7,000.00	9,240.00	9,240.00	-2,240.00	132.00	-32.00
01-3180	Pro Rate Motor Vehicle	8,000.00	0.00	6,345.51	1,654.49	79.32	20.68
01-3400	State Apportionment	10,000.00	0.00	20,325.31	-10,325.31	203.25	-103.25
01-3500	State Categorical	8,000.00	0.00	8,614.80	-614.80	107.69	-7.69
01-3535	High Ability Learners	3,000.00	0.00	3,371.00	-371.00	112.37	-12.37
01-4500	Title 1	40,000.00	0.00	0.00	40,000.00	0.00	100.00
01-4512	IDEA Programs	30,500.00	0.00	39,045.00	-8,545.00	128.02	-28.02
01-4530	Other Federal Receipts	46,000.00	0.00	96,178.00	-50,178.00	209.08	-109.08
01-4708	Medicaid in Public	5,000.00	0.00	5,653.77	-653.77	113.08	-13.08
01-4709	Medicaid Administrative	6,000.00	2,238.77	5,414.80	585.20	90.25	9.75
		4,330,737.00	857,088.08	3,802,672.75	528,064.25	87.80	12.19

through may

Monthly Expense for Board

Account	Description	22-23 Budgeted	Month Expenses	YTD Expenses	Remaining Budget	%Spent YTD	% Remaining Budget
01-1000	All Instruction Programs	1,794,200.00	154,016.01	1,299,922.18	494,277.82	72.45	27.55
01-1200	SPED Instructional	232,600.00	25,449.37	154,553.13	78,046.87	66.45	33.55
01-2100	Supp Services - Pupils	278,900.00	-49,992.44	89,462.17	189,437.83	32.08	67.92
01-2140	SPED Services	92,000.00	3,691.88	59,377.54	32,622.46	64.54	35.46
01-2200	Supp Services - Staff	245,400.00	20,015.99	149,005.85	96,394.15	60.72	39.28
01-2310	Board of Education	57,200.00	11,328.74	30,793.52	26,406.48	53.83	46.17
01-2320	Executive Administration	185,200.00	8,357.41	83,844.04	101,355.96	45.27	54.73
01-2330	District Legal Services	35,000.00	0.00	3,435.00	31,565.00	9.81	90.19
01-2410	Office of the Principal	376,000.00	29,981.67	242,079.80	133,920.20	64.38	35.62
01-2500	Gen Admin - Business	116,000.00	9,279.68	106,568.57	9,431.43	91.87	8.13
01-2600	Bldg Maint/Operation	435,800.00	27,876.69	255,405.31	180,394.69	58.61	41.39
01-2710	Pupil Transportation	167,200.00	17,769.54	188,526.92	-21,326.92	112.76	-12.76
01-2712	SPED Pupil Trans	19,000.00	0.00	1,650.60	17,349.40	8.69	91.31
01-3535	High Ability Learners	10,600.00	0.00	720.00	9,880.00	6.79	93.21
01-6000	Federal Programs	83,400.00	1,318.16	107,008.21	-23,608.21	128.31	-28.31
01-8000	Transfers	85,000.00	90,000.00	90,000.00	-5,000.00	105.88	-5.88
01-9000	Budget Authority	1,120,182.00	0.00	0.00	1,120,182.00	0.00	100.00
		5,333,682.00	349,092.70	2,862,352.84	2,471,329.16	53.66	46.33

through June

Monthly Expense for Board

Account	Description	22-23 Budgeted	Month Expenses	YTD Expenses	Remaining Budget	% Spent YTD	% Remaining Budget
01-1000	All Instruction Programs	1,794,200.00	166,083.67	1,466,005.85	328,194.15	81.71	18.29
01-1200	SPED Instructional	232,600.00	12,665.12	167,218.25	65,381.75	71.89	28.11
01-2100	Supp Services - Pupils	278,900.00	22,958.21	112,420.38	166,479.62	40.31	59.69
01-2140	SPED Services	92,000.00	7,354.62	66,732.16	25,267.84	72.53	27.47
01-2200	Supp Services - Staff	245,400.00	17,274.50	166,280.35	79,119.65	67.76	32.24
01-2310	Board of Education	57,200.00	1,731.12	32,524.64	24,675.36	56.86	43.14
01-2320	Executive Administration	185,200.00	7,599.55	91,443.59	93,756.41	49.38	50.62
01-2330	District Legal Services	35,000.00	1,250.00	4,685.00	30,315.00	13.39	86.61
01-2410	Office of the Principal	376,000.00	33,009.15	275,088.95	100,911.05	73.16	26.84
01-2500	Gen Admin - Business	116,000.00	10,058.33	116,626.90	-626.90	100.54	-0.54
01-2600	Blgd Maint/Operation	435,800.00	51,004.08	306,409.39	129,390.61	70.31	29.69
01-2710	Pupil Transportation	167,200.00	25,116.61	213,643.53	-46,443.53	127.78	-27.78
01-2712	SPED Pupil Trans	19,000.00	0.00	1,650.60	17,349.40	8.69	91.31
01-2900	Activity Supplies	0.00	1,796.34	1,796.34	-1,796.34	0.00	0.00
01-3535	High Ability Learners	10,600.00	0.00	720.00	9,880.00	6.79	93.21
01-6000	Federal Programs	83,400.00	18,690.00	125,698.21	-42,298.21	150.72	-50.72
01-8000	Transfers	85,000.00	0.00	90,000.00	-5,000.00	105.88	-5.88
01-9000	Budget Authority	1,120,182.00	0.00	0.00	1,120,182.00	0.00	100.00
		<u>5,333,682.00</u>	<u>376,591.30</u>	<u>3,238,944.14</u>	<u>2,094,737.86</u>	<u>60.72</u>	<u>39.27</u>

SELECTED Data

Current Unencumbered Summary Report

Arranged by:

Date Range: 05/01/2023 thru 05/31/2023

Group ID and Activity Number

Activity Number and Name	Beginning Balance	Current Receipts	Current Disbursements	Current Adjustments	P/Os	Unencumbered Balance
H High School						
101 Extra Curril	4,579.95	15,964.65	6,190.95	-164.65	0.00	14,189.00
102 Girls Volleyball	839.17	20.00	0.00	0.00	0.00	859.17
104 Wrestling	5,201.02	0.00	0.00	0.00	0.00	5,201.02
105 Football	1,385.82	200.00	0.00	0.00	0.00	1,585.82
106 Boys Basketball	805.81	2,406.50	906.20	0.00	0.00	2,306.11
107 Girls Basketball	1,003.74	0.00	0.00	0.00	0.00	1,003.74
108 Golf	1,096.37	0.00	205.60	0.00	0.00	890.77
109 Track	305.00	58.00	0.00	0.00	0.00	363.00
201 L Club	131.38	0.00	0.00	0.00	0.00	131.38
202 HS Cheerleaders	26.21	0.00	0.00	0.00	0.00	26.21
203 STUCO	3,866.51	0.00	0.00	0.00	0.00	3,866.51
205 Band/Choir	2,595.16	0.00	0.00	0.00	0.00	2,595.16
206 NHS	7,801.23	8.00	308.99	80.00	0.00	7,580.24
209 Speech	1,405.65	0.00	0.00	0.00	0.00	1,405.65
210 One-Acts	1,388.57	0.00	0.00	0.00	0.00	1,388.57
322 2022	0.00	0.00	0.00	0.00	0.00	0.00
323 2023	3,178.80	0.00	1,318.69	0.00	0.00	1,860.11
324 2024	3,465.41	534.12	80.00	0.00	0.00	3,919.53
325 2025	2,827.66	0.00	0.00	0.00	0.00	2,827.66
326 2026	1,066.94	0.00	75.66	0.00	0.00	991.28
401 Yearbook	1,839.28	380.35	0.00	164.65	0.00	2,384.28
403 FFA	60,018.24	10.00	1,882.72	-80.00	0.00	58,065.52
404 Doors	1,373.46	0.00	0.00	0.00	0.00	1,373.46
408 Shop	219.99	40.00	0.00	0.00	0.00	259.99
409 1:1 Purchase	10,076.01	0.00	0.00	0.00	0.00	10,076.01
410 Entrepreneurship	2,525.04	0.00	0.00	0.00	0.00	2,525.04
411 Fine Arts Club	1,435.66	0.00	0.00	0.00	0.00	1,435.66
H High School Totals:	120,458.08	19,621.62	10,968.81	0.00	0.00	129,110.89
J Jr High / Elem						
601 JH/Elem Activities	-149.28	345.30	79.50	0.00	0.00	116.52
602 JH STUCO	902.25	0.00	153.71	0.00	0.00	748.54
603 Music/band	1,802.20	0.00	0.00	0.00	0.00	1,802.20
604 Yell Club	968.46	0.00	0.00	0.00	0.00	968.46
609 Needy Students	1,798.24	0.00	0.00	0.00	0.00	1,798.24
611 Book Fair	703.89	-17.00	0.00	0.00	0.00	686.89
612 Quiz Bowl	790.79	0.00	0.00	0.00	0.00	790.79
J Jr High / Elem Totals:	6,816.55	328.30	233.21	0.00	0.00	6,911.64
Report Totals:	127,274.63	19,949.92	11,202.02	0.00	0.00	136,022.53

BEGINNING BANK BALANCE	\$ 127,274.63
May Receipts	\$ 19,949.92
May Expenses	\$ 11,202.02
ENDING BANK BALANCE	<u>\$ 136,022.53</u>

Receipt Journal

Receipt Number	Receipt Date	Description	Received From	Total	Sales Tax	Amount Less Tax
Line	Activity	Name		Amount	Amount	Amount
Journal Number: 283 May Activity Revenue Posted: 06/05/2023 01:45:30 PM						
	05/31/2023	Credit Card	Online Payments			
1	101	Extra Curril		1328.65	0.00	1328.65
			Receipt Totals:	1328.65	0.00	1328.65
000000	05/01/2023	West Gate	MAC Track Meet			
1	101	Extra Curril		729.00	0.00	729.00
			Receipt Totals:	729.00	0.00	729.00
000000	05/01/2023	East Gate	MAC Track Meet			
1	101	Extra Curril		688.00	0.00	688.00
			Receipt Totals:	688.00	0.00	688.00
000000	05/01/2023	Concessions Profits	Boys BB			
1	106	Boys Basketball		2406.50	0.00	2406.50
			Receipt Totals:	2406.50	0.00	2406.50
000000	05/02/2023	JH Track Meet Fees	Garden, Kimball,			
1	601	JH/Elem Activities		330.00	0.00	330.00
			Receipt Totals:	330.00	0.00	330.00
000000	05/08/2023	HS Track Meet Fees	BC, Minatare, PD,			
1	101	Extra Curril		600.00	0.00	600.00
			Receipt Totals:	600.00	0.00	600.00
000000	05/09/2023	Credits	Box Tops			
1	601	JH/Elem Activities		15.30	0.00	15.30
			Receipt Totals:	15.30	0.00	15.30
000000	05/19/2023	YE Replacements	Change Orders			
1	101	Extra Curril		2169.00	0.00	2169.00
			Receipt Totals:	2169.00	0.00	2169.00
000000	05/22/2023	Donation	Leyton Post Prom			
1	324	2024		534.12	0.00	534.12
			Receipt Totals:	534.12	0.00	534.12
000000	05/22/2023	HS Track Meet Fees	Paxton, CV			
1	101	Extra Curril		300.00	0.00	300.00
			Receipt Totals:	300.00	0.00	300.00
000000	05/22/2023	Sponsorships	Benish, PWCB			
1	101	Extra Curril		3500.00	0.00	3500.00
			Receipt Totals:	3500.00	0.00	3500.00
000000	05/22/2023	Receipts	Receipts			
1	102	Girls Volleyball		20.00	0.00	20.00
2	105	Football		200.00	0.00	200.00
3	206	NHS		8.00	0.00	8.00
4	401	Yearbook		215.35	0.00	215.35

Receipt Journal

Receipt Number	Receipt Date	Description	Received From	Total	Sales Tax	Amount Less Tax
Line	Activity	Name		Amount		
5	403	FFA		10.00	0.00	10.00
6	408	Shop		40.00	0.00	40.00
7	611	Book Fair		-17.00	0.00	-17.00
Receipt Totals:				476.35	0.00	476.35
000000	05/23/2023	Sponsorships	21st, Morgan, SRMC			
1	101	Extra Curril		5000.00	0.00	5000.00
Receipt Totals:				5000.00	0.00	5000.00
000000	05/25/2023	Profit on Track Shirts	Custom Sports			
1	109	Track		58.00	0.00	58.00
Receipt Totals:				58.00	0.00	58.00
000000	05/25/2023	Moore	Receipts			
1	401	Yearbook		40.00	0.00	40.00
Receipt Totals:				40.00	0.00	40.00
000000	05/25/2023	Receipts	Receipts			
1	401	Yearbook		125.00	0.00	125.00
Receipt Totals:				125.00	0.00	125.00
000000	05/31/2023	HS Track Meet Fee	Kimball			
1	101	Extra Curril		150.00	0.00	150.00
Receipt Totals:				150.00	0.00	150.00
000000	05/31/2023	Sponsorship	Webb			
1	101	Extra Curril		1500.00	0.00	1500.00
Receipt Totals:				1500.00	0.00	1500.00
Journal Totals:				19949.92	0.00	19949.92

Check Journal

Check Num	Check Date	Vendor Name	PO Num	Description	Originator	Check Total
Journal Number: 322		May Activity Expenses		Posted: 06/05/2023 01:58:21 PM		
017902	05/01/2023	MAC conference		MAC Meet Proceeds		1017.00
Invoice Line	Activity	Name			Amount	
1	101	Extra Curril			1017.00	
017903	05/04/2023	The Leadership Center		FFA Trip May 18-19		602.00
Invoice Line	Activity	Name			Amount	
1	403	FFA			602.00	
017904	05/04/2023	Booster Club		Concessions		731.20
Invoice Line	Activity	Name			Amount	
1	106	Boys Basketball			731.20	
017905	05/08/2023	Berger Werx		Banquet Food		560.72
Invoice Line	Activity	Name			Amount	
1	403	FFA			560.72	
017906	05/09/2023	Creek Valley Public		District Track		100.00
Invoice Line	Activity	Name			Amount	
1	101	Extra Curril			100.00	
017907	05/09/2023	US Bank		Miscellaneous		2958.13
Invoice Line	Activity	Name			Amount	
1	101	Extra Curril			1175.29	
2	601	JH/Elem Activities			79.50	
3	323	2023			1318.69	
4	206	NHS			308.99	
5	326	2026			75.66	
Total Distribution:					2958.13	
017908	05/11/2023	Nebraska FFA		COLT 2510		720.00
Invoice Line	Activity	Name			Amount	
1	403	FFA			720.00	
017909	05/11/2023	Amy Neumann		Supplies		153.71
Invoice Line	Activity	Name			Amount	
1	602	JH STUCO			153.71	
017910	05/11/2023	Cody Gamble		Best of the West fee		40.00

Check Journal

Check Num	Check Date	Vendor Name	PO Num	Description	Originator	Check Total														
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;">Invoice Line</td> <td style="width: 10%;">Activity</td> <td style="width: 10%;">Name</td> <td style="width: 50%;"></td> <td style="width: 10%;"></td> <td style="width: 5%; text-align: right;">Amount</td> </tr> <tr> <td></td> <td>1</td> <td>101</td> <td>Extra Curril</td> <td></td> <td></td> <td style="text-align: right;">40.00</td> </tr> </table>								Invoice Line	Activity	Name			Amount		1	101	Extra Curril			40.00
	Invoice Line	Activity	Name			Amount														
	1	101	Extra Curril			40.00														
017912	05/15/2023	Nebraska Schools		Membership 23-24		1450.00														
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;">Invoice Line</td> <td style="width: 10%;">Activity</td> <td style="width: 10%;">Name</td> <td style="width: 50%;"></td> <td style="width: 10%;"></td> <td style="width: 5%; text-align: right;">Amount</td> </tr> <tr> <td></td> <td>1</td> <td>101</td> <td>Extra Curril</td> <td></td> <td></td> <td style="text-align: right;">1450.00</td> </tr> </table>								Invoice Line	Activity	Name			Amount		1	101	Extra Curril			1450.00
	Invoice Line	Activity	Name			Amount														
	1	101	Extra Curril			1450.00														
017913	05/15/2023	Jesse Henderson		Tablecloths cleaned		80.00														
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;">Invoice Line</td> <td style="width: 10%;">Activity</td> <td style="width: 10%;">Name</td> <td style="width: 50%;"></td> <td style="width: 10%;"></td> <td style="width: 5%; text-align: right;">Amount</td> </tr> <tr> <td></td> <td>1</td> <td>324</td> <td>2024</td> <td></td> <td></td> <td style="text-align: right;">80.00</td> </tr> </table>								Invoice Line	Activity	Name			Amount		1	324	2024			80.00
	Invoice Line	Activity	Name			Amount														
	1	324	2024			80.00														
017914	05/16/2023	Points West Community		State Track Meals -		320.00														
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;">Invoice Line</td> <td style="width: 10%;">Activity</td> <td style="width: 10%;">Name</td> <td style="width: 50%;"></td> <td style="width: 10%;"></td> <td style="width: 5%; text-align: right;">Amount</td> </tr> <tr> <td></td> <td>1</td> <td>101</td> <td>Extra Curril</td> <td></td> <td></td> <td style="text-align: right;">320.00</td> </tr> </table>								Invoice Line	Activity	Name			Amount		1	101	Extra Curril			320.00
	Invoice Line	Activity	Name			Amount														
	1	101	Extra Curril			320.00														
017915	05/16/2023	Alison Haley		Team Meal		205.60														
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;">Invoice Line</td> <td style="width: 10%;">Activity</td> <td style="width: 10%;">Name</td> <td style="width: 50%;"></td> <td style="width: 10%;"></td> <td style="width: 5%; text-align: right;">Amount</td> </tr> <tr> <td></td> <td>1</td> <td>108</td> <td>Golf</td> <td></td> <td></td> <td style="text-align: right;">205.60</td> </tr> </table>								Invoice Line	Activity	Name			Amount		1	108	Golf			205.60
	Invoice Line	Activity	Name			Amount														
	1	108	Golf			205.60														
017916	05/17/2023	Cozad Public Schools		Boys BB Camp		175.00														
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;">Invoice Line</td> <td style="width: 10%;">Activity</td> <td style="width: 10%;">Name</td> <td style="width: 50%;"></td> <td style="width: 10%;"></td> <td style="width: 5%; text-align: right;">Amount</td> </tr> <tr> <td></td> <td>1</td> <td>106</td> <td>Boys Basketball</td> <td></td> <td></td> <td style="text-align: right;">175.00</td> </tr> </table>								Invoice Line	Activity	Name			Amount		1	106	Boys Basketball			175.00
	Invoice Line	Activity	Name			Amount														
	1	106	Boys Basketball			175.00														
017917	05/29/2023	rSchool Today		Renew Membership		300.00														
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;">Invoice Line</td> <td style="width: 10%;">Activity</td> <td style="width: 10%;">Name</td> <td style="width: 50%;"></td> <td style="width: 10%;"></td> <td style="width: 5%; text-align: right;">Amount</td> </tr> <tr> <td></td> <td>88975</td> <td>1</td> <td>101</td> <td>Extra Curril</td> <td></td> <td style="text-align: right;">300.00</td> </tr> </table>								Invoice Line	Activity	Name			Amount		88975	1	101	Extra Curril		300.00
	Invoice Line	Activity	Name			Amount														
	88975	1	101	Extra Curril		300.00														
017918	05/29/2023	Misko Sports		Golf Plaques		147.35														
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;">Invoice Line</td> <td style="width: 10%;">Activity</td> <td style="width: 10%;">Name</td> <td style="width: 50%;"></td> <td style="width: 10%;"></td> <td style="width: 5%; text-align: right;">Amount</td> </tr> <tr> <td></td> <td>2049</td> <td>1</td> <td>101</td> <td>Extra Curril</td> <td></td> <td style="text-align: right;">147.35</td> </tr> </table>								Invoice Line	Activity	Name			Amount		2049	1	101	Extra Curril		147.35
	Invoice Line	Activity	Name			Amount														
	2049	1	101	Extra Curril		147.35														
017919	05/29/2023	Valley Athletics		Field Paint		1641.31														
Journal Total:						11202.02														

**GENERAL FUND REIMBURSABLE
SCHOOL: LEYTON PUBLIC SCHOOL**

For the Period: May 1, 2023 – May 31, 2023

Dated: June 12, 2023

ACTIVITY	BALANCE LAST REPORT	RECEIPTS	EXPENDITURES	BALANCE ON HAND
General fund reimbursement	\$ 5,000.00	\$ 6,876.78	\$ 6,876.78	\$ 5,000.00
TOTALS	\$ 5,000.00	\$ 6,876.78	\$ 6,876.78	\$ 5,000.00

SUMMARY OF ALL ACTIVITY ACCOUNTS

Bank Balance	\$ 5,000.00		
Deposits	\$ 6,876.78		
Minus Checks Paid	\$ 6,876.78		
Balance	\$ 5,000.00		

Signed 

Title Supt.

Expenditure Journal

Fiscal Year: 2023

Entry Line	Date Account	Vnd/Emp/Cst	P/O Description	Check	Invoice	Accrue Encumber	Description Payable	Disbursed
Journal: 324 05/25/2023 May GFR Expenses								
Entry 71604 05/08/2023 U S Post Office 5495 Postage								
1	01-2-02410-531-001		Postage - School Administration			0.00	0.00	100.00
2	01-2-02410-531-003		Postage - School Administration			0.00	0.00	100.00
Totals for Entry 71604						0.00	0.00	200.00
Entry 71605 05/08/2023 Mike's 5496 Character Award								
1	01-2-01100-610-003		Supplies - Regular Instruction			0.00	0.00	35.00
Entry 71606 05/08/2023 Red Rock 5497 Cadaver Workshop								
1	01-2-01100-810-001		Dues & Fees - Instruction			0.00	0.00	60.00
Entry 71607 05/08/2023 Nebraska Safety & 5498 112213 Service								
1	01-2-02620-431-001		Repairs & Maintenance - Building			0.00	0.00	432.00
Entry 71608 05/08/2023 Capital Business 5499 33932247 Copiers								
1	01-2-02410-442-001		Rental Equipment - Copiers -			0.00	0.00	1,046.98
2	01-2-02410-442-003		Rental Equipment - Copiers -			0.00	0.00	1,046.98
Totals for Entry 71608						0.00	0.00	2,093.96
Entry 71609 05/12/2023 Nebraska Ag Ed 5500 Hughes - Professional Fees								
1	01-2-01100-810-001		Dues & Fees - Instruction			0.00	0.00	180.00
Entry 71610 05/15/2023 Alexandra Primm 5501 Supplies								
1	01-2-02410-610-001		Supplies - School Administration			0.00	0.00	59.09
Entry 71611 05/15/2023 Lindsey Kessler 5502 Supplies								
1	01-2-01100-610-003		Supplies - Regular Instruction			0.00	0.00	35.14
Entry 71612 05/18/2023 Becky Murray 5503 Supplies								
1	01-2-02410-610-003		Supplies - School Administration			0.00	0.00	100.00
2	01-2-02410-610-003		Supplies - School Administration			0.00	0.00	74.25
Totals for Entry 71612						0.00	0.00	174.25
Entry 71613 05/18/2023 David H Nyffeler 5504 Car Wash								
1	01-2-02710-890-000		Misc. Expenses - Student			0.00	0.00	10.00
Entry 71614 05/23/2023 Jason Hutton 5505 Supplies								
1	01-2-01100-610-001		Supplies - Regular Instruction			0.00	0.00	25.67
Entry 71615 05/23/2023 Alison Haley 5506 Supplies								
1	01-2-01100-610-001		Supplies - Regular Instruction			0.00	0.00	15.92
Entry 71617 05/23/2023 Mackenzie Ivie 5507 Supplies								
1	01-2-01100-610-001		Supplies - Regular Instruction			0.00	0.00	71.07
Entry 71618 05/23/2023 Mercedes 5508 College Textbook								
1	01-2-01100-640-001		Books & Periodicals - Regular			0.00	0.00	85.59
Entry 71619 05/23/2023 Holiday 5509 State Science Fair Rooms								
1	01-2-01100-580-001		Travel Expenses - Regular			0.00	0.00	359.91
Entry 71620 05/25/2023 Faith Jones 5510 Supplies								
1	01-2-02410-610-001		Supplies - School Administration			0.00	0.00	75.00
Entry 71621 05/25/2023 GreatAmerica 5511 Copiers Buyout								
1	01-2-02410-442-001		Rental Equipment - Copiers -			0.00	0.00	1,342.22
2	01-2-02410-442-003		Rental Equipment - Copiers -			0.00	0.00	1,342.21

Expenditure Journal

Fiscal Year: 2023

Entry Line	Date Account	Vnd/Emp/Cst	P/O Description	Check	Invoice	Accrue Encumber	Description Payable	Disbursed
Totals for Entry 71621						<u>0.00</u>	<u>0.00</u>	<u>2,684.43</u>
Totals for Journal 324						<u>0.00</u>	<u>0.00</u>	<u>6,597.03</u>
*** Report Totals ***						<u>0.00</u>	<u>0.00</u>	<u>6,597.03</u>
Fund Summary						Encumber	Payable	Disbursed
01	General Fund					0.00	0.00	6,597.03

Expenditure Journal

Fiscal Year: 2023

Entry Line	Date Account	Vnd/Emp/Cst	P/O Description	Check	Invoice	Accrue Encumber	Description Payable	Disbursed
Journal: 330 05/31/2023 Final May GFR Expenses								
Entry 71627 05/31/2023 Leyton Public 5512 YTD Substitute Meals								
1	01-2-01100-292-001		Other Employee Benefits -			0.00	0.00	99.75
2	01-2-01100-292-003		Other Employee Benefits -			0.00	0.00	180.00
Totals for Entry 71627						0.00	0.00	279.75
Totals for Journal 330						0.00	0.00	279.75
*** Report Totals ***						0.00	0.00	279.75
Fund Summary						Encumber	Payable	Disbursed
01	General Fund					0.00	0.00	279.75

SCHOOL LUNCH PROGRAM REPORT

LEYTON PUBLIC SCHOOLS

For the period: May 1, 2023 – May 31, 2023

June 12, 2023

ACCOUNT	BALANCE LAST REPORT	RECEIPTS	EXPENDITURES	BALANCE ON HAND
BALANCE	\$ 7,059.44			
RECEIPTS:				
Federal		\$ 11,108.86		
State		\$		
Adult		\$ 3,357.15	\$ 200.00	
Student		\$ 4,472.85	\$	
Vending		\$		
Transfer		\$ 90,000.00		
Other		\$		
EXPENDITURES:				
Food/Supplies		\$ 47.00	\$ 6,567.59	
Training			\$	
Expenses (Dec-May)			\$ 72,892.24	
TOTALS	\$ 7,059.44	\$ 108,985.86	\$ 79,659.83	\$ 36,385.47
Bank Balance	\$ 7,059.44			
Deposits	\$ 108,985.86			
Minus checks paid	\$ 79,659.83			
Balance	\$ 36,385.47			

Signed 
 Title SPT

**EMPLOYEE BENEFITS
SCHOOL: LEYTON PUBLIC SCHOOLS**

For the Period: May 1, 2023 – May 31, 2023

Dated: June 12, 2023

ACTIVITY	BALANCE LAST REPORT	RECEIPTS	EXPENSES	BALANCE ON HAND
Beginning Bank Balance	\$ 17,243.61			
Receipts				
Section 125		\$ 939.00		
Interest		\$ 2.30		
Miscellaneous		\$ 0		
Transfer		\$ 0		
Expenses:				
Section 125		\$	\$ 2,695.11	
Other			\$	
			\$	
TOTALS	\$ 17,243.61	\$ 941.30	\$ 2,695.11	\$ 15,489.80

SUMMARY OF ALL ACTIVITY ACCOUNTS

Bank Balance	\$ 17,243.61		
Receipts	\$ 941.30		
Minus Checks Paid	\$ 2,695.11		
Balance	\$ 15,489.80		

Signed 
Title Sup



Leyton Public Schools Superintendent Evaluation Spring 2023

With Fall 2022 Comparisons



Superintendent

Matt McLaughlin

Board of Education

Ryan Borges, President

Shad Benish

Suzy Ernest

Rol Rushman

Samuel Schumacher

Dave Wiedeman

Board Evaluation Standard Averages

(listed highest to lowest)

Spring 2023

- 5.28 - Standard VI: Community Relations
- 5.27 - Standard VIII: Board-Superintendent Relations
- 5.24 - Standard V: Organizational & Cultural Leadership
- 5.22 - Standard II: Policy
- 5.22 - Standard VII: Professional Leadership
- 5.10 - Standard III: Budget Planning & Management
- 4.98 - Standard IV: Educational Leadership
- 4.83 - Standard I: Mission, Vision, & Goals

Fall 2022

- 4.88 - Standard VI: Community Relations
- 4.84 - Standard II: Policy
- 4.81 - Standard V: Organizational & Cultural Leadership
- 4.67 - Standard VIII: Board-Superintendent Relations
- 4.56 - Standard III: Budget Planning & Management
- 4.42 - Standard IV: Educational Leadership
- 4.42 - Standard VII: Professional Leadership
- 4.34 - Standard I: Mission, Vision, & Goals

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

Standard I: Mission, Vision, & Goals

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

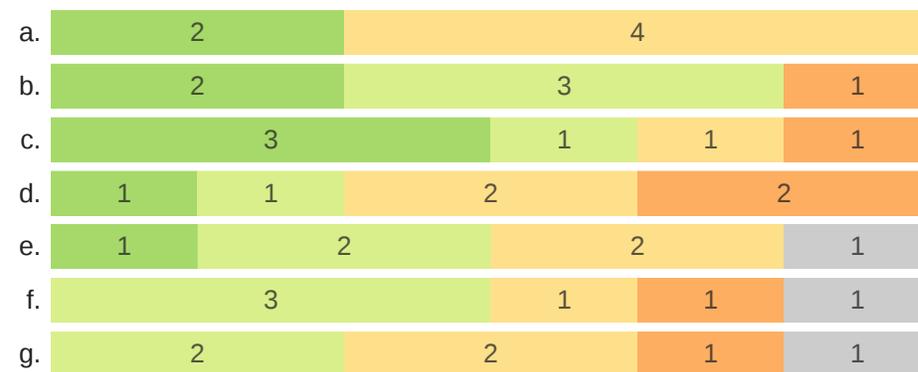
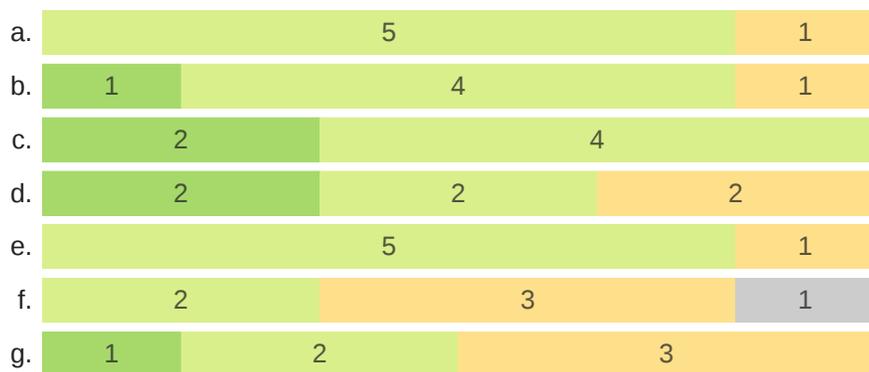
Please indicate what you feel is the most accurate descriptor to the following statements.

The Superintendent . . .

Indicator	Spring 2023 Avg.	Indicator	Fall 2022 Avg.
a. Works collaboratively with the board to define, adopt, and institute the district mission, vision, and goals.	4.8	a.	4.7
b. Assumes the key leadership role and responsibility for growth and improved student learning.	5.0	b.	4.8
c. Seeks input from the board when appropriate.	5.3	c.	4.8
d. Engages internal stakeholder and external stakeholders in the discussion of long-term plans and goals.	5.0	d.	3.8
e. Effectively utilizes data to guide and monitor progress of district goals.	4.8	e.	4.5
f. Implements and monitors progress of the district/strategic plan.	4.2	f.	4.0
g. Identifies and proactively addresses potential barriers to ensure the success of the school district.	4.7	g.	3.8

Spring 2023

Fall 2022



● Excellent
 ● Good
 ● Average
 ● Fair
 ● Poor
 ● Unsure

Standard I: Mission, Vision, & Goals

Spring 2023 Responses

Provide evidence to support your choices above.

I answered unsure because it is unfair to Matt because we do not have a clear strategic plan. That is not his fault.

With that being said we will be developing a new plan in the near future.

Matt does a great job of communication with the board and his weekly emails are greatly appreciated.

The superintendent has begun to focus more on the strategic vision for the school now that he has feet wet as far as becoming a first year superintendent

We will be working with NASB to form a strategic plan and I look forward to participating in the process. Developing a good sound strategic plan will only help the district move forward.

We are in the process of setting up with NASB a workshop to work on a district strategic plan with goals. Our superintendent is working with the board in achieving this.

It seems to me that extensive effort is being made by the superintendent in these areas.

engagement/communication/working between Matt, the board, and stakeholders has been very good

has been fantastic about taking leadership/responsibility of the school district, owns up when something could have gone better, he is always looking for somewhere to improve

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

identifying future barriers that could impede with the districts mission, vision, and goals

No advice. Another year will tell us more.

He is using a weekly written memo to inform the board on the latest information also in the monthly newsletter he informs the patrons of the district on the happenings of the school.

One area that might need a little improvement would be to visit a little more in depth with people who will be presenting information.. while it isn't a huge issue, just being more prepared and knowledgeable about information coming before the board. Like I said, it's not a huge issue but there is room for improvement.

I'd like to see more of a big picture plan, more of a 5 and 10 year plan

Matt has made great strides in this area and I encourage him to keep up the great work here.

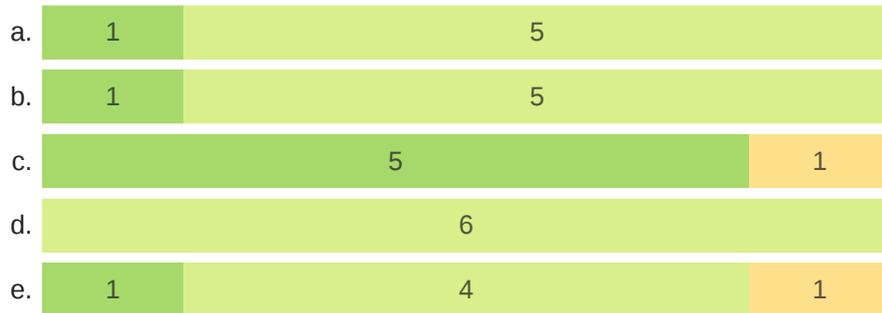
Standard II: Policy

Standard Descriptor: The superintendent works collaboratively with the board to define, update, and adopt effective and purposeful district policy.
Please indicate what you feel is the most accurate descriptor to the following statements.

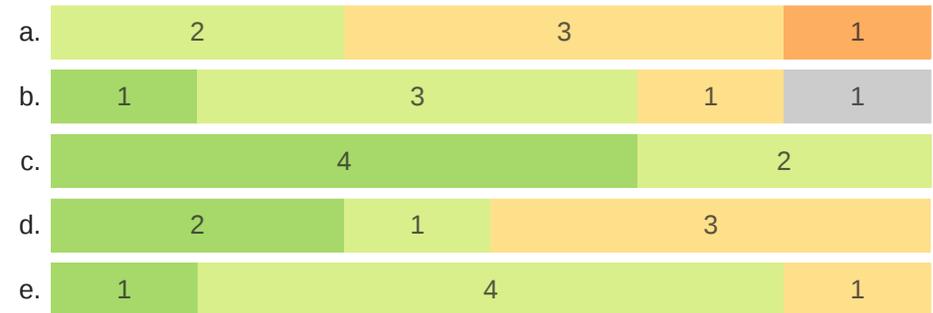
The Superintendent . . .

Indicator	Spring 2023 Avg.	Indicator	Fall 2022 Avg.
a. Works with the board to review, update and adopt effective and purposeful district policy.	5.2	a.	4.0
b. Governs consistently through board policy and administrative protocol and procedures.	5.2	b.	4.7
c. Provides public access to district policy.	5.7	c.	5.7
d. Ensures all handbooks are aligned to district policy.	5.0	d.	4.8
e. Implements a policy to ensure curriculum is reviewed and aligned with current state standards.	5.0	e.	5.0

Spring 2023



Fall 2022



● Excellent
 ● Good
 ● Average
 ● Fair
 ● Poor
 ● Unsure

Standard II: Policy

Spring 2023 Responses

Provide evidence to support your choices above.

Matt makes sure we follow the policy review schedule.

Matt is always providing us with his thoughts on policy revision and improvement.

Curriculum committee appreciates Matt's leadership in thinking outside the box.

On going reviews of policy keep the board up to date and make us aware of any changes needed.

I appreciate the work we do to make sure our policies are as up to date as possible. In addition, I like the fact that you see a need for improving the way the committees work together to inform the board.

Each month we review policies to keep them current.

I feel the superintendent is quite sufficient in these areas.

Matt has greatly improved when it comes to reviewing/updating/ or adding new policies since the first evaluation.

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

I would like to hear more on how we are reviewing our curriculum.

Advise the board on policy needed to be proactive about sensitive social issues.

The curriculum committee review committee is making some important decisions and could use more of his input.

I think just continuing on the present course of policy review is necessary. Being knowledgeable on our current policies and continuing to improve them when needed is very important.

Would like more updates when new curriculum is being considered.

The only thing I would say here is make sure to stay up to date with happiness in the state legislature.

Standard III: Budget Planning & Management

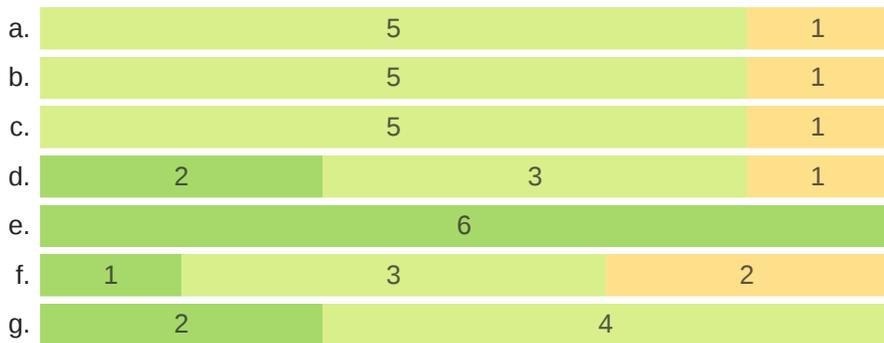
Standard Descriptor: The superintendent provides organizational leadership district-wide to ensure fiscal responsibility by allocating, using, and investing district resources to support effective instruction and improved student learning.

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

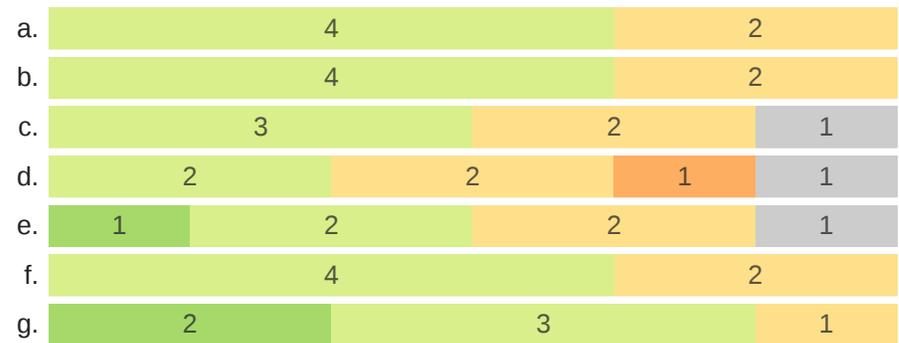
The Superintendent . . .

Indicator	Spring 2023		Indicator	Fall 2022 Avg.
		Avg.		
a. Upholds fiscal responsibility and accountability.		4.8	a.	4.7
b. Leads a collaborative board and administrative budget planning process to align resources with the district mission, vision, and goals.		4.8	b.	4.7
c. Utilizes data, research, and informed decision-making to support the allocation of district resources.		4.8	c.	4.3
d. Updates board with historical and current budget data to monitor revenue and expenditures.		5.2	d.	3.8
e. Ensures that the district completes an annual CPA audit and discloses findings to the finance committee/board.		6.0	e.	4.5
f. Advocates for and pursues innovative solutions to improve and expand fiscal and human resources.		4.8	f.	4.7
g. Ensures the maintenance and upkeep of facilities.		5.3	g.	5.2

Spring 2023



Fall 2022



● Excellent
 ● Good
 ● Average
 ● Fair
 ● Poor
 ● Unsure

Standard III: Budget Planning & Management

Spring 2023 Responses

Provide evidence to support your choices above.

He has been great at updating the board with finance and budget sheets. Not only from this year and month to month, but past years and their month to month comparisons that go along with current inflows/outflows of the district.

I appreciate how up to date the board is kept with budgetary items. Please continue this plan.

Matt provides a monthly update to the board on the budget and where we are at and his new budget document will help with this. Matt is trying to follow the 5 year facilities plan however the board has stood in his way on that a little.

Monthly budget are really quite well done and give us an accurate insight to where we stand on the budget throughout the year. The year to year comparisons are much appreciated.

Our superintendent has shown great growth in working with the budget, he has used the various resources provided for him in becoming knowledgeable.

We plan to start a new strategic plan soon with NASB. This will help the superintendent execute this section.

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

Utilizing all resources to help make informed decisions.

That he continues to learn and grow.

It is evident by your self evaluation that you put great effort into building your knowledge of the workings of the budget and all that it entails. Please continue these efforts. You are doing a great job.

I think this will continue to improve over time as he gets more budgets under his belt. I would like to see more on a 10 year plan for the district.

Continue to work and develop his budget document.

As time goes by it will be beneficial to demonstrate to the patrons the ways in which we are doing the best we can with funds.

Standard IV: Educational Leadership

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

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

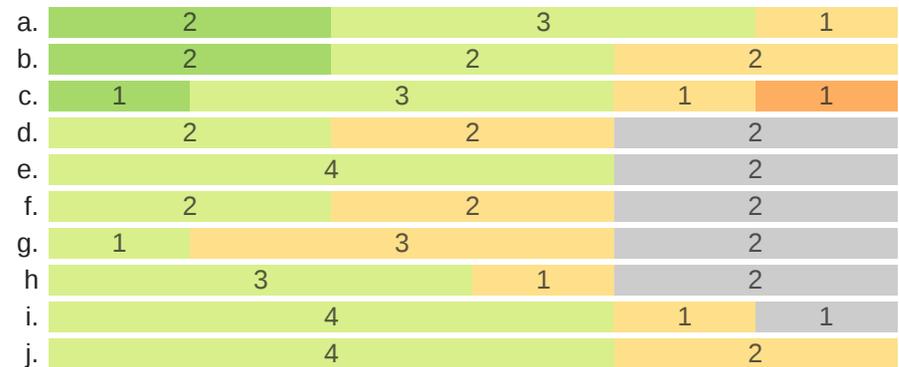
The Superintendent . . .

Indicator	Spring 2023 Avg.	Indicator	Fall 2022 Avg.
a. Advocates for the learning needs of all students.	5.5	a.	5.2
b. Promotes a student-centered culture.	5.2	b.	5.0
c. Advocates for the engagement of parents/families as partners in the education of students.	5.0	c.	4.5
d. Ensures curricular and instructional decision-making is based upon current research, data, and best practice.	5.0	d.	4.0
e. Provides the time and resources to align curriculum vertically, horizontally, and to the state standards.	4.8	e.	4.3
f. Provides comprehensive coursework and opportunities to ensure college/career readiness for every student.	4.3	f.	4.0
g. Ensures the district-adopted instructional framework is implemented consistently.	5.0	g.	3.8
h. Integrates the district-adopted instructional framework into certificated staff evaluations.	5.0	h.	4.2
i. Advocates for curriculum and instruction that challenges each student.	4.8	i.	4.5
j. Optimizes alignment of resources, curriculum, and assessments to support student success.	5.2	j.	4.7

Spring 2023



Fall 2022



Standard IV: Educational Leadership

Spring 2023 Responses

Provide evidence to support your choices above.

You do a very good job keeping up to date with all the needs of the school's curricular needs. Your knowledge in this area is great.

Would like evidence that we are providing the best courses for our students to have career success.

Some of these things I'm not knowledgeable about but between the new strategic plan and comments by staff it appears the superintendent is working hard in these areas.

Matt is 100% students first, he's always advocating for all of our kids success in and out of the classroom. You can tell that he cares for each and every kid that walks into our schools.

Matt has provided ideas on how to challenge the students and ideas on how to move staff forward as well.

He is working to implement more career paths that students can follow in preparing them for the workforce.

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

Keep moving us forward.

Provide a strategic plan for preparing students for career success.

My suggestion is to improve on C above, community and parental engagement. This is such a tough thing to do. There is no one best way to achieve this topic as people really vary on how they get their information. Just keep up what you currently do and watch how fast things change and takes steps to meet those changes.

That our district strategic plan places an emphasis on adding career pathways to meet our students needs to become more employable.

Will know more after year two.

Seeing more of how our curriculum lines up to other districts similar to us and the state.

Standard V: Organizational & Cultural Leadership

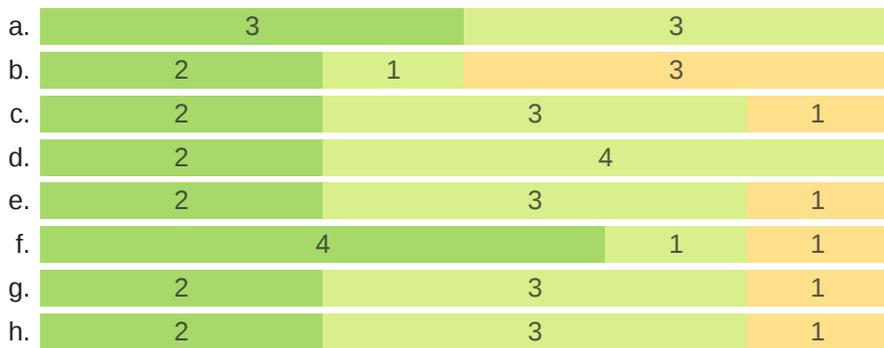
Standard Descriptor: The superintendent provides cultural leadership through accountability, inclusiveness, engagement, and advocacy for staff and students.

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

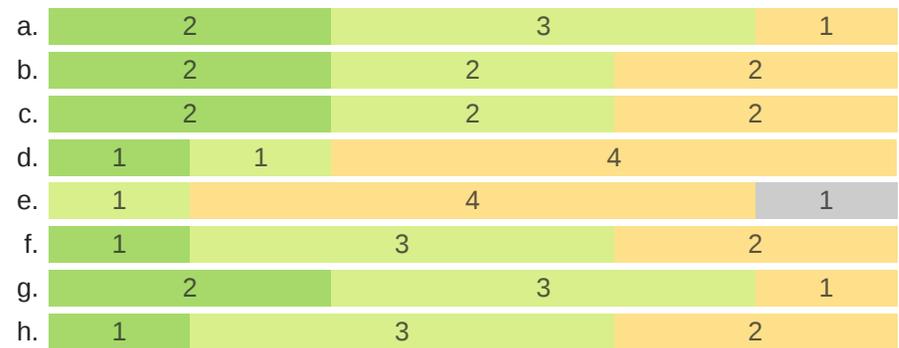
The Superintendent . . .

Indicator	Spring 2023 Avg.	Indicator	Fall 2022 Avg.
a. Contributes to a unified school environment of trust and respect among students, staff, families, and community members.	5.5	a.	5.2
b. Develops, implements, and sustains a responsive district crisis and safety plan.	4.8	b.	5.0
c. Commits to developing a high-performing leadership team.	5.2	c.	5.0
d. Ensures a purposeful and equitable recruiting and hiring process.	5.3	d.	4.5
e. Integrates an effective conflict resolution process to address matters in a purposeful and timely manner.	5.2	e.	4.0
f. Promotes a culture of shared expectations and mutual accountability.	5.5	f.	4.8
g. Provides leadership to support the health and well-being of staff and students.	5.2	g.	5.2
h. Promotes an environment where differing opinions and backgrounds are welcomed and embraced among staff and students.	5.2	h.	4.8

Spring 2023



Fall 2022



● Excellent
 ● Good
 ● Average
 ● Fair
 ● Poor
 ● Unsure

Standard V: Organizational & Cultural Leadership

Spring 2023 Responses

Provide evidence to support your choices above.

I have never seen or heard of Matt showing favoritism to any single individual which I appreciate.
Matt follows policy and does a thorough investigation to any complaint or issue.

I believe the superintendent does his best to provide the best possible staff for our district. This is clearly a challenge in a district our size.

I am very appreciative on how well this particular section is handled. Great job.

He has been very active in pursuing a school nurse because it is important for the safety and health of our students.

We recently had a safety committee meeting and the superintendent was very well organized and the meeting was thorough.

The expectations and accountability that he holds himself and the district to are great.

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

Continue to lead by example and push staff for greater things.
Be confident in decisions you make.

Continue what you are currently doing. Being seen in the community at school events as well as community events. Being a good listener and being observant is a strong suit of yours.

I would like to see as much accountability as possible for our staff when it comes to student success. I would also like to see more acknowledgement from everyone for academic success from our students. I would like to see that publicly acknowledged as much as athletic success.

Not sure

With all the violence in society today it's very important that our district make our buildings as safe as possible.

can we hear more about the different school safety plans that we have and that I hope we are always updating and working on them.

Standard VI: Community Relations

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

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

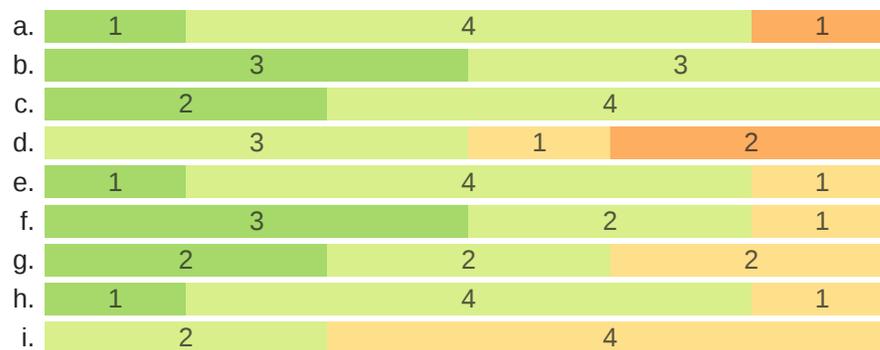
The Superintendent . . .

Indicator	Spring 2023 Avg.	Indicator	Fall 2022 Avg.
a. Establishes a visible presence in the district and community.	5.2	a.	4.7
b. Regularly attends and participates in school activities, events, and programs.	5.8	b.	5.5
c. Interacts and expresses genuine interest in building a connection with students.	5.8	c.	5.3
d. Develops collaborative partnerships to foster support for the school district.	5.0	d.	3.8
e. Effectively communicates key public information in a timely manner.	5.2	e.	5.0
f. Promotes a positive image of the district.	5.5	f.	5.3
g. Understands and is respectful of the political, economic, and social aspects of the community.	5.2	g.	5.0
h. Seeks a positive relationship with parents and community members.	5.5	h.	5.0
i. Engages special interest groups to work collaboratively to address concerns and opinions that may present conflict.	4.3	i.	4.3

Spring 2023



Fall 2022



● Excellent
 ● Good
 ● Average
 ● Fair
 ● Poor
 ● Unsure

Standard VI: Community Relations

Spring 2023 Responses

Provide evidence to support your choices above.

I witness Matt at all kinds of school and community events which is great to see. That puts him in the public view and makes him accessible to people. Great work.

Matt is always promoting our district in a great light and I appreciate that.

The superintendent is very visible at district events. I believe he makes it to as many activities as possible and is always very pro Warriors.

The community is pleased at how well you do in this area.

He is at most activities our students are active in. He also takes time to visit with students and shows he cares about them.

The superintendent is great with people.

Matt has been nothing but a positive light for our school district and our communities.

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

Creating more partnerships and relationships for the school district.

Not sure

That he continues to be more involved with the community out side of the school setting.

Just keep up the good work.

I'm sure it takes time when you first move to a new community. I would say just continue to do what you're doing and keep getting to know people.

Sometimes the information seems too be a bit slow getting to the board our out to the public. Work on this as we move forward.

Standard VII: Professional Leadership

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

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

The Superintendent . . .

Indicator	Spring 2023 Avg.	Indicator	Fall 2022 Avg.
a. Models positive and professional leadership based upon ethics, trust, integrity, and respect.	5.5	a.	4.8
b. Addresses concerns and opinions with respect and confidence.	5.7	b.	4.3
c. Provides professional development to fulfill responsibilities and grow in current position.	5.3	c.	4.0
d. Provides an effective evaluation process with constructive feedback.	4.8	d.	4.2
e. Exemplifies a life-long learning model to grow personal and professional knowledge.	5.2	e.	4.7
f. Demonstrates knowledge of current evidence-based practices for teaching and learning and seeks to develop others in this area.	4.8	f.	4.5

Spring 2023



Fall 2022



● Excellent
 ● Good
 ● Average
 ● Fair
 ● Poor
 ● Unsure

Standard VII: Professional Leadership

Spring 2023 Responses

Provide evidence to support your choices above.

Have witnessed Matt and his strength in this area.

He displays a high degree of integrity in his working with the board and his staff.

I believe professional development is very important to most of our staff. I believe the superintendent does his best to provide the tools necessary for this development

Matt has been great to work with if issues arrive and admits when he could do better. I really appreciate him being respectable and trust worthy when needed. He is always trying to learn more and better himself.

The superintendent is succeeding in these areas.

Your weekly communication with the board really touches on how well you keep up with this standard.

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

That he becomes more confident in his working with his staff.

Not sure

Just keep learning. Keep taking all the help you need

I would like to see more of his evaluation process.

I would just suggest you continue what you are doing.

Continue to look for more opportunities as we move forward.

Standard VIII: Board-Superintendent Relations

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

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

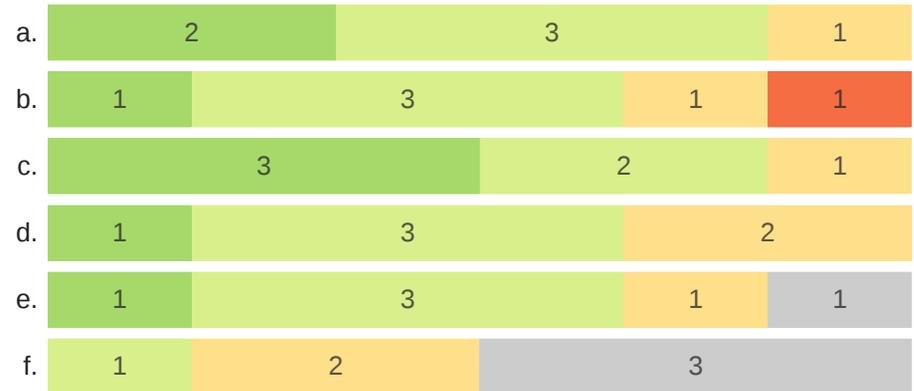
The Superintendent . . .

Indicator	Spring 2023 Avg.	Indicator	Fall 2022 Avg.
a. Maintains an appropriate and professional relationship with the board.	5.3	a.	5.2
b. Keeps all board members informed with consistent and open communication.	4.8	b.	4.3
c. Demonstrates support and respect for the board and refrains from public criticism of the board.	5.8	c.	5.3
d. Demonstrates collaborative problem solving and decision-making.	5.3	d.	4.8
e. Supports board committee work as part of effective board decision-making.	5.2	e.	4.7
f. Collaboratively supports or opposes, local, state and/or federal legislation impacting the district.	5.2	f.	3.7

Spring 2023



Fall 2022



● Excellent
 ● Good
 ● Average
 ● Fair
 ● Poor
 ● Unsure

Standard VIII: Board-Superintendent Relations

Spring 2023 Responses

Provide evidence to support your choices above.

Matt has done a good job with communicating with the board.
Weekly email update is greatly appreciated.

I believe in general the board has been provided the necessary information to make the best decisions.

I appreciate your weekly communication, keeping the board updated on all these topics.

He works hard to inform the board with weekly memos of upcoming events or issues. We are also in the process of setting up a board retreat to work on a strategic plan for the district.

Very organized at committee meetings. Sufficient in these areas.

Matt works to have a good relationship with the board and he is very respectful/honest. He has been great about working for what our communities would like to see in our schools dealing with state and federal legislation that could impact our school district.

If you were to suggest one area of growth in the superintendent's performance within Board-Superintendent Relations for the upcoming year, what would it be?

Keep surprises to a minimum. This has only happened a couple of times and I believe Matt has learned from those instances.
If there are some big things that are being looked at, put us in the loop earlier so there is not so much "sticker shock".

Don't be afraid to get the board info even if a decision is not in the near future. The longer we can think about something, I believe the better decisions we can make.

You do a great job keeping the board informed.

That both the board and superintendent continue to work together to make communication effective as possible.

Not sure

Have purchases you would like to see in the future brought to the board quicker.

Additional Comments (optional):

Matt has vastly improved in many areas not just from the beginning of the year, but since his first evaluation and Christmas break, I believe that he will continue to better himself as a superintendent. I look forward to another successful year with Matt as our superintendent and the direction that he is leading our school in.

So far so very good. Positive, humble, energetic and responsible in all facets.

Our superintendent has shown much growth this school year. He is still learning on the job but he is very appreciative of the feedback he gets from the board.

I am grateful for your presence at Leyton. In your self assessment you are aware of things that you can do better and I appreciate that about you. Being able to actual see where you are and see where you need to be is a great attribute to have. Your first year here has certainly come with its own issues but you have handled them all with professionalism and integrity. Thank you!

I feel like its been a pretty successful year to this point and am excited to continue working together.

I have thoroughly enjoyed working with Matt over the past year. It is very refreshing to see the energy that he brings to the school and community. I am very much looking forward too continuing to move forward this next year. Keep up the great work.

There has been a lot of progress this year to heal this community and much of that is to be credited to Matt.

Board-Identified Top 3 Standards

Standard VI | Standard Avg. 5.28

Standard VIII | Standard Avg. 5.27

Standard V | Standard Avg. 5.24

Self-Identified Top 3 Standards

Standard VII | Standard Avg. 5.14

Standard VIII | Standard Avg. 5.00

Standard VI | Standard Avg. 4.89

Board-Identified Bottom 3 Standards

Standard I | Standard Avg. 4.83

Standard IV | Standard Avg. 4.98

Standard III | Standard Avg. 5.10

Self-Identified Bottom 3 Standards

Standard I | Standard Avg. 3.29

Standard IV | Standard Avg. 4.45

Standard V | Standard Avg. 4.50

Superintendent's Response

Superintendent Evaluation Summary

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

The Performance Plan should consist of:

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

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

(Signature of Superintendent)

(Date)

(Signature of Board President)

(Date)



LEYTON PUBLIC SCHOOLS
SUPERINTENDENT EVALUATION
2023 EXECUTIVE SUMMARY

LEYTON PUBLIC SCHOOLS
SUPERINTENDENT EVALUATION
2023 EXECUTIVE SUMMARY

IMPORTANT INSTRUCTIONS: The superintendent evaluation is a personnel document; therefore, it is not subject to a public record request. This protects the document if it is brought to the board table during the board meeting.

The Association recommends that the board discuss the superintendent evaluation results in open session. If there are areas of growth that could potentially jeopardize the reputation of the superintendent if discussed in public, the board president may wish to contact the school attorney to receive instruction regarding a closed session discussion on that topic.

At the conclusion of the evaluation discussion, the board must vote to accept the superintendent evaluation summary. It is important that all board members return their individual copy of the evaluation and the executive summary to the Board President for appropriate and secure disposal. The Superintendent and Board President will sign, and date one copy and that official copy will be placed in the superintendent’s personnel file. A copy of the board summary resides on a secure server at the Association and is always available to the board if needed.

Scale: 1.00-6.00; 6.00=Excellent; 1.00=Poor

	2022	2023
Highest Board Scoring Standard	Community Relations (4.88)	Community Relations (5.28)
Highest Self Scoring Standard	Policy (4.88)	Professional Leadership (5.14)
Lowest Board Scoring Standard	Mission, Vision, & Goals (4.34)	Mission, Vision, & Goals (4.83)
Lowest Self Scoring Standard	Mission, Vision, & Goals (2.86)	Mission, Vision, & Goals (3.29)

STANDARD I: MISSION, VISION, & GOALS

	2022	2023
Average Board Score	4.34 – Lowest Standard	4.83 – Lowest Standard 
Average Self Score	2.86 – Lowest Standard	3.29 – Lowest Standard 
Lowest Board Indicator(s)	Engages internal stakeholders (i.e. administration, staff, students) and external stakeholders (i.e. parents, community) in the discussion of long-term plans and goals; Identifies and proactively addresses potential barriers to ensure the success of the school district. (both 3.8)	Implements and monitors progress of the district/strategic plan. (4.2)

Board Open-Ended Comments Found on Page 5 of Report

Superintendent Open-Ended Comments Found on Page 4 of Self-Evaluation Report

2022 Board Open-Ended Comments Found on Page 5 of Report

2022 Superintendent Open-Ended Comments Found on Page 4 of Self-Evaluation Report

STANDARD II: POLICY

	2022	2023
Average Board Score	4.84	5.22 
Average Self Score	4.88 – Highest Standard	4.63 
Lowest Board Indicator(s)	Works with the board to review, update and adopt effective and purposeful district policy. (4.0)	Implements a policy to ensure curriculum is reviewed and aligned with current state standards. (5.0)

Board Open-Ended Comments Found on Page 7 of Report

Superintendent Open-Ended Comments Found on Page 6 of Self-Evaluation Report

2022 Board Open-Ended Comments Found on Page 7 of Report

2022 Superintendent Open-Ended Comments Found on Page 6 of Self-Evaluation Report

STANDARD III: BUDGET PLANNING & MANAGEMENT

	2022	2023
Average Board Score	4.56	5.10 ↑
Average Self Score	3.14	4.57 ↑
Lowest Board Indicator(s)	Updates board with historical and current budget data to monitor revenue and expenditures. (3.8)	N/A (a., b., c., f. all 4.8)

Board Open-Ended Comments Found on Page 9 of Report

Superintendent Open-Ended Comments Found on Page 8 of Self-Evaluation Report

2022 Board Open-Ended Comments Found on Page 9 of Report

2022 Superintendent Open-Ended Comments Found on Page 8 of Self-Evaluation Report

STANDARD IV: EDUCATIONAL LEADERSHIP

	2022	2023
Average Board Score	4.42	4.98 ↑
Average Self Score	4.36	4.45 ↑
Lowest Board Indicator(s)	Ensures the district-adopted instructional framework is implemented consistently. (3.8)	Provides comprehensive coursework and opportunities to ensure college/career readiness for every student. (4.3)

Board Open-Ended Comments Found on Page 11 of Report

Superintendent Open-Ended Comments Found on Page 10 of Self-Evaluation Report

2022 Board Open-Ended Comments Found on Page 11 of Report

2022 Superintendent Open-Ended Comments Found on Page 10 of Self-Evaluation Report

STANDARD V: ORGANIZATIONAL & CULTURAL LEADERSHIP

	2022	2023
Average Board Score	4.81	5.24 ↑
Average Self Score	4.25	4.50 ↑
Lowest Board Indicator(s)	Integrates an effective conflict resolution process to address matters in a purposeful and timely manner. (4.0)	Develops, implements, and sustains a responsive district crisis and safety plan. (4.8)

Board Open-Ended Comments Found on Page 13 of Report

Superintendent Open-Ended Comments Found on Page 12 of Self-Evaluation Report

2022 Board Open-Ended Comments Found on Page 13 of Report

2022 Superintendent Open-Ended Comments Found on Page 12 of Self-Evaluation Report

STANDARD VI: COMMUNITY RELATIONS

	2022	2023
Average Board Score	4.88 – Highest Standard	5.28 – Highest Standard 
Average Self Score	4.33	4.89
Lowest Board Indicator(s)	Develops collaborative partnerships to foster support for the school district. (3.8)	Engages special interest groups to work collaboratively to address concerns and opinions that may present conflict. (4.3)

Board Open-Ended Comments Found on Page 15 of Report

Superintendent Open-Ended Comments Found on Page 14 of Self-Evaluation Report

2022 Board Open-Ended Comments Found on Page 15 of Report

2022 Superintendent Open-Ended Comments Found on Page 14 of Self-Evaluation Report

STANDARD VII: PROFESSIONAL LEADERSHIP

	2022	2023
Average Board Score	4.42	5.22 
Average Self Score	4.71	5.14 – Highest Standard
Lowest Board Indicator(s)	Provides professional development for you to fulfill your responsibilities and grow in your position. (4.0)	Provides an effective evaluation process with constructive feedback; Demonstrates knowledge of current evidence-based practices for teaching and learning and seeks to develop others in this area. (both 4.8)

Board Open-Ended Comments Found on Page 17 of Report

Superintendent Open-Ended Comments Found on Page 16 of Self-Evaluation Report

2022 Board Open-Ended Comments Found on Page 17 of Report

2022 Superintendent Open-Ended Comments Found on Page 16 of Self-Evaluation Report

STANDARD VIII: BOARD-SUPERINTENDENT RELATIONS

	2022	2023
Average Board Score	4.67	5.27 ↑
Average Self Score	3.50	5.00 ↑
Lowest Board Indicator(s)	Collaboratively supports or opposes, local, state and/or federal legislation impacting the district. (3.7)	Keeps all board members informed with consistent and open communication. (4.8)

Board Open-Ended Comments Found on Page 19 of Report

Superintendent Open-Ended Comments Found on Page 18 of Self-Evaluation Report

2022 Board Open-Ended Comments Found on Page 19 of Report

2022 Superintendent Open-Ended Comments Found on Page 18 of Self-Evaluation Report

ADDITIONAL COMMENTS

Board Open-Ended Comments Found on Page 20 of Report

Superintendent Open-Ended Comments Found on Page 19 of Self-Evaluation Report

2022 Board Open-Ended Comments Found on Page 20 of Report

2022 Superintendent Open-Ended Comments Found on Page 19 of Self-Evaluation Report

CONFIDENTIAL

2023 CONCLUSION OF EXECUTIVE SUMMARY:

Board Identified Areas of Growth:

- 1. Mission, Vision, & Goals**
- 2. Educational Leadership**
- 3. Budget Planning & Management**

Superintendent Identified Areas of Growth:

- 1. Mission, Vision, & Goals**
- 2. Educational Leadership**
- 3. Organizational & Cultural Leadership**

TOP (3) PRIORITY AREAS OF GROWTH: to be addressed through superintendent goals.

- 1.**
- 2.**
- 3.**

INSTRUCTIONS FOR NEXT STEPS: The board will include the superintendent evaluation on the board meeting agenda to celebrate the success of the superintendent and to address areas of growth. It is recommended that the board adopt a timeline and develop goals to address the improvement and growth of the superintendent's performance in the identified areas as set forth in the evaluation summary. The timeline will ensure that updates of progress and success are presented to the board by the superintendent. Note: The superintendent evaluation is a personnel document; therefore, it is not subject to a public record request. At the conclusion of the evaluation process, it is important that all board members return their individual copies of the evaluation and the executive summary to the Board President for appropriate and secure disposal. The Superintendent and Board President will sign one copy and that official copy will be placed in the superintendent's personnel file.

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



Glen Lipska
 Teacher
 Leyton Public School District
 PO Box 297
 Dalton, NE 69131-0297
 United States

Quote Number: 230311-1
Quote Creation Date: 05-16-2023
Quote Expiration Date: 09-30-2023

Quote Release: 1

Leyton Public School District - HUM 9-12
 Price Quote Summary

Solution	Base Amount	Total
Magraders American Government	\$ 2,315.00	\$ 2,315.00
US History	\$ 2,319.50	\$ 2,319.50
Solution Subtotal	\$ 4,634.50	\$ 4,634.50
	Shipping & Handling	\$ 370.76
	Total	\$ 5,005.26

Price Quote Detail

ISBN	Description	Price	Charged Qty	Total Charged
Magraders American Government				
Magruder's American Government Interactive ©2023				
9781418405229	MAGRUDER'S AMERICAN GOVERNMENT INTERACTIVE 2023 STUDENT EDITION PLUS DIGITAL COURSEWARE 7-YEAR LICENSE GRADE 9/12	142.00	15	\$2,130.00
9781418391621	MAGRUDER'S AMERICAN GOVERNMENT INTERACTIVE 2023 TEACHER EDITION GRADES 9/12	185.00	1	\$185.00
	Magruder's American Government Interactive ©2023 Subtotal			\$ 2,315.00
	Magraders American Government Subtotal			\$ 2,315.00
US History				
US History Interactive High School ©2022 - United States History Interactive High School Survey ©2022				

Leyton Public School District

ISBN	Description	Price	Charged Qty	Total Charged
9781418342135	HIGH SCHOOL UNITED STATES HISTORY INTERACTIVE 2022 SURVEY STUDENT EDITION PLUS DIGITAL COURSEWARE 7-YEAR LICENSE GRADES 9/12	142.00	15	\$2,130.00
9781418332310	HIGH SCHOOL UNITED STATES HISTORY INTERACTIVE 2022 SURVEY TEACHER EDITION GRADES 9/12	189.50	1	\$189.50
US History Interactive High School ©2022 - United States History Interactive High School Survey ©2022 Subtotal				\$ 2,319.50
US History Subtotal				\$ 2,319.50
Solution Subtotal				\$ 4,634.50
Shipping and Handling				\$ 370.76
Total				\$ 5,005.26

Optional Section

ISBN	Solution	UOM	Term	List Price	Quantity	Base Amount	Total
1							
9781418391669	MAGRUDER'S AMERICAN GOVERNMENT INTERACTIVE 2023 PRIMARY SOURCE AND READING GUIDE WORKBOOK GRADES 9/12	EA	1	\$26.50	15	\$397.50	\$397.50
2							
9781418332334	HIGH SCHOOL UNITED STATES HISTORY INTERACTIVE 2022 SURVEY PRIMARY SOURCE AND READING GUIDE WORKBOOK GRADES 9/12	EA	1	\$26.50	15	\$397.50	\$397.50
3							
9781418332341	HIGH SCHOOL UNITED STATES HISTORY INTERACTIVE 2022 SURVEY PRIMARY SOURCE AND READING GUIDE WORKBOOK ANSWER KEY GRADES 9/12	EA	1	\$20.00	1	\$20.00	\$20.00

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e-Form: <http://support.savvas.com/support/s/contactsupport>

Mail: PO Box 6820, Chandler, AZ 85246

Savvas does not accept Credit Card information via postal mail, facsimile, or email. Credit Card information will only be accepted via phone, eCommerce, or OASIS.

For questions regarding your order please call Customer Service: 1-800-848-9500.

Price quote: This is a price quote for the customer's convenience only, and not an offer to contract. All quotes are subject to review and final acceptance by an authorized representative of Savvas at its offices. Savvas reserves the right to correct typographical, computational or other errors. Savvas' standard terms are net 30 days unless otherwise specified. All pricing is in US Dollars unless otherwise specified. Pricing calculations use multiple decimal places to determine the most accurate extended pricing but are represented in standard currency format. The breakdown of the fees set forth in this quotation is considered Savvas proprietary information and not subject to disclosure by the customer.

Shipping & handling charges (where applicable) are shown on the quote. S&H rates quoted are for standard ground transportation and may not reflect account contracted rates. If expedited shipping is requested, actual charges may be higher. For orders picked up at the Savvas warehouse by the customer or a third party carrier contracted by the customer, a 2% handling charge will be applied to shippable items. The 2% charge will show up on the customer proposal and invoice as a S&H charge.

Taxes: All pricing in this quote is exclusive of any applicable sales, use or other similar taxes or duties. The customer is responsible for any such taxes or duties that may apply; if the customer is tax exempt, evidence of such tax exemption must be provided. Estimated tax may be provided solely for customer convenience. The amount indicated is only an estimate and is intended to be helpful for budgeting purposes. The actual amount of sales tax assessed at the time of invoicing may be more or less.

Platforms: Savvas, and any third party for which Savvas serves as the sales agent or distributor, reserve the right to change and/or update technology platforms, including possible edition updates to customers during the term of access. Customers will be notified of any change prior to the beginning of the new school year.

Return Policy: If you are not entirely satisfied with any of our products, then you may, within six months from the date of purchase, return all materials still in new, unused, salable condition for a full refund, credit, or replacement. All returned materials must be shipped back to Savvas within 30 days of receiving the Return Materials Authorization. All materials sold in a set or a package must be returned complete as originally sold. Materials that were provided gratis must be returned proportionate to the purchased items being returned for refund or credit.

Consumable Worktexts: Subsequent year consumable worktexts will ship each year on the order date of the original order for the duration of their license. Worktexts will ship to the location listed on the original order. Quantities for each grade level and title will remain consistent each year. Changes to quantities of titles previously ordered, shipping location changes, or any other changes to consumable worktext shipments must be made 4 weeks prior to the original order date. Changes should be made using the e-form: <https://worktext-subscriptions.savvas.com/>.

Annual subscriptions for iLit and Successmaker: Products automatically renew on the anniversary date of the original purchase and will be invoiced accordingly unless otherwise specified. If you wish to cancel, please let us know in writing prior to the date of renewal by completing the customer service request form which you can access here: <https://support.savvas.com/support/s/customer-service-support-form>.

Technical support services are included with purchase of Savvas digital products eform: <https://support.savvas.com/support/s/k12-curriculum-support-form> phone: 1-800-848-9500

Professional Services: All paid services must be scheduled and delivered within twelve (12) months of the order date of those services. Any unused services expire at the end of such twelve (12) month period, unless otherwise specified in contract terms. MySavvasTraining, which provides online access to on-demand tutorials and interactive webinar sessions, is included with purchase of products (mySavvasTraining.com).

REVIEW
OF
SAFETY PROCEDURES
FOR
LEYTON PUBLIC SCHOOLS
DALTON & GURLEY, NEBRASKA

April 12, 2023

OVERVIEW OF REVIEW PROCEDURE

The review of the Safety Procedures for the Leyton Public Schools was completed on April 12, 2023. Allen Gross conducted the review. This review is required by Rule 10; Section 011.01D of the Nebraska Department of Education.

The review was completed as follows:

The review consisted of an onsite visit on April 11, 2023. During the visit, the current procedures were discussed. The review included a walkthrough of the district facilities at Dalton and Gurley. After the visit and review the following report was written.

Superintendent Matt McLaughlin assisted during the visit and answered questions pertaining to the procedures and policies of the school district regarding the safety plan.

SAFETY PLAN AND PROCEDURES

The Leyton School District has a Safety Procedures Plan in place for the school system. The plan is aligned with the Standard Response Protocol recommended by the Nebraska Department of Education. The plan addresses safety and security concerns for students, staff, and visitors. The plan is revisited and revised as deemed necessary by the Safety Committee of the district. The plan includes an Emergency Operations Plan and a Reunification Plan.

SAFETY AND SECURITY COMMITTEE

The Leyton Public Schools has a safety committee in place. This committee is comprised of administration, faculty and staff of the school district, local fire department personnel, and a member of the Cheyenne County Sheriff Department.

The Safety Committee meets four times per year to review the procedures and discuss safety related issues.

POLICY REQUIREMENTS

The Leyton School District has policies in place to meet the requirements of Rule 10-Section 11 dealing with School Environment. These policies concern Dating Violence, Bullying Prevention, and Use of Seclusion and Restraints.

SUMMARY OF FINDINGS

FACILITIES

1. Entrance doors are locked during the school day. Entrance is controlled by authorized school personnel.
2. Video cameras are in use in the facilities.
3. The update of the Science Room and Lab was recently completed.
4. Classrooms and entrance doors can be identified from the exterior of the building. This allows for quick access by emergency personnel.
5. Electrical updates were completed on the stage area of the high school building.
6. Upgrades are being made to the concession area of the football/track stadium.
7. School personnel inspect playground equipment on a regular basis.
8. The district uses sign in sheets for visitors.
9. AED devices are in the facilities. They are checked regularly.
10. The district plans to update flooring in some classrooms during the summer of 2023.
11. Exit routes are marked in classrooms and other areas of the facilities.
12. Standard Response Protocol information is posted and available to students, staff, and visitors.
13. The facilities are clean.
14. Fire extinguishers are checked on a regular basis as required.

TRAINING

Leyton Public Schools provides training in safety procedures to all staff.

Staff members receive training in the following areas.

1. The procedures of the Standard Response Protocol.
2. Suicide Awareness
3. Bloodborne Pathogens
4. Use of the AED device located in the facilities.
5. Sudden Cardiac Arrest
6. Concussion Recognition
7. Heat Illness
8. First Aid and CPR
9. Dating Violence
10. Asthma Protocol of the district and Epi Pen use.
11. Bully Prevention
12. Some staff members have received Threat Assessment training.
13. Videos are used for some training.

Records are kept of all staff training.

PROCEDURE PRACTICE

The school district continues to practice drills outlined in the Standard Response Protocol. All students and staff take part in the practice of drills. Records are kept of all drills.

Drills practiced included:

1. Fire drills
2. Lock Down drills
3. Evacuation drills
4. Hold drills
5. Shelter drills
6. Secure drills
7. Tornado drills -practiced one time in the fall and one time in the spring
8. Bus evacuation drills

The safety committee is discussing and planning an alternate site drill.

OTHER RELATED ITEMS

1. The district has access to a School Resource Officer one day per week.
2. The district has an EMT on staff.
3. The AED devices in the facilities are checked on a regular basis. An AED device is available at football games.
4. Digital Citizenship is included in the curriculum.
5. The school uses computer software to monitor student use of the internet on school owned devices.
6. The school district has a mental health counselor available to students.

SAFETY INCIDENTS

Superintendent McLaughlin indicated there were no incidents during the year that required the activation of the school Crisis Team.

STRENGTHS OF THE PLAN

1. The facilities of the district are well maintained and clean.
2. Utilization of the Standard Response Protocol.
3. Faculty and staff are trained annually in the safety procedures of the district. Use of Video training is positive.
4. The district has limited access points to the buildings, and these are monitored by authorized personnel.
5. Safety related drills are practiced with students and staff taking part.
6. Communication within the district concerning safety issues appears to be excellent.
7. Safety information and evacuation routes are posted in the rooms.
8. Periodic inspection of facilities including playground equipment is standard practice.
9. Exits are clearly marked.
10. Availability of a mental health practitioner is a positive.
11. The fenced playground is a plus.
12. Emergency lighting in the buildings is excellent.
13. Records of safety training and drills practiced are kept by the district.
14. School personnel check AED devices regularly.
15. Fire extinguishers are checked monthly as required.
16. Facility updates are made on a regular basis

17. The use of sign in sheets is good practice.
18. Use of video cameras is a positive.
19. Monitoring of student internet sites is good practice.

ITEMS FOR CONSIDERATION

1. Consider installing vaping detectors in rest rooms and locker rooms.

2. Consider adding a portable AED device on the activity bus of the school district.

This could be beneficial if an emergency should arise in a remote area.

3. Playground equipment is being checked on a regular basis. Consider keeping records of these inspections as well records of any repairs made to the equipment. This could provide valuable information in case of an accident.

4. Consider installing locks on knife storage areas in the Family and Consumer Science Room.

5. Consider upgrading the ventilation system in the welding area of the shop classroom.

6. Consider developing a long-term plan to replace aging playground equipment at the Gurley site.

SUMMARY

The district is doing a very good job of providing a safe environment for students and staff. Facility upgrades are made on a regular basis. The Safety Committee does an excellent job of recognizing and discussing safety concerns and works to eliminate these issues. All staff members are provided with training which will enable them to act in times of crisis. Students and staff practice safety drills. A safe and positive learning environment exists through the work and cooperation of the Board of Education, administration, faculty, staff, and patrons of the district.

Leyton Public Schools Policy Revision Schedule

Leyton Board of Education Policy #1002 requires a review of all policy at least every three years. The Leyton Board of Education will adhere to the following schedule for the review and revision of its policies. Beginning in January of 2021 and continuing every third year:

January 2024:	1000's
February 2024:	2001-2009
March 2024:	2010-2017
Summer 2024:	Annual Updates from KSB School Law

January 2025:	3000-3019
February 2025:	3020-3036
March 2025:	3039-3057
April 2025:	4000-4020
May 2025:	4022-4040
June 2025:	4041-4064
Summer 2025:	Annual Updates from KSB School Law

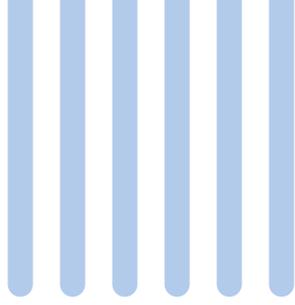
January 2026:	5000-5017 (Add 4063, 4064 we missed in June 2022)
February 2026:	5018-5034
March 2026:	5035-5050
April 2026:	5052-5067
May 2026:	6000-6018
June 2026:	6020-6036
Summer 2026:	Annual Updates from KSB School Law

Reviewed by School Board June 2023

Leyton Public Schools Policy Revision Schedule

Leyton Board of Education Policy #1002 requires a review of all policy at least every three years. The Leyton Board of Education will adhere to the following schedule for the review and revision of its policies. Beginning in January of 2021 and continuing every third year:

January 2021:	1000's
February 2021:	2001-2009
March 2021:	2010-2019
Summer 2021:	Annual Updates from KSB School Law
January 2022:	3000-3019
February 2022:	3020-3036
March 2022:	3039-3057
April 2022:	4000-4020
May 2022:	4022-4040
June 2022:	4041-4064
Summer 2022:	Annual Updates from KSB School Law
January 2023:	5000-5017 (Add 4063, 4064 we missed in June 2022)
February 2023:	5018-5034
March 2023:	5035-5050
April 2023:	5052-5067
May 2023:	6000-6018
June 2023:	6020-6036
Summer 2023:	Annual Updates from KSB School Law



Hello,

Thank you for taking time to chat with me about how jmc can help Leyton Public Schools manage student information and get up and running. I've put together the attached proposal, which includes

- A customized price estimate for your review
- Information about our onboarding process
- A list of references with contact information

As you know, jmc software has been helping schools run more efficiently for more than 40 years. Each year 1,000+ schools choose us, in part because our solutions start with school professionals. We listen to their needs then build features accordingly, not the other way around. But don't take my word for it. Here's what users from schools just like yours had to say about jmc.

"Every person has stopped me to tell me how pleased they are with jmc and outlined specific tasks that are easier, clearer, and save them time. Phrases like 'night and day' are common."

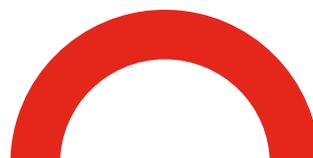
"The support from jmc to Administration, Teachers, and families has been exceptional. We like how key individual users have direct contact with jmc tech support from start to resolution."

"The migration process went very well. The support from jmc in the process was highly supportive from start to finish. We appreciated the smooth transfer of data and the checks and balances that jmc provided to ensure accuracy."

Feel free to reach out to me at any time if you need more details about our offerings. I'm eager to share jmc's passion for empowering schools through technology with Leyton Public Schools and we look forward to the opportunity to work with you.

Thanks for your time and consideration,

Paul Freid
jmc





23-24 Pricing for Leyton Public Schools

At jmc, we believe that when schools can focus more of their funds on supporting students, everyone wins. That's why our plans include our world-class support, trainings and implementations, all for an affordable price.

Year 1*

- Software License \$12.50 per student
Software License x 160 students: \$2,000.00
- Site License**: \$2,318.00
 - Attendance \$464 per building: \$928.00
 - Lunch \$295 per building: \$590.00
 - Web hosting: \$2 per kiddo: \$320.00
 - Onboarding: \$3 per kiddo: \$480.00
- Online Payments Module: \$300 per year

Total: \$4,618.00

Approximate Year 2*

- Software License \$12.50 per student
Software License x 160 students: \$2,000.00
- Site License**: \$1,838.00
 - Attendance \$464 per building: \$928.00
 - Lunch \$295 per building: \$590.00
 - Web hosting: \$2 per kiddo: \$320.00
- Online Payments Module: \$300 per year

Total: 4,138.00

Note: With the purchase of any jmc product plan there are no extra charges, no hidden fees. Your plan includes:

- Usage of all 25+ modules and mobile apps for 160 students in 2 buildings.
- Complimentary technical support to any user, anytime on all of our support platforms.
- Complimentary training to all users throughout the duration of your product plan.

*Current as of 1/1/23. Product features and pricing subject to change. Additional fees may apply. **Site License fee includes installation and onboarding, customer support, all training resources, data conversion, storage and ongoing maintenance. Fee is based on school size, number of users and selected features.

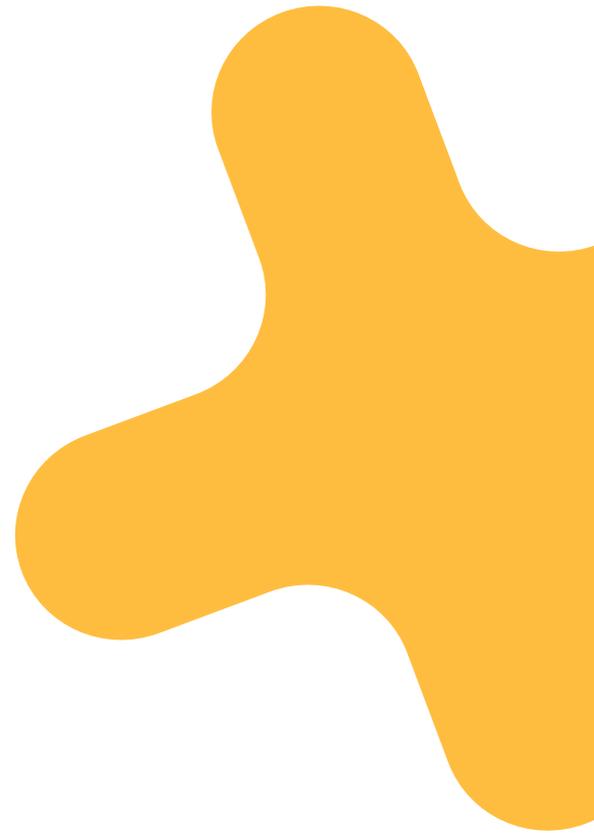


References

Bob Cook
Secondary Principal Superior High School
Email: bcook@superiorwildcats.org
Tel: (402) 879.3257

Christopher L. Cooper
School Counselor Banner County Schools
Email: christopher.cooper@bcswildcats.org
Tel: (308) 436.5262

Josh Warren
Superintendent Newman Grove Public Schools
Email: josh.warren@ngpublicschools.com
Tel: (402) 447.6294



Additional Terms and Fees*

Some of our modules have additional terms and fees that fall outside jmc's pricing structure and contract terms. If you have any questions about the information below, contact Eric Doyle at 651.450.8870 or eric@jmcinc.com.

Message Center

- Contract runs from July 1 through June 30 of the following calendar year.
- Call limit = Fifty (50) times the number of enrolled students/per year.

Online Payments

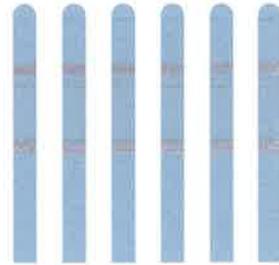
- Fee includes a \$300/year maintenance fee for up to two bank accounts, plus transaction fees.
- Transaction fees are as follows:
 - Credit cards: 3.99%/transaction
 - ACH payments: 1.99%/transaction
- Fees are billed by payment processor PaymentSpring.

Web Hosting

- jmc will complete all backups, updates, and maintenance for your jmc data.
- If your school happens to lose connection due to internet issues, you will not have access your jmc site temporarily.
- jmc recommends your local internet speed at each building be at least 5Mb download and 5Mb upload (10 Mb is even better!) for jmc, over and above your normal day-to-day school internet usage.

Signature: _____

<u>GoEdustar: 23/24 School Year:</u>		<u>JMC 23/24 School Year</u>		
Student Information System	\$7,749.14	Student Information System	\$4,618.00	
EZSchool Message	\$935.82	Lunch Program	<input checked="" type="checkbox"/>	
EZSchool Message Registration	\$250.00	eForms	<input checked="" type="checkbox"/>	
eTriton - Lunch Program	\$1,969.46	Phone messaging system	<input checked="" type="checkbox"/>	
	\$10,904.42		\$4,618.00	\$6,286.42
<u>GoEdustar: 24/25 School Year:</u>		<u>JMC 24/25 School Year</u>		
Student Information System	\$8,214.09	Student Information System	\$4,138.00	
EZSchool Message	\$991.97	Lunch Program	<input checked="" type="checkbox"/>	
EZSchool Message Registration	\$250.00	eForms	<input checked="" type="checkbox"/>	
eTriton - Lunch Program	\$2,089.46	Phone messaging system	<input checked="" type="checkbox"/>	
	\$11,545.52		\$4,138.00	\$7,407.52
<u>GoEdustar: 25/26 School Year:</u>		<u>JMC 25/26 School Year</u>		
Student Information System	\$8,624.80	Student Information System	\$4,387.00	
EZSchool Message	\$1,041.57	Lunch Program	<input checked="" type="checkbox"/>	
EZSchool Message Registration	\$250.00	eForms	<input checked="" type="checkbox"/>	
eTriton - Lunch Program	\$2,209.46	Phone messaging system	<input checked="" type="checkbox"/>	
	\$12,125.83		\$4,387.00 estimate	\$7,738.83
Three Year Total	\$34,575.77	Three Year Total	\$13,143.00	\$21,432.77 SAVINGS



Hello,

Thank you for taking time to chat with me about how jmc can help Leyton Public Schools manage student information and get up and running. I've put together the attached proposal, which includes

- A customized price estimate for your review
- Information about our onboarding process
- A list of references with contact information

As you know, jmc software has been helping schools run more efficiently for more than 40 years. Each year 1,000+ schools choose us, in part because our solutions start with school professionals. We listen to their needs then build features accordingly, not the other way around. But don't take my word for it. Here's what users from schools just like yours had to say about jmc.

"Every person has stopped me to tell me how pleased they are with jmc and outlined specific tasks that are easier, clearer, and save them time. Phrases like 'night and day' are common."

"The support from jmc to Administration, Teachers, and families has been exceptional. We like how key individual users have direct contact with jmc tech support from start to resolution."

"The migration process went very well. The support from jmc in the process was highly supportive from start to finish. We appreciated the smooth transfer of data and the checks and balances that jmc provided to ensure accuracy."

Feel free to reach out to me at any time if you need more details about our offerings. I'm eager to share jmc's passion for empowering schools through technology with Leyton Public Schools and we look forward to the opportunity to work with you.

Thanks for your time and consideration,

Paul Freid
jmc

jmcinc.com

800.524.8182





23-24 Pricing for Leyton Public Schools

At jmc, we believe that when schools can focus more of their funds on supporting students, everyone wins. That's why our plans include our world-class support, trainings and implementations, all for an affordable price.

Year 1*

- Software License \$12.50 per student
- Software License x 160 students: \$2,000.00
- Site License**: \$2,318.00
- Attendance \$464 per building: \$928.00
- Lunch \$295 per building: \$590.00
- Web hosting: \$2 per kiddo: \$320.00
- Onboarding: \$3 per kiddo: \$480.00
- Online Payments Module: \$300 per year

Total: \$4,618.00

Approximate Year 2*

- Software License \$12.50 per student
- Software License x 160 students: \$2,000.00
- Site License**: \$1,838.00
- Attendance \$464 per building: \$928.00
- Lunch \$295 per building: \$590.00
- Web hosting: \$2 per kiddo: \$320.00
- Online Payments Module: \$300 per year

Total: 4,138.00

- Note:** With the purchase of any jmc product plan there are no extra charges, no hidden fees. Your plan includes:
- Usage of all 25+ modules and mobile apps for 160 students in 2 buildings.
 - Complimentary technical support to any user, anytime on all of our support platforms.
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Signature: _____



LEYTON PUBLIC SCHOOLS

ACTIVITY HANDBOOK

2023-2024

PO BOX 297

504 MAIN STREET

DALTON, NE 69131

PHONE: 308-377-2301

FAX: 308-377-2304

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Introduction

Student participation in extracurricular activities has been linked to improved attendance, higher academic achievement, and greater student self-confidence and self-esteem. Leyton Public Schools provides students with the opportunity to participate in a comprehensive activities program that includes athletics, fine arts, and select clubs or organizations associated with academic areas.

Although the school district believes strongly in the value of student activities, participation in the activities program is a privilege, not a right. Students must obey the rules set out in this handbook and any additional rules created by their coach or activity sponsor. This handbook is advisory and does not create a "contract" with parents, students, or staff. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Please read this handbook carefully. Students and their parents are responsible for complying with all of the rules and procedures detailed in this booklet.

Parents must sign the acknowledgement and permission to participate form at the end of this handbook before their student will be permitted to participate in the activity programs of the district.

The provisions in this handbook are subject to change at the sole discretion of the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that it is up to date. If you have any questions regarding this handbook, please contact the Superintendent for assistance.

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

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

Name: Mr. Matt McLaughlin
Title: Superintendent
Address: 504 Main Street ~ Dalton, Ne 69131
Telephone: 308-377-2301
E-mail: matt.mclaughlin@leytonwawrriors.org

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination

SECTION ONE: GENERAL INFORMATION ABOUT THE ACTIVITIES PROGRAM

Academic Eligibility

To be eligible to participate in the school's activity programs, each student must (1) meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility (see Section Three of this Handbook), (2) be registered for 10 credit hours per semester and be in regular attendance, and (3) meet Leyton Academic Eligibility Requirements

Leyton Academic Eligibility Policy

Student academic eligibility for participation in extra-curricular activities will be determined on a weekly basis beginning on the third Friday of each quarter. Teachers will have grades posted by 10:30 am Friday or the last school day of the week. A student will become ineligible by receiving two D/s or one F. Eligibility will go into effect the following Monday through Sunday. At the discretion of the sponsor, ineligible students will be allowed to participate in practice. Eligibility will reset at the end of each quarter and on December 31st and May 31st. Activities affected by the eligibility rule are:

1. All interscholastic contests, including but not limited to, athletics, eSports, FFA, speech contests, and similar organizations or events.
2. Cheerleading.
3. Pepband
4. All school dances.
5. Other activities deemed appropriate by the principal.

The school district will notify a participant and his or her parents whenever the participant is declared academically ineligible.

Students may not participate in any activity, performance or practice while serving a short-term suspension, long-term suspension, or expulsion from school.

Incentives to waive eligibility requirements (once per student, per semester) may be determined by building principal.

Attendance at Practices and Contests

Participants in the activities program are expected to attend and be on time at all practices and meetings scheduled by the coach or sponsor. Participants may be excused for absences resulting from a participant's illness, a death in the family, a doctor's appointment, a court appearance, or other absences that are arranged in advance. The coach, sponsor, or director of an activity may require a participant who has an excused absence to complete an alternate assignment for missing a practice, meeting, event, performance, or contest. A participant who is unable to attend a scheduled practice, meeting, or game must contact the coach or sponsor in advance. Students who are absent from school due to illness are not required to provide the coach or sponsor with additional notification of the student's absence from practice.

A student must be in attendance for four periods prior to the evening activity or practice, unless prior arrangements have been made, or they may not be able to compete. (Students with prearranged absences, or if the school is notified of extenuating circumstances and is excused by the school administration, are exempt from the rule.) Students with makeup time for truancy or disciplinary reasons may be eligible to practice and compete at the discretion of the principal so long as the detention assigned is being served. A student who cuts classes or school may be excluded from participation in the next contest.

If a participant misses a scheduled contest or performance, the coach or sponsor may impose discipline up to and including suspension of the participant from the activity for the remainder of the season or length of the activity.

Closings

Unless the administration determines that it is permissible for the activity to continue as scheduled, all activities will be cancelled or postponed in the event that school has been called off for inclement weather or any other reason as determined by the administration.

Colors

The Leyton Warriors School colors are Cardinal and Gold.

Complaint Procedure

To reduce conflicts in the school's activities program, students and/or their parents should use district's formal complaint procedure to manage conflicts about the program. The complaint procedure is printed in the school's student handbook and may be found on the district's web site: www.leytonwarriors.org.

Concussion Awareness

The Nebraska Unicameral has found that concussions are one of the "most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed."

The School District will:

- a. Require all coaches and trainers to complete one of the following on-line courses 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:
 - Heads UP Concussions in Youth Sports
 - Concussion in Sports—What You Need to Know
 - Sports Safety International
 - ConcussionWise
 - ACTive™ Athletic Concussion Training for Coaches; and
- b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
 - 1 The signs and symptoms of a concussion;
 - 2 The risks posed by sustaining a concussion; and
 - 3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/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. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

- a. has been evaluated by a licensed health care professional;
- b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and
- c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

- a. the date and approximate time of the injury suffered by the student,
- b. the signs and symptoms of a concussion or brain injury that were observed, and
- c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Dances

School dances are part of the district's extracurricular activity program. Students who wish to participate in school dances must comply with the activity code. Students may be prohibited from participating in school dances as a consequence for violating school rules or these activity rules.

Junior High/Middle School Dances

Junior high dances are restricted to students currently enrolled in junior high school and will be sponsored by junior high teachers and parents. Any organization wishing to sponsor a junior high dance must obtain permission from the principal regarding date and times. Each dance must be sponsored by at least two faculty members. Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances.

High School Dances

All high school dances are restricted to Leyton High School students. Guests must follow all rules that the students must follow and be under the age of 21. Each student is responsible for his/her guest's conduct. Appropriate attire is required for these dances. Black dress jeans will not be acceptable. No blue jeans, shorts, or T-shirts will be allowed at the banquet or dance for Prom. Any organization wishing to sponsor a dance must obtain permission from the principal regarding date and times. Each dance must be sponsored by at least two faculty members. Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances.

Electronic Communication Board Policy - 4051

The school board supports the use of technology by coaches, extracurricular sponsors, and other staff members to communicate with students for legitimate educational, extracurricular, and other school-related purposes. However, electronic communication between students and teachers, sponsors, and coaches shall be appropriate at all times and shall not violate any law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education ("Rule 27"). Please see the Social Media Policy for School District Employees for further explanation.

Equipment

Each participant in the athletic portion of the activities program will be issued a locker to store his/her personal belongings and school equipment that has been checked out. Students should secure their athletic lockers.

School-owned clothing or equipment that is checked out to individual student's remains the property of the school. The clothing or equipment is not to be used or worn by the student except for the intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Each participant is responsible for all equipment checked out to him/her. Students will be assessed the replacement cost for school equipment that has been check out to him/her and is lost or stolen.

Fundraising

All school-sponsored fundraising activities must be approved by a member of the school district administration. Fundraising for any activity must comply with the district's policies, including applicable provisions specifically pertaining to Booster Clubs and PTOs for non-school-sponsored fundraising.

Individual Training Rules and Rules of Conduct

Head coaches or sponsors may develop additional training rules or rules of conduct for their activity. Students are responsible for knowing these rules and complying with them.

Initiations and Hazing

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

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

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Injuries

Participants who suffer any type of injury while involved in extracurricular activities must notify the coach or sponsor immediately. The coach or sponsor will then evaluate the injury and, if necessary, notify the participant's parents or seek immediate medical treatment.

If at any time during participation a doctor removes an athlete from participation because of an illness or injury, the athlete must have a written release from a doctor before participating again. The written release must be given to the coach or sponsor of the activity.

Note: The release requirement will be satisfied if the initial doctor's order specifies the duration of the student's restriction from participation and/or competition. Also see Concussion Awareness above.

Insurance

The school district does not provide medical or other insurance coverage for students who participate in athletic contests or other activities. It is the parents' responsibility to provide adequate insurance to cover any medical expenses that may be incurred while the student is participating in athletics or other activities.

The school district makes an accident insurance plan available for purchase by participants and their families through an authorized insurance agent. Information about policies which families may purchase will be available prior to each sports season and at fall registration.

Lettering Requirements

Individual coaches and activity sponsors will determine the lettering requirement.

Locker Room Supervision

Coaches, sponsors and staff members who are responsible for locker room supervision must be able to hear what is going on in the locker room when students are present.

Practices

The individual head coach or sponsor, in cooperation with the high school principal, will schedule all starting times of practices. All participants are expected to be ready at the time set by the coach or sponsor.

To be eligible to practice, a participant must satisfy the following requirements:

1. Submit to the coach or sponsor a signed physical form and Activities Code that verifies that a physical examination has been completed and that the student and parent(s) understand the school's position regarding the use or possession of alcohol, tobacco, and other related drugs.
2. Furnish the high school principal with proof of insurance.

Secret Organizations

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

Student Manager, Helpers, or Activity Aids

Students wishing to serve as student volunteers for extracurricular activities must gain the permission of the activity coach or sponsor. Student volunteers must comply with all of the rules and procedures contained in this handbook.

Sunday and Wednesday Night Activities

In order to provide students sufficient time away from school for family-related activities, the school will endeavor not to schedule activities on Wednesday evenings or on Sundays. Practices will be organized so that all participants are showered, dressed, and/or leave the facilities by 6:00 p.m. on Wednesday nights. An exception to this guideline would be when a team, group of students, or an individual may be required to participate in an activity sponsored by the conference, district, or state on a Wednesday night.

The school does not allow Sunday practice sessions, except when a varsity team, group of students, or individual is scheduled to compete or perform on a Monday. Practices scheduled for a Sunday must have the prior approval of the Superintendent. (Board Policy #3015)

Transportation

All participants are expected to ride to and from away activities by means of approved school transportation.

A student may travel home from an activity with his/her parent or guardian if the activity sponsor has personally released the student to the parents' custody. A participant may ride home with an adult if the participant's parent/guardian has personally contacted the principal prior to the activity and the adult personally contacts the sponsor at the activity prior to leaving with the student. (Board Policy #6029) Parents are discouraged from requesting to take their children home after an away contest or performance. Travel to and from an event provides time for the students to further develop a strong team concept.

Weight Room

The weight room has been developed to help each athlete, student, or adult in the community maintain a level of physical fitness. No one may use the weight room or equipment without proper supervision. The school will develop a schedule for use of the weight room by athletes during the school year and during the summer months.

The weight room is a high demand area within the school facilities. The following guidelines will help determine the priorities in reference to use if more than one group desires to use the facility at the same time:

1. Physical education instruction
2. By the team sports, which are in season
3. Conditioning programs for athletes not currently out for a sport
4. Summer conditioning programs
5. Adult education

SECTION TWO: AVAILABLE ACTIVITIES

Athletic Teams

Basketball (boys and girls)
Football
Golf (boys and girls in the spring season)
Track (boys and girls)
Volleyball
Wrestling
eSports
Cross Country

Fine Arts Club

Membership is open to those students who wish to work on out of class projects.

Band

The school district sponsors marching band, and pep band in addition to concert band. Participants must be enrolled in band class in order to eligible to participate in these groups.

Cheer Squad

Participants are selected by the sponsor(s) or judges appointed by the sponsor. Members of the cheer squad will attend all home and selected away athletic contests.

Cross Country

Students compete against other schools in long distance running. Middle School is a 1.86 mile course, while High School is a 3.1 mile course.

eSports

Students compete against other schools in games on computers or gaming equipment.

Future Farmers of America (FFA)

FFA is an integral part of the agricultural education department and all students of that department are urged to belong. The activities include training in leadership, opportunities for travel and recreation, and safety and community service activities. Students may participate in field trips, conventions, judging contests, and hands-on experience.

L Club

Any student who has lettered in any sport is eligible for membership. The purpose of the Club is to stimulate and encourage sportsmanship and to assist in bringing about a closer bond between students in all sports.

National Honor Society

The National Honor Society is a national organization that recognizes student character, scholarship, leadership, and service to the school.

Play Production

Students compete as a team at Minuteman Activity Conference, District, and possibly State Play Production competitions performing a One-Act Play.

Student Council

The purpose of student government is to arouse the spirit of loyalty toward the school, to promote good citizenship, to sponsor school activities, to extend the spirit of good fellowship throughout the student body, to foster a spirit of cooperation between the students and faculty, and to seek to develop a spirit of cooperation, good will, and better understanding with other schools. The organization, operation, and scope of the student government shall be administered by the Superintendent or designee.

Speech Team

Students compete in 12 different categories of competition. These include debate, current events speaking, and several theatre-type acting events.

Student Publications

The yearbook is published by the Journalism class along with the help of its teacher. The annual is financed partially by funds raised from the sale of the books.

The school paper is "Smoke Signal" and is published once a month by the journalism classes and their teacher.

SECTION THREE: NEBRASKA STATE ACTIVITY ASSOCIATION RULES

Eligibility

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. Eligibility requirements are established by the NSAA in its Constitution and its Bylaws and Approved Rulings. These documents can be found online at <https://nsaahome.org/constitution-bylaws/>. A summary of the major rules is given below. Contact the principal, activities director or the activity sponsor or coach for an explanation of the complete rule.

1. Student must be a *bona fide* student of their member school and have not graduated from any high school.
2. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.
3. Student is ineligible if nineteen years of age before August 1 of current school year. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
4. Student must be enrolled in some high school on or before the eleventh school day of the current semester.
5. Student must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
6. Student must have been enrolled and received twenty hours of credit in school the immediate preceding semester.
7. **Guardianship does not fulfill the definition of a legal parent.** If a guardian has been appointed for a student, the student is eligible in the school district where his/her legal parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for review and a ruling.
8. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.
9. **Student eligibility related to domicile can be attained in the following manners:**
 - a. If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
 - b. If the domicile is changed during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.
 - c. If a student elects to remain at the same high school initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.
 - d. **If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.**
10. Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall at the transfer high school. Those students whose name does not appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

11. Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the 2020-2021 school year prior to May 1, 2020; for the student to be eligible, the school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1, 2020. The student would become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students who did not have their enrollment forms signed, delivered, and accepted prior to May 1, 2020, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
12. Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
13. During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp, or school. (*Refer to NSAA Bylaw 3.5.1.1 for exception in Swimming and Diving.)
14. A student shall not participate on an all-star team while a high school undergraduate.
15. A student must maintain his/her amateur status.

NSAA Sportsmanship Rules

Students must abide by the Nebraska School Activities Association Sportsmanship Rules. A complete copy of these rules can be found at <http://www.nsaahome.org/nsaaforms/pdf/manualsp.pdf>. Unsportsmanlike conduct shall include physical or verbal assault upon any participant, game official, or spectator, or any acts that may endanger the personal safety of individuals involved, or acts which hinder the normal progress of a contest or lead to the restriction or discontinuance of a contest.

If a student, participant, patron, and/or staff member representing a member school acts in a manner constituting unsportsmanlike behavior during competition the member school and/ or individuals shall be subject to penalties. A student, participant, patron, and/or staff member may not be permitted to attend activities if involved in unsportsmanlike conduct.

SECTION FOUR: CODE OF CONDUCT

All students associated with Leyton Public Schools and participating in extracurricular or school sponsored activities (including all NSAA activities) are required to avoid conduct that is detrimental to the integrity of, and public confidence in, the school. Rules promoting lawful, ethical, and responsible conduct serve the interests of all people associated with the school. Illegal and irresponsible conduct puts people at risk, tarnishes the reputation of the offender and everyone else associated with the school, and undermines the public support and respect of the school district.

Standard of Conduct. Participation in school-sponsored or extracurricular activities is a privilege and not a right. Participants must follow board policy, this code, and all the training rules and rules of conduct of the coaches and/or activity sponsors. Students participating in school-sponsored or extracurricular activities are held to a high standard. Students are expected to conduct themselves in a way that is lawful, responsible, promotes the values upon which the school is based, and that brings credit to themselves and the school. Students who fail to live up to the required standard of conduct are guilty of detrimental conduct and subject to discipline under all school policies, the general student code of conduct, and these Activity Participation Rules.

Coach and Sponsor Rules. Coaches and/or activity sponsors shall establish training rules or rules of conduct for participation in or attendance at the activity or event. General training rules or rules of conduct shall be established prior to the activity or event. This Code shall control in the event that there is a conflict with coach or sponsor rules.

Prohibited Conduct. Students in school-sponsored and/or extracurricular activities may not engage in the following conduct:

1. Receipt of a criminal citation by law enforcement for any reason.
2. Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.
3. Any behavior that is illegal under the laws of Nebraska or the United States of America regardless of whether it results in a criminal charge or conviction.
4. Any conduct that substantially interferes with the educational process or disrupts the activity or event.
5. Possession, consumption, use, distribution, or being under the influence of alcohol, illicit drugs, tobacco, controlled substances, or any lookalike or imitations thereof; or being in the presence of alcohol, illicit drugs, controlled substances, or any lookalike or imitations thereof that are being possessed, consumed, used, or distributed by any person under twenty-one (21) years of age without parental supervision. "Lookalike or imitations" means substances such as K2 and products like electronic nicotine delivery systems, vapor pens, etc. (Note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the use or abuse of any substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis, inebriation, excitement, or irrational behavior, or in any manner changing, distorting, or disturbing the auditory, visual, mental, or nervous processes).
6. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.
7. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/newcomers; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault.
8. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post, or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks, or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums; posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages, or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target.
9. Using any Internet or social networking websites to make statements, post pictures, or take any other actions that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing, or terrorizing.

10. Violating any school policy, handbook provision, or a coach's or activity sponsor's training rules or rules of conduct.
11. Dressing or grooming in a manner which is (A) dangerous to the student's health and safety or a danger to the health and safety of others, (B) lewd, indecent, vulgar, or plainly offensive, (C) materially and substantially disruptive to the work and discipline of the school or an extracurricular activity, (D) interpreted to advocate the use of illegal drugs or other substances by a reasonable observer.
12. Failing to report for an activity at the beginning of a season unless excused by the coach or activity sponsor.
13. Failing to attend scheduled practices and meetings unless excused by the coach or activity sponsor.

Such conduct is prohibited year-round regardless of whether it occurs on-campus or off-campus. However, punishment for violations that occur during the summer break shall be administered by the coach at his or her discretion.

Discipline. Students who violate any provision of these Activity Participation Rules may be subject to discipline up to and including expulsion from extracurricular activities and school sponsored events. (including but not limited to graduation ceremony and related activities). These disciplinary consequences and this Activity Code of Conduct are in addition to and do not prejudice, diminish, impede, or reduce any discipline that is authorized by the Nebraska Student Discipline Act, NEB. REV. STAT. §§ 79-254 to 79-294, Board Policy, or the Student Handbook. Disciplinary action may include a probationary period and conditions that must be satisfied prior to or following reinstatement. Administrators and coaches will take the following into consideration when making disciplinary decisions:

1. Any prior or additional misconduct;
2. The nature and seriousness of the offense;
3. The motivation for the offense;
4. The amount of violence involved;
5. The student's demeanor and attitude regarding the violation;
6. The actual, threatened, or potential risk to the student and others due to the student's behavior;
7. Whether the student has compensated or will compensate the victim in the event of property damage or personal injury;
8. Whether the circumstances of the violation are likely to recur;
9. The student's willingness to participate in evaluations, counseling, or other programs;
10. Any mitigating factors;
11. Any other relevant factors.

If suspended, the student must continue to participate in practices and conditioning during the suspension if required by the coach or activity sponsor. The failure to comply with the practice and conditioning requirement will make the student ineligible for reinstatement to the activity.

Evaluation, Counseling, and Treatment. Apart from any other disciplinary procedures, students who violate any provision of these rules may be required to undergo a formal clinical evaluation at the administration's discretion. Based upon the results of that evaluation, the student may be encouraged or required to participate in an education program, counseling, or other treatment deemed appropriate by the evaluating professional.

Reporting of Incident. Students shall report any violation of these rules to the coach, principal, or superintendent no later than 30 minutes after the beginning of the next school day after the violation has occurred. Failure to report an incident will constitute a violation of these rules and will be taken into consideration in making disciplinary determinations under this policy.

Discipline Procedures. Prior to any disciplinary action under this activities code, the following procedures shall be followed:

As used in this "Discipline Procedures" section, "Investigator" means the coach or activity sponsor of the team or activity in which the student is participating, or any teacher, school official, or school representative whom the Principal or the Superintendent has authorized to perform the duties and responsibilities of "Investigator" as described below.

1. The Investigator shall make an investigation of alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation.
2. The Investigator shall consider all information obtained as a result of the investigation, including information obtained from the student, and shall render a decision regarding disciplinary action. Within a reasonable period of time of the Investigator's decision, the student and his/her parent or guardian shall be given written notice of the disciplinary action taken by the Investigator. Students in the various extracurricular activities (including all organizations and special events such as prom) will abstain from the use or possession of alcohol or tobacco, possession or use of illegal drugs or other controlled substances. Any violations of this policy will result in penalty. Failure to conform to this standard may result in suspension from any activity the school sponsors for 1st offense, 5 activities unless there is an admission within 48 hours of the infraction, then 3 activities – 2nd offense, 7 activities unless there has been an admission within 48 hours of the infraction, then 5 activities, --AND-- the student agrees to participate in a school approved program for chemical dependency. Said program must be administered by a certified alcohol and drug abuse counselor and be approved by the school administration. Written proof of successful completion of the program must be submitted to the school's Activity Director before the student returns to participating in any activity. All costs involved will be borne by the student and parents - 3rd offense, out of all activities for a calendar year- 4th offense, out of all activities for the remainder of the student's time as a student at LHS. Any suspensions not completed in the current semester will carry over to the next semester. All infractions are cumulative. Infractions seen by any faculty/staff member or any employee will be dealt with. Any recognition honors that have been earned prior to the suspension will be granted (all conference medals, letters, etc.) Letters are not earned until a student has completed the season in good standing. All suspensions involved must be when the student is eligible.

Review of Investigator's Decision. A student or the student's parents may, within five (5) school days of the notice of disciplinary action from the Investigator, notify the superintendent in writing of their request for a review of the coach or activity sponsor's determination. The superintendent or his or her designee shall review the situation and render a decision within three (3) school days from the date of the request for review. The superintendent's decision shall be in writing and shall be final.

Misrepresentations. Any misrepresentation of fact by a student regarding any alleged violation of these rules shall be considered a separate violation of these rules, and the student shall be subject to additional disciplinary action.

Questions. Any parent or student who has questions about board policy, this code, training rules, or rules of conduct of coaches or activity sponsors, or their interpretation or application shall consult with the activities director and/or the superintendent.

Assistance. Students are encouraged to consult with their coach, an administrator, a counselor, or a teacher to obtain access to educational, counseling, and other programs and resources that may be available to help avoid misconduct that may result in discipline under this policy.

**LEYTON PUBLIC SCHOOLS
BOARD OF EDUCATION POLICY #3057**

Title IX Policy

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

1. Title IX Coordinator

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

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

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

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

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document

or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3-5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

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

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

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

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

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

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

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

2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

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

2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim,

including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

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

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

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

2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

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

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

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

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

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

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a), which includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who—

2.6.5.1. is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;

2.6.5.2. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;

- 2.6.5.3. shares a child in common with the victim; or
- 2.6.5.4. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.
- 2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - 2.6.6.1. fear for his or her safety or the safety of others; or
 - 2.6.6.2. suffer substantial emotional distress.

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

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

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

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

- 3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;
- 3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
- 3.2.3. Deny any person any such aid, benefit, or service;
- 3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;

- 3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;
- 3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
- 3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure, Board Policy 2006.

4. **Response to Sexual Harassment**

4.1. **Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

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

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

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

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

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

5.1. **General Requirements.**

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

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

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

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

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

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

5.1.4.2.1. The definition of sexual harassment in subsection 2.6;

- 5.1.4.2.2. The scope of the district’s education program or activity;
 - 5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and
 - 5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
- 5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.1.4.2
- 5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.1.4.2
- 5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- 5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party’s advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
- 5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district’s student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.
- 5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.
- 5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- 5.2. **Notice of Allegations.**

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

5.2.1.1. A copy of this policy.

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

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

5.3. **Dismissal of Formal Complaint.**

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

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

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

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

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

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

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

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

- 5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
- 5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.
- 5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

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

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

- 5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;
- 5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);
- 5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- 5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- 5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

- 5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- 5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and
- 5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. **Determination Regarding Responsibility**

- 5.6.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).
- 5.6.2. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8 but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.
- 5.6.3. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:
 - 5.6.3.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

- 5.6.3.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
 - 5.6.3.3. Findings of fact supporting the determination;
 - 5.6.3.4. Conclusions regarding the application of the district's code of conduct to the facts;
 - 5.6.3.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and
 - 5.6.3.6. The district's procedures and permissible bases for the complainant and respondent to appeal.
- 5.6.4. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.
- 5.6.5. The Title IX Coordinator is responsible for effective implementation of any remedies.

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

- 5.7.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.7.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.
- 5.7.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:
 - 5.7.2.1. Procedural irregularity that affected the outcome of the matter;

- 5.7.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 - 5.7.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- 5.7.3. As to all appeals, the district will:
- 5.7.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
 - 5.7.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
 - 5.7.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3-5.1.4.
 - 5.7.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
 - 5.7.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and
 - 5.7.3.6. Provide the written decision simultaneously to both parties.

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

- 5.8.1. Provides to the parties a written notice disclosing:
 - 5.8.1.1. The allegations;
 - 5.8.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
 - 5.8.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

- 5.8.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- 5.8.2. Obtains the parties' voluntary, written consent to the informal resolution process; and
- 5.8.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.9. Recordkeeping.

- 5.9.1. The district will maintain for a period of seven years records of:
 - 5.9.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;
 - 5.9.1.2. Any appeal and the result therefrom;
 - 5.9.1.3. Any informal resolution and the result therefrom; and
 - 5.9.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.
- 5.9.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

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

7. Access to Classes and Schools.

7.1. General Standard. Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities

separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

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

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

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

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

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

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

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

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

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

10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to

carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. **Specific Circumstances.**

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

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

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

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

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

Adopted on: August 10, 2020

Reviewed on: March 14, 2022

Revised on: July 11, 2022

A Parent's Guide to Concussions

WHAT IS A CONCUSSION?

A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion.

CONCUSSION FACTS

- It is estimated that more than 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System).
- Concussions occur most frequently in football, but girl's lacrosse, girls' soccer, boy's lacrosse, wrestling, and girls' basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms that interfere with school, work, and social life.
- Athletes who have symptoms from a concussion should not return to sports because they are still at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Symptoms Reported by Athlete

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right"

WHAT SHOULD I DO IF I THINK MY CHILD HAS HAD A CONCUSSION?

An athlete who is suspected of having a concussion must be removed from play immediately, whether it is in a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk of further injury, and even death. Parents and coaches are not expected to be able to “diagnose” a concussion, as that is the job of a medical professional. However, they must be aware of the signs and symptoms of a concussion and if they are suspicious, the child must stop playing:

WHEN IN DOUBT – SIT THEM OUT!

Every athlete who sustains a concussion needs to be evaluated by a health care professional who is familiar with sports concussions. Parents should call their child’s physician, explain what has happened, and follow the physician’s instructions. A child who is vomiting, has a severe headache, or has difficulty staying awake or answering simple questions should be taken to the parent’s doctor or emergency room immediately.

WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?

No athlete who has suffered a concussion should return to play or practice the same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns about athletes who return to play too quickly have led state lawmakers in Oregon and Washington to pass laws stating that **no athlete shall return to play on the day he or she suffered a concussion and the athlete must be cleared by an appropriate health care professional before he or she are allowed to return to play in games or practices**. The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete is free of symptoms of a concussion and is cleared to return to play by a health care professional knowledgeable in the care of sports concussions, he or she should proceed with activity in a step-wise fashion to allow the brain to readjust to exertion. On average, the athlete will complete a new step each day. The return-to-play schedule should proceed as below following medical clearance:

- Step 1: Light exercise, including walking or riding an exercise bike. No weight-lifting.
- Step 2: Running in the gym or on the field. No helmet or other equipment.
- Step 3: Non-contact training drills in full equipment. Weight training can begin.
- Step 4: Full contact practice or training.
- Step 5: Game play.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by a health care provider.

HOW CAN A CONCUSSION AFFECT SCHOOLWORK?

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

In many cases, it is best to reduce the athlete's class load after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days or perhaps a longer period of time if needed. Decreasing the stress on the brain soon after a concussion may reduce symptoms and shorten the recovery period.

WHAT CAN YOU DO?

- Both you and your child should learn to recognize the "Signs and Symptoms" of a concussion as listed above.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season's sports.

OTHER FREQUENTLY ASKED QUESTIONS:

Why is it so important that an athlete not return to play until they have completely recovered from a concussion?

An athlete who has not fully recovered from an initial concussion is very vulnerable to recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return-to-play decisions are carefully made. No athlete should return to sport or other at-risk participation when symptoms of a concussion are present and recovery is ongoing.

Is a "CT scan" or MRI needed to diagnose a concussion?

Diagnostic testing which includes CT ("CAT") and MRI scans are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g., skull fracture, bleeding, swelling), they are not normally used, even by athletes who have sustained severe concussions. A concussion is diagnosed based upon the athlete's story of the injury and the health care provider's physical examination.

What is the best treatment to help my child recover more quickly from a concussion?

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television, and phones (including text messaging) may exacerbate the symptoms of a

concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms decrease, you may allow increased use of computers, phone, video games, etc., but the access must be reduced if symptoms worsen.

How long do the symptoms of a concussion usually last?

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases, symptoms may last for several weeks or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

How many concussions can an athlete have before he or she should stop playing sports?

There is no “magic number” of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as the way the injury happened and length of symptoms following the concussion are very important and must be considered when assessing the athlete’s risk for further and potentially more serious concussions. The decision to “retire” from sports is a decision best reached following a complete evaluation by your child’s primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

I’ve read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion?

The issue of “chronic encephalopathy” in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time, we have very little knowledge of the long-term effects of concussions that happen during high school athletics.

In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or sheer force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is further reason to carefully manage each concussion.

Adapted from [A Parent’s Guide to Concussion in Sports](#), National Federation of High School Associations.

Some of this information has been adapted from the CDC’s “Heads Up: Concussion in High School Sports” materials by the NFHS’s Sports Medicine Advisory Committee. Please go to www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm for more information.

AUTHORIZATION AND ACKNOWLEDGEMENT

WARNING: SERIOUS CATASTROPHIC AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION

Many forms of athletic competition result in violent physical contact among players, the use of equipment that may result in accidents, strenuous physical exertion, and numerous other exposures to risk of injury. Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution, or supervision will eliminate these risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques.

I understand the statement above and I understand that by allowing my student to participate in athletic events, I assume the risk that he/she may be injured, perhaps severely.

Signature of Parent

Printed Name of Parent

Date

ACKNOWLEDGEMENT OF CONDUCT CODE

I understand that as a student representing the school district in activities, I am obligated to comply with the athletic handbook, including the code of conduct.

This means that I may not possess, use, or be at parties in the presence of alcohol, illicit drugs, or controlled substances at any time during the calendar year unless I am accompanied by a parent. I understand that this policy applies both during the school year and in the summer.

Signature of Student

Printed Name of Student

Date

I understand that my student is obligated by this handbook, including the statements above.

Signature of Parent

Printed Name of Parent

Date

LEYTON PUBLIC SCHOOLS

STAFF HANDBOOK

2023-2024

**PO Box 297
504 MAIN STREET
DALTON, NE 69131**

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INTRODUCTION

This handbook provides information to persons who are employed by the school district and are referred to in this handbook as employees, staff, or staff members. It is designed to provide practical information about the daily operation of the schools in the district and contains building and district directories, safety and emergency information, as well as district policies and procedures. Each staff member should carefully review this handbook. The administration and the board of education continually review policies and procedures, so staff members should discuss comments, concerns, or suggestions about this handbook with their building principal or another member of the administrative staff.

This handbook does not create a "contract" of employment. Staff positions and assignments that do not require a teaching certificate or are not otherwise governed by the teacher tenure laws may be ended or changed on an at-will basis notwithstanding anything in this handbook or any other publication or statement, except a contract approved by the board of education.

Many situations may arise that are not covered by this handbook. In those instances, staff members should use their own good judgment or consult with the administration. If any information contained in this handbook conflicts with board policy or state statute, the policy or statute will govern.

The provisions in this handbook are subject to change at the sole discretion of the Superintendent and the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that all procedures can be kept up to date. If you have any questions regarding this handbook, please ask your supervisor or the Superintendent for assistance.

Your suggestions about ways to improve the school are welcome and will always be considered.

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

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

Name: Mr. Matt McLaughlin
Title: Superintendent
Address: 504 Main ~ Dalton, Ne 69131
Telephone: 308-377-2301
E-mail: matt.mclaughlin@leytonwarriors.org

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school District Policy 3053 – Nondiscrimination

DRUG-FREE WORKPLACE REQUIREMENTS

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy (4002) will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

POLICIES AND PROCEDURES REGARDING ALL STAFF

Accidents and Injuries

Staff must inform the building office immediately of all accidents and/or injuries to students or staff, and complete the appropriate accident form that is available from the office secretary. The accident form must be returned to the office within twenty-four hours.

Activity Accounts and Fundraising

Activity accounts are handled through the superintendent's office. No student or sponsor may make any purchase without a signed purchase order from the superintendent. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

The building principals are responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.**

The use of personal banking applications, such as (Venmo, Paypal, ect.) are not permitted for use.

Activity Tickets

All staff, spouses, and their school-age children will be admitted to home games free of charge. Activity tickets will be issued to staff through the building offices.

Agents, Salesmen and Other Business Representatives

All business representatives calling on school matters must obtain permission from the superintendent or building principal before conferring with staff. Staff must determine whether the business representative has been granted permission before discussing business matters. Classroom teachers may not interrupt class work to confer with such representatives.

Staff may not use school time or school facilities for any personal activity for personal financial gain

or confer with any business representative for personal business during school time.

Announcements and Circulars

No announcements shall be made before any school group without authorization of the principal or superintendent.

Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

Bell Schedule

			Daily High School		
			Begin	End	
			1 st Period	8:00	8:45
			Breakfast	8:45	8:58
			2 nd Period	9:00	9:45
			3 rd Period	9:48	10:33
			4 th Period	10:36	11:21
			5 th Period	11:24	12:09
			Lunch	12:09	12:42
			6 th Period	12:45	1:30
			7 th Period	1:33	2:18
			Warrior Period	2:21	2:51
			8 th Period	2:54	3:39

			Elementary/Junior High		
			Begin	End	
Start Time	8:00	3:30			
K-4 Lunch	11:00	11:30			
5-8 Lunch	11:30	12:00			

Board Policies, Rules, and Directives

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district’s website or in the main administrative office. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel. Additionally, the Board has authorized the Superintendent and his or her designee to adopt rules and directives regarding the conduct of students, staff, and other persons. Many of these rules and directives are published in the Student Handbook, Staff Handbook, and Activity Handbook, respectively. Each of these handbooks are available on the district’s website and in the main administrative office. **By signing the staff acknowledgement sheet, you agree that you have read and understood these policies, handbooks, rules, and directives, their application to you, and that you have had an opportunity to discuss any questions with the administration.**

Child Abuse

School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.

Nebraska Child Abuse hotline: 1-800-652-1999

2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.
3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.
4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Complaint Procedure Board Policy - 2006

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below. Students and employees who believe they have been subjected to sex harassment in violation of Title IX should refer to the board's policy titled "Title IX."

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

Complaint and Appeal Process

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, gender, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title TX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.

- b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or the Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint he or she may appeal the decision to the superintendent.
- a) This appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than ten (10) calendar days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal.
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint he or she may appeal the decision to the board.
- a) This appeal must be in writing.
 - b) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.
 - c) The board president may, upon receiving a timely appeal, appoint a subcommittee of three board members to investigate the complaint and prepare a report to the board. In the alternative, the board president may appoint the school's attorney or another appropriate person to investigate the complaint and prepare a report to the board. In the investigation, the board subcommittee or appointed investigator may, but is not required to, receive statements from interested parties and witnesses relevant to the complaint appeal. However all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) The board subcommittee or investigator shall provide the report to all board members. Upon receiving the report, the board president shall place the matter on the board agenda for consideration at a regular or special meeting. After consideration of the report by the board at a meeting, the board may, but is not required to receive further statements from interested parties and witnesses relevant to the complaint prior to making its decision.

- e) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 calendar days after it received complainant's written appeal.
 - f) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall (i) strongly encourage the complainant to reduce his or her concerns to writing and (ii) appoint a subcommittee of three board members to investigate the complaint and prepare a report to the board or appoint the school's attorney or another appropriate person to investigate the complaint and prepare a report to the board. The board subcommittee or investigator shall:
- a) Determine whether the complainant has discussed the matter with the superintendent. If the complainant has not the board subcommittee or investigator will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - b) Provide the report to all board members. Upon receiving the report, the board president shall place the matter on the board agenda for consideration at a regular or special meeting. After consideration of the report by the board at a meeting, the board may, but is not required to receive further statements from interested parties and witnesses relevant to the complaint prior to making its decision. After making a decision, the board or designee shall respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

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

Special Rules Regarding Educational Services and Related Services to Students with Disabilities. Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints

at the lowest level possible within the chain of command. Complaints filed (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section

Computers and the Internet: Acceptable Use by Staff

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. Staff members must refer to and comply with the board policy regarding Staff Internet and Computer Use (4012). Staff should also refer to and comply with the board policy regarding Staff and District Social Media Use (4051).

Conflict of Interest

All staff members are subject to the board's policy (4053) governing conflict of interest. That policy provides, in part, that no employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.

Contact Information

Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the building secretary to report a change.

Copyright and Fair Use

The school district complies with federal copyright laws. Staff members must comply with copyright laws when using school equipment or working on behalf of the district. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal, review the school district's copyright compliance policy (3020), and review *Reproduction of Copyrighted Works by Educators and Librarians* from the U.S. Copyright Office found at <https://www.copyright.gov/circs/circ21.pdf> and *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Corporal Punishment

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons, or property. Staff members should promptly report any event that required the use of physical force to their building principal.

Crisis Response Team

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response Team serves a vital role in supporting the district's staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any circumstances that may affect the staff member's ability to perform the tasks required by board policy (3041).

Disability Leave (Short-Term)

Short-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the school district's local education association. Short-Term Disability leave will run concurrently with FMLA leave.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator Mr. Kevin Thomas at 308-377-2301, kevin.thomas@leytonwarriors.org or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Mr. Kevin Thomas at 308-377-2301, kevin.thomas@leytonwarriors.org or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact Mr. Matt McLaughlin at 308-377-2301, matt.mclaughlin@leytonwarriors.org or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress Code

The attire worn by staff members conveys an important image to students and the general public. The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community.

Certified staff, paraeducators, and office staff should generally dress in business casual attire that is clean and professional.

The following are examples of unprofessional attire which should not be worn by classroom staff during the traditional school day, when students or visitors are in attendance, or when the employee is supervising, directing, or coaching students when the public is in attendance:

- For men: shirts without collars, unless the shirt can be deemed professional by other standards.
- Athletic wear, including sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium, on a playing field, or at athletic or other activity practices.
- Shorts, except when teaching physical education class or at athletic or other activity practices.
- Blue jeans, except at athletic or other activity practices, or on days considered to be "dress down" days.
- Hats, except when worn outside for sun coverage.
- Rubber soled 'flip flop' thong sandals.
- Any attire which is excessively wrinkled or torn, so that it is no longer neat and professional.
- Any attire which is immodest or may distract other employees or students in the learning environment.

Custodial, maintenance, and transportation staff should dress in attire appropriate to the work they are performing.

The superintendent or principal shall maintain the discretion to make determinations on staff dress and appearance. Administrators may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special "casual days" or field days). Any violation of school policy and rules may result in disciplinary action.

Driving

Staff members who drive school vehicles must have a valid driver's license and proof of insurance. Staff members will be provided a Driver's Certification form to verify this information. Staff members

who drive school vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see the school district's policy on school vehicle use for further information.

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy.

Drug and Alcohol Testing

School district administrators who suspect that drugs or alcohol may be present in a staff member's system may require the staff member to provide a body fluid or breath sample as provided in Nebraska law. Staff members who refuse a lawful directive to provide a body fluid or breath sample may be subject to disciplinary or administrative action by the employer, including denial of continued employment.

Duty to Report

School personnel shall self-report any of the following to the District's Superintendent within 24 hours of its occurrence or at the beginning of the next school day, whichever is earlier:

- Any criminal citation if the alleged offense is a misdemeanor or felony under federal or Nebraska law or in the state in which the alleged offense occurred;
- Any arrest for any reason;
- Any criminal conviction;
- Any sentence of incarceration;
- Any criminal or civil filing or Department of Health and Human Services or law enforcement investigation against the employee for child abuse and/or neglect;
- Any complaint or other administrative filing against the employee that could impact any certificate or professional license held by the employee;
- Any action or threat of action by any entity against the employee driver's license or ability or authority to operate a motor vehicle if the employee's job may require the operation of a motor vehicle.

The failure to make a report required by this section may result in disciplinary action up to and including cancellation, termination, and non-renewal.

Electronic Communication While Driving

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls not related to the transportation and reading or responding to e-mails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related work based upon employees' duties and responsibilities.

Expenses

The board will reimburse staff for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense, and credit course reimbursement fees are processed on an expense report form that is available from each building secretary. Appropriate receipts must be attached.

To be reimbursed for an item or for personal vehicle use, staff members must complete a reimbursement claim form, attach receipts and submit it to the Superintendent for approval.

All claims for reimbursement must be approved by the board, so some delay is probable. Mileage reimbursement will be denied if a school vehicle was available.

Family and Medical Leave (FMLA)

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy.

In-School Communication

Every staff member will be assigned a mailbox in the building where he or she works. Staff members are expected to check their mailboxes for messages in the morning upon arrival at school, at lunch time, and at the end of the day before departing.

A great deal of information is distributed to staff via the school's e-mail system. Each staff member must check his or her e-mail account frequently throughout the school day. Staff members are allowed to use their school e-mail accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal e-mail during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school e-mail account or a personal account.

Intellectual Property

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.

Jury and Witness Duty Leave

An employee who has been called to serve as a juror will be granted paid leave.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave.

Keys

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than regular school hours.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the building principal immediately.

Locker Room Supervision

Coaches, sponsors and staff members who are responsible for locker room supervision must be able to hear what is going on in the locker room when students are present.

Meals Program

Staff may take advantage of meals offered through the district's foods program. Staff may purchase breakfast from the school cafeteria for \$2.25 per meal and lunch is \$4.00 per meal. Each meal includes one carton of milk, extra cartons cost 45 cents. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members should maintain a positive balance.

Military Leaves of Absence

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) and the Nebraska Family Military Leave Act will be governed by the board's policies.

Milk Expression

The district will provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers, students, and the public for one year after the child's birth.

News and Press Releases

Positive media coverage of the school district and its activities is good for the school, its staff, and its students. Staff should endeavor to establish and maintain cordial relationships with local media outlets.

Activity sponsors and other staff who are involved in newsworthy activity should submit typed press releases to the office for distribution to the media when noteworthy events have occurred. Coaches must communicate with local TV, radio, and print media promptly after matches or games to disseminate the results.

Communicating with the public, keeping the public informed, and public relations with the community are important tasks. News of important and/or interesting events and activities are usually welcomed by the newspapers.

Newsletters

The district secretary will inform staff of the relevant deadlines for each newsletter. Staff members are encouraged to submit articles for the newsletter that reports recent classroom activities and emphasizes positive aspects of the district's mission.

Obligations Related to American Civics Instruction

All staff members shall be familiar with, and comply with, the requirements of state law, board policy, and district curriculum to properly instruct students regarding American Civics, Social Studies, American History, and appropriate patriotic exercises on particular days of the year. Neglect of any such responsibilities by any employee may be considered just cause for dismissal.

Outside Employment

No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the complete and competent discharge of his or her responsibilities to the school district.

Political Activities

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

Pregnant or Parenting Students

The school district encourages students who are pregnant or parenting to continue to participate in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting have been told to notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student and appropriate district staff to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan may include:

1. If the student cannot regularly attend classes, the provision of online courses;
2. The arrangement of meeting times with teachers;
3. If the student has not identified appropriate childcare, the identification of child care providers that meet statutory requirements for quality and care; and
4. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators including, but not limited to, modification of attendance policies.

Professional Boundaries Between Staff and Students Board Policy - 4043

All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any kind between staff and students.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor violations and questionable violations should be reported as soon as possible, but always within 24 hours.

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

Professional Growth

All employees must complete six units of professional development every six years (Board Policy 4032) and shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

In addition to this requirement, the superintendent will select in-service programming to provide additional professional growth activities for certified and classified staff.

Purchasing

All requisitions for books and school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisition forms are available from the office. Orders should not be placed until the district office has issued a printed purchase order. Once an order has been received, the staff member must notify the building secretary so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

When routine supplies are needed for immediate use, staff should contact the building secretary. When it is necessary to make a special or emergency requisition for supplies or equipment, staff should contact the principal for the necessary forms. The superintendent will either approve or disapprove the request through the principal.

Records and Reports

Staff members must refer to and comply with Board Policy 5016 regarding the management and maintenance of student records.

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

Recordings of Students and Classrooms

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 5063 for information on recording by students.

School Calendar

The official school calendar is maintained in the district office. All activities and events must be scheduled and approved by the building principal. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the office.

School Property

School property is not to be lent to individuals except by permission of the superintendent.

Staff or groups who wish to use school facilities should make requests to the building principal as early as possible so that they may be placed on the school calendar.

Staff must inform the building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the principal's office.

School Vehicle Use

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff should refer to the board policy regarding the use of school vehicles.

Security

Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night.

Staff members who use the building after it has been locked by the custodian or on weekends are responsible for turning off all lights and locking all windows and doors that they or students under their supervision may have used.

Under no circumstances are pupils to be allowed in the building after school hours without faculty supervision. Keys to any school areas are not to be loaned to students under any circumstances.

Smoking on School Premises or at School Activities

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Social Media Usage by Staff

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with Board Policy 4012 and Board Policy 4051 regarding "Staff Internet and Computer Use" and "Staff and District Social Media Use." Staff members who are uncertain about the applicability of board policy to a particular situation must confer with their supervising administrator prior to posting on social media.

Solicitation and Distribution of Merchandise

In the interest of maintaining a proper school environment and preventing interference school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds, except as approved by the administration.

Staff Room

The staff room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition.

Student Interviews

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

Telephones

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Teachers will not be called to the telephone during class time except in the case of an emergency.

Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time.

Threat Assessment and Response Board Policy - 3039

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

1. Definitions

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

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration

immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

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

3. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to the designated law enforcement unit. Upon receipt of an initial report of any threat, the law enforcement unit shall initiate an initial inquiry/triage and make a determination of the seriousness of the threat as expeditiously as possible. The law enforcement unit must contact local law enforcement if it determines that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the law enforcement unit will meet to evaluate and respond to the threatening behavior. The law enforcement unit may, but is not required to, review the following types of information:

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

If the threat has been made by, or is directed towards, a student with a disability, the superintendent must confer with a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate.

At the conclusion of the investigation, the law enforcement unit will share its findings with the superintendent. The superintendent will determine what, if any, response to the threat is appropriate. The superintendent is authorized to disclose the results of the investigation to law enforcement and to the target(s) of any threatened acts. The superintendent may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of the investigation to the student's individualized education plan team.

4. Communication with the Public about Reported Threats

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

5. Coordination with the Crisis Team After Resolution of Threat

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

Ticket Taking

All staff will be expected to take tickets at one time or another at home events. Staff members who coach a sport may take tickets at an event they do not coach. Staff members who are unavailable to take tickets at the event they are assigned to work must find their own replacements and notify the Activities Director of who will be taking their place.

Transportation Request Forms

Staff members must complete transportation request forms as soon as they know they need school-provided transportation to allow the transportation adequate time to schedule drivers and vehicles.

Visitors

Staff should welcome members of the public who wish to visit school, but should ensure that visitors follow the district's requirements.

All visitors must report to the building office before visiting any classroom or other areas of the building.

Visitors must comply with the following guidelines:

- if a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- children under the age of 10 years must be accompanied by a parent or guardian
- all classroom visitors must have the prior approval of the principal or superintendent
- salespeople and other such agents will not be allowed to solicit staff members during school hours without prior approval
- visitors must wear the visitor's badge supplied by the building office

Wage and Salary Payments

Staff members are paid on the 15th of each month. The district provides direct deposit of paychecks to designated financial institutions. Otherwise, paychecks will be delivered personally at school or mailed to the address on file in the district office. Staff who wish to activate or modify their direct deposits or who wish to have paychecks mailed to a different address must contact the district office. The school district will mail staff paychecks to the last address on file for each employee during months when school is not in session. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

Weather-Related Closings

If school is called off because of bad weather or for any other reason, it will be announced on the Leyton website, facebook, KSID, KNEB and EZ Message.

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

Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent

of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

Absences

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Education Association. This handbook sets forth the process for using that leave

1. Sick Leave

Certified staff members who are too ill to perform their teaching duties must contact their building secretary at the school.

2. Personal Leave

Certified staff who wish to take personal leave must submit a leave request to their building principal at least three days in advance of the proposed leave. Building principals may deny personal leave requests if the school district is unable to secure the services of a qualified substitute teacher on the day of the proposed leave. Use of personal leave during the first and last ten days of a school year and the day before or after a holiday or break may be allowed by the administration for good and significant cause and when the individual cannot control the date and/or time. For example, if school is not in session on a Monday, certified staff may not take personal leave the preceding Friday or following Tuesday.

3. Professional Leave

The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars, workshops and other activities which will continue their professional growth. Certified staff members who wish to take professional leave must submit a leave request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if they are unable to secure the services of a qualified substitute or if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district. Certified staff members who feel they have been unfairly denied professional leave may grieve the principal's decision, pursuant to the grievance procedure contained in the district's Negotiated Agreement.

4. Substitute Folders

Each teacher must prepare a substitute folder and keep the completed folder readily available. The folder must contain:

- a.) the current seating chart for each class;
- b.) the daily routine followed by each class;
- c.) all schedules (fire drill procedures, lunch schedule, etc.);
- d.) a copy of this handbook;
- e.) plans for the day if the teacher's absence was anticipated. (These plans are in addition to the teacher's regular lesson plan book.)
- f.) emergency lessons plans

Certified staff members may not make arrangements for their own substitute.

Assemblies

Classroom teachers must attend assemblies and pep rallies and sit with students to help maintain order. All certified staff members should attend school assemblies and should try to attend as many of the school functions as possible regardless of whether they have specific assigned duties or not.

Assignment of Teachers

The administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events.

Certificates, Teacher Contracts, Salary Information

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff member's responsibility to make sure this is done.

Each certified staff member must provide the superintendent's office with the following information:

- a. social security number,
- b. NPERS documentation,
- c. withholding form W-4,
- d. authorization to withhold for insurance benefits and,
- e. I-9 Form with Identification Documents.

Each new certified staff member must fill out forms for retirement benefits before the first pay day as well as the coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the district office of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

Cheating

Students caught cheating (including plagiarizing) must be sent to the building principal for administrative discipline. The classroom teacher may also give the cheating student a zero grade for the test or assignment.

Check-out Forms

All certified staff must complete a check-out form and obtain the building principal's signature on the form prior to departing for the summer. Classrooms must be tidy to allow the custodial staff to clean classrooms and work areas.

Class Record Books

A class record book is the school's official record of matters relating to each student in each teacher's class. It may be maintained in paper or electronic form and must be complete in scope and accurately maintained. All classroom teachers are required to keep class record books which list students in each class in alphabetical order and show the attendance and all grades earned by each student. Record books are subject to examination by the building principal or superintendent at any time.

Classroom Management and Student Discipline

Classroom discipline is first and foremost the responsibility of the classroom teacher. Individual teachers are expected to assume responsibility for good discipline throughout the school system. However, if a certified staff member needs assistance with student discipline, they should seek the advice and counsel of the principal or superintendent.

Classroom teachers may not leave their classrooms unless the students are supervised by a competent adult.

Classroom teachers should have a well-defined discipline plan that is known to the students. Rules and consequences should be stated clearly and posted where appropriate.

Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more information.

Teachers may remove a student from the classroom for failure to comply with established rules of conduct. Only an administrator can suspend or expel students from class or school and due process must be followed.

Students may be kept after school for matters relating to discipline or to assist in their academic progress. Certified staff should allow all elementary students and junior/senior high students who ride the bus to arrange parental transportation for the next day with their parents. Students who do not have transportation concerns may be kept without delay. Students may not avoid being kept after school because they have an after school practice or other school activity.

Both elementary and secondary certified staff are responsible for assisting with hallway discipline between classes and in the school lunchroom.

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Classroom teachers have no right to waste the pupils' time. Classroom teachers may not dismiss classes early except by permission of the building principal.

Staff members may never send a student off school grounds without the authorization of the building principal.

Classroom Sanitation

1. Handling of Body Fluids

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions, and saliva.

2. Infectious Diseases

Certified staff should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Certified staff should report to the school nurse or the student's parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

Coaching Supplies

Coaching supplies will be distributed by the athletic director. Such items include tape, prewrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities directory only when they have run out of supplies.

Coaches must fill out and submit inventory forms to the activities director immediately after the season is complete.

Collection of Student Money

Staff members must comply with the school district's student fee policy before collecting any funds from students.

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Leyton Public Schools, unless otherwise instructed.

When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization is not to give merchandise to students; items will be distributed after proper payment.

Community Involvement

Certified staff are encouraged to take part in civic affairs in the community and must do so when required by state law and board policy.

Computer Lab

Students and staff who use computers owned by the district must abide by the district's acceptable use policies. Students may use the computer lab during lunch and after school. Classroom teachers may not send students to the computer lab during study halls or class unless they have made prior arrangements with the lab coordinator.

Classroom teachers who wish to bring classes to the computer lab must sign up as far in advance as possible with the lab coordinator. Absolutely no food or drink is allowed in the computer lab.

Display of Classroom Work in the School and the Community

Classroom teachers are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do. Classroom teachers may use the window area of the central office or the commons area to display student work or they may use during a night activity. Certified staff must contact the principal before displaying student work at an evening activity.

Duties of Certified Staff

The duties of certified staff include, but are not limited to, the following:

- a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
- b) Attending such education conferences as are required by law or administrative directives.
- c) Attending school assemblies unless excused by the principal.
- d) Instructing pupils in the proper use of equipment and instructional supplies.
- e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
- f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
- g) Discussing a student only with the child's parents or guardians and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss student or other staff members in the staff lounge.
- h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
- i) Refraining from joining book clubs or film clubs using the school name.
- j) Turning in all monies collected to the main office by the end of the school day.
- k) Clearing all class meetings or trips through the principal's office.
- l) Participating in MTSS Teams and/or Student Assistance Teams pursuant to board policy.
- m) Assisting with the administration of standardized testing as assigned by the administration.
- n) Provide homebound instruction as assigned by the administration.
- o) Performing additional duties as assigned by the administration.

Eligibility

Student academic eligibility for participation in extra-curricular activities will be determined on a weekly basis beginning on the third Friday of each quarter. Teachers will have grades posted by 10:30 am Friday or the last school day of the week. A student will become ineligible by receiving two D/s or one F. Eligibility will go into effect the following Monday through Sunday. At the discretion of the sponsor, ineligible students will be allowed to participate in practice. Eligibility will reset at the end of each quarter and on December 31st and May 31st. Activities affected by the eligibility rule are:

1. All interscholastic contests, including but not limited to, athletics, FFA, eSports, speech contests, and similar organizations or events.
2. Cheerleading.
3. Pepband
4. All school dances.
5. Other activities deemed appropriate by the principal.

The school district will notify a participant and his or her parents whenever the participant is declared academically ineligible.

Students may not participate in any activity, performance or practice while serving a short-term suspension, long-term suspension, or expulsion from school.

Incentives to waive eligibility requirements (once per student, per semester) may be determined by

building principal.

Enrichment

Students who score below the 50th percentile on NWEA MAP tests in either Math, Reading, Language Arts, or Science, in the Spring testing session, will be provided supplemental instruction the following school year. This instructional time will be labeled "Enrichment" and will be held during the regular school day. Students in grades K-12 will be provided supplemental instruction during the school day. This is a required class section. Any failure to attend this class will result in the student being ineligible for all of the following week's activities. Students will be afforded the opportunity to "test out" by achieving a score that exceeds the 50th percentile.

Extracurricular Activities

Staff must schedule all events and extracurricular activities at the activity director's office to avoid conflicts. Activities must be put on the school calendar located in the activity director's office at least one week before the activity. Staff should avoid or shorten practices and activities on Wednesday evenings and Sundays in order to give students sufficient time away from school for family-related activities. Exceptions must be approved by the Superintendent as according to board policy 3015

Certain activities require time be scheduled outside regular school hours. Any school sponsored activity involving students must have approval of the principal prior to the activity, including all fund raising activities.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extra-curricular activities without permission from the principal. All evening activities, except practices, must have no less than two school sponsors. Non-school sponsors must be approved by the administration. If vehicles are used for transportation, the drivers must be adults who have been approved by the school.

The activities director has the responsibility for all activities. Therefore, any ruling or handbook decision he/she makes will be school regulation in lieu of further board action.

No student may participate in a field trip off school property without written permission of his or her parent or guardian.

Evacuations

Early in the semester, classroom teachers should review instructions for leaving the classroom with all of their students. Classroom teachers should also periodically review with each class what to do in case of fire, tornado or other emergency.

1. Fire Drills

Fire drills will be held on a regular basis. Certified staff may or may not be notified in advance. These drills are important exercises that help ensure the safety of students in case of an emergency.

When the fire alarm is sounded, all students and staff immediately must cease the activity in which they are engaged and leave the building at once, following these regulations:

- a) The classroom teacher will be the last to leave the room. He or she will turn out all lights and close the door as he or she leaves.
- b) Classroom teachers will take their fire drill packets and class grade books with them when they leave their classrooms.
- c) Staff and students will move far enough away from the building to avoid possible injury from fire and falling embers, and also, to remain clear of emergency vehicle traffic.
- d) Once outside, each teacher must account for every student in the class. Classroom teachers will take roll for their class and;
 - 1) hold up a Green Card (all students accounted for)
 - 2) hold up a Red Card (missing student(s) listed)

The signal to return to the school building will be the short bell. It will be sounded upon completion of the drill. Students will return in an orderly manner.

2. Tornado Drills

When a tornado warning has been issued, the school will evacuate classrooms and move students to the designated tornado shelters. Tornado alerts will be given via the intercom system. When a tornado alert is given, all students and staff immediately must cease the activity in which they are engaged immediately and seek shelter, following these regulations:

- a) All students and staff should proceed to the designated tornado shelter.
- b) Once in the designated tornado shelter, each teacher must account for every student in the class.

3. Protocol for all Evacuations

Upon evacuation signals, all students and staff must exit each building. Classroom teachers should do the following:

- 1) Take the class roster;
- 2) Lock the classroom door after all occupants have exited the room;
- 3) Keep the class together and move promptly in an orderly fashion; and
- 4) Upon arriving at the evacuation point, take roll, maintain order, and supervise students.

Evaluations

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate. Copies of the district's evaluation forms are contained at the end of this handbook.

Examinations

Formative and summative assessments will be given as determined by the teacher. Students are prohibited from grading assignments, distributing graded work or photocopying tests. Confidentiality of students work shall be maintained at all times.

Faculty Meetings

The superintendent and principals will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administration.

Field Trip Request Forms

Certified staff who wish to take students off school property must submit a request to the building principal at least ten calendar days prior to the date of the requested activity. No field trips will be allowed after May 1st with the exception of postponements, rescheduling and special events.

go.edustar

All teachers/classroom aides will be required to use go.edustar. Attendance will be taken as follows: Elementary – at the beginning of the morning; and Secondary – at the beginning of every period. Attendance must be taken within the first five minutes of each period / beginning session. Lunch count will also be taken with go.edustar.

Certified staff who have trouble/problems with go.edustar, should contact the technology coordinator.

Grading Policy

Grades are given as letter or percentage as requested by the building principal. No incompletes will be given, as a final grade, but grades may be changed by request of the classroom teacher to the principal. If a student fails the first semester and passes the second semester, an elementary classroom teacher may pass a student for the full year.

A student is to be graded on academic performance. **A student's grade is not to be adjusted for discipline.** Prejudice or favoritism has no place in grading a student. All grading should be explained in simple, understandable terms to the student.

Classroom teachers should provide students and parents with frequent updates regarding the student's progress during the quarter. At the conclusion of each quarter, students will receive an end-of-quarter report card. Classroom teachers should use the following symbols for each subject area:

Grades 2 through 12

K & 1st teachers

S= Satisfactory Progress
U= Unsatisfactory Progress
E=Excellent

Report Cards

A= Excellent
B= Above Average
C= Average
D= Below Average
F= Failing

Numerical Scale

93-100 = A
86-92 = B
77-85 = C
76-70 = D
69 and below = F

Dual credit classes will use the grading scale assigned by the institution providing the instructions.

Guest Lecturers

Guest lecturers must be approved by the administration before they are asked to address a class. The guest lecturer must have a specific, relatable objective in his/her lecture.

Hall Duty

Every classroom teacher is on hall duty before school in the morning and between classes. Classroom teachers are responsible especially for the part of the hall adjacent to their classrooms.

Homework Policy

Homework is an important part of student learning. When parents, teachers, and students work together, out-of-class assignments are a valuable part of the instructional program. Homework should provide opportunities for students to practice acquired skills, develop initiative, form independent study habits, and use community resources.

Instructional Materials

Instructional materials are made available through the Education Service Unit. A catalog and order forms will be made available to all members. Films should be used as instructional materials. All media must be previewed for suitability by the classroom teacher before being shown to students.

Lesson Plans

Each teacher will prepare and complete a proper lesson plan. These plans must be written so that they are clear to any substitute teacher and readily available to any teacher. An up-to-date seating chart of the class or classes shall be part of the lesson plan book. Other regulations relative to lesson plans will be made by individual building principals. The lesson plans of all classroom teachers are subject to review of the building principal or other members of the school district's administration at any time.

Lesson plans must **identify major instructional objectives and show page assignments and general direction that might be followed by anyone who might be called upon to teach the classes.**

Lesson plans must be submitted by 9:00 a.m. Monday of each week.

Media Center

The media center is set up to serve the needs of certified staff and students. Certified staff who need assistance with textbooks, literature sets, magazines and other reference materials should consult with the media specialist assigned to their building.

Students may use the media center during study halls, at lunch, after school and in the evenings. Classroom teachers may send individual students to use the media center during class time, but should contact the media staff before sending a group of students during class. The media staff may send disruptive students back to class or study hall, or may exclude unruly students from the media center for a specified period of time. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist.

Paraeducators

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, and preparing bulletin boards. Paraeducators will **not** grade tests or class work, or calculate and record grades. Paraeducators are to work only on and within their assigned work days. If the classroom teacher desires the paraeducator to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

Parent-Teacher Communication

Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by letter, telephone, e-mail, or personal conference. Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and where necessary utilize a planner as a communication tool. Certified staff who need additional support in communicating with parents should contact their building principal or guidance counselor.

Parking

Parking on the south side of the High School is reserved for staff. Parking on the east side of the elementary site is reserved for staff. **Students are not to park their cars in the staff designated area.** Staff members may not allow students to park in the staff area when groups leave early in the morning on a school day for field trips or athletic events.

Parties

1. No activities or picnics shall be held by an organization of the school without the presence of the sponsor or sponsors.
2. The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor.
3. In making arrangements for activities and picnics, staff must avoid disturbing the routine of the school.
4. Cleaning up after the activity is the responsibility of the sponsor.

Planning Time

Each classroom teacher is provided with time for planning, preparation of school-related materials, and a brief respite from the duties of the day. Teachers may occasionally utilize this time for conferences with students, parents and faculty members.

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time. Planning time is not to be used for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests without administrative approval.

Private Tutoring

Classroom teachers must provide individual assistance to students as a part of their duties. Any certified staff member who engages in private tutoring for pay (compensation of any kind from a source other than the District) is subject to the following rules:

- Certified staff may not arrange to provide private tutoring for any child enrolled in the staff member's class.
- Certified staff are not to provide private tutoring in a school building.
- Certified staff are not to provide private tutoring during duty time.
- Certified staff are prohibited from advertising or promoting the private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Pupils' Records

1. Each classroom teacher must keep a set of records in the daily class record book of the class recitations, tests, exams, daily work, notebook, etc. This serves as a justification of the final grade in case of dispute between teacher and pupil, or teacher and parent, and assists in making out the final grades. This book must be turned into the principal at the end of each school year.
2. Report cards will be issued within one week following the end of the quarter unless otherwise announced.
 - a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.
 - b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.
 - c) Each classroom teacher is responsible for distribution of class cards on time.
 - d) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

Rights of Certified and Probationary Teachers

Certified and probationary teachers are entitled to the legal and procedural rights outlined in the board policies and state and federal law with regard to the amendment, cancellation, or termination of the teacher's employment contract. For specific questions relating to those procedural or legal rights, please refer to the district's board policies.

School Day

All certified staff must be at school or on duty between the hours of 7:45 a.m. and 4:00 p.m., Monday through Friday. On Fridays and days preceding certain holidays or vacation periods, certified staff are permitted to leave after the students are dismissed. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

Sponsors

Staff members are assigned by the activities director as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the student manual. Purchasing of supplies must be approved by the building principal.

Student Activities

Staff members who sponsor extracurricular activities such as athletics, class plays, and class activities may leave the school building only after making sure that all students and other individuals have left the building and lights are turned off. No student is to be left unattended in the school building at any time.

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Activity sponsor will be held responsible for clothing and equipment that is not returned.

Student Aides

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be

used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades, or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours.

Student Attendance

Students are expected to arrive at each class, be seated and ready for instruction prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher's professional responsibility. Classroom teachers must insist that students be on time.

Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in upper grades, at the beginning of each period. Students and student assistants are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

Students returning from an absence must report to the office prior to going to class. A returning absentee must show each classroom teacher the admittance pass that was issued by the school office. No student should be accepted back into class after an absence without this pass.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class.

Student Attire

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student Handbook.

Classroom teachers must report students who are not in compliance with the dress code to the building principal. The final decision on what is considered proper grooming and appearance is the responsibility of the building principal.

Student Illness

In the event of student illness or injury, classroom teachers should notify the building principal or superintendent immediately. Staff should never send a pupil home without notifying school officials and checking to see if his/her parents are home.

Student Medication

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

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

Non-prescription medication.

School personnel may administer non-prescription medications that do not require physician authorization that are purchased and maintained by the school, parents/guardians must provide written permission for the administration of the medication.

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

Student Searches

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

Substitute Teaching During Planning Period

Certified staff may be required to substitute during their planning period. In the event a teacher subs during a plan period they will be paid \$40 per hour/class period.

Teaching Controversial Issues

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Textbooks

Classroom teachers will issue textbooks to the pupils, keeping a record of the number and condition of the book assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books.

Workbooks do not become the property of the students and in most cases should be retained by the school.

POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF

At-Will Employment

Classified staff members are employed "at-will." Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

Bereavement Leave

Each teacher shall be granted a maximum of (5) days bereavement/ emergency leave, with pay, during each school year for personal emergencies. "Personal emergencies" shall be defined as the death or serious illness of a teacher's immediate family, sibling, or parent, or of their spouse's immediate family. Approval for such leave shall be secured from Superintendent of Schools. Two of the 5 days may be used in the event of the death of others than those listed above.

- a. In the event the Superintendent of Schools is presented with unique circumstances not included in the above definition which he believes warrant emergency leave for a teacher, the Superintendent may expand the definition of "personal emergencies" to include such circumstances; however, Superintendent shall, within a reasonable thereafter, make a report to the Board of Education disclosing the unique circumstances involved and explain his rationale for his actions under this provision.

Holidays

Employees will receive paid time off on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, and Christmas Day.

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

Classified employees will generally be required to work their regularly scheduled hours the workday preceding and workday following the holiday in order to be eligible to receive holiday pay.

Hours

Work hours vary with the classified staff member's department and position. Meetings will occasionally be scheduled before or after normal working hours.

It is vital that the district's employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

Unless the superintendent directs otherwise, staff shall not be required to report when school is canceled due to inclement weather.

Overtime and Compensatory Time

All classified staff members must keep an accurate record of all hours worked for the district. The only exceptions are those who have been notified in writing that they are exempt from this time-keeping requirement. Classified staff should not work more than forty hours in a given week without the express permission of their immediate supervisor. Those who accrue more than forty hours in a given workweek will receive overtime or compensatory time, pursuant to board policy.

Personal Leave

Classified employees will receive one day of paid personal leave each school year for personal business that cannot be taken care of outside regular business hours and other events of personal significance. Personal leave must be approved in advance by the employee's immediate supervisor or the Superintendent. There shall be no carryover of personal days from year to year.

Sick Leave

Classified employees will receive five days of sick leave. A staff member who is too ill to come to work, or who has a qualifying family member who is too ill to be left alone, must notify his or her immediate supervisor prior to the time he/she regularly reports to work. Sick leave does accumulate from year to year.

Vacation

Eligible classified employees will receive paid vacation each school year. Employees should consult with their immediate supervisor for vacation information.

Weather Closings

Unless the superintendent directs otherwise, staff shall not be required to report when school is canceled due to inclement weather.

**LEYTON PUBLIC SCHOOLS
BOARD OF EDUCATION POLICY #3057**

Title IX Policy

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

1. Title IX Coordinator

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

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

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

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

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.1-5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

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

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

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

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

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

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

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

2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

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

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

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

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

- 2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- 2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent
- 2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a), which means violence committed by a person—
 - 2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - 2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - 2.6.4.2.1. The length of the relationship.
 - 2.6.4.2.2. The type of relationship.
 - 2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.
- 2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a), which includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who—
 - 2.6.5.1. is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;
 - 2.6.5.2. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
 - 2.6.5.3. shares a child in common with the victim; or
 - 2.6.5.4. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.
- 2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - 2.6.6.1. fear for his or her safety or the safety of others; or
 - 2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment,

or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

3. Discrimination Not Involving Sexual Harassment.

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

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

- 3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;
- 3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
- 3.2.3. Deny any person any such aid, benefit, or service;
- 3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;
- 3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;
- 3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
- 3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. Complaint Procedure. All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure, Board Policy 2006.

4. Response to Sexual Harassment

4.1. Reporting Sexual Harassment. Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

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

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

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

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

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

5.1. **General Requirements.**

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

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

- 5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.
- 5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.
 - 5.1.4.1. **All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.
 - 5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:
 - 5.1.4.2.1. The definition of sexual harassment in subsection 2.6;
 - 5.1.4.2.2. The scope of the district's education program or activity;
 - 5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and
 - 5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
 - 5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.5.8.
 - 5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.
- 5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- 5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

- 5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.
 - 5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection **Error! Reference source not found.**
 - 5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- 5.2. **Notice of Allegations.**
- 5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:
 - 5.2.1.1. A copy of this policy.
 - 5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6 including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5 and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
 - 5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.
- 5.3. **Dismissal of Formal Complaint.**
- 5.3.1. The district will investigate the allegations in a formal complaint.
 - 5.3.2. **Mandatory Dismissals.** The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:
 - 5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;
 - 5.3.2.2. Did not occur in the district's education program or activity; or
 - 5.3.2.3. Did not occur against a person in the United States.

- 5.3.3. **Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:
- 5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
 - 5.3.3.2. The respondent is no longer enrolled in or employed by the district; or
 - 5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
- 5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.
- 5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

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

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

- 5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;
- 5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);
- 5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- 5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- 5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any

related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

- 5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- 5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and
- 5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. **Determination Regarding Responsibility**

- 5.6.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).
- 5.6.2. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.
- 5.6.3. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:
 - 5.6.3.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

- 5.6.3.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
 - 5.6.3.3. Findings of fact supporting the determination;
 - 5.6.3.4. Conclusions regarding the application of the district's code of conduct to the facts;
 - 5.6.3.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and
 - 5.6.3.6. The district's procedures and permissible bases for the complainant and respondent to appeal.
- 5.6.4. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.
- 5.6.5. The Title IX Coordinator is responsible for effective implementation of any remedies.

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

- 5.7.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.7.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.
- 5.7.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:
 - 5.7.2.1. Procedural irregularity that affected the outcome of the matter;
 - 5.7.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 - 5.7.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.7.3. As to all appeals, the district will:

- 5.7.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- 5.7.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
- 5.7.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3-5.1.4.
- 5.7.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- 5.7.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and
- 5.7.3.6. Provide the written decision simultaneously to both parties.

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

5.8.1. Provides to the parties a written notice disclosing:

- 5.8.1.1. The allegations;
- 5.8.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
- 5.8.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
- 5.8.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

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

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

5.9. **Recordkeeping.**

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

- 5.9.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;
 - 5.9.1.2. Any appeal and the result therefrom;
 - 5.9.1.3. Any informal resolution and the result therefrom; and
 - 5.9.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.
- 5.9.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

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

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

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

- 7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.
- 7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.
- 7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.
- 7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

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

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

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

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

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

10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. **Specific Circumstances.**

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

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

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

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

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

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

Adopted on: August 10, 2020

Reviewed on: March 14, 2022

Revised on: July 11, 2022

STAFF DIRECTORY FOR 2023-2024 LEYTON PUBLIC SCHOOLS

Name	Position	Home Address	Phone
Brenda Ahlm	Elem/JH Kitchen	Gurley	308-250-1354
Isaac Ascherl	JH Wrestling	Sidney	308-249-7596
Todd Ascherl	JH Wrestling	Dalton	308-279-2664
Theresa Barnhart	6-8 th Science	Sidney	308-778-7132
Julie Bellendir	Elem SPED Para	Sidney	308-250-2548
Jed Benish	HS Girls Basketball	Gurley	308-884-2028
Shad Benish	School Board Member/Cross Country	Dalton	308-249-1951
Rylee Blomenkamp	Special Education	Broadwater	605-208-0121
Penny Borcher	HS Kitchen	Dalton	308-249-5737
Ryan Borges	School Board President	Dalton	308-249-1924
Mark Carley	Elem/JH Custodian/Bus Driver	Dalton	308-250-6838
Lindie DeBlois	Librarian	Bridgeport	308-279-0315
Jennifer Dobrinski	Bus Driver	Broadwater	308-262-5490
Suzy Ernest	School Board Secretary	Lodgepole	308-249-5687
Melisa Fesmire	5 th Grade	Bridgeport	308-279-0377
Ryan Fortune	Groundskeeper	Dalton	720-934-8630
Cody Gamble	Physical Education/AD	Sidney	308-250-1566
Julie Gamble	High School/JH Girls Track	Sidney	308-250-1567
Alison Haley	Technology/Warrior Zone	Dalton	308-249-4198
Matt Haley	STS/eSports/Golf	Dalton	308-249-6778
Jessica Hanks	English	Sidney	308-760-9260
Wendy Hansen	Art	Sidney	308-367-7150
Natasha Haupt	Business/HS Volleyball/Cheer	Sidney	308-249-7633
Jesse Henderson	Science	Sterling, CO.	970-580-4514
Nicole Hughes	Ag/FFA	Dalton	402-318-2315
Jason Hutton	Math	Dalton	308-377-2016
Charles Jones	K-12 Principal/Title IX/504 Cordinator		308-362-7019
Faith Jones	Library Para	Dalton	402-690-0527
Lindsey Kessler	Kindergarten	Sidney	308-249-4077
Janella Kruse	Bookkeeper	Gurley	308-249-7231
T'Neal Lind	HS Kitchen	Gurley	308-249-4331
Glen Lipska	Social Studies/FB/HS B Basketball/Track	Sidney	308-254-1177
Vali McDaniel	6-8 th Language Arts	Sidney	308-249-4108
Matt McLaughlin	Superintendent	Dalton	316-833-1354
Kali Miller	HS SPED Para	Sidney	308-250-5950
Rebecca Murray	3 rd Grade	Broadwater	308-377-2327
Amy Neumann	2 nd Grade	Sidney	308-250-2055
Nick Newkirk	6-8 th Math	Sidney	402-841-5035
Jacob Noel	Maintenance Director/HS Custodian	Sidney	308-249-2914
Dave Nyffeler	Bus Driver	Gurley	308-884-2483
Shawn Oakes	Music	Sidney	307-761-1241
Megan Rathman	Title I/Curriculum Director	Dalton	308-249-2854
Cindy Reilly	Paraeducator	Dalton	308-377-2659
Rhonda Rummel	Elem/JH Kitchen	Gurley	308-250-1190
Heidi Rushman	Elem/JH Secretary	Gurley	308-249-3384
James Rushman	High School Boys Basketball	Dalton	308-250-1197
Rol Rushman	School Board Member	Gurley	308-249-1384
Jourdan Schumacher	4 th Grade	Dalton	308-250-2141
Sam Schumacher	School Board Vice President	Dalton	308-249-6711
Amy Thacker	1st Grade	Sidney	308-760-5211
Dave Wiedeman	School Board Treasurer	Dalton	308-250-2753
Deb Wieser	HS Secretary	Dalton	308-250-9064

Access to Electronic Information, Services, and Networks

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. Unacceptable Use While on Duty or on School Property

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.
4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

III. Enforcement

A. Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

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

2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B. Any violation of school policy and rules may result in that staff member facing:

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

IV. Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

SCHOOL CALENDAR

2023/24 Leyton Public Schools

School Hours:

High School (M - Th): 8:00 AM - 3:39 PM
 (Fri): 8:00 AM - 2:02 PM
 Elem/JH (M - Th): 8:00 AM - 3:30 PM
 (Fri): 8:00 AM - 1:55 PM

August 2023						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
					T=	14
					S=	11

September 2023						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
					T=	20
					S=	20

October 2023						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
					T=	21
					S=	20

November 2023						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
					T=	19
					S=	19

December 2023						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31					T=	16
					S=	16

January 2024						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
					T=	18
					S=	17

February 2024						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
					T=	20
					S=	19

March 2024						
Su	M	T	W	Th	F	Sa
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31					T=	18
					S=	18

April 2024						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
					T=	21
					S=	21

May 2024						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
					T=	16
					S=	15

Key

- No School
- Prof. Dev. Day-NO SCHOOL
- P/T Conferences ~ 12-6 PM
- End of Term

1st Sem ~ T = 90
 S = 86
 2nd Sem ~ T = 93
 S = 90

(T) Teacher Days = 183
 (S) Student Days = 176

23-24 Dates of Interest

- Aug. 14-16 - Inservice
- Aug. 17 - First Day for students
- Sept. 4 - Labor Day
- Oct. 18 - End of 1st Qtr
- Oct. 19 - PTC ~ 12 - 6 pm
- Oct. 20 - Fall Break
- Nov. 22-24 Thanksgiving Break

- Dec. 22 - End of 2nd Qtr/1st Sem
- Dec. 25 - Jan 5 - Christmas Break
- Dec. 23-27 - NSAA Moratorium-No gyms
- Jan. 8 - Prof. Dev.
- Jan. 9 - School Resumes
- Feb 19 - PTC ~ 12 - 6 pm

- Feb. 29 - Mar 1 - NO-SCHOOL - Winter Break
- Mar. 15 - End of 3rd Qtr
- Mar 28 - Apr 1 - NO-SCHOOL - Easter/Spring Break
- May 11 - Graduation
- May 21 -End of 4th Qtr/2nd Sem
- May 21 - Last Day for Students
- May 22 - Prof. Dev.

DISTRICT EVALUATION FORM

		Distinguished (4)	Proficient (3)	Basic (2)	Unsatisfactory (1)
Name of Teacher:					
Name of Evaluator:					
Date:					
DOMAIN 1: Planning and Preparation					
1a. Demonstrating knowledge of content and pedagogy					
1b. Demonstrating knowledge of students					
1c. Setting instructional outcomes					
1d. Demonstrating knowledge of resources					
1e. Designing coherent instruction					
1f. Designing student assessments					
Overall rating for DOMAIN 1					
DOMAIN 2: Classroom Environment					
2a. Creating an environment of respect and rapport					
2b. Establishing a culture for learning					
2c. Managing classroom procedures					
2d. Managing student behavior					
2e. Organizing physical space					
Overall rating for DOMAIN 2					
DOMAIN 3: Instruction					
3a. Communicating with students					
3b. Using questioning and discussion techniques					
3c. Engaging students in learning					
3d. Using assessment in instruction					
3e. Demonstrating flexibility and responsiveness					
Overall rating for DOMAIN 3					
DOMAIN 4: Professional Responsibilities					
4a. Reflecting on teaching					
4b. Maintaining accurate records					
4c. Communicating with families					
4d. Participating in a professional community					
4e. Growing and developing professionally					
4f. Showing professionalism					
Overall rating for DOMAIN 4					

LEVEL OF SUPPORT

<input type="checkbox"/> Plan of Improvement One or more standard(s) rated as unsatisfactory	<input type="checkbox"/> District Support or (Plan for Professional Growth) Two or more standards rated as basic and no standard rated as unsatisfactory	<input type="checkbox"/> Professional Focus At least seven standards rated proficient or above & no standard rated as unsatisfactory	<input type="checkbox"/> Evaluation Alternative Two or more standards rated exemplary with the remaining standards rated as proficient
--	--	--	--

Note: *The signature of the evaluator and teacher verifies that the summative report and level of support determination has been reviewed and that the proper process has been followed.*

Teacher Signature: _____

Date: _____

Evaluator Signature: _____

Date: _____

Staff Acknowledgement Sheet
Please sign all three areas and return to the office.

LEYTON PUBLIC SCHOOLS

Policy on District-Provided Access to Electronic Information, Services and Networks

Employee's Agreement

By signing this form, I acknowledge receipt of, understand, and agree to abide by the rules and standards set forth in the Leyton Public School District Policy on District-Provided Access to Electronic Information, Services, and Networks. I understand that to gain or retain access to the Leyton public Schools District computer network systems, I must sign and submit this form as directed. I further understand that any violation of the Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, monetary liability may be incurred, school disciplinary and/or appropriate legal action may be taken. I as a staff member agree to abide by the rules and standard addressed in his policy as it pertains to me and to help ensure that students also abide by these rules and standards as well. I understand that this agreement will be in effect for the duration of my employment with the district or until the policy is revised.

PRINT Staff Member Name _____

Staff Member Signature _____

Date _____

.....
I acknowledge that I have received a copy of the School District's **Drug-Free Workplace policy**. I understand that I am required to abide by the terms of the policy as a condition of my employment.

Signature

Date

.....
I acknowledge that I have received and read the **2021-2022** Teacher Handbook.

Signature

Date

LEYTON PUBLIC SCHOOLS

STUDENT HANDBOOK

2023-2024

**PO Box 297
504 MAIN STREET
DALTON, NE 69131**

PHONE: 308-377-2301

FAX: 308-377-2304

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WELCOME

Dear Students and Parents:

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

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

There are several forms at the end of this handbook that you must read, sign, and return no later than the second Friday after school has started.

Failure to return signed forms will limit internet access and eliminate participation in all extracurricular activities.

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

Sincerely,

Mr. Matt McLaughlin
Superintendent

MISSION STATEMENT

Cultivate lifelong learners
as they successfully transition
into our diverse world.

VISION STATEMENT

Embracing Community,
Creating Integrity,
Achieving Greatness.

Intent of Handbook

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

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

Notice of Nondiscrimination

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

Name: Mr. Matt McLaughlin
Title: Superintendent
Address: 504 Main Street ~ Dalton, NE 69131
Telephone: 308-377-2301
E-mail: matt.mclaughlin@leytonwarriors.org

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

SECTION ONE: BASIC SCHOOL RULES AND GENERAL PRACTICES

Attendance

Required Attendance

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

Mandatory Attendance Age

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

Exceptions

This policy does not apply when severe weather conditions make attendance impossible or impracticable.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

Discontinuing Enrollment – 5 Year Old Students

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

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request that demonstrates that the student meets the district's legal criteria allowing for disenrollment to the superintendent using the applicable district form. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Expectations for Regular Attendance:

1. Students are expected to attend every class, every day. An "Unexcused Absence" will be recorded in the event that both the parent/guardian and school district believe the student should be in school.
2. All other absences, including absences for minor illnesses, family events, and routine medical appointments are simply "absences."
3. Upon return from every absence or partial-day absence, students are expected to meet with teachers.
4. Students must not be absent from any course more than seven days in any given quarter, excluding school activities or college visits, in order to earn academic credit for that course for that quarter. Students who lose credit in any given course due to absences may appeal that loss of credit to his/her building principal.

Attendance Incentives:

Building principals will establish attendance incentives for their students. Those may include:

1. Special Recognition of students who have 95% or greater attendance each quarter
2. Excusal from certain classroom assignments (final exam, written report) for students with 95% or greater attendance each semester
3. Special rewards (movie day, field day, extra recess) for students who have 95% or greater attendance

At the conclusion of each quarter building principals report to the board what incentives were implemented and the effectiveness of the incentive in improving student attendance and engagement.

When students are absent from school, district staff will respond as follows:

First Stage Response to Absences:

1. A member of district staff will contact parent via telephone for every absence if the parent has not contacted the school in advance.
2. After a student's third absence in any given quarter, the school's attendance officer will schedule a meeting with the student's parents or guardians. That meeting will be documented on the attached form.
 - a) This meeting must be attended by attendance officer, parents, social worker or principal, and the student (if appropriate)
 - b) The meeting shall be documented
 - c) The meeting shall develop a collaborative plan, in cooperation with the Cheyenne County Diversion office, to assist the student in improving his/her attendance

Second Stage Response to Absences:

Students who are absent more than 10% of the days they have been enrolled in a school year may be referred to the county attorney for action under NEB. REV. STAT. § 43-247(3)(a) and (b).

Absences due to illness

The school district will contact parents if a student becomes ill at school. A student who is absent due to illness has two days for every day of absence to complete missed assignments. In special circumstances, the teacher will convene a meeting with the student to determine specific due dates.

Planned absences

Parents who know in advance that a student will be absent are encouraged to communicate to the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Students are obligated to:

- 1) Complete all class work in advance for any absence that can be anticipated.
- 2) Attend school four (4) periods before attending practice or participating in a scheduled student activity except in cases of family emergencies or prearranged absences.
- 3) Check out of school at the office if leaving school during the school day.

- 4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

Parents are obligated to:

- 1) Call the appropriate building office to inform the school of the reason for each absence.
- 2) Submit a doctor's statement, if requested, for each period of absence due to illness that exceeds four (4) days.

Pregnant and Parenting Students

Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities.

Band

Students may participate in the elementary band and begin taking band lessons in the 5th grade. Students in grades 7-8 may participate in the middle school band; grades 9-12 may participate in the high school band. Instruments will be provided by students or the school as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policy.

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to Leyton Public Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of \$30 for any check returned from the bank for insufficient funds.

When students purchase items of significant value, such as class rings and letter jackets, they must make payment at the time of purchase or when the order is placed.

Books and Supplies

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

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

Breastfeeding and Lactation

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public. The district will also provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

Students who wish or need to express breast milk on a regular schedule must work with school administrators to create a schedule that accommodates the student's needs while facilitating education to the maximum extent possible.

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Bulletin Boards

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each school day. A written copy of daily announcements will be posted on the main bulletin board by the offices.

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.
2. All postings must identify the student or the student organization posting or publishing the notice.
3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

Bullying

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

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

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district's anonymous platform SafeSchools Tip Reporting available on the district website homepage to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations

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

Cafeteria Rules

1. All food must be consumed in the areas designated by the school.
2. After students have eaten, they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray in to the correct container. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners including eating quietly.
4. Students may not throw food or other items.
5. Second servings are available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
6. Students should remain at their tables until they are dismissed.
7. Parents who wish their high school student to eat lunch away from school, at a family member's home, must provide a written authorization to the student's building principal.
8. School administration may approve lunch-time Open Campus incentives.
9. Students must treat lunch personnel with respect.
10. Students who violate the above rules will be disciplined.

Candy and Gum

Students may not bring candy or gum to school unless they have prior permission from their classroom teacher or the administration.

Cell Phones and Other Electronic Devices

Students may not use cell phones or other electronic devices while at school, except as permitted in this handbook.

Students may use cell phones or other electronic devices on the school sidewalks and in the common areas of the school before and after school, only with prior permission from the building principal. Students may not use cell phones or other electronic devices while they are in locker rooms or restrooms. Students must comply with each teacher's classroom rules regarding cell phone use in class.

Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle's driver.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss, or damage of a cell phone or any calls made on a cell phone.

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

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

Cheating, Plagiarism, and Academic Dishonesty

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

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

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline. As a result of this behavior, the following actions will be taken:

First Offense: 75% on assignment, student meeting, and parent phone call

Second Offense: 0% on assignment with no makeup opportunity, student meeting, and parent phone call

Third Offense: 0% on assignment with no makeup opportunity and parent meeting with the teacher and administrator.

Fourth Offense: Disciplinary action.

Child Abuse and Neglect

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

Class Dismissal

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

Classroom Behavior

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

- arrive to class on time;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules that students must obey.

Closed Campus

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

Coats and Boots

Elementary students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess.

Elementary students may choose to wear overshoes or boots when the playground is wet or muddy. Waterproof boots worn to school should be taken off and regular shoes worn during the day. Boots worn to school must be marked with the student's name.

Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a "best practice" guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call your primary healthcare provider.

Communicating with Parents

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

Complaint Procedure Board Policy - 2006

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below. Students and employees who believe they have been subjected to sex harassment in violation of Title IX should refer to the board's policy titled "Title IX."

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

Complaint and Appeal Process

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, gender, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:

- a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or the Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint he or she may appeal the decision to the superintendent.
- a) This appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than ten (10) calendar days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal.
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint he or she may appeal the decision to the board.
- a) This appeal must be in writing.
 - b) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.
 - c) The board president may, upon receiving a timely appeal, appoint a subcommittee of three board members to investigate the complaint and prepare a report to the board. In the alternative, the board president may appoint the school's attorney or another appropriate person to investigate the complaint and prepare a report to the board. In

the investigation, the board subcommittee or appointed investigator may, but is not required to, receive statements from interested parties and witnesses relevant to the complaint appeal. However all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

- d) The board subcommittee or investigator shall provide the report to all board members. Upon receiving the report, the board president shall place the matter on the board agenda for consideration at a regular or special meeting. After consideration of the report by the board at a meeting, the board may, but is not required to receive further statements from interested parties and witnesses relevant to the complaint prior to making its decision.
 - e) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 calendar days after it received complainant's written appeal.
 - f) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall (i) strongly encourage the complainant to reduce his or her concerns to writing and (ii) appoint a subcommittee of three board members to investigate the complaint and prepare a report to the board or appoint the school's attorney or another appropriate person to investigate the complaint and prepare a report to the board. The board subcommittee or investigator shall:
- a) Determine whether the complainant has discussed the matter with the superintendent. If the complainant has not the board subcommittee or investigator will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - b) Provide the report to all board members. Upon receiving the report, the board president shall place the matter on the board agenda for consideration at a regular or special meeting. After consideration of the report by the board at a meeting, the board may, but is not required to receive further statements from interested parties and witnesses relevant to the complaint prior to making its decision. After making a decision, the board or designee shall respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

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

Special Rules Regarding Educational Services and Related Services to Students with Disabilities.

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Complaints filed (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Computer Network Use by Students

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

I. Student Expectations in the Use of the Internet

A. Acceptable Use

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

B. Unacceptable Use

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

12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not falsify electronic mail messages or web pages.

II. Enforcement

A. Methods of Enforcement

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

B. Consequences for Violation of this Policy

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

III. Protection of Students

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

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

B. Education About Appropriate On-Line Behavior

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
 - a. Appropriate interactions with other individuals on social networking websites and in chat rooms.
 - b. Cyberbullying awareness and response.
3. The School District's building principal shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy

Conferences

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences at the end of the first quarter and during the third quarter.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

Copyright and Fair Use

The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their teacher or building principal, review the school district's copyright compliance policy, and review *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

Dating Violence

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

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

Dental Exam

The Leyton Board of Education requires evidence of a dental screening by a dentist or registered dental hygienist within six (6) months prior to beginning Kindergarten. No such examination shall be required of any child whose parent or guardian objects in writing.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Mr. Kevin Thomas at 308-377-2301, e-mail address: kevin.thomas@leytonwarriors.org or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Mr. Kevin Thomas at 308-377-2301, e-mail address: kevin.thomas@leytonwarriors.org or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact Mr. Matt McLaughlin at 308-377-2301, email address: matt.mclaughlin@leytonwarriors.org or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress Code

Students must come to school dressed in clean, neat, and appropriate clothing to conform to educational standards.

Students are prohibited from wearing the following attire:

1. Clothing displaying indecent, suggestive or profane writing, pictures or slogans

2. Clothing that advertises or displays alcohol, tobacco or any illegal substance
3. Caps, hats and bandanas during the school day
4. Bare feet (some type of footwear must be worn)
5. Hairstyles which present a health and safety concern for either the student or others
6. Any clothing that could cause damage to others or school property
7. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened
8. Costumes and/or those clothes intended only for leisure, entertaining or special occasions
9. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, or thin-strapped tops (spaghetti straps)
10. Pants and shorts worn below the waist so as to expose undergarments
11. Chains hanging or attached to pants or shorts
12. Clothing with tears or holes that show any inappropriate amount of bare skin or underwear

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. Repeated dress code violations may result in more severe consequences.

Driving and Parking Personal Vehicles

Students who drive privately owned motor vehicles to school must obey the following rules:

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
2. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
3. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

Drug Free Schools

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol, or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

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

Emergency Contact Information

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

Enrichment

Students who score below the 50th percentile on NWEA MAP tests in either Math, Reading, Language Arts, or Science, in the spring testing session, will be provided supplemental instruction the following school year. This instructional time will be labeled "Enrichment" and will be held during the regular school day. Students in grades K-8 will be provided supplemental instruction during the school day. This is a required class section. Any failure to attend this class will result in the student being ineligible for all of the following week's activities. Students will be afforded the opportunity to "test out" by achieving a score that exceeds the 50th percentile.

Evacuations

The school district will hold routine evacuation drills throughout the school year. Classroom teachers will provide students with detailed instructions on building evacuations.

Eye Exams

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist , which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

Food Service Program

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

Breakfast

The Elementary/Jr. High will serve breakfast daily from 7:30am until 7:50am. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges students \$1.50 and adults \$2.25 for breakfast. The High School student charge for breakfast is \$1.60 and adults \$2.25, seconds \$1.00.

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for K-5 is \$2.60. Lunch for 6-8 lunch is \$2.75 seconds \$.75. Lunch for 9-12 \$2.85 for students, \$3.75 for adults and \$1.30 for seconds.

Milk break

The school will offer a milk program to students in grades K-2. All milk served to a student (except the initial carton served with lunch) will cost \$.40 per half pint. The price for milk may change during the school year. Teachers will record the number of cartons of milk each child consumes and give the information to the office at the end of the day where it will be added to the family account.

Payment for Meals

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

If a student has no funds available to pay for a meal, the student will be permitted to charge up to \$100. Thereafter, if a student has no funds available to pay for a meal, no food will be provided.

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

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

Collection of Delinquent Meal Charge Debt

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

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

NONDISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices and employees, and institutions participating in or administering USDA programs are prohibited from discriminating on race, color, national origin, sex (**including gender identity and sexual orientation**), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

First-Aid

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

Head Lice

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

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

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

Health Problems Limiting Activities

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

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

Homebound Instruction

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

Homeless Children and Youth

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

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

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

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is the guidance counselor, who may be contacted at (308) 377-2301 or in person at 504 Main Street, Dalton, Ne. 69131.

Illness or Injury at School

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

Immunizations

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

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- a signed parental statement of refusal to provide the immunization history. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

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

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

Initiations and Hazing

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

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

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Lockers and Other School Property

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

Lost and Found

All lost and found articles are to be taken to building office. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Medications

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

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

Non-prescription medication.

School personnel may administer non-prescription medications that do not require physician authorization that are purchased and maintained by the school, parents/guardians must provide written permission for the administration of the medication.

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

Media Center

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

Memorials

Memorials or plaques honoring deceased students are generally not allowed in or on the school grounds unless authorized by board policy. Dedications to students will not be allowed.

Scholarships in the deceased person’s name will not be set up by the school. Scholarships set up by outside organizations or individuals, such as a foundation, will be allowed.

National Honor Society

**Leyton Chapter of the National Honor Society
Leyton Public Schools**

National Honor Society By-Laws
Revised April, 2023

Section 1 Name and Purpose

1. The name shall be the Leyton Chapter of the National Honor Society of Secondary Schools (hereafter referred to as "NHS").
2. The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to serve, to promote leadership, and to develop character in the students of Leyton Public Schools.
3. NHS shall be under the sponsorship and supervision of the National Association of Secondary School Principals (hereafter referred to as "NASSP") and the Leyton School District.

Section 2 Faculty Representation

1. A Faculty Council of five members shall be appointed annually by the principal. They may serve consecutive terms.
2. The Faculty Council will meet as necessary for the purpose of reviewing procedures and for selecting, disciplining, and dismissing members should these situations arise.

3. The principal shall not be included on the council but has the right to approve all activities and decisions of the chapter.
4. The principal will receive appeals in cases of non-selection of candidates and in discipline and dismissal of members.
5. The NHS sponsor, the sixth member of the faculty council, is a non-voting member whose responsibility is to provide information to the faculty council on matters of selection, discipline, and dismissals.
6. The NHS sponsor approves the chapter activities, maintains chapter records, and attends all meetings and functions of the organization and the faculty council.

Section 3 **Selection of Members**

1. Members of the NHS must be of the current sophomore class, junior class, and/or senior class.
2. The student to be considered for selection must have been in attendance at Leyton Public schools for at least one semester: if less than one semester, a recommendation from the previous school can waive this requirement if approved by the principal.
3. Candidates must have a cumulative GPA of at least a 3.50 on a 4.0 point scale.
4. Criteria for selection will be published in the student handbook and a complete selection procedure will be made available to parents and students upon request.
5. Steps for selection:
 - A) All candidates must meet GPA requirement and state their desire to become a member by returning letter of intent sent to them by the sponsor.
 - B) Candidates must fill out all forms describing their leadership, service, and character experiences and qualities. (Or submit a resume with this information.)
 - C) Teachers will evaluate the applicants on three categories of leadership, service, and character on a scale of 1-4.
 - D) Candidate must participate in a formal interview with select members of the faculty council.
 - E) The final selection of each member to the Leyton chapter of NHS shall be a majority vote of the faculty council.

Section 4 **Appeals in cases of non-selection**

1. The parent(s) and the student not selected to NHS should visit with the NHS sponsor for clarification on the selection procedures.
2. Should parent(s) and student still not be satisfied, the next level of discussion should be with the principal who will determine if there may be a technical or procedural problem with the non-selection.
3. The parent(s) and student may then make a request for a review in writing.
4. The faculty council and the principal will then consider the need for a review.

5. If a non-selected student and his/her parent(s) wish to challenge the principal's decision, they should follow the local school system's compliant procedure.
6. The National Council and the NASSP have no authority to review or overturn the judgment of the faculty council regarding selection of members.

Section 5 **Meetings and Activities**

1. Meetings will be held on an "as needed" basis throughout the school year and will follow Roberts Rules of order.
2. It is vital that all members attend these meetings to help the local chapter and its activities.
3. Support for all chapter activities is mandatory by all members.
4. All projects are to be structured to fulfill needs within the school and community.
5. Individual members are required to choose and carry out an individual service project and individual leadership project each year that reflects their particular talents and interests. The supervisor of these projects must complete a form confirming service/leadership hours, sign and provide a phone number for verification.

Section 6 **Officers**

1. The Leyton chapter of the NHS shall have the following offices:
President, Vice-President, and Secretary/Treasurer.
2. These officers will form the executive committee of the NHS.
3. New officers shall be elected in the fall of each year by written ballot at the beginning of each school year. The current vice-president will become the president. Officers to be elected are vice-president (must be a junior), and secretary-treasurer.
4. The officers will conduct all meetings in the appropriate manner.
5. The executive committee will ensure that all chapter activities and procedures follow school policy and regulations.

Section 7 **Discipline and Dismissal Members**

1. Any member who falls below the standards of scholarship, service, leadership, or character may be considered for discipline or dismissal from the Leyton chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community.
2. If a member's cumulative grade point average falls below the standard in effect when he/she was selected, he /she will be given a written warning. Grades of all National Honor Society members will be checked every semester to determine that this minimum average is maintained. Members who fall below the grade standard set by the Leyton High School National Honor Society will be given until the end of the next semester to correct the deficiency. During that time period, a member will have the right to a hearing before the faculty council if he/she so desires. If the cumulative grade point average remains below standard at the end of the warning period the

student will be subject to further disciplinary action by the faculty council that includes consideration of dismissal from the chapter.

3. Violations of the law or school regulations can result in immediate consideration of the dismissal of a member (see Section 5 below). These violations include, but are not limited to DWI, stealing, destruction of property, plagiarism and academic dishonesty, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities or in the community.
4. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by either party (faculty council or student/parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.
5. Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the faculty council.
6. In all cases of pending dismissal:
 - a. The member will receive **written notification** from the adviser/faculty council indicating the reason for consideration of dismissal.
 - b. The member has the **right** to respond to the charge(s) against him/her at a **hearing** before the faculty council prior to any vote on dismissal (in accordance with due process identified in Article X of the National Constitution). The member has the opportunity to present his/her defense either in person or via a written statement presented in lieu of the face-to-face hearing. Following the hearing, the faculty council will then vote on whether to dismiss. A majority vote of the faculty council is needed to dismiss any member.
 - c. The results of the faculty council vote will be presented to the principal for review, and then stated in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the adviser.
 - d. The faculty council's decision may be appealed to the building principal and afterwards according to provisions of the school district discipline policies.
 - e. A member who is dismissed or resigns may never again be considered for membership in the National Honor Society.
7. In lieu of dismissal, the faculty council may impose disciplinary sanctions upon a member as deemed appropriate.
8. The National Council and the NASSP shall hear no appeals in dismissal cases.

Section 8 **Procedures for Amending the By-Laws**

1. Proposed changes to these By-Laws must be submitted to the chapter sponsor in writing.
2. Once the draft is prepared, the members of the chapter are given copies to review and discuss before a final vote is taken.

3. Proposed changes, amendments, or revisions require a two-thirds (2/3) majority vote of the NHS membership.
4. Once the change is passed by the NHS membership, the faculty council must approve the changes in the By-Laws. A majority vote by the faculty council will finalize the change in the By-Laws.

Opting Out of Assessments

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools or can be viewed online by visiting: www.leytonwarriors.org

Parental Involvement

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

Parties

Elementary classes may have seasonal parties during the year. Parents shall communicate with their student's classroom teacher for the teacher's rules regarding birthday and holiday parties. Invitations for private parties and non-school-sponsored events may not be distributed unless everyone in the class is invited.

Personal Items

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

or a school administrator. The school is not responsible for damaged or lost personal items or equipment.

Physical Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms, but are required to wear gym shoes only for P.E.

Physical Exam

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school. All students participating in athletics must submit a completed physical prior to the sport beginning.

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. Activity pictures will be taken during the season. Parents will be notified of the date. Included in the individual packet is a class composite. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

Playground Rules

Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:

1. Students must obey the playground supervisor at all times.
 2. Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.
 3. Students must play away from the school windows.
 4. Touch and flag football are permitted, but tackle football is prohibited.
 5. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
 6. Students must use the playground equipment properly and in a safe manner.
 7. Students may not leave the playground after they have arrived at school for the day.
- Students who violate these rules will be disciplined with the loss of recess or other privileges, detention, and/or other consequences.

The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.

Police Questioning and Apprehension

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

Protection of Student Rights

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. The approximate dates during the year when a survey requesting personal information as defined in the Protection of Pupil Rights policy is scheduled are as follows: Spring of each school year. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

ACT Exam

Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the superintendent.

Public Displays of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

Rights of Custodial and Non-Custodial Parents

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

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

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

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

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

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

Secret Organizations

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

School Day

The school day for the High School typically begins at 8:00am and ends at 3:39pm the school day for the Elementary/Jr. High begins at 8:00am and ends at 3:30pm School staff will provide supervision for students at the high school at 7:15am and at the elementary/Jr. High at 7:30am. Students are to leave the school grounds after dismissal. **There will be no supervision provided by the school before or after these times.** Parents must arrange for their children to leave school promptly at the end of the day.

Self-Management of Diabetes or Asthma/Anaphylaxis

Subject to school policy, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact the **school administrator**.

Smoking and Tobacco

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine

products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified of the following:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Standardized Testing

The NWEA (MAP) Assessments will be administered annually in grades K-11 to determine the students' achievement and probability for individual success. Tests are administered in the fall, winter and spring.

Student Assistance

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

Student Fee Policy

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

Definitions

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

Listing of Fees Charged by this District.

1. **Clothing Required for Specified Courses and Activities.** Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses, or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course, or activity.
2. **Safety Equipment and Attire.** The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.
3. **Personal or Consumable Items.** The district does provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers, and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials, and supplies, including

books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. **Materials Required for Course Projects.** The school district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will either furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.
5. **Technological Devices.** The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property. The maximum dollar amount of this convenience fee charged by the district will be \$50.00.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to purchase insurance coverage for the devices. The maximum dollar amount of this insurance coverage facilitated by the district will be \$100.00. The district may also charge a damage deposit which will be returned or may be rolled to cover the damage deposit for the next year if it is not needed to cover the costs of any damage to the device. The maximum dollar amount of this damage deposit will be \$250.00.

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

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

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

- Student Activity Card: K-8 \$20.00
 - Covers admission to all athletic events
- Cheerleading:
 - Students may be required to purchase uniforms and shoes selected by the sponsor and/or student group.
- Football:
 - Students must provide their own football shoes and undergarments
- Golf:
 - Students must provide their own golf shoes, pants, undergarments, and clubs
- Track, Volleyball, Basketball and Wrestling:
 - Students must provide their own shoes and undergarments
- Future Farmers of America:
 - Students must purchase their own jackets and pay dues.

7. **Post-Secondary Education Costs.** Some students enroll in post-secondary courses while still enrolled in high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

- 8. Transportation Costs.** The district will charge students reasonable fees for district-provided transportation services to the extent permitted by federal and state statutes and regulations. The maximum dollar amount of the transportation fee charged by this district shall be \$100.00.
- 9. Copies of Student Files or Records.** The school district will not charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.
- 10. Charges for Food Consumed by Students.** The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

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

Breakfast – Grades K-8			
Regular Price	\$1.50		
Reduced Price	\$.30		
		Breakfast – Grades 9-12	
		Regular Price	\$1.75
		Reduced Price	\$.30
		Seconds Price	\$1.00
		Lunch – Grades 9-12	
		Regular Price	\$2.95
		Reduced Price	\$.40
		Seconds Price	\$1.30
		Second milk	\$.45
		Lunch – Grades 6-8	
		Regular Price	\$2.85
		Reduced Price	\$.40
		Seconds	\$.75
		Second milk	\$.45

- 11. Charges for Musical Extracurricular Activities.** Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:
- Band students must provide their own instruments.
 - Swing choir students must purchase outfits and shoes selected by the sponsor and/or student group.
- 12. Contributions for Class Extracurricular Activities.** Students may be assessed class dues to cover the cost of class activities such as prom and graduation. Class meetings will be held at the beginning of the school year to determine the amount of class dues. Class dues will be placed on a student's charge account at the beginning of each semester.

Waiver Policy

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

Voluntary Contributions to Defray Costs.

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

Fund-Raising Activities

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

Student Illness

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student’s plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student’s IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child’s parent(s) and arrange for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child’s parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician’s statement before allowing such students to return to school.

Student Government

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation, and scope of the student government shall be administered by the superintendent or designee.

Student Records

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

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

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

- name and grade, name of parent and/or guardian, address, telephone number, including the student’s cell phone number, e-mail address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, major field of study, participation in activities and sports, degrees and awards received, social media usernames and handles, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be

published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student's social security number.

Directory information about students may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

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

Non-Directory Information

All of the other personally identifiable information about students that is maintained in the school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

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

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

Transfer of Records Upon Student Enrollment

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

Complaints

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Student Schedule Changes

Student schedule changes may be made without penalty during the first five days of each semester. Drop and Add slips are to be obtained from the school counselor must be signed by the guidance counselor, building principal, and parent/guardian before they are presented to the teacher of the class that is to be added or dropped.

Tardiness

A student who does not have a valid excuse for being tardy to any class may be required to serve detention. After five (5) tardies to school, the student and parents may be required to meet with the principal to discuss the situation.

Telephone Calls

The school's telephone may be used only with permission of staff.

Threat Assessment and Response Board Policy - 3039

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

1. Definitions

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

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

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

3. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to the designated law enforcement unit. Upon receipt of an initial report of any threat, the law enforcement unit shall initiate an initial inquiry/triage and make a determination of the seriousness of the threat as expeditiously as possible. The law enforcement unit must contact local law enforcement if it determines that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the law enforcement unit will meet to evaluate and respond to the threatening behavior. The law enforcement unit may, but is not required to, review the following types of information:

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

If the threat has been made by, or is directed towards, a student with a disability, the superintendent must confer with a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate.

At the conclusion of the investigation, the law enforcement unit will share its findings with the superintendent. The superintendent will determine what, if any, response to the threat is appropriate. The superintendent is authorized to disclose the results of the investigation to law enforcement and to the target(s) of any threatened acts. The superintendent may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of the investigation to the student's individualized education plan team.

4. Communication with the Public about Reported Threats

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

5. Coordination with the Crisis Team After Resolution of Threat

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

Transportation Services

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses. The Superintendent will schedule bus routes, and questions concerning them should be directed to that office.

Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct

rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

A) Rules of Conduct on School Vehicles:

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
- 4) Students must enter the bus without crowding or disturbing others and go directly to their seats.
- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12) Student must respect the rights and safety of others at all times.
- 13) Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

B) Consequences

- 1) Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or expulsion.
- 2) These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

C) Records

- 1) Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Requests to be dropped off at a point **not** on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

Transportation to Activities

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. A student may travel home from an

activity with his/her parent or guardian if the activity sponsor has personally released the student to the parents' custody. A participant may ride home with an adult if the participant's parent/guardian has personally contacted the principal prior to the activity and the adult personally contacts the sponsor at the activity prior to leaving with the student. (Board Policy #6029)

Video Surveillance and Photographs

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

Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district's appropriate use and student discipline policies. For example, students are not prohibited from making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

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

Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. School closings will be announced on Leyton website, facebook, KSID, KNEB and EZ Message. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

Withdrawal From School

Students who are moving from the district must notify the school office.

Work Permits

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

SECTION TWO: ACADEMIC INFORMATION

Class Rank

Class rank shall be based on cumulative grade point average of final semester scores that a student has earned from all of the classes they have taken, unless the Course Description Book identifies the course as not counted in determination of Valedictorian/Salutatorian and class rank. (Board policy #6008)

Students who transfer into the school district will be eligible to be included in class ranking after two semesters of attendance.

Students who transfer into the school district in middle of their senior year will be eligible to be included in class ranking, although a mid-year transfer will not displace the ranking of a student who has not transferred mid-year. In those circumstances there will be two students holding the relevant class ranking. Mid-year transfer students will not be eligible to receive senior awards such as valedictorian and salutatorian unless the student has been enrolled in the district's high school for the last two semesters.

Credit for Non-Academic Work

Credit is not awarded for participation in extracurricular activities such as sports, speech, drama, etc.

Dual Credit and Independent Study Courses

Students may choose to take dual credit courses which are courses they receive credit from two institutions for the same coursework completed concurrently. Work is completed primarily online and students are responsible for maintaining adequate progress. Courses must be approved by school counselor. Registration information is available from the school counselor.

The school counselor will assist students with registration for dual credit college courses, however, parents of students enrolling in college dual credit courses will be responsible for all fees associated with obtaining college credit with the corresponding post-secondary institution.

The district will not be liable for the costs of such courses until the student has successfully completed the course according to the Leyton Master Calendar. After the student has completed the course with a passing grade and the district has reimbursed the student for these costs, the textbooks and class materials shall become the property of the district.

Absences incurred by a student when his/her college course is not in session shall be excused absences. Students who take college-level dual credit courses, will be granted the letter grade awarded by the college on their Leyton transcript.

Grades

Students will receive letter grades for their academic core classes.

K & 1st teachers	<u>Report Cards</u>	<u>Numerical Scale</u>
S= Satisfactory Progress	A= Excellent	93-100 = A
U= Unsatisfactory Progress	B= Above Average	86-92 = B
E=Excellent	C= Average	77-85 = C
	D= Below Average	76-70 = D
	F= Failing	69 and below = F

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 7-11 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade that the student may make up only by taking the entire course again. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with incompletes will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

Graduation Awards

Graduating seniors will be awarded for their academic achievements during the annual commencement activities. Valedictorian and Salutatorian will be calculated on 8 semester cumulative grade point average. Valedictorian and Salutatorian will be named based on the students' posted GPA as of the Monday prior to graduation of each academic year. The seniors' final grades will be posted at the end of the school year. If the highest GPA in the senior class are within .01 of one another, Co-Valedictorians and/or Co-Salutatorians will be named in the class. (Board Policy #6007, #6008)

Students whose cumulative grade point average in course work completed in grades nine through twelve ranks them in the top twenty-five percent of their class and will be recognized during commencement exercises.

Graduation Requirements

Credits are earned by passing courses. Each year-long course is worth 10 credits, and each semester-long course is worth 5 credits. The total credits required for graduation must be earned by the day before Graduation, or the student cannot participate in the graduation ceremony. The following graduation requirements begin with the Class of 2021.

270 total credits in grades 9-12, including the following:
40 credits of English
30 credits of Mathematics
30 credits of Science
30 credits of Social Science
35 credits of Vocational or CTE (career technology education) courses
10 credits of Fine Arts
10 credits of Physical Education
85 credits of additional electives or core courses
5 credits of Computer Science

List of courses that count towards department credits.

* denotes required course.

+ marked classes can be applied towards one department or the other

<p><u>English (40 credits)</u> English 9* English 10* English 11* English 12 Literature Speech + Dual Credit: College Composition 1 (5 HS credits) Dual Credit: College Composition 2 (5 HS credits) Dual Credit: College Public Speaking (5 HS credits)</p>	<p><u>Career Technology Education (35 Credits)</u></p> <p><u>--Agriculture (all 5 credits)</u> Introduction to Agriculture Plant Science/Horticulture Agronomic Science Animal Systems-Animal Biology Large Animal Management Natural Resources Wildlife Management Food Science & Safety Food Products and Technology Agribusiness Systems- Agribusiness Agricultural Sales and Entrepreneurship Agricultural Structure Systems</p> <p><u>--Skills and Technical Sciences (Shop)</u> Woods 1-4 Welding 1-4 Electricity (5 credits) Architectural Design (5 credits)</p> <p><u>--Business</u> Introduction to Business (5 credits) Personal Finance* (5 credits) Entrepreneurship (5 credits) Marketing (5 credits) Accounting Advanced Accounting Business Math + Management & Leadership (5 credits)</p> <p><u>--Information Technology</u> Information Technology 1 (5 credits) Information Technology 2 (5 credits) Digital Design + Foundations of Computing (5 credits) Computer Science Principles (5 credits)</p>
<p><u>Math (30 credits)</u> Applied Math Algebra 1* Geometry* Algebra 2 Trigonometry (5 credits) Pre-Calculus (5 credits) Business Math + Dual Credit: College Algebra (5 HS credits) Dual Credit: College Elementary Statistics (5 HS credits)</p>	
<p><u>Science (30 credits)</u> Physical Science* Biology* Chemistry Environmental Science Physics Anatomy & Physiology Dual Credit: College Medical Terminology (5 HS credits)</p>	
<p><u>Social Sciences (30 credits)</u> American History* American Government* World Geography World History Holocaust History (5 credits) Nebraska History (5 credits) Psychology (5 credits) Sociology (5 credits) History of Sport (5 credits) History & Cinema (5 credits)</p>	
<p><u>Other Electives</u> Spanish 1-3 German 1-3 Dual Credit: Certified Nursing Assistant (5 HS credits) Dual Credit Medication Aid (5 HS credits) Yearbook Independent Study (approved by counselor) - University of Nebraska High School - Valley Alternative Learning School Online College Courses</p>	<p><u>Fine Arts (10 Credits)</u> Band Choir Individual Performance Art 1-4 Digital Design + Speech +</p> <p><u>Physical Education (10 Credits)</u> Physical Education/Health* Weights</p>

Transfer students must meet the minimum hour requirement for graduation both in terms of total number and specific subject areas. Substitutions may be made for deficiencies in required courses, provided that it was not possible to include the courses on the student's schedule while enrolled at this school district.

Students who receive special education services are mainstreamed into the regular education curriculum when appropriate. The curriculum content of regular education classes may be modified to accommodate the individual needs and abilities of verified special education students. Each curriculum modification will be included on the student's Individual Education Plan by the Multi-Disciplinary Team and/or school staffing teams composed of special and regular education staff. Hours in special education will be counted toward a high school diploma.

Parents of students who may not qualify for their high school diploma because of academic deficiencies will be notified of this possibility by the beginning of the second semester of the student's senior year.

Homework

Classroom teachers will often assign homework. Parents who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the administration.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student. Normally, at least an hour a day should be spent in preparing for an average assignment.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the guidance counselor.

A & A/B Honor Roll

Honor Roll awards will be reported at the conclusion of each quarter and semester. **A Honor Roll** is reserved for students who earn 93% or above in all of their enrolled courses. **A/B Honor Roll** is reserved for students who earn 86% or above in all of their enrolled courses.

Early Graduation

Students are generally required to attend four years of high school (minimum of seven semesters) to be eligible to receive a diploma from the school district.

The Board of Education, upon receiving administrative recommendation, may grant early graduation from high school to students who have completed the requirements for graduation. To be considered for early graduation from high school, the student and his/her parents or guardian should apply a semester prior to anticipated graduation. The Board of Education will act on all requests. Any student who is granted early graduation from high school forfeits all privileges of high school enrollment, except the right to participate in commencement exercises. Further information is found in Board Policy #5066.

Report Cards

Report cards are sent home the week following the end of the nine-week reporting period. Mid-quarter reports are also sent to parents of students who are having difficulty in an academic subject.

SECTION THREE: STUDENT DISCIPLINE

General Discipline Philosophy

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

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

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

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

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

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

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

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

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

After School Sessions and Detentions

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

Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day.

- After-school sessions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend an after school session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.
- Detentions are 30 minutes, served in the room designated by the building principal.

Saturday School

The building administrator may require a student to attend Saturday School for four hours on Saturday morning. Saturday School is held from 8:30am to 12:30pm in a classroom staffed by teachers. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Saturday School rules will be removed from the classroom and will face further disciplinary action.

In-School Suspension

The building administrator may require a student to serve in-school suspension. Students may be required to attend up to seven and a half (7.5) hours per day of school-sponsored suspension a day at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

Emergency Exclusion

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

Short-Term Suspension

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

1. Conduct constituting grounds for expulsion as hereinafter set forth; or
2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations.

Weapons and/or Firearms

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

Long-Term Suspension

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

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

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

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

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

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

7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 - f. Possession of pornography;
 - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
 - h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
 - i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing

- and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;
- j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
 - k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
 - l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
 - m. Using any object to simulate possession of a weapon;
 - n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
 - o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

Reporting Requirement to Law Enforcement

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

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

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

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

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

- e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parents, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

**LEYTON PUBLIC SCHOOLS
BOARD OF EDUCATION POLICY #3057**

Title IX Policy

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

1. Title IX Coordinator

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

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

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

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

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3-5.14 and 34 C.F.R. § 106.45(b)(1)(iii).

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

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

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

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

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

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

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

2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

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

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

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

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

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

- 2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent
- 2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a), which means violence committed by a person—
 - 2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - 2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - 2.6.4.2.1. The length of the relationship.
 - 2.6.4.2.2. The type of relationship.
 - 2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.
- 2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a), which includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who—
 - 2.6.5.1. is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;
 - 2.6.5.2. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
 - 2.6.5.3. shares a child in common with the victim; or
 - 2.6.5.4. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.
- 2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - 2.6.6.1. fear for his or her safety or the safety of others; or
 - 2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district’s educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining

such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

3. Discrimination Not Involving Sexual Harassment.

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

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

- 3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;
- 3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
- 3.2.3. Deny any person any such aid, benefit, or service;
- 3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;
- 3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;
- 3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
- 3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure, Board Policy 2006.

4. Response to Sexual Harassment

4.1. **Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

4.2. **General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual

harassment occurs. The district's response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

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

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

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

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

5.1. **General Requirements.**

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

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

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

5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to

train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

- 5.1.4.1. **All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.
- 5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:
 - 5.1.4.2.1. The definition of sexual harassment in subsection 2.6
 - 5.1.4.2.2. The scope of the district's education program or activity;
 - 5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and
 - 5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
- 5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection **Error! Reference source not found.**
- 5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.1.4.2.
- 5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- 5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
- 5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.
- 5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7

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

5.2. **Notice of Allegations.**

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

5.2.1.1. A copy of this policy.

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

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

5.3. **Dismissal of Formal Complaint.**

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

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

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

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

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

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

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

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

- 5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
- 5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.
- 5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

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

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

- 5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;
- 5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);
- 5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- 5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- 5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
- 5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

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

5.6. **Determination Regarding Responsibility**

- 5.6.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).
- 5.6.2. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8 but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.
- 5.6.3. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:
 - 5.6.3.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;
 - 5.6.3.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
 - 5.6.3.3. Findings of fact supporting the determination;
 - 5.6.3.4. Conclusions regarding the application of the district's code of conduct to the facts;
 - 5.6.3.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education

program or activity will be provided by the district to the complainant;
and

- 5.6.3.6. The district's procedures and permissible bases for the complainant and respondent to appeal.
 - 5.6.4. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.
 - 5.6.5. The Title IX Coordinator is responsible for effective implementation of any remedies.
- 5.7. **Appeals.** The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.
- 5.7.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.7.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.
 - 5.7.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:
 - 5.7.2.1. Procedural irregularity that affected the outcome of the matter;
 - 5.7.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 - 5.7.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
 - 5.7.3. As to all appeals, the district will:
 - 5.7.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
 - 5.7.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
 - 5.7.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3-5.1.4.
 - 5.7.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

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

5.7.3.6. Provide the written decision simultaneously to both parties.

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

5.8.1. Provides to the parties a written notice disclosing:

5.8.1.1. The allegations;

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

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

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

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

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

5.9. **Recordkeeping.**

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

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

5.9.1.2. Any appeal and the result therefrom;

5.9.1.3. Any informal resolution and the result therefrom; and

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

5.9.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive

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

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

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

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

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

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

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

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

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

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

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

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

9. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide

separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. **Specific Circumstances.**

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

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

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

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

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

Adopted on: August 10, 2020
Reviewed on: March 14, 2022
Revised on: July 11, 2022

STAFF DIRECTORY FOR 2022-2023 LEYTON PUBLIC SCHOOLS

Name	Position	Home Address	Phone
Brenda Ahlm	Elem/JH Kitchen	Gurley	308-250-1354
Theresa Barnhart	6-8 th Science	Sidney	308-778-7132
Julie Bellendir	Elem SPED Para	Sidney	308-250-2548
Jed Benish	High School Girls Basketball	Gurley	308-884-2028
Ryan Borges	School Board President	Dalton	308-249-1924
Mark Carley	Elem/JH Custodian/Bus Driver	Dalton	308-250-6838
Marla Davis	Special Education	Gurley	970-381-5009
Lindie DeBlois	2 nd Grade/Librarian	Bridgeport	308-279-0315
Jennifer Dobrinski	Bus Driver	Broadwater	308-262-5490
Suzy Ernest	School Board Member	Lodgepole	308-249-5687
Ryan Fortune	Groundskeeper	Dalton	720-934-8630
Cody Gamble	Physical Education/AD	Sidney	308-250-1566
Julie Gamble	High School/JH Girls Track	Sidney	308-250-1567
Matt McLaughlin	Superintendent/K-8 Principal	Dalton	316-833-1354
Alison Haley	Technology	Dalton	308-249-4198
Matt Haley	STS	Dalton	308-249-6778
Natasha Haupt	HS Business ED/HS Volleyball	Sidney	308-249-7633
Wendy Hansen	Art	Sidney	308-367-7150
Jesse Henderson	Science	Sterling, CO.	970-580-4514
Nicole Finkner Hughes	Ag/FFA	Dalton	402-318-2315
Jason Hutton	Math	Dalton	308-377-2016
	English	Sidney	
Faith Jones	Library Para	Dalton	402-690-0527
Lindsey Kessler	4 th & 5 th Grade Science/Math	Sidney	308-249-4077
Janella Kruse	Bookkeeper	Gurley	308-249-7231
	Elem/JH Kitchen	Gurley	
T'Neal Lind	Elem/JH Kitchen	Gurley	308-249-4331
Glen Lipska	Social Studies	Sidney	308-254-1177
	HS Kitchen		
	HS Kitchen		
Rebecca Murray	3 rd Grade	Broadwater	308-377-2327
Amy Neumann	6 th Grade/7 th & 8 th Reading	Sidney	308-250-2055
Nick Newkirk	6-8 th Math	Sidney	402-841-5035
Jacob Noel	Maintenance Director/HS Custodian	Sidney	308-249-2914
Dave Nyffeler	Bus Driver	Gurley	308-884-2483
Shawn Oakes	Music	Sidney	307-761-1241
	School Counselor	Sidney	
Megan Rathman	Title I/Curriculum Director	Dalton	308-249-2854
Cindy Reilly	Paraeducator	Dalton	308-377-2659
Heidi Rushman	Paraeducator	Gurley	308-249-3384
Rol Rushman	School Board Member	Gurley	308-249-1384
Jourdan Schumacher	4 th Grade	Dalton	308-250-2141
Sam Schumacher	School Board Vice President	Dalton	308-249-6711
	Elem/JH Secretary	Gurley	308-249-5996
Amy Thacker	1st Grade	Sidney	308-760-5211
Charles Jones	K-12 Principal/Title IX/504 Cordinator	Potter	308-
Jamie Thompson	Kindergarten	Gurley	308-430-0558
Dave Wiedeman	School Board Treasurer	Dalton	308-250-2753
Anna Faye Van Anne	Foster Grandparent	Dalton	308-377-2565

SECTION FIVE: FORMS

This section contains forms that students and their parents must complete and return to the school office **NO LATER THAN** the second Friday after the beginning of the new school year.

RECEIPT

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

PARENT/STUDENT AGREEMENT

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

_____	_____	_____	_____
Student's Signature	Date	Parent/Guardian's Signature	Date

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

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

SmartWAVE Technologies

2662 Holcomb Bridge Rd, STE 340

Alpharetta, GA 30022

Smartwave Technologies:

This email will confirm our decision to purchase all products from attached quote from your company during the next E-rate funding year (07/01/2023 to 06/30/2024) as specified in the attached specifications and price quotations. Leyton Public Schools requests SPI (Service Provider Invoicing) for the E-Rate discounted portion is requested for the project. Invoice must be sent on or after 07/01/2023.

Total funding year pre-discount eligible amount on this FCC Form 471	\$22,270.00
Total funding commitment request amount on this FCC Form 471	\$15,589.00
Total applicant non-discount share of the eligible amount	\$6681.00
Shipping	\$122.00

Please see attached

1. P.O. for the non-discount including shipping portion of \$6803.00
2. Purchase Binder with Form 471, and quote.

American Recycling School E-Waste Destruction

Leyton Itemized List 6/12/2023

All items are either broken, out of date or irrelevant to our needs.

3 laptop/iPad charging carts – \$25 charge each to pick up

5 monitors

4 CPU's

36 printer ink cartridges

2 printers

12 Laptops

2 Mimio projectors

1 typewriter

1 tv

1 cassette tape player

70 iPad keyboard cases