

**\*Proposed agenda items received 24 hours before the scheduled meeting will be added to the agenda at the meeting.**

**TENTATIVE  
REGULAR MEETING  
BOARD AGENDA**

**July 8, 2024  
7:30 PM**

1. Call Meeting to Order
2. Public Comment
3. Reports and Information from Administration
  - 3.A. Superintendent's Report
  - 3.B. Building and Grounds Report
4. Action Items (Discuss, Consider, May take action on the following)
  - 4.A. Routine Business - Consent Agenda
    - 4.A.1. Excuse Absent Board Members (as necessary)
    - 4.A.2. Minutes
    - 4.A.3. Treasurers Report
    - 4.A.4. Claims
  - 4.B. Approve the milk bid for the 2024-2025 school year.
  - 4.C. Approve the sub pay rate for 2024-2025.
  - 4.D. Approve the breakfast, lunch and milk prices for 2024-2025.
  - 4.E. Approve the 2024-2025 parent-student, staff, student activity, and coaches-sponsors handbooks.
  - 4.F. Approve the board goals for 2024-2025.
  - 4.G. Approve the resolution for the required 2024-25 staff trainings.
  - 4.H. Approve the bid and contract for the concrete parking lot.
5. Future Meeting Dates
6. Adjournment



## Lyons-Decatur Northeast Schools

400 S. 5<sup>th</sup> Street PO Box 526

Lyons, NE 68038-0526

Phone Number: 402-687-2363

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### Superintendent Board Report

July 8, 2024

1. Evan and I attended the P2T board meeting in West Point on Monday, June 17<sup>th</sup>. The budget and course offerings were discussed, and I will provide an update at the meeting on both.
2. The auction was held on Tuesday, June 25<sup>th</sup>. It was a successful night, we sold over \$17,000 worth of items.
3. The demolition of the 3-story building is set to start on Monday, July 22<sup>nd</sup>.

*Bill Review: Lisa is scheduled for August, April is scheduled for the end of fiscal year (August), and Leah is scheduled for September.*

Suggested List of Motions

July 8, 2024

(Open Meetings Act rules posted on the north wall of the library)

1. \_\_\_\_\_ opened the meeting at \_\_\_\_\_ P.M.
2. It was moved by \_\_\_\_\_, seconded by \_\_\_\_\_  
To approve the Consent Agenda items:
  1. Excuse Absent Board Members (if necessary)
  2. Minutes
  3. Treasurers Report
  4. General Fund Claims
  5. Special Building Fund Claims
  6. Bond Fund Claims
  7. Lunch Fund ClaimsRoll Call: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_
3. It was moved by \_\_\_\_\_, seconded by \_\_\_\_\_  
to approve the Hiland Dairy Foods milk bid for the 2024-2025 school year as presented.  
Roll Call: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_
4. It was moved by \_\_\_\_\_, seconded by \_\_\_\_\_  
to approve the sub pay rate for 2024-2025.  
Roll Call: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_
5. It was moved by \_\_\_\_\_, seconded by \_\_\_\_\_  
to approve the breakfast, lunch, and milk prices for 2024-2025.  
Roll Call: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_
6. It was moved by \_\_\_\_\_, seconded by \_\_\_\_\_  
to approve the 2024-2025 parent-student, staff, student activity, and coaches-sponsors handbooks, as presented.  
Roll Call: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_
7. It was moved by \_\_\_\_\_, seconded by \_\_\_\_\_  
to approve the board goals for 2024-2025.  
Roll Call: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_
8. It was moved by \_\_\_\_\_, seconded by \_\_\_\_\_  
to approve the resolution for the required 2024-25 staff trainings.  
Roll Call: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_
9. It was moved by \_\_\_\_\_, seconded by \_\_\_\_\_  
to approve the bid and contract for the concrete parking lot.  
Roll Call: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_
10. \_\_\_\_\_ adjourned the meeting at \_\_\_\_\_ P.M.



**Boyd Jones Construction**  
 950 South 10th Street, Suite 100  
 Omaha, Nebraska 68108  
 P: (402) 553-1804  
 F: (402) 561-7705

**Project: 21-047 Lyons-Decatur Northeast School**  
 400 South 5th Street  
 Lyons, Nebraska 68038

## O.A.C. Meeting Agenda: Meeting #39

**Meeting Date** Jul 1, 2024 **Meeting Time** 1:30 PM - 3:00 PM Central Time (US & Canada)

**Meeting Location** 400 South 5th street, Lyons, NE 68038

**Overview** Bi-Weekly OAC Meeting

### Attachments

### Scheduled Attendees

Name	Company	Phone Number	Email
Scott Brown	Boyd Jones Construction Company	P: (402) 550-1788	sbrown@boydjones.biz
Chris Hartley	Boyd Jones Construction Company	P: (402) 553-1804	chartley@boydjones.biz
Brandon Jackson	Boyd Jones Construction Company	P: (531) 239-0025	bjackson@boydjones.biz
Melinda Lattig	Clark & Enersen, Inc.	P: 402-477-9291	melinda.lattig@clarkenersen.com
Michael Ripp	Clark & Enersen, Inc.	P: 402-477-9291	michael.ripp@clarkenersen.com
Tim Ripp	Clark & Enersen, Inc.	P: 402-477-9291	tripp@clarkenersen.com
Hannah Schafers	Clark & Enersen, Inc.	P: 402-477-9291	hannah.schafers@clarkenersen.com
Lindsey Beaudette	Lyons-Decatur Northeast Schools, aka Burt County School District 11-0020	P: (402) 687-2363	lbeaudette@lyonsdecaturschools.org
Chad Brehmer	Lyons-Decatur Northeast Schools, aka Burt County School District 11-0020		chadbrehmer@lyonsdecaturschools.org
Evan Myers	Lyons-Decatur Northeast Schools, aka Burt County School District 11-0020		evanmyers@lyonsdecaturschools.org
Corey Peterson	Lyons-Decatur Northeast Schools, aka Burt County School District 11-0020		coreypetersen@lyonsdecaturschools.org
Weston Swanson	Lyons-Decatur Northeast Schools, aka Burt County School District 11-0020		wswanson@lyonsdecaturschools.org
Brenda Totten	Lyons-Decatur Northeast Schools, aka Burt County School District 11-0020		btotten@lyonsdecaturschools.org
Jolene Troutman	Lyons-Decatur Northeast Schools, aka Burt County School District 11-0020		jolenetroutman@lyonsdecaturschools.org

### SAFETY AND SITE SECURITY

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Safety and Separation				Open
<b>Description</b> Discuss any Owner related or construction related safety items or concerns.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.2	1	Site Security				Open
<b>Description</b> Discuss any site security concerns.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.3	1	Hazards				Open
<b>Description</b> Discuss any current hazards on site						
<ul style="list-style-type: none"> <li>• Equipment operation</li> </ul>						
*ALL SITE VISITORS MUST BE ESCORTED BY A BOYD JONES SUPERVISOR*						

**SCHEDULE AND COORDINATION**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	3-Week Look-Ahead Schedule	Chris Hartley (Boyd Jones Construction Company)			Open
<b>Description</b> Discuss 3-week look-ahead schedule  Manhours since last OAC: <b>2,736</b> Manhours logged to date: <b>90,002</b>						
<b>Attachments</b> <a href="#">Three Week Schedule #3 (07_01_24).xlsx</a>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	21	Overall Schedule	Scott Brown (Boyd Jones Construction Company)  Chris Hartley (Boyd Jones Construction Company)			Open
<b>Description</b> Discuss any overall schedule concerns						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	1	Owner-Furnished Materials or Services				Open
<b>Description</b> Discuss any Owner-Furnished materials or services that are pertinent to the schedule at this time.						

**RFIs**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status								
3.1	1	RFI Log	Brandon Jackson (Boyd Jones Construction Company)			Open								
<b>Description</b> Review current RFI Log for outstanding items and RFI's that have been closed since last meeting.														
<table border="1"> <thead> <tr> <th>#</th> <th>Initiated At</th> <th>Subject</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>226</td> <td>6/18/2024</td> <td>SPED-125 Sink Type</td> <td>Closed</td> </tr> </tbody> </table>							#	Initiated At	Subject	Status	226	6/18/2024	SPED-125 Sink Type	Closed
#	Initiated At	Subject	Status											
226	6/18/2024	SPED-125 Sink Type	Closed											

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Potential RFIs				Open
<b>Description</b> <u>Discuss any potential RFI:</u>  Main Data Room Temperature Controls						

**SUBMITTALS**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Submittal Log				Open
<b>Description</b> Review Open submittals in Architect's BIC or Contractors BIC  EJ Between New and Existing Color Sample (#07 95 00-6.0)						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.2	1	Submittal Questions				Open
<b>Description</b> Discuss if there are any questions about any products to be submitted.						

**CHANGES TO WORK**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	ASIs, PRs, PCOs, COs				Open
<b>Description</b> Discuss any pertinent ASIs, PRs, PCOs, or COs.						
<b>Attachments</b> <a href="#">LDNE PCO Log_06_20_24.pdf</a>						

**ADDITIONAL ITEMS NOTED**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Miscellaneous Discussion Items				Open
<b>Description</b> Open discussion:						



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 400 South 5th Street  
 Lyons, Nebraska 68038

## O.A.C. Meeting Minutes: Meeting #38

**Meeting Date** Jun 20, 2024 **Meeting Time** 1:00 AM - 3:00 PM Central Time (US & Canada)

**Meeting Location** 400 South 5th street, Lyons, NE 68038

**Overview** Bi-Weekly OAC Meeting

**Notes** null

**Attachments**

### Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
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Chris Hartley	Boyd Jones Construction Company	P: (402) 553-1804	chartley@boydjones.biz	
Brandon Jackson	Boyd Jones Construction Company	P: (531) 239-0025	bjackson@boydjones.biz	
Melinda Lattig	Clark & Enersen, Inc.	P: 402-477-9291	melinda.lattig@clarkenersen.com	
Michael Ripp	Clark & Enersen, Inc.	P: 402-477-9291	michael.ripp@clarkenersen.com	
Tim Ripp	Clark & Enersen, Inc.	P: 402-477-9291	tripp@clarkenersen.com	
Hannah Schafers	Clark & Enersen, Inc.	P: 402-477-9291	hannah.schafers@clarkenersen.com	
Lindsey Beaudette	Lyons-Decatur Northeast Schools, aka Burt County School District 11-0020	P: (402) 687-2363	lbeaudette@lyonsdecaturschools.org	
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Corey Peterson	Lyons-Decatur Northeast Schools, aka Burt County School District 11-0020		coreypetersen@lyonsdecaturschools.org	
Weston Swanson	Lyons-Decatur Northeast Schools, aka Burt County School District 11-0020		wswanson@lyonsdecaturschools.org	
Brenda Totten	Lyons-Decatur Northeast Schools, aka Burt County School District 11-0020		btotten@lyonsdecaturschools.org	

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**SAFETY AND SITE SECURITY**

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No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.2	1	Site Security				Open
<b>Description</b> Discuss any site security concerns.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.3	1	Hazards				Open
<b>Description</b> Discuss any current hazards on site						
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*ALL SITE VISITORS MUST BE ESCORTED BY A BOYD JONES SUPERVISOR*						

**SCHEDULE AND COORDINATION**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	3-Week Look-Ahead Schedule	Chris Hartley (Boyd Jones Construction Company)			Open
<b>Description</b> Discuss 3-week look-ahead schedule						
Manhours since last OAC: <b>4,074</b> Manhours logged to date: <b>87,266</b>						
<b>Attachments</b> <a href="#">Three Week Schedule #3 (06_17_24)OAC.pdf</a>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	21	Overall Schedule	Chris Hartley (Boyd Jones Construction Company) Scott Brown (Boyd Jones Construction Company)			Open
<b>Description</b> Discuss any overall schedule concerns						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	1	Owner-Furnished Materials or Services				Open
<b>Description</b> Discuss any Owner-Furnished materials or services that are pertinent to the schedule at this time.						

**RFIs**

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#	Initiated At	Subject	Status											
226	6/18/2024	SPED-125 Sink Type	Open											

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Potential RFIs				Open
<b>Description</b> <u>Discuss any potential RFI:</u>  Existing Fire Alarm Contact Switch at Existing Electrical Panel						

**SUBMITTALS**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Submittal Log				Open
<b>Description</b> Review Open submittals in Architect's BIC or Contractors BIC  EJ Between New and Existing Color Sample (#07 95 00-6.0)						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.2	1	Submittal Questions				Open
<b>Description</b> Discuss if there are any questions about any products to be submitted.						

**CHANGES TO WORK**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	ASIs, PRs, PCOs, COs				Open
<b>Description</b> Discuss any pertinent ASIs, PRs, PCOs, or COs.						
<b>Attachments</b> <a href="#">LDNE PCO Log_06_20_24.pdf</a>						

**ADDITIONAL ITEMS NOTED**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Miscellaneous Discussion Items				Open
<b>Description</b> Open discussion:						

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting. Please contact Boyd Jones Construction if there are any discrepancies or questions with the content of these minutes.

The Board of Education of the Lyons-Decatur School District No. 20 met in regular session on Monday, June 10, 2024, in the Ag Building. Notice of the meeting was given in advance thereof by publishing notice in the Lyons Mirror-Sun designated method for giving notice. Meeting notices were also posted at the Superintendent's office and on the school website. Notice of the meeting was given in advance to all members and agenda was communicated in the notice to the board of this meeting. All proceedings hereinafter were taken while the convened meeting was open to the attendance of the public. Present were Archer, Brehmer, Christiansen, Miller, Myers, Petersen, Troutman and Vlach. Excused Absent: Bacon. The open meeting laws are posted on the library wall.

Posted Locations: Lyons-Mirror Sun, lyonsdecaturschools.org, front door of the school.

Posted Date: 5/30/24

Lisa Christiansen opened the meeting at 7:31 p.m.

Superintendent Report: The 2024-25 coaches and sponsors list was shared. I have been working with a group of administrators from across the state of Nebraska to review and revise the current AQuESTT system. The administrative team has been working on handbook changes, SEL planning, and PD planning. The 3-story auction will be held on Tuesday, June 25<sup>th</sup> starting at 4:30 p.m.

The Building and Grounds Committee met for our bi-weekly meetings with Clark & Enersen and Boyd Jones on May 23<sup>rd</sup> and June 6<sup>th</sup>. The school auction will be held on Tuesday, June 25<sup>th</sup> starting at 4:30 p.m.

It was moved by Evan Myers, seconded by Jolene Troutman, to approve the consent agenda Roll Call. Archer: Aye, Bacon: Absent, Brehmer: Aye, Christiansen: Aye, Miller: Aye, Myers: Aye, Petersen: Aye, Troutman: Aye, Vlach: Aye  
Aye: 8, Nay: 0, Absent: 1

It was moved by James Vlach, seconded by Leah Miller, to approve the resolution to dissolve the girl's wrestling cooperative with Oakland-Craig for the 2024-25 school year. Roll Call. Archer: Aye, Bacon: Absent, Brehmer: Aye, Christiansen: Aye, Miller: Aye, Myers: Aye, Petersen: Aye, Troutman: Aye, Vlach: Aye  
Aye: 8, Nay: 0, Absent: 1

It was moved by James Vlach, seconded by Evan Myers, to approve required board policy updates: 2006, 2008, 2009, 3003.1, 3004.1, 3011, 3032, 3033, 3053, 3057, 3060, 4011, 4053, 5001, 5004, 5005, 5008, 5035, 5049, 5052, 6031, 6036, 6039, 6041, and 6042. Roll Call. Archer: Aye, Bacon: Absent, Brehmer: Aye, Christiansen: Aye, Miller: Aye, Myers: Aye, Petersen: Aye, Troutman: Aye, Vlach: Aye  
Aye: 8, Nay: 0, Absent: 1

It was moved by James Vlach, seconded by Corey Petersen, to approve board policy updates: 3017, 3059, 5047, 6025, and 6040. Roll Call. Archer: Aye, Bacon: Absent, Brehmer: Aye, Christiansen: Aye, Miller: Aye, Myers: Aye, Petersen: Aye, Troutman: Aye, Vlach: Aye  
Aye: 8, Nay: 0, Absent: 1

It was moved by Jolene Troutman, seconded by Evan Myers, to approve and adopt the NASB standard superintendent evaluation tool for use at LDNE. Roll Call. Archer: Aye, Bacon: Absent, Brehmer: Aye, Christiansen: Aye, Miller: Aye, Myers: Aye, Petersen: Aye, Troutman: Aye, Vlach: Aye  
Aye: 8, Nay: 0, Absent: 1

There is a P2T board meeting on Monday, June 17th at 6:30 p.m. in West Point.

The next regular board meeting will be held on Monday, July 8th in the Library.

Lisa Christiansen closed the meeting at 8:41 p.m.

I the undersigned, secretary of the School District of Lyons-Decatur Northeast, in the County of Burt, in the State of Nebraska, hereby certify that all of the subjects included in the foregoing proceedings were contained in the agenda for the meeting, kept continually current and available for inspection at the office of the secretary, located in the main office of the school, Lyons Center, except those items of an emergency nature added at the meeting by motion and roll call vote, that such subjects were contained in said agenda for at least 24 hours prior to said meeting that said minutes of the Board of Education of the School District of Lyons-Decatur Northeast in the County of Burt, State of Nebraska were in written form and available for inspection by the public within 24 hours and prior to the next convened meeting of said body; that all news media requesting notification concerning meeting of said body were provided advance notification of the time and place of said meeting and subjects to be discussed at said meeting.

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Secretary, Board of Education

ATTEST:

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President, Board of Education

# Treasurer's Report

At the close of business June 28, 2024

Cash Balance on May 31, 2024 78,229.05

## Receipts for June 2024

Burt County	\$ 259,969.50
Other County	\$ 34,740.41
State of NE - SPED Transportation	\$ 42,813.00
City of Lyons-Licenses	\$ 720.00
ESU #2 - STEAM Grant	\$ 349.58
State of NE - SPED	\$ 113,463.00
State of NE - Nebmac	\$ 414.26
State Aid	\$ 42,432.00
NSAA reimbursement	\$ 282.35
LDNE Foundation	\$ 1,500.00
Interest	\$ 3.48

Total Receipts	\$ 496,687.58
Account Transfers	\$ (75,000.00)
Disbursements	\$ 502,430.31

Cash Balance as of June 28, 2024	-2,113.68
Outstanding Checks/deposits	\$ 3,947.05
Ending Bank Balance as of June 28, 2024	\$ 1,833.34

SAVINGS BALANCE	Beginning:	\$ 1,796,682.61	ENDING BALANCE	\$ 1,801,103.15
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Beth Doht  
Treasurer

**COMBINED ACCOUNT BALANCES**  
**Depreciation, Employee Benefit Fund, Bond, Special Building, and Student Fee**  
**Fund**  
**As of June 28, 2024**

**DEPRECIATION FUND**

Balance \$118,988.40

**EMPLOYEE BENEFIT FUND**

Balance \$19,087.75

**BOND FUND**

Balance \$563,153.86

**SPECIAL BUILDING FUND**

Balance \$1,196,320.50

NE Liquid Assets Balance \$5,510,466.34

**STUDENT FEE FUND**

Balance \$0

**TOTAL OF COMBINED ACCOUNTS \$7,408,016.85**

**GENERAL REIMBURSEMENT FUND**

Checking account \$5,133.53

**ACTIVITY FUND**

Balance \$99,283.48

**Treasurer's Report**  
**LUNCH FUND**  
**At the close of Business June 28, 2024**

Cash Balance May 31, 2024	\$71,859.86
Receipts for June, 2024	\$10,246.80
Disbursements for June 2024	\$13,344.51
Cash Balance June 28, 2024	\$68,762.15
Ending Bank Balance June 28, 2024	\$68,800.45
July 2024 Expenditures	\$ 453.83

Check #	Vendor Name	Invoice	Description	Amount
Checking	1			
Checking	1 Fund: 01	GENERAL FUND		
28038	A/C DEPT BLUE CROSS BLUE SHIELD OF NE	20240701BCBS	BENEFIT SPLIT-RB	1,116.14
			Vendor Total:	1,116.14
28039	ADVANCED WATER COMPANY, INC	4464	FINAL SERV AGREEMENT AMT	757.97
			Vendor Total:	757.97
28040	AMAZON CAPITAL SERVICES	11FD-YNCY-L1V7	CR MEMO PAWS	(0.37)
28040	AMAZON CAPITAL SERVICES	11RR-JVWN-KL6Q	CR MEMO-PAWS	(1.48)
28040	AMAZON CAPITAL SERVICES	14X3-Q7JD-1333	STEM CAMP-PAWS	25.98
28040	AMAZON CAPITAL SERVICES	164M-JVDD-LCGG	CR MEMO	(0.62)
28040	AMAZON CAPITAL SERVICES	17GM-JMFD-KWXC	STEM CAMP SUPPLIES	1,997.30
28040	AMAZON CAPITAL SERVICES	1C3N-HLVC-9WN6	RACK MOUNT HARDWARE	36.97
28040	AMAZON CAPITAL SERVICES	1T1J-MWLD-YTDX	STEM CAMP-PAWS	1,397.32
28040	AMAZON CAPITAL SERVICES	1Y1X-MJYY-JYJR	STEM CAMP SUPPLIES	372.17
			Vendor Total:	3,827.27
28041	ANDERSEN, CARRIE	20240628AND	TUITION REIMB	558.00
			Vendor Total:	558.00
28042	APPLE INC	MA83682965	TEACHER MBA	6,895.00
28042	APPLE INC	MA83752457	APPLE PENCILS	595.00
28042	APPLE INC	MA84109448	MBA TEACHERS	28,370.00
28042	APPLE INC	MA88010268	IPAD PRO	5,945.00
			Vendor Total:	41,805.00
28043	ARCHER, APRIL	20240628ARCH	TUITION REIMB	294.00
			Vendor Total:	294.00
28044	ASI	195579	SECURITY MONITORING	75.00
			Vendor Total:	75.00
28045	BEAUDETTE, LINDSEY	20240628BEAU	MILEAGE/CELL PHONE	601.94
			Vendor Total:	601.94
28046	BLICK ART MATERIALS	3147989	ART SUPPLIES	1.61
28046	BLICK ART MATERIALS	3151479	ART SUPPLIES	4.03
28046	BLICK ART MATERIALS	3279281	ART SUPPLIES	174.51
			Vendor Total:	180.15
28047	BREHMER, JULIE	20240628BREH	TUITION REIMB	558.00
			Vendor Total:	558.00
28048	BSN SPORTS	925801299	HOT/COLD PACKS	35.62
			Vendor Total:	35.62
28049	BURT COUNTY CLERK	20240514BURT CO	ELECTION FEE	100.00
			Vendor Total:	100.00
28050	CITY OF LYONS	2024-02	PAWS POOL PARTY	100.00
28050	CITY OF LYONS	20240610CITY	UTILITIES	9,236.56
			Vendor Total:	9,336.56
28051	CLEARFLY	INV624143	PHONE SERVICE	127.20
			Vendor Total:	127.20
28052	CNA AUTO SERVICES	69935	GRAY VAN TIRE REPAIR	20.40
28052	CNA AUTO SERVICES	69975	BUS 10 DIAGNOSE	193.80
28052	CNA AUTO SERVICES	69976	BUS 15 DIAGNOSE	193.80
28052	CNA AUTO SERVICES	70031	VAN 2 TIRE REPAIR	20.40
28052	CNA AUTO SERVICES	BUS 18 DOOR ALARM	06102024	47.50

Check #	Vendor Name	Invoice	Description	Amount
			Vendor Total:	475.90
28053	CREATIVE XPRESSIONS	20609	STEM CAMP	314.50
			Vendor Total:	314.50
28054	CUMING COUNTY CLERK	7113	ELECTION FEE	100.00
			Vendor Total:	100.00
28055	DATA CLASSROOM INC	1587	ANNUAL MEMBERSHIP	595.00
			Vendor Total:	595.00
28056	DE VILLIERS, MAGGIE	20240628DEVI MAG	TUITION REIMB	930.00
			Vendor Total:	930.00
28057	D MOSKI, SHANNON	20240628DMOS KI	MILEAGE	49.58
			Vendor Total:	49.58
28058	EBS CO ACCOUNTS RECEIVABLE	1729519	LIBRARY SUBSCRIPTIONS	772.17
			Vendor Total:	772.17
28059	EDGERTON EXPLORIT CENTER	SR23457	PAWS PROGRAM	711.26
			Vendor Total:	711.26
28060	EDUCATIONAL SERVICE UNIT #2	1164	TEAM TRAINING	25.00
			Vendor Total:	25.00
28061	EDUCATIONAL SERVICE UNIT #2	2024-25 INDY	INDEPENDENT MEMBERSHIP	3,000.00
			Vendor Total:	3,000.00
28062	ERIC ARMIN, INC	INV1359888	MATH SUPPLIES- BK	43.88
			Vendor Total:	43.88
28063	FAIRFIELD INN OF KEARNEY	434C40001281 7	12JUNE24	404.85
			Vendor Total:	404.85
28064	FASTWYRE	1021077	PHONE SERVICE	39.58
			Vendor Total:	39.58
28065	FES	INV002276	DOMAIN FEE	250.00
			Vendor Total:	250.00
28066	FIRST NATIONAL BANK OF OMAHA	20240630- PAWS	SUPPLIES	7,364.41
			Vendor Total:	7,364.41
28067	FIRST NATIONAL BANK OMAHA	20240630GF	TRAVEL EXP, SUPPLIES, FEES	618.85
			Vendor Total:	618.85
28068	FRANCISCAN OAKLAND CLINIC	20240531DA	BUS PHYSICAL	145.00
28068	FRANCISCAN OAKLAND CLINIC	20240617	BUS PHYSICAL-DR	145.00
			Vendor Total:	290.00
28069	FUN AND FUNCTION	782846	PAWS SUPPLIES	5,560.69
28069	FUN AND FUNCTION	785797	PAWS SUPPLIES	6,056.66
			Vendor Total:	11,617.35
28070	GENERAL REIMBURSEMENT FUND	20240630GENR EIM	STATE TRACK, SUPPLIES, MEMBERSHIP	1,464.47
			Vendor Total:	1,464.47
28071	GREAT MINDS PBC	INV177678	EUREKA MATH	5,160.39
			Vendor Total:	5,160.39
28072	HAL LEONARD CORPORATION	42447448	ELEM MUSIC DOWNLOAD	299.00
			Vendor Total:	299.00
28073	HARCO ATHLETIC RECONDITIONING, INC	29734	HELMET CONDITIONING	4,908.00
			Vendor Total:	4,908.00
28074	HARDIN, KAY	20240628HARD KAY	TUITION REIMB	930.00
			Vendor Total:	930.00
28075	HEGGE, JONI	20240628HEGG	TUITION REIMB	930.00
			Vendor Total:	930.00
28076	HOMETOWN LEASING	20240701HTLE ASING	COPIER LEASE	691.87
			Vendor Total:	691.87

Check #	Vendor Name	Invoice	Description	Amount
28077	HOPE RISING EDU	1020	MENTAL HEALTH GRANT CURRICULUM	3,945.00
			Vendor Total:	3,945.00
28078	IXL LEARNING	S498835	2-6 SITE LICENSE	3,300.00
28078	IXL LEARNING	S498835-2	7-8 GR SITE LICENSE	900.00
			Vendor Total:	4,200.00
28079	JENSEN PLUMBING & HEATING	20240613JP	LIBRARY A/C	2,849.34
28079	JENSEN PLUMBING & HEATING	20240619JENS	FAUCETS NOT WORKING	125.00
28079	JENSEN PLUMBING & HEATING	20240624JENP	WALL HYDRANT REPAIR L	267.21
			Vendor Total:	3,241.55
28080	KB'S MINI MART, INC.	20240630KBS	GAS/FUEL	1,569.88
			Vendor Total:	1,569.88
28081	KSB SCHOOL LAW	16687	LEGAL SERVICES	360.00
			Vendor Total:	360.00
28082	LAB-AIDS INC	165014	AG SUBSCRIPTIONS	666.22
			Vendor Total:	666.22
28083	LYONS MIRROR SUN	268556	LEGAL NOTICES	27.72
28083	LYONS MIRROR SUN	269286	LEGAL NOTICES	70.56
28083	LYONS MIRROR SUN	269645	LEGAL NOTICE	13.63
			Vendor Total:	111.91
28084	LYONS SAVEMORE MARKET	20240630SAVE MORE	SUPPLIES	23.12
			Vendor Total:	23.12
28085	MARYOTT, CARRIE	20240703MARY CAR	MILEAGE TO PARENT	154.67
			Vendor Total:	154.67
28086	MATHESON TRI-GAS, INC	52364546	AG SUPPLIES	467.14
			Vendor Total:	467.14
28087	MCMASTER-CARR	28779101	STEM CAMP SUPPLIES	703.69
			Vendor Total:	703.69
28088	MENARDS	71577	SUPPLIES	1,824.41
			Vendor Total:	1,824.41
28089	N C S A	81954	CDE REGISTRATION/CONF	392.00
			Vendor Total:	392.00
28090	NEWS-2-YOU	INV1079644	LIFESKILLS PROGRAM	174.99
			Vendor Total:	174.99
28091	OAKLAND LUMBER LLC	8588	SUPPLIES	17.46
			Vendor Total:	17.46
28092	OMNIFY BENEFITS	949796	FSA FEE	40.00
			Vendor Total:	40.00
28093	PITNEY BOWES INC	20240701PIT	POSTAGE	500.00
			Vendor Total:	500.00
28094	RALSTON PUBLIC SCHOOL	20240620RALS	HEARING SERVICES	697.49
			Vendor Total:	697.49
28095	REALLY GOOD STUFF	8555447	SPED SUPPLIES	41.94
28095	REALLY GOOD STUFF	8556290	2ND GRADE SUPPLIES	148.67
			Vendor Total:	190.61
28096	RENAISSANCE LEARNING	INV5329749	AR AND STAR SUBSCRIPTIONS	4,829.80
			Vendor Total:	4,829.80
28097	SCHOOL HEALTH CORPORATION	CINV00005436 7	COOP-NURSE SUPPLIES	23.85
			Vendor Total:	23.85
28098	SCHOOL NURSE SUPPLY	1009151-IN	NURSE SUPPLIES	249.95
			Vendor Total:	249.95
28099	SCHOOLSPLP, LLC	2660	SUBSCRIPTION-CR RECOVERY PROGRAM	135.00
			Vendor Total:	135.00

Check #	Vendor Name	Invoice	Description	Amount
28100	SCHRAMM EDUCATION CENTER	20240626SCHR	PAWS FIELD TRIP AMM	106.00
			Vendor Total:	106.00
28101	SENROR WOOLY	500821673	ANNUAL LICENSE -SPANISH	150.00
			Vendor Total:	150.00
28102	SOFTWARE UNLIMITED INC	20240628-023	ANNUAL FEES	7,650.00
			Vendor Total:	7,650.00
28103	STEINY'S GENERAL STORE	20240701STEI	SUPPLIES N	1,611.25
			Vendor Total:	1,611.25
28104	STERLING	0178970	FORTINET TRANSCEIVER	497.14
			Vendor Total:	497.14
28105	SVENDSEN, JOSH	20240628SVEN	TUITION REIMB	1,209.00
			Vendor Total:	1,209.00
28106	SWANSON, WESTON	20240628SWAN	GAS	15.00
			Vendor Total:	15.00
28107	TCI	INV121439	2ND GRADE SOCIAL STUDIES	284.00
28107	TCI	INV121512	1ST GR SOC STUDIES	162.00
28107	TCI	INV121515	6-8 SOC STUDIES LIC	1,185.00
			Vendor Total:	1,631.00
28108	TEACHER DIRECT	INV/2024/038	TITLE SUPPLIES 83	413.03
			Vendor Total:	413.03
28109	TEACHING STRATEGIES, Inc.	Q-258666	ANNUAL SUBSCRIPTIONS	455.00
			Vendor Total:	455.00
28110	TIMM, PAUL	20240628TIMM	TUITION REIMB	279.00
			Vendor Total:	279.00
28111	TOMKA, KENNY	20240628TOMK	MILEAGE TO PARENT A	214.40
			Vendor Total:	214.40
28112	VERIZON WIRELESS	9966836265	HOT SPOTS	45.08
			Vendor Total:	45.08
28113	VRBKA, MASON	20240701VRBM	DRIVERS ED TEACHER AS MATERIALS	300.00
			Vendor Total:	300.00
28114	WESTSIDE COMMUNITY SCHOOLS	20240524WEST	HOMEBOUND SERVICES SIDE	1,395.00
			Vendor Total:	1,395.00
28115	WINNELSON	406724 01	FOOTBALL FIELD BATHROOM REPAIRS	838.98
			Vendor Total:	838.98
28116	ZEARN	INV12099	ANNUAL SUBSCRIPTION	2,500.00
			Vendor Total:	2,500.00
			Fund Total:	145,187.53
			Checking Account Total:	145,187.53

Checking	2	Fund: 08	SPECIAL BUILDING FUND	Amount
1258	AMAZON CAPITAL SERVICES	1N3Y-RG43-	NEW GYM FLAG DNFF	58.99
1258	AMAZON CAPITAL SERVICES	1WPL-PGDR-	MONITOR C4JN	89.99
			Vendor Total:	148.98
1259	ATC GROUP SERVICES LLC	2583810	ASBESTOS TESTING	4,585.00
			Vendor Total:	4,585.00
1260	BOYD JONES CONSTRUCTION CO.	20240628BJC	CONSTRUCTION SERVICES	1,250,854. 33
			Vendor Total:	1,250,854.33
1261	CLARK & ENERSEN	27	ARCHITECTURE SERVICES	14,894.18
			Vendor Total:	14,894.18

<u>Check #</u>	<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
1262	FIRST NATIONAL BANK OMAHA	20240630GF	TRAVEL EXP, SUPPLIES, FEES	1,286.89
			Vendor Total:	1,286.89
1263	MIDWEST STORAGE SOLUTIONS, INC	9942	MEDIA CENTER SHELVING DEPOSIT	13,839.24
			Vendor Total:	13,839.24
			Fund Total:	1,285,608.62
			Checking Account Total:	1,285,608.62
<u>Checking</u> 6				
Checking	6	Fund: 06	SCHOOL LUNCH FUND	
9716	LYONS SAVEMORE MARKET	20240630SAVE MORE	SUPPLIES	205.87
			Vendor Total:	205.87
9717	SMALL, NICOLE	20240628SMAL	TRAVEL EXPENSE	158.30
			Vendor Total:	158.30
9718	TOMPkins, CYNTHIA	20240628TOMP	TRAVEL EXPENSE	71.66
			Vendor Total:	71.66
			Fund Total:	435.83
			Checking Account Total:	435.83

Net Payroll	171,530.83
Employee Deductions	74,811.30
District SS/Medicare	18,518.81
District Health/Life/HSA	71,790.90
District Retirement	<u>22,862.48</u>
PAYROLL	\$ 359,514.32
ACCOUNTS PAYABLE	<u>\$ 145,187.53</u>
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$ 504,701.85</b>

SPECIAL BUILDING EXPENDITURES	\$1,285,608.62
LUNCH FUND	\$ 435.83

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Secretary, Board of Education

ATTEST:

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President, Board of Education



2901 Cuming Street  
Omaha, NE 68131  
(402) 344-4321 phone  
(402) 346-0277 fax  
[www.HilandDairy.com](http://www.HilandDairy.com)

June 4, 2024

Lyons-Decatur Northeast  
Attn: Ms. Lindsey Beaudette  
PO Box 526  
Lyons, NE 68038

Dear Ms. Beaudette,

Hiland Dairy Foods, LLC is pleased to submit the following quote for dairy products for the 2024-2025 school year.

<u>Unit</u>	<u>Product</u>	<u>Esc/De-Escalating Price</u>
HPT	1% White	\$0.4158
HPT	FF Chocolate & FF Strawberry	\$0.4208
Gal	Whole White	\$6.2569
Gal	2% White	\$5.9733
4oz	Orange Juice	\$0.3110
4oz	Apple Juice	\$0.2800
5lb	Sour Cream	\$11.00
5lb	Cottage Cheese	\$11.00
100ct	1oz Sour Cream Packets	\$22.50

This bid is for Escalating/De-Escalating pricing. Please see attached clause for monthly cost adjustment factors for Esc/De-Esc pricing.

The bid is (choose one)  awarded to Hiland Dairy or  declined and awarded to \_\_\_\_\_

Name and Title \_\_\_\_\_

Contact Phone \_\_\_\_\_ Email \_\_\_\_\_

Date \_\_\_\_\_ First Delivery Date \_\_\_\_\_

Please complete and scan this bid along with all competing bidder's documents to: [dpetz@hilanddairy.com](mailto:dpetz@hilanddairy.com).

Thank you,

Dave Petz, West Point Branch Manager  
Hiland Dairy Foods  
624 South Railroad  
West Point, NE 68788  
Office (402) 372-2471

### **Milk Escalator / De-Escalator Pricing Clause (DFA Supplied)**

The pricing quoted is based on **June's 2024** Federal Milk Marketing Order for Class I Skim and Class I Butterfat. This pricing is subject to change as the cost of raw milk changes each month according to the USDA Federal Milk Market Price Announcements and Dairy Farmers of America.

The cost of milk fluctuates up and down each month based on the cost changes in raw milk. Changes of a minimum of \$.10 per CWT (up or down) will move the cost of a half pint \$ .00054.

Prices will also be adjusted up or down based on cost changes in packaging, ingredients, labor, fuel, juice concentrate, re-sale products (ex. Tropicana, Sport Shake), etc. Supporting documentation will be supplied upon request.

All price changes will become effective on the 1<sup>st</sup> day of the month following the price announcement.

**2022-23 Breakfast/Lunch Prices**

Breakfast:  
Students - \$2.10  
Adults - \$2.60

Milk \$.40

Lunch:  
Preschool - \$2.65  
K – 5<sup>th</sup> Grades - \$2.95  
6 – 8 Grades - \$3.15  
9 – 12 Grades - \$3.35  
Adult - \$4.35

**2023-24 Breakfast/Lunch Prices**

Breakfast:  
Students - \$2.20  
Adults - \$2.75

Milk \$.45

Lunch:  
Preschool - \$2.75  
K – 5<sup>th</sup> Grades - \$3.05  
6 – 8 Grades - \$3.25  
9 – 12 Grades - \$3.45  
Adult - \$4.60

**2022-2023 Audit**

Beginning Balance: 58,634.90  
Total Receipts: \$270,617.51  
Total Expenditures: \$269,927.84  
Net Gain: \$689.67

**2023-2024 (to date):**

Beginning Balance: 59,324.57  
Total Receipts: \$249,171.54  
Total Expenditures: \$250,827.73  
**Net Loss: \$1,656.19**

*\$.05 increase across the board will generate approximately \$3,000.00 annually.*

# **Lyons-Decatur Northeast Public School Activities Handbook**

## **Rules and Regulations 2024 - 2025**



## Table of Contents

Introduction .....	3	FBLA .....	14
Nondiscrimination In Education .....	4	FFA .....	14
<b>Section One:</b>		Journalism .....	15
Academic Eligibility.....	5	Mock Trial .....	15
Activity Tickets .....	6	NHS .....	15
Attendance .....	6	One Act/Spring Play.....	15
Closings.....	6	Science Club.....	15
Colors .....	6	Student Council .....	15
Complaint Procedure .....	6	Speech Team .....	15
Concussion Awareness .....	7	<b>Section Three:</b>	
Dances .....	8	Eligibility .....	16
Electronic Communication .....	9	NSAA Sportsmanship .....	18
Equipment.....	9	<b>Section Four:</b>	
Fundraising .....	9	Code of Conduct .....	19
Ind. Training/Conduct Rules .....	9	Coach/Sponsor Rules.....	19
Initiations and Hazing.....	10	Prohibited Conduct.....	19
Injuries.....	10	Discipline .....	21
Insurance .....	10	Alcohol, Tobacco, Illegal Subs.....	22
Lettering Requirements.....	11	Violations.....	23
Mascot.....	12	Letters/Post Season Honors .....	24
Practices .....	13	Reporting .....	25
Student Managers .....	13		
Sunday/Wednesday Activities.....	13	A Parent’s Guide to Concussions .....	27
Transportation.....	13		
Weight Room.....	13	Coaches/Sponsors .....	32
<b>Section Two:</b>			
Athletic Teams.....	14	Authorization .....	33
Band .....	14	Acknowledgement.....	34
Cheer Squad .....	14		

## **Introduction**

Student participation in extracurricular activities has been linked to improved attendance, higher academic achievement, and greater student self-confidence and self-esteem. Lyons-Decatur Northeast 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 school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the Section 504 Coordinator: Joni Hegge at 402-687-2363, [jhegge@ldne.org](mailto:jhegge@ldne.org), or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment on the basis of sex, or that have other related concerns or questions, should contact the following Title IX Coordinator: Brenda Totten at 402-687-2363, [btotten@ldne.org](mailto:btotten@ldne.org), 400 S. 5<sup>th</sup> Street, Lyons, NE 68038, or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: <https://www.lyonsdecaturschools.org/documents>

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Brenda Totten at 402-687-2363, [btotten@ldne.org](mailto:btotten@ldne.org), 400 S. 5<sup>th</sup> Street, Lyons, NE 6803, or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent, Lindsey Beaudette at 402-687-2363, [lbeaudette@ldne.org](mailto:lbeaudette@ldne.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.

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

**SECTION ONE:  
GENERAL INFORMATION ABOUT THE ACTIVITIES PROGRAM**

**Academic Eligibility**

Teachers will turn in all 7-12 grades by 8:15 a.m. every Tuesday. Eligibility will run from Monday to Monday.

To be eligible for participating in or attending extracurricular activities students must:

1. Meet NSAA requirements
2. The student cannot be failing 2 or more classes.
  - a. They will be put on probation for their first offense, (students will get one probationary week each semester) after that they will be ineligible for all activities the following week.
  - b. Academic eligibility for all extra-curricular activities begins after the 3rd week of each semester and is computed weekly for the rest of the semester.
  - c. Grades will be run by quarter except for the first 3 weeks of the 2<sup>nd</sup> and 4<sup>th</sup> quarter in which grades will be run by semester.
  - d. Should a student's name be placed on the ineligibility list, the student shall be ineligible for all co-curricular and extracurricular activities from Monday morning through Monday morning of the following week.

Academic requirements apply to but are not limited to all co-curricular and extra-curricular activities that take place throughout the scheduled school day.

Academic requirements do not apply to:

- (A) Instructional field trips which are a part of the scheduled course learning experience; or
- (B) Activities or events which are considered in determining the student's grade.
- (C) Activities or events which administration may deem as important for the overall development of the student.

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 out-of-school suspension, long-term suspension, or expulsion from school.

## **Activity Tickets**

All current students (PK – 12<sup>th</sup> grade) of Lyons-Decatur Northeast schools will be admitted free into home events (not including tournaments or district events). An individual adult activity pass for 2024-2025 may be purchased for \$50 at the Business Office. Second adult in same family can purchase the 2<sup>nd</sup> pass for \$25. Senior Citizen passes are free for those 65 and over. Regular high school games or contest admission is \$5 for adults and students. Admission for JV and JH games or contests is \$3 for adults, \$2 for students. Elementary students attending games must have parent/adult supervision.

## **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.

Students must be in attendance by 10:00 a.m. to practice or participate in an athletic contest or activity performance unless the student has the building principal's prior permission to participate despite the absence.

## **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 LDNE School colors are Maroon, Gold, and White.

## **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.lyonsdecaturschools.org](http://www.lyonsdecaturschools.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/High School Dances**

All Junior High/Middle School dances are restricted to Lyons-Decatur Northeast school students. Any organization wishing to sponsor a junior high dance must obtain permission from the principal regarding date and times.

All High School dances are restricted to Lyons-Decatur Northeast School students and their guests. All guests must be at least in the 9<sup>th</sup> grade and cannot be older than 19. An out-of-town date form must be submitted for approval from the administration prior to any dance. Any organization wishing to sponsor a dance must obtain permission from the principal regarding date and times.

### **Homecoming and Prom**

Homecoming is open to all 7-12<sup>th</sup> grade Lyons-Decatur Northeast students; 9<sup>th</sup> – 12<sup>th</sup> grades may bring an out-of-town guests. Prom is open to all 9<sup>th</sup> – 12<sup>th</sup> grade Lyons-Decatur Northeast students and their guests.

Guests must follow all rules that the students must follow. Each student is responsible for his/her guest's conduct. Appropriate attire is required for these dances.

### **Electronic Communication**

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 with combination locks.

School-owned clothing or equipment that is checked out to individual students 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. Use of the school mascot shall not be permitted unless approved by the administration.

## **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**

The following guidelines will be used in determining students' eligibility for lettering:

**Football:** The athlete must participate in  $\frac{1}{4}$  of total varsity quarters, be recommended by coaches, and finish the season in good standing.

**Volleyball:** The athlete must participate in  $\frac{1}{4}$  of total varsity matches, be recommended by coaches, and finish the season in good standing.

**Cross Country:** The athlete must run under 22 minutes (boys)/28 minutes (girls) in at least 50% of the meets, run under 19 minutes (boys)/24 minutes (girls) at least 1 time throughout the year, earn a varsity medal at a meet consisting of at least 6 schools, qualify for state as an individual or team, be recommended by the coaches, or be a 3-year participant that finishes the season in good standing.

**Basketball:** The athlete must participate in  $\frac{1}{4}$  of total varsity quarters, be recommended by coaches, and finish the season in good standing.

**Wrestling:** The athlete must place in a major invite (four or more teams), compete at the varsity level in at least  $\frac{1}{2}$  of the varsity competitions, be recommended by the coach, attend 3 youth practices, and finish the season in good standing.

**Golf:** The athlete must place in a major invite (four or more teams), compete at the varsity level in at least ½ of the varsity competitions, be recommended by the coach, and finish the season in good standing.

**Track:** The athlete must individually score 10 total team points in a varsity meet(s) during the regular season, place at a post-season meet (conference, districts, state), or at the discretion of the coaches based on leadership, attendance, and personal improvement.

**Baseball:** The athlete must meet any of the following requirements and maintain good academic and behavioral standing throughout the season: appear in 75% of games, break a team record, break a state record, win a district title, or make a special contribution to the team.

**Student Managers:** The student manager must complete the season and have the recommendation of the head coach of the sport involved.

**Instrumental and Vocal Music:** 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> graders are eligible to letter in instrumental or vocal music. In order to letter, students must be active in band or choir for one full year, receive a band or choir grade of B- or higher, and earn any 60 points in the following ways:

- 2 pts – receive a 20-minute lesson from me
- 10 pts – perfect concert attendance
- 10 pts – audition for an honor band/choir, scholarship
- 10 pts – participate in District Music Contest (solo, duet, trio, small group)
- 15 pts – help set up for the concert
- 15 pts – help tear down for the concert
- 20 pts – be selected for honor band or choir auditioned
- 30 pts – be selected for the Nebraska All-State Band or Choir

Students will be able to receive multiple points in the same area.  
(Auditioning for multiple honor bands/choirs, receiving multiple lessons, etc.)

**Speech:** The criteria for receiving a letter for Speech Competition will be based on the participant's commitment to preparation and participation. In order to letter, a participant must earn a

minimum of 15 points. Points can be earned in the following ways:

1. Practice / Rehearsal with Speech Coach – 1 point for each hour of practice.
2. 1 point per entry at a meet.
3. 1 point for each time a student places at a JV Meet.
4. 2 points for each time a student places at a Varsity Meet.
5. Automatic Letter – Qualify for state.

### **Mascot**

The official emblem for boys' and girls' LDNE athletic teams is the Cougar. The mascot cannot be used for non-school-sponsored purposes unless approved by the administration.

### **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.
2. Submit a signed Activity Handbook form.
3. Submit a NSAA Activity Form.

### **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 6:15 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 activities director or building principal.

## **Transportation**

The school district provides transportation to students who are participating in school-sponsored events. Students must travel to and from all activities in the transportation provided by the school unless they have written permission from their parent/guardian turned into the school ahead of time. Students who wish to take private transportation home from a school event must submit a written note to the sponsor that has been signed by that student's parent/guardian.

## **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

## **SECTION TWO: AVAILABLE ACTIVITIES**

### **Athletic Teams**

Baseball  
Basketball (boys and girls)  
Cross County (boys and girls)  
Football  
Golf (boys and girls)  
Track (boys and girls)  
Softball  
Volleyball  
Wrestling (boys and girls)

### **Band**

The school district sponsors marching band, pep band, and concert band. Participants must be enrolled in band class in order to be 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.

### **Future Business Leaders of America (FBLA)**

FBLA is an integral part of the vocational business department and membership is limited to those students with at least one semester of work in the business education field. One of the primary objectives of FBLA is developing leadership and responsibility.

### **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. Students must be enrolled in at least one agriculture class to be a member.

### **Journalism**

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.

### **Mock Trial**

Mock Trial is an organization that teaches and leads students through a simulated civil or criminal court case.

### **National Honor Society**

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

### **One Act/Spring Play**

These groups involve students interested in any aspect of theater and offers varying levels of involvement. The main focus of these groups is to produce the fall and spring plays.

### **Science Club**

The purpose of the science club is to support students involved in student research projects. The club encourages student participation in competitions, seminars, training camps, and research programs.

### **Student Council**

The purpose of student council 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.

### **Speech Team**

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

## **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 immediately 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, eight, 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 2024-25 school year prior to May 1, 2024; 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, 2024. 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, 2024,

- 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 Lyons-Decatur Northeast 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 during the school year, regardless of whether it occurs on-campus or off-campus. School year means the period commencing on the first day of fall sports practice through the last day of spring sports practice, events, or attendance at school for a given school year.

**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.

### **Alcohol, Tobacco, and Illegal Substances**

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

Upon determination or finding by the administration that a student has used or possessed alcohol, tobacco, or illegal substances, the following procedure will affect all students enrolled in Lyons-Decatur Northeast Public Schools.

Determination of a violation will be based upon:

- A. Admission by the student, or
- B. Substantiated information from law enforcement agencies, school staff, or administration

During the course of investigation of the alleged violation of this policy, the affected student will be informed of the allegations, either orally or in writing. The student will then be provided with an opportunity to informally tell the administration the student's version of the events in question.

Self-Reporting: We want to encourage students to be honest and upfront with the school regarding violations. Students and/or parents who self-report

to school administration regarding a 1st or 2nd violation with alcohol, tobacco, or illegal substances will receive discipline/suspension under the "Self-Reporting" category. Self-Reporting means that the student admits to the school administration within 30 minutes after the beginning of the next school day after the violation has occurred.

The following is a list of events, contests, and dances, etc., that students will be held out of if they have violated the Drug/Alcohol/Tobacco Policy:

All Athletic Contests and Extracurricular Activities

The following is a list of Events that students will not be held out of:

- Educational Field Trips
- Graduation
- Prom
- Fine Arts & Athletic Banquets

### **First Violation (Self-Reporting)**

\*Violation will be served at the student's highest level of participation

\*Football – 2 games, Basketball – 4 games, Track – 2 meets, Volleyball – 4 games, Softball or Baseball – 3 games, Golf – 2 meets, Speech – 2 meets, Cheerleading – 4 games, Cross Country - 2 meets, Wrestling - 2 meets, Fine Arts & Groups – 1 event (Drama, Music, FFA, etc.), non-Participants – 1 activity

Regulations regarding suspension from extra-curricular activities: If the student is not currently involved in any extra-curricular activities when the violation occurs, they will serve the suspension during the next activity they are involved with. If an activity season ends prior to completion of the suspension, there will be "carry-over" to the next activity in which the student is participating. The student will be required to complete the activity in which they are participating, or the suspension served during that season will be invalid. If a student is involved in more than one extra-curricular activity at the same time, they will miss the required number of activities in the order they come. (Higher # will take precedence).

**First Violation (without Self-Reporting):** The student shall be suspended from participation in any school-sponsored activity from the date of discovery (determination of a violation) for double the number of activities.

**Second Violation (with Self-Reporting):** The student shall be suspended from participation in any school-sponsored activity from the date of discovery for double the number of activities as the first offense. If the student goes through a Chemical Dependency Evaluation (at the student's

expense) then they can get the number of activities, they have to sit out of back to the same as the first time.

**Second Violation (without Self-Reporting):** A second violation without self-reporting will result in suspension from the date of discovery for double the number of activities as the first offense in all activities outside the regular school classes.

**Third Violation (with or without Self-Reporting):** Will result in suspension from all activities for the next 180 days of school from the date in which it was reported or discovered.

Any alcohol, tobacco, or illegal substances brought onto school the school campus will be treated as a violation WITHOUT self-reporting.

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

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

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

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

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

**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 administrations 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.

**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.

## **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](http://www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm) for more information.

## Add Coaching List

*Updated 6/28/24 (Subject to Change)*

## **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 school term. I understand that if I violate the code of conduct or other rules in this handbook, I may be suspended from participation in all co-curricular activities and/or school sponsored activities or events.

\_\_\_\_\_  
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

# LYONS-DECATUR NORTHEAST PUBLIC SCHOOL

## STUDENT HANDBOOK

**2024-25 Edition**

400 S. 5<sup>TH</sup> Street, PO Box 526  
Lyons, NE 68038

Phone: (402) 687-2363



## Table of Contents

Welcome .....	3	School Day.....	35
Mission Statement .....	4	Self Mgmt. - Diabetes/Asthma .....	35
Intent .....	4	Smoking and Tobacco.....	35
Notice of Nondiscrimination.....	4	Sniffer Drug Dogs .....	35
<b>Section 1: Basic Rules/Practices</b>		Standardized Testing .....	35
Attendance .....	5	Student Assistance.....	36
Band.....	8	Student Fee Policy.....	36
Bills .....	8	Student Illness .....	41
Books and Supplies.....	8	Student Council .....	42
Breastfeeding and Lactation .....	9	Student Records .....	42
Bulletin Boards.....	9	Student Schedule Changes.....	45
Bullying.....	10	Tardiness .....	45
Cafeteria Rules.....	10	Telephone Calls .....	45
Candy and Gum.....	11	Threat Assessment/Response .....	45
Cell Phones and Electronic Devices.....	11	Transportation .....	48
Cheating, Plagiarism.....	12	Video Surveillance and Photos .....	50
Child Abuse/Neglect.....	12	Weather-Related School Closing.....	51
Class Dismissal.....	13	Withdrawal from School .....	51
Classroom Behavior .....	13	Work Permits.....	51
Closed Campus.....	13	<b>Section 2: Academics</b>	
Coats and Boots .....	13	Academic Lettering.....	52
Communicable Diseases .....	13	Certificate of Attendance .....	52
Communicating with Parents .....	13	Class Rank .....	52
Complaint Procedures.....	14	Correspondence/Online Classes.....	52
Computer Network Use by Students .....	18	Grades .....	53
Conferences.....	21	Graduation Awards.....	54
Copyright and Fair Use .....	21	Graduation Requirements.....	54
Damage to School Property.....	22	Homework .....	55
Dating Violence .....	22	Honor Roll.....	56
Discrimination and Harassment .....	22	Late Work .....	56
Dress Code .....	23	Mid-Term Graduations .....	56
Driving and Parking.....	23	National Honor Society .....	56
Drug Free Schools .....	24	Plus Period .....	58
Emergency Contact Info .....	24	Promotion and Retention .....	59
Evacuations .....	24	Report Cards .....	59
Eye Exams.....	24	Semester Testing .....	59
Food Service Program .....	25	<b>Section 3: Student Discipline</b>	
Field Trips.....	26	General Philosophy.....	61
First-Aid .....	27	Forms of School Discipline	
Head Lice .....	27	After School Sessions/Detention.....	61
Health Problems Limiting Activity .....	27	Friday/Saturday School.....	63
Homebound Instruction .....	27	ISS .....	63
Homeless Children and Youth .....	27	Emergency Exclusion .....	63
Illness/Injury at School .....	28	Short Term Suspension.....	63
Immunizations .....	28	Long Term Suspension.....	64
Initiations and Hazing.....	28	Expulsion .....	65
Lockers and School Property .....	29	<b>Section 4:</b>	
Lost and Found.....	29	Title IX Policy .....	73
Medications.....	29	<b>Section 5:</b>	
Media Center.....	30	School Wellness Policy .....	90
Opting Out of Assessments .....	30	<b>Section 6:</b>	
Parental Involvement .....	30	Staff Directory .....	95
Parties .....	32	Schedules .....	97
Personal Items .....	32	Parent-Student Compact .....	99
Physical Education .....	32	Standard Response Protocol .....	100
Physical Exam .....	32	School Calendar.....	101
Pictures.....	32	<b>Section 7: Forms</b>	
Playground Rules.....	32	Acknowledgement of Receipt .....	103
Police Questioning .....	33	Emergency Contact Info.....	104
Protection of Student Rights.....	33	Non-Prescription Meds .....	105
Public Displays of Affection.....	34	Prescription Meds (Parents) .....	106
Reasonable Suspicion Testing.....	34	Prescription Meds (Doctor) .....	107
Rights of Parents .....	34	Self-Administered Meds .....	108

## 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 Friday, August 16, 2024.**

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,

Mrs. Lindsey Beaudette  
Superintendent

# ***EMPOWER ALL STUDENTS TO ACHIEVE***

(LDNE Mission Statement)

## **WE BELIEVE...**

**...all people have strengths.**

**...all people can learn.**

**...education must adapt to societal needs.**

**...learning is a lifelong process.**

**...all people benefit from a safe, positive, and respectful environment.**

**...education is a cooperative responsibility of students, families, school, and community.**

**...all people need to develop foundational skills.**

## **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 school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the Section 504 Coordinator: Joni Hegge at 402-687-2363, jhegge@ldne.org, or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment on the basis of sex, or that have other related concerns or questions, should contact the following Title IX Coordinator: Brenda Totten at 402-687-2363, btotten@ldne.org, 400 S. 5<sup>th</sup> Street, Lyons, NE 68038, or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: <https://www.lyonsdecaturschools.org/documents>

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Brenda Totten at 402-687-2363, btotten@ldne.org, 400 S. 5<sup>th</sup> Street, Lyons, NE 6803, or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent, Lindsey Beaudette at 402-687-2363, lbeaudette@ldne.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.

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 attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

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 principal or designee.

### **Excused Absences**

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Physical or mental illness of the student or of a child whom the student is parenting (a physician's verification is required after five (5) days in any given school year)
2. Severe weather
3. Medical appointments for the student or for a child whom the student is parenting (with physician's verification)
4. Death or serious illness of the student's family member
5. Attending a funeral, wedding or graduation of the student's family member
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. College planning visits (2 days allowed per junior and senior year)
9. Personal or family vacations

### **Excessive Absenteeism**

When a student receives 10 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the district's policy to address barriers to the student's attendance.

When a student is absent more than 20 days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer must file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences

due to documented illness and is tardy one time, the Attendance Officer must file a report with the appropriate county attorney.

### **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.

### **Planned absences**

Parents who know in advance that a student will be absent must call 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, will be encouraged to 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) Collect all class work in advance for any absence that can be anticipated.
- 2) Be at school prior to 10:00 a.m. 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 five days.

### **Making Up Absences**

When a student receives 10 unexcused absences or the hourly equivalent in any semester, the student shall be required to make up those absences through attendance in an after school program. Absences shall be made up at a rate of 15 minutes per hour.

### **Pregnant and Parenting Students**

The District will not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy. Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or

accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming **in collaboration with the Title IX Coordinator.**

### **Band**

Students may participate in the elementary band and begin taking band lessons in the 5th grade. Students in grades 7-12 may participate in the secondary band. Instruments will be provided by students. 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 Lyons-Decatur Northeast Public Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of \$15 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 elementary 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.

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, Safe 2 Help 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 on 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. Students must treat lunch personnel with respect.
8. 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 cellular phones or other electronic devices while at school during school hours.

Any student who is found to be in possession of any cellular phone, or other electronic device (AirPods, personally-owned tablet, gaming device, etc) during school hours is in violation of this policy and the student code of conduct.

Staff who discover students in possession of a cellular phone or electronic device while at school during the school day will immediately confiscate the device and turn it into the administration.

In addition to the disciplinary consequences imposed, a parent or legal guardian of the offending student must pick up the confiscated devices from the office in person. The administration will return the device to the parent or guardian, after meeting with the parent or guardian to discuss the rule violation.

Students who repeatedly violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including 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, up to and including expulsion.

### **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;
- be prepared 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 are encouraged to wear coats outdoors when the weather makes it advisable.

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 should 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 402-687-2363.

### **Communicating with Parents**

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those 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 in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it 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 reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.

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, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable 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](mailto: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 coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the respondent.

1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.

- 2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, 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 involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal. This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply.
  - a) The appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
  - c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.
  - d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive

the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:
  - a) When the complaint is about a board policy, not implementation of the policy;
  - b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
  - c) When the board is required by law, policy, or contract to hear a complaint or appeal.
  
6. If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, 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) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be

promptly and thoroughly investigated by the board president or a designee.

d) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.

e) There is no appeal from any decision of the board unless authorized by law.

7. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.

b) Determine whether the complainant has discussed the matter with the superintendent.

1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.

2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

- c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.
- d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
- e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

**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. Individuals who file complaints (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 (c) 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 technology coordinator 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 twice a year, once during 1<sup>st</sup> semester and once during the 2<sup>nd</sup> semester.

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.

### **Discrimination and Harassment**

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: Mrs. Joni Hegge at 402-687-2363 (phone number), jhegge@ldne.org (e-mail address) 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: Mrs. Brenda Totten at 402-687-2363 (phone number), btotten@ldne.org (e-mail address), PO Box 526, Lyons, NE 68038 (mailing address) or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at 402-687-2363 (phone number), lbeaudette@ldne.org (e-mail address) 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, hoods and bandannas during the school day (unless used as an incentive)
4. Bare feet (some type of footwear must be worn)
5. Short-shorts
6. Hairstyles which distract from the learning process or the health and safety for either the student or others
7. Any clothing that could cause damage to others or school property
8. Costumes and/or those clothes intended only for leisure, entertaining or special occasions
9. Bare "midriff" styles (bottom of shirt must reach top of pants), see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)

10. Pants and shorts worn below the waist so as to expose undergarments
11. Pants that drag on the floor
12. Clothing with tears or holes that inappropriately expose flesh or undergarments

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. A detention or suspension may be given to make up the time away from school. 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.
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.

## **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 school will serve breakfast daily from 7:50 a.m. until 8:10 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges students \$2.20 and adults \$2.75 for breakfast.

### **Lunch**

Lunch prices depend on the federal funding that the program receives. Lunch for PS is \$2.75, K – 5<sup>th</sup> grades is \$3.05, 6<sup>th</sup> – 8<sup>th</sup> grades is \$3.25, and 9<sup>th</sup> – 12<sup>th</sup> grades is \$3.45. The cost for lunch is \$4.60 for adults.

### **Milk break**

The school will offer a milk program to students in elementary. All milk served to a student (except the initial carton served with lunch) will cost \$.45 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.

### **Payment for Meals**

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

If a student has no funds available to pay for a meal, the student will be permitted to charge up to five meals. Thereafter, the student will be provided and charged for a limited meal option, such as a plain sandwich.

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.

### **Notice of Non-discrimination (USDA)**

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

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the 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.

### **Field Trips**

Classes occasionally take field trips out of town 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**

Upon discovering the presence of any indication of lice 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.

The parent(s) or guardian(s) will be required to treat the student and provide proof of treatment via receipt or empty treatment container.

### **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 Mrs. Lindsey Beaudette, who may be contacted at 402-687-2363.

### **Illness or Injury at School**

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

### **Immunizations**

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

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

### **Media Center**

Students must check out materials. Each borrower is responsible for all books checked out in his/her name. Each student is responsible for any fine that accumulated on a book charged to him/her. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

### **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 at 402-687-2363.

### **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 at school.

### **Personal Items**

The school provides the necessary equipment for classroom and school day activities. 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 expected to wear appropriate attire and shoes 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.

### **Pictures**

The school district arranges for a photographer to be present at school in the fall to take class pictures. 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. Students may only play football on grassy areas.
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. 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.

### **Reasonable Suspicion Testing**

Students may be required to submit to drug or alcohol testing if there is a reasonable suspicion that the student is under the influence of drugs or alcohol.

### **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.

### **School Day**

The school day typically begins at 8:15 a.m. and ends at 3:30 p.m. (elementary) and 3:43 p.m. (secondary). Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds starting at 7:50 a.m., ending at 3:45 p.m. **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.

### **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 NSCAS Reading and Math test will be administered in grades 3-8 to determine the students' achievement probability for individual success. The NSCAS Science test will be administered in grades 5 and 8. The PreACT will be administered in grade 10. The ACT will be administered in grade 11.

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

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. This insurance coverage fee allows for the student to take the device home. The maximum dollar amount of this insurance coverage facilitated by the district will be \$100.

**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:

- Band: Free
  - Students must provide their own instrument, reeds
- Student Activity Card: Free
  - Covers admission to all (non-tournament or non-district home) extracurricular events
- Future Business Leaders of America: \$50
- Cheerleading, Drill Team, Flag Corps: \$800
  - Students must purchase uniforms and shoes selected by the sponsor and/or student group.
- Athletics:
  - Football: Free
    - Students must provide their own football shoes, undergarments, and mouthguards

- Golf: Free
  - Students must provide their own golf shoes, undergarments, and clubs
- Softball and Baseball: Free
  - Students must provide their own shoes, gloves, and undergarments
- Track, Volleyball, Cross Country and Wrestling: Free
  - Students must provide their own shoes and undergarments
- Future Farmers of America: \$50
  - Students must purchase their own jackets and pay dues

## **7. Post-Secondary Education Costs.**

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, the student will pay all costs associated with such post-secondary courses. If there are funds available each year from the district and foundation, students may be reimbursed for courses they take for college credit and earn at least a C grade. *Reimbursement amounts will be determined by funds available divided by total credit hours.* Students who qualify for the ACE grant must submit an application for that grant in order to be eligible for reimbursement through the school for classes not covered. Reimbursement forms will be due by June 15<sup>th</sup> after the conclusion of the school year when courses were taken.

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.

**8. Transportation Costs.** The district may charge students reasonable fees for district-provided transportation services to the extent permitted by federal and state statutes and regulations.

**9. Copies of Student Files or Records.** The school district will 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. The district will charge a fee of \$.15 cents per page for reproduction of student records.

**10. Participation in Before-School, After-School or Pre-Kindergarten Services.** The district may charge reasonable fees for participation in before-school, after-school or pre-kindergarten services offered by the district pursuant to statute.

**11. Participation in Summer School or Night School.** The district may charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses. The maximum dollar amount for summer and night school shall be \$5/per hour plus any course curriculum purchased for credit recovery.

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

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

- Breakfast Program – Preschool – 12<sup>th</sup> Grade
  - Regular Price \$2.20
  - Reduced Price \$.30
- Lunch Program – Preschool
  - Regular Price \$2.75
  - Reduced Price \$.40
- Lunch Program – Grades K-5
  - Regular Price \$3.05
  - Reduced Price \$.40
- Lunch Program – Grades 6-8
  - Regular Price \$3.25
  - Reduced Price \$.40
- Lunch Program – Grades 9-12
  - Regular Price \$3.45
  - Reduced Price \$.40

**13. Charges for Musical Extracurricular Activities.** Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular

activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- Band students must provide their own instruments and reeds.

**14. Contributions for Class Extracurricular Activities.** Students are eligible to participate in a number of extracurricular activities during their secondary school years, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund beginning in seventh grade. The class dues for 7<sup>th</sup> and 8<sup>th</sup> grades are \$20, the class dues for 9<sup>th</sup> – 12<sup>th</sup> grades is \$30.

### **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 their building principal. Application forms are available in each school building 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 Council**

Students are encouraged to formulate and participate in elective and representative student council activities. The organization, operation, and scope of the student council 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.

### **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 three days of each semester. Drop and Add slips are to be obtained from the office of the Guidance Counselor and must be signed by the guidance counselor and building principal before they are presented to the teacher of the class that is to be added or dropped.

If it becomes impossible or impracticable for a student to successfully complete a class or classes, the student may be allowed to withdraw from a class or classes as (WP)-Withdraw Passing or (WF)-Withdraw Failing, with permission from the building principal.

Before students are allowed to withdraw from a class as WP or WF, the student, the parents of the student, the guidance counselor, and the building principal must meet and review the circumstances of the situation. All available means that could be utilized to allow the student to successfully complete the course(s) must be reviewed before permission to withdraw as WP or WF is given by the building principal.

## **Tardiness**

A student who does not have a valid excuse for being late to class will be counted tardy. Students tardy to class may be assigned a detention by the teacher or given other disciplinary consequences by the principal.

## **Telephone Calls**

The school's telephone may be used only with permission of staff.

## **Threat Assessment and Response**

The board of education 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 a 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 identifying and responding to serious threats 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**

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes 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 threat assessment team will meet to evaluate and respond to the threatening behavior. The team 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 team determines to be reasonable and useful.
- The superintendent must confer with at least one member of the school's guidance counseling staff as part of his/her investigation. 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 team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team 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 its investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

#### **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 on 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.

Non-resident or option enrollment students may ride the buses and they may be charged a fee to be established by the board of education. 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 assigned 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. 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**

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.

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**

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 school 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. Students must travel to and from all activities in the transportation provided by the school unless they have written permission from their parent/guardian turned into the school ahead of time. Students who wish to take private transportation home from a school event must submit a written note to the sponsor that has been signed by that student's parent/guardian.

**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.

### **Recordings Made by Parents/Guardians and Patrons.**

Parents/guardians and patrons may make recordings of school activities intended to be public in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Parents may not record meetings with administrators or staff, including meetings related to a student's IEP or 504 Plan. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

**Recordings Made by Students.** This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g. AngelSense) must be approved by the student's education team or administration. Students remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy 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 the school website, Facebook, the LDNE App and through the calling/texting/emailing system. 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.

**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**

#### **Certificate of Attendance**

A student who has not met the requirements for graduation but who has attended school regularly may, with the recommendation of the Superintendent, be granted a Certificate of Attendance. Students receiving a Certificate of Attendance shall not be eligible to participate in graduation exercises.

#### **Class Rank**

Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numeric basis. Class rank will be determined by using a weighted GPA with Honors classes receiving an added value of .2 GPA points. Honors Classes include dual credit courses, college courses deemed honorary, or any other course deemed appropriate by administration (including Advanced Math and Physics).

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.

#### **Correspondence and Online Courses**

Under certain circumstances, the school district will reimburse students for the cost of tuition, textbooks, and other mandatory class materials for high school correspondence or online high school courses that are not part of the school district's regular curriculum. To receive reimbursement, the student must: 1) pay all initial course costs when he/she registers for the course; 2) select a course that is not available in the school curriculum, nor is any comparable course available; 3) register for the course during a specific school period; 4) have a faculty member designated as course monitor; and 5) complete the course during the regular school semester(s).

The district will not be liable for the costs of such courses until the student has successfully completed the course according to the established timelines.

After the student has completed the course and the district has reimbursed the student for these costs, the textbooks and class materials shall become the property of the district.

**Grades**

Secondary students GPA will be determined by the following scale:

A+	100-95 %	4.0	Excellent
A	94-90 %	4.0	
B+	89-85 %	3.5	Good
B	85-80 %	3.0	
C+	79-75 %	2.5	Satisfactory
C	74-70 %	2.0	
D+	69-65 %	1.5	Needs Improvement
D	64-60 %	1.0	
F	0.0 points	0.0	No Credit

Elementary student grades will use the following scale:

- 4 – Exceeding Nebraska State Standard Requirements
- 3 – Meeting Nebraska State Standard Requirements
- 2 – Approaching Nebraska State Standard Requirements
- 1 – Not Meeting Nebraska State Standard Requirements
- \*Blank – not assessed at this time.

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 7-12 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**

The valedictorian and salutatorian of the graduating class shall be the students with the highest and second highest cumulative percentage grade point averages respectively in grades nine through twelve. Weighted GPAs will be computed to the second decimal place (hundredths), in case of a tie for either Valedictorian or Salutatorian; those tied with an identical WGPA to the hundredths place will be honored as co-honorees. Those students tied with the highest WGPA would all be designated as Valedictorian, in which case the student(s) with the next highest WGPA would be designated as Salutatorian. Those students tied with the second highest WGPA would be designated as Salutatorian. These students will receive their awards during commencement exercises.

Graduating seniors will be awarded for their academic achievements during the annual commencement activities. Graduating seniors with a weighted grade point average (WGPA) of 3.75 or greater shall be designated as Honor Graduates. Graduating seniors with a WGPA of 3.9 or greater will be Graduated with Distinction.

Graduating seniors will be awarded and recognized for their participation and successful completion of P2T and College Courses. Students who complete at least 1 full semester of the P2T program, in good standing with grades of C's or higher will be given a white cord at graduation. Students who complete at least one college course and receive a grade of C or higher will be given a maroon cord at graduation.

### **Graduation Requirements**

Students must earn 230 total credit hours in order to graduate from high school.

Required courses and credit hours that students must complete in order to qualify for the Lyons-Decatur Northeast High School Diploma are:

<b>COURSE REQUIREMENTS</b>	<b>CREDIT HOURS</b>
Careers	10
English	40
Math	30

Personal Finance	5
Physical Education/Health	10
Science	30
Speech	5
Social Studies	35

The remaining hours must be obtained by elective courses. Students may only take 1 elective Physical Education course per semester unless they have fulfilled or will fulfill the required credits to graduate. Students may enroll in online courses if the class is not taught by LDNE teaching staff. **Students are also required to complete the FAFSA or sign a waiver in order to graduate.**

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. 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.

## **Honor Roll**

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st, 2nd, 3rd and 4th quarters as well as 1<sup>st</sup> and 2<sup>nd</sup> Semesters. Students will be recognized accordingly:

1. Distinction - Students earning all "A's".
2. Honor - Students earning all "A's" and "B's".

Honor roll lists are published in school and community publications.

## **Late Work**

- 1 Day Late – 90% (maximum grade)
- 2 Days Late – 80% (maximum grade)
- 3 Days+ Late – 70% (maximum grade)

\*Teacher has the right to give full credit at any time.

## **Mid-Term 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 mid-term exit from high school to students who have completed the requirements for graduation. To be considered for mid-term exit from high school, the student and his/her parents or guardian should apply during the first quarter of the student's senior year. The Board of Education will act on all requests. Any student who is granted mid-term exit from high school forfeits all privileges of high school enrollment, except the right to participate in commencement exercises.

## **National Honor Society**

The National Honor Society chapter of Lyons-Decatur Northeast Public School is a duly chartered and affiliated chapter of this prestigious national organization.

### **Admission to the National Honor Society**

1. Membership in the National Honor Society is based on Scholarship, Leadership, Service and Character.
2. Candidates eligible for the National Honor Society shall have at least a "B" average.
3. The election of members in each chapter shall be by the faculty as described below.

Scholarship - Points in scholarship are determined by grade average as of the end of the 1st semester of the election year. Approximately 50% of a student's total points will be determined by scholarship.

Leadership - The highest value possible is 30 points.

Service - The highest value possible is 30 points.

Character - The highest value possible is 30 points.

The teacher will receive, in addition to these instructions, ballots to vote for each member on leadership, service, and character. The instructions given by the Guidance office will be followed and the teacher will rate each of the names listed on the ballot under three headings: Leadership, Service, and Character. Each of the three headings are given again divided into three or four parts, Leadership, Service, and Character. For detailed questions in regard to the evaluation instrument, please contact the Guidance office for a copy of the nomination form. A committee of 3 to 5 teachers will use the results of the ballots to select and determine the new Honor Society Members.

#### Removal from National Honor Society

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

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

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

### **Plus Period (Grades 7-12)**

Homework is not optional; make up work is always accepted until the end of each quarter. Any student who has late work missing by the end of the school day on Wednesday must attend plus period. Students must attend plus period until the late work is completed.

Wednesday Night Plus Period will consist of 2 hours from 4:00 P.M. to 6:00 P.M. or 2:00 P.M. to 4:00 P.M. on early dismissal days. Any student that arrives after 4:00 P.M. can be refused admission and then will be assigned Saturday School. Any student who misses a partial or entire school day on Wednesday and is on the Wednesday Night Plus Period list must have all work completed that was on the list when they come back to school OR they will need to make arrangements with the principal's office to serve 2 hours of time (i.e. - Friday/Saturday School) before the end of the current school week. Any student who is unable to complete this missed time may be assigned the same consequences applied to a student who misses Wednesday school and Friday/Saturday School.

A student who does not or is unable to attend Wednesday Night Plus Period will be required to attend Friday/Saturday School.

Friday/Saturday School Friday/Saturday School will consist of three hours, from 4:00-7:00 pm on Fridays OR from 8:00 a.m. through 11:00 a.m. on Saturdays depending on the coordination of the supervisor schedule. Any student that arrives after 8:00 a.m. on Saturday or 4:00 pm on Friday can be refused admission and will be considered truant. Students who are truant for Friday/Saturday School will serve a 1-day in-school suspension the next scheduled school day. Excessive absences may result in consequences of a more severe nature depending on the situation.

Students who violate the rules will be removed from Wednesday night PLUS period or Friday/Saturday school, the parents will be contacted, and consequences will be assigned per administration.

A Decatur shuttle will be provided after Wednesday night PLUS period. The shuttle will depart Lyons at 6:15 on normal dismissal days and at 4:00 on early dismissal days.

Transportation will not be provided for Friday/Saturday School. It is the school's belief that all students are awarded equal opportunity to attend Wednesday night PLUS period to take advantage of the educational opportunities provided to them. If a child chooses to take advantage of the Friday/Saturday School opportunity it is the student's responsibility to provide

transportation.

### **Promotion and Retention**

Students will be placed at the grade level and in the courses best suited to them academically, socially and emotionally as determined by the professional staff. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

### **Report Cards**

Report cards are sent home the week following the end of each nine-week reporting period.

### **Secondary Semester Testing (Grades 7-12)**

Students will be required to take semester tests for each course.

### **Secondary Incentive Day (Grades 7-12)**

Students will be able to earn an incentive day of not coming to school at the end of each quarter, if they meet the following criteria:

1. Students may only miss 2 days or less for the entire quarter. Students having doctor(s) notes does not excuse the absence.
2. No In School or Out of School Suspensions.
3. No more than one (1) detention for a particular class, 2 detentions require the student to attend on the incentive day.
4. No more than two (2) total tardies per class, per quarter. 3 or more tardies requires the student to attend on the incentive day.
5. Students may only have 2 late assignments per class, per quarter. 3 or more late assignments would require the student to attend on the incentive day.
6. Absence because of attendance at school-sponsored activities and/or college visits as allowed by the school will not be considered an absence from school and will not be figured into the 2 day standard.
7. Students receiving a grade of C- or above. A D+ or lower requires the student to attend on the incentive day.

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

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

#### **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 Friday/Saturday school. When in-school suspensions, after-school assignments, Friday/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, by the principal, 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 and are served in a room designated by the building principal.

### **Friday/Saturday School**

The building administrator may require a student to attend Friday or Saturday School for three hours on Friday evening or Saturday morning. Friday school is held from 4:00 PM to 7:00 PM and Saturday School is held from 8:00 AM to 11:00 AM 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 Friday/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 spend the school day at a designated location where they will study and complete school work. There will be zero tolerance for behavior problems from students placed in in-school suspension. Cell phones will be prohibited. 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.

**Firearms.** No student may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy.

**Definition of Firearm.** The term "firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

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

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

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

### **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.

### **Pre-Kindergarten through Second Grade Students**

An elementary school shall not suspend a student in pre-kindergarten through second grade unless the student brings a deadly weapon as defined in section 28-109 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 his or her designee, or at a school-sponsored activity or athletic event. As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

### **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, **The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";**
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable

- belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
  5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
  6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
  7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
  8. Engaging in bullying as defined in section 79-2,137 and in these policies;
  9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
  10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
  11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
    - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended

- to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
- b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
  - c. Violating school bus rules as set by the school district or district staff;
  - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
  - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
  - f. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
  - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
  - h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
  - i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged

calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;

- j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
- l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- m. Using any object to simulate possession of a weapon;
- n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and

- o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

### **Reporting Requirement to Law Enforcement**

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

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

### **USE OR POSSESSION OF TOBACCO/ALCOHOL AT SCHOOL ACTIVITIES**

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

#### TOBACCO

Students shall not use or possess tobacco, tobacco products or look-a-likes on the school buses, in school buildings, or on school grounds at any time. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. The use or possession of tobacco at any school sponsored activity, either at Lyons-Decatur Northeast or away, is also strictly forbidden. Any student found to be in violation of this policy will be suspended from school and from all school activities participation as outlined in the (extra-curricular) activity handbook. The student will be re-admitted after a conference involving the student, his/her parents and the Principal.

1st offense - 2 day in-school suspension, counseling session and written report submitted to counselor.

2nd offense - 3 day in-school suspension, counseling sessions and written report submitted to counselor.

3rd offense or more - out-of-school suspension, to possibly include expulsion.

### ALCOHOL

Any student found to be in possession of or using alcohol, any illegal drug, or substances which are represented to be a controlled (illegal) substance while under the supervision of school officials and personnel will be suspended.

1st Offense - Out-of-school suspension will occur for a minimum of 5 days for a first offense; -- OR -- the five day suspension will be waived if the student will voluntarily seek professional evaluation/treatment from a trained chemical dependency counselor or a licensed physician in chemical dependency. Students/parents may use the Guidance Office or SCIP team in finding proper professional help. Fees for the assessment and/or treatment are the responsibility of the student and parent/guardian. Upon proper authorization, the agency will notify the school and the suspension will be commuted at that time. The choice is up to the student and parent/guardian.

2<sup>nd</sup> Offense - Out-of-school suspension will occur for a minimum of 5 days for a second offense. Participation in a rehabilitative/counseling program is mandatory. Parents/students may use the Guidance Office or SCIP team in finding proper professional help. All fees connected with gaining professional help are the responsibilities of the student and parents or guardians.

3<sup>rd</sup> Offense - Expulsion recommended as three suspensions have occurred.

### **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.

## SECTION FOUR

### Title IX

**Nondiscrimination.** The school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates including in admission and employment. Inquiries about Title IX may be referred to the school district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The school district's Title IX Coordinator may be contacted at Title IX Coordinator, 400 S. 5<sup>th</sup> Street, Lyons, NE, btotten@ldne.org, 402-687-2363. The school district's nondiscrimination policy and grievance procedures are included this policy, or can be accessed at: <https://www.lyonsdecaturschools.org/>. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator.

**Publication Notice.** The school district will include the following notice on its website and in each handbook, catalog, announcement, bulletin, application form, and other places as required by law:

The school district prohibits sex discrimination in any education program or activity that it operates and individuals may report concerns or questions to the Title IX Coordinator. The school district's Title IX policy, notice, and other information may be accessed at the following link: <https://meeting.sparqdata.com/Public/Organization/499>.

**Retaliation Prohibited.** Retaliation, including peer retaliation, is prohibited in the school district's education program or activity. If the school district has information about conduct that reasonably may constitute retaliation under Title IX, it may be required to treat it as an allegation of sex discrimination. Upon receiving a complaint alleging retaliation, the school district will initiate its grievance procedures or informal resolution process.

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

**Complainant** means an employee, a student, or a parent, guardian, or other individual with the legal right to act on behalf of a complainant who is alleged to have been subjected to conduct that could constitute sex discrimination, including sex-based harassment; or any other person who may have been subjected to sex discrimination when that person was participating or attempting to participate in the school district's education program or activity.

**Complaint** means an oral or written request to the school district that objectively can be understood as a request for the school district to investigate and make a determination about alleged sex discrimination under Title IX.

**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. School 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.

**Respondent** means a person who is alleged to have violated the school district’s prohibition on sex discrimination. When a sex discrimination complaint alleges that the school district’s policy or practice discriminates on the basis of sex, the school district is not considered a respondent.

**Sex-based harassment** prohibited by this part is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex that is:

**Quid pro quo harassment.** An employee, agent, or other person authorized by the school district to provide an aid, benefit, or service under the school district’s education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person’s participation in unwelcome sexual conduct;

**Hostile environment harassment.** Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person’s ability to participate in or benefit from the school district’s education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- The degree to which the conduct affected the complainant’s ability to access the school district’s education program or activity;
- The type, frequency, and duration of the conduct;
- The parties’ ages, roles within the school district’s education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
- The location of the conduct and the context in which the conduct occurred; and
- Other sex-based harassment in the school district’s education program or activity.

**Sexual assault** meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

**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.

- **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.
- **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
- **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

- **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.

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

- **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

**Dating violence** meaning violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length and type of relationship and the frequency of interaction between the persons involved in the relationship;

**Domestic violence** meaning felony or misdemeanor crimes committed by a person who:

- Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the school district, or a person similarly situated to a spouse of the victim;
- Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
- Shares a child in common with the victim; or
- Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction

**Stalking** meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional distress.

### **Response to Sex-based Harassment.**

**All Employees.** All school district employees must notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination, including sex-based harassment under Title IX.

**Title IX Coordinator.** The school district will designate and authorize at least one employee as the school district’s “Title IX Coordinator,” to coordinate the school district’s efforts to comply with its responsibilities under Title IX and this policy. The superintendent or Title IX Coordinator is authorized to delegate specific duties to one or more designees.

For conduct that could constitute sex-based harassment, the Title IX Coordinator must take the following actions:

- Offer and coordinate supportive measures for the complainant and for the respondent;
- Notify the complainant or the individual who reported the conduct of the grievance procedures and, if appropriate, the informal resolution process.
- Take other appropriate steps to avoid the recurrence of sex discrimination and restore or maintain equal access to the school district's programs and activities.

**Supportive Measures.** The school district will provide supportive measures, as appropriate, in cases involving sex-based harassment. These measures may include but are not limited to: counseling; extending deadlines; increased supervision; no-contact directives; leaves of absence; changes in class, work, or activities, regardless of whether there is a comparable alternative; and training and education programs related to sex-based harassment. Supportive measures may be continued, modified, or discontinued at the conclusion of any grievance process. Supportive measures will not be disclosed to anyone other than the person to whom they apply and others, including school officials, who need to know the supportive measures to implement them.

**Requests to Modify Supportive Measures.** A complainant or respondent may request modification or reversal of the school district's decision to provide, deny, change, or terminate supportive measures applicable to them. Requests must be made to the Title IX Coordinator in writing, and an impartial individual will review the request.

**Students with Disabilities.** If the complainant or respondent is a student with a disability, the Title IX Coordinator will consult with one or more members of the student's IEP or Section 504 team to determine compliance with those laws while implementing supportive measures and all other requirements of this policy and Title IX.

**Emergency Removal.** The school district is authorized to remove a respondent from the school district's education program or activity on an emergency basis, provided that the school district undertakes an individualized safety and risk analysis; determines that an imminent and serious threat to the health or safety of a complainant or other persons arising from the allegations of sex discrimination justifies removal; and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

**Administrative Leave.** The school district is authorized to place an employee respondent on administrative leave from employment responsibilities during the pendency of the school district's grievance procedures.

**Informal Resolution.** The school district may offer an informal resolution process unless the complaint includes allegations that an employee engaged in sex-based harassment of a student or informal resolution would be contrary to law. Prior to initiating informal resolution, the parties will be provided with notice of the allegations. Participation in informal resolution is voluntary, and any informal resolution will include consent from the complainant and respondent, the ability

to withdraw from the process, and the right to resume the grievance process. If an agreement is reached, it precludes the parties from initiating or resuming the grievance process.

The informal resolution facilitator will not be the same person as the investigator or the decisionmaker in the school district's grievance procedures. Potential terms that may be included in an informal resolution agreement include but are not limited to restrictions on contact, restrictions on participation in programs or activities, and disciplinary sanctions.

If informal resolution is offered, the school district will maintain all evidence gathered, communications about the informal resolution process, and the agreement reached. This information will be disclosed to outside individuals only as permitted by law and if required to implement the requirements of the agreement or Title IX. If no agreement is reached, only relevant and permissible evidence received during the informal resolution process will be considered during the grievance process.

**Grievance Procedures to Resolve Complaints of Sex Discrimination.** Any person designated as Title IX Coordinator, investigator, or decision maker will not have a conflict of interest or bias for or against any party, generally or specifically. The decisionmaker may be the same person as the Title IX Coordinator or investigator.

**Complaint.** Complaints of sex-based harassment may only be made by a complainant; a parent, guardian, or other individual with the legal right to act on behalf of a complainant; or the Title IX Coordinator. Complaints of sex discrimination (excluding complaints of sex-based harassment) may be made by any person who was participating or attempting to participate in the school district's education program or activity at the time of the alleged sex discrimination.

**Complaint by Coordinator.** In the absence of a complaint made by any other individual, the Title IX Coordinator will determine whether to initiate a complaint of sex discrimination. The Title IX Coordinator must consider, at a minimum, the following factors:

- The complainant's request not to proceed with the initiation of a complaint;
- The complainant's reasonable safety concerns regarding the initiation of a complaint;
- The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
- The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- The age and relationship of the parties, including whether the respondent is an employee of the school district;
- The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and
- Whether the school district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

If the Title IX Coordinator initiates a complaint, they will notify the complainant prior to doing so and address reasonable concerns about the complainant’s safety or the safety of others, including by providing supportive measures.

**Consolidation of Complaints.** The school district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references in this section to a party, complainant, or respondent include the plural, as applicable.

**Basic Procedures.** This grievance procedure is governed by the following basic requirements:

- A respondent is presumed not responsible for the alleged sex discrimination until a determination is made at the conclusion of the grievance procedure;
- The school district will treat the complainant and respondent equitably throughout the grievance process;
- The school district will take reasonable steps to protect the privacy of individuals participating in the grievance process in a manner that does not restrict the parties from obtaining and presenting evidence, speaking to witnesses, consulting with family members or advisors, or otherwise participating in the grievance process;
- The District will use the following timelines for each complaint, but the Title IX Coordinator or designee may extend them as needed:

<b>Major Stage</b>	<b>Target Duration</b> (calendar days)
Completion of the school district’s decision whether to dismiss or investigate a complaint of sex discrimination	1-15
Investigation	1-30
Determination	1-30
Appeal	1-20

**Notice of Allegations.** Upon initiation of the grievance procedure, the school district will provide notice of the allegations to the parties whose identities are known. The notice will include a copy of this policy; the parties involved in the incident(s); the conduct alleged to constitute sex discrimination; and the date(s) and location(s) of the alleged incident(s), if available. Retaliation is prohibited.

If the school district decides to investigate additional allegations of sex discrimination that are not included in the initial notice, the school district will provide notice of the additional allegations to the parties.

**Complaint Investigation.** The burden is on the school district to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred. The individual investigating and deciding the complaint will:

- Provide an equal opportunity for the parties to present fact witnesses and relevant and permissible evidence;
- Objectively review all evidence gathered through the investigation and determine what evidence is relevant and permissible;
- Provide each party with an accurate description of the relevant and permissible evidence, and upon request, copies of this evidence;
- Provide the parties a reasonable opportunity to respond to the evidence;
- Use a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility, but credibility will not be based upon any individual's status as a complainant, respondent, or witness; and
- Take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. For purposes of this paragraph, disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

**Relevant and Permissible Evidence.** The school district will consider relevant and permissible evidence. Relevant evidence is evidence related to the allegations of sex discrimination under investigation as part of the grievance procedure. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

Generally relevant evidence is permissible, but does not include:

- Evidence that is protected under a privilege as recognized by Federal or State law;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional in connection with the provision of treatment to the party or witness unless the school district obtains that party's or witness's voluntary, written consent for use in this grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless that evidence is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude a determination that sex-based harassment occurred.

**Determining Whether Sex Discrimination Occurred.** The school district will:

- Use the preponderance of the evidence standard of proof, that it is more likely than not, to determine whether sex discrimination occurred;
- Use only relevant and permissible evidence to reach a determination;
- Notify the parties in writing of the determination whether sex discrimination occurred, including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
- If there is a determination that sex discrimination occurred, coordinate and provide remedies to restore equal access, coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions, and require the Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur;
- Not discipline a party, witness, or others participating in a school district's grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the school district's determination whether sex discrimination occurred.

**Dismissal of a Complaint.** A complaint of sex discrimination made through the grievance procedure may be dismissed for any of the following reasons:

- The school district is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the school district's education program or activity and is not employed by the school district;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the school district determines that without the complainant's withdrawn allegations, the remaining alleged conduct would not constitute sex discrimination even if proven;
- The school district determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint under this paragraph, the school district must make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

The school district will notify the complainant that a dismissal may be appealed and provide the complainant with an opportunity to appeal the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent that the dismissal may be appealed on the bases set out in this policy. Upon the dismissal of a complaint, at a minimum, the school district will:

- Offer supportive measures to the complainant, and offer supportive measures to the respondent if the respondent has been notified of the complaint;
- Require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.

**Appeal.** The school district will provide the parties the opportunity to appeal the decisionmaker's written determination or a dismissal of a complaint, on the grounds identified below. The school district will implement appeal procedures equally for the parties, including a reasonable and equal opportunity to make a statement in support of or challenging the outcome being appealed. Appeals under Title IX, like other comparable proceedings, will be handled consistent with the school district's general complaint policy.

**Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the superintendent within three (3) calendar days of the party's receipt of (1) the written determination of whether sex discrimination occurred from which the appeal is taken, or (2) the written dismissal of the complaint from which the appeal is taken.

**Notice of Appeal Filed By Party.** The Notice of Appeal must include (a) the name of the party or parties appealing, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from the following subsection) 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 and Title IX.

**Appeals of Dismissals.** If a dismissal is appealed, the school district will provide notice of the allegations to the complainant and respondent if not provided previously.

**Appeal Decision.** The decisionmaker for the appeal will be an individual who did not take part in the investigation, determination, and/or decision to dismiss the complaint. The appeal decisionmaker will notify the parties of the result of the appeal and the rationale for the result.

**Disciplinary Sanctions and Remedies.** If it is determined that sex-based harassment occurred, the school district may impose disciplinary sanctions that may include suspension, expulsion, mandatory reassignment, adverse employment action up to and including termination, or any other 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 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.

**Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the school district's investigator(s),

decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

**Recordkeeping.** The school district will maintain the following documents for a period of at least seven years:

- For each complaint of sex discrimination, records documenting the informal resolution process or grievance procedures and the outcome.
- Records documenting the actions the school district took to meet its obligations under Title IX for any allegation of sex discrimination.

All materials used to provide training as required by this policy. The school district will make these training materials available upon request for inspection by members of the public.

## **Section 5**

### **School Wellness Policy**

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

#### **1. Goals for Nutrition Promotion and Education**

- a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.
- b. The health curriculum will include information on good nutrition and healthy living habits.
- c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.
- d. The district will collaborate with public and private entities to promote student wellness.
- e. Water will be made available to students throughout the school day.

#### **2. Goals for Physical Activity**

- a. The school district's curriculums shall include instruction on physical activity and habits for healthy living.
- b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.
- c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

**3. Goals for Other School-Based Activities Designed to Promote Student Wellness**

- a. The district will participate in state and federal child nutrition programs as appropriate.
- b. The district will provide professional development, support, and resources for staff about student wellness.
- c. Students will be provided sufficient time in which to eat school-provided meals.
- d. The district's lunchrooms will be attractive and well-lighted.
- e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.
- f. The district may partner with other individuals or entities in the community to support the implementation of this policy.
- g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)
- h. The district will use evidence-based strategies to develop, structure, and support student wellness.

**4. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day**

- a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:
  - i. USDA National School Lunch and School Breakfast nutrition standards
  - ii. USDA Smart Snacks in School nutrition standards.

- b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

## **5. Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day**

The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The district discourages the use of food and beverages as a reward or incentive for performance or behavior.

## **6. Food and Beverage Marketing**

Marketing and advertising is only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards, except as follows:

- a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.
- b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.
- c. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score board with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

## **7. Public Participation**

Parents, students, representatives of the school food authority, teachers, school health professionals, board members, school administrators, and members of the general public shall be allowed to provide their input to the school district during the wellness policy adoption and review process.

**8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, Fundraisers or in Competition with the National School Lunch and Breakfast Programs)**

- a. Definitions. "Competitive food" means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the school campus during the school day. For the purpose of competitive food standards implementation, "school day" means the period from the midnight before to 30 minutes after the end of the official school day.
- b. Applicability. Except as otherwise allowed by the Nebraska Department of Education (NDE) or applicable law, all competitive food sold during the school day must meet the USDA Smart Snacks Standards and the nutrition standards found in 7 CFR § 210.11. The competitive food restrictions do not apply to food sold during non-school day hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)
- c. Fundraiser Exemptions. A special exemption is allowed for the sale of food and/or beverages that do not meet the competitive food standards as required in this section for the purpose of conducting an infrequent school-sponsored fundraiser. The specially exempted fundraisers must not take place more than the frequency specified by NDE during such periods that schools are in session. No specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.
- d. Other Exemptions. The only other nutrition exemptions from the competitive food requirements are those found in 7 CFR § 210.11.
- e. Other Limitations. No competitive food can be sold to children anywhere on school premises beginning one half hour before breakfast and/or lunch service until one half hour after meal service unless all proceeds earned during these time periods go to the school nutrition program.

## **9. Triennial Assessment**

The school board shall assess and review this policy at least every three years to determine:

- a. Compliance with this policy;
- b. How this policy compares to NDE model wellness policies;
- c. Progress made in attaining the goals of this policy.

The school board will update or modify this policy as appropriate.

## **10. Public Notice**

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of this policy at least annually to the public and other stakeholders identified in this policy by one or more of the following methods: on its webpage, in its newsletter, in the student and employee handbooks, newspaper advertisements, direct mailings, electronic mail, and public postings.

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of the Triennial Assessment and progress reports towards meeting the goals in this policy using one or more of those same methods.

## **11. Recordkeeping**

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

## **12. Operational Responsibility**

The superintendent is responsible for coordinating the implementation of this policy and for monitoring the district's progress in meeting the goals established by this policy. The superintendent will periodically report to the board on the district's progress in implementing this policy.

\* These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated 9/2016 to Reflect the USDA Final Rule) found at [https://www.healthiergeneration.org/\\_asset/wtqdwu/14-6372\\_ModelWellnessPolicy.doc](https://www.healthiergeneration.org/_asset/wtqdwu/14-6372_ModelWellnessPolicy.doc)

## Section Six

### STAFF DIRECTORY

#### Members of the Board of Education:

. Lisa Christiansen	President	<a href="mailto:lisachristiansen@ldne.org">lisachristiansen@ldne.org</a>
Mrs. Jaime Bacon	Vice President	<a href="mailto:jaimebacon@ldne.org">jaimebacon@ldne.org</a>
Mr. Jim Vlach	Secretary	<a href="mailto:jamesvlach@ldne.org">jamesvlach@ldne.org</a>
Mrs. Jolene Troutman	Member	<a href="mailto:jtroutman@ldne.org">jtroutman@ldne.org</a>
Mrs. April Archer	Member	<a href="mailto:aprilarcher@ldne.org">aprilarcher@ldne.org</a>
Mr. Chad Brehmer	Member	<a href="mailto:chadbrehmer@ldne.org">chadbrehmer@ldne.org</a>
Mr. Corey Petersen	Member	<a href="mailto:coreypetersen@ldne.org">coreypetersen@ldne.org</a>
Mr. Evan Myers	Member	<a href="mailto:evanmyers@ldne.org">evanmyers@ldne.org</a>
Mrs. Leah Miller	Member	<a href="mailto:leahmiller@ldne.org">leahmiller@ldne.org</a>

#### Administrative Staff:

Mrs. Lindsey Beaudette	Superintendent	<a href="mailto:lbeaudette@ldne.org">lbeaudette@ldne.org</a>
Mrs. Brenda Totten	Elementary Principal	<a href="mailto:btotten@ldne.org">btotten@ldne.org</a>
Mr. Weston Swanson	Secondary Principal	<a href="mailto:wswanson@ldne.org">wswanson@ldne.org</a>
Mrs. Katie Mace	Guidance Counselor	<a href="mailto:kmace@ldne.org">kmace@ldne.org</a>
Mr. Bruce Knaak	Athletic Director	<a href="mailto:bknaak@ldne.org">bknaak@ldne.org</a>

#### Office Personnel:

Mrs. Beth Doht	Bookkeeper	<a href="mailto:bdoht@ldne.org">bdoht@ldne.org</a>
Mrs. Heather Lauritsen	Secretary	<a href="mailto:llong@ldne.org">llong@ldne.org</a>
Mrs. Julie Brehmer	Secretary	<a href="mailto:jbrehmer@ldne.org">jbrehmer@ldne.org</a>

#### Secondary Teaching Staff:

Mr. Bren Shatto	English/Language Arts	<a href="mailto:bshatto@ldne.org">bshatto@ldne.org</a>
Mrs. Elizabeth Okereke	Spanish/English	<a href="mailto:eokereke@ldne.org">eokereke@ldne.org</a>
Mr. Bruce Knaak	Math	<a href="mailto:bknaak@ldne.org">bknaak@ldne.org</a>
Mrs. Shelby Anderson	Math	<a href="mailto:sanderson@ldne.org">sanderson@ldne.org</a>
Mr. Paul Timm	Science	<a href="mailto:ptimm@ldne.org">ptimm@ldne.org</a>
Mr. Robin Burton	Social Studies/History	<a href="mailto:rburton@ldne.org">rburton@ldne.org</a>
Mr. Kevin Anderson	Agriculture Education	<a href="mailto:kanderson@ldne.org">kanderson@ldne.org</a>
Mrs. Janelle Seagren	Business Education	<a href="mailto:jseagren@ldne.org">jseagren@ldne.org</a>
Mrs. Shannon Dmoski	Art	<a href="mailto:sdmoski@ldne.org">sdmoski@ldne.org</a>
Mr. Adam James	Physical Education/Health	<a href="mailto:ajames@ldne.org">ajames@ldne.org</a>
Ms. Amanda Stuhr	Music	<a href="mailto:astuhr@ldne.org">astuhr@ldne.org</a>
Mrs. Joni Hegge	SPED Director/ SPED 9-12	<a href="mailto:jhegge@ldne.org">jhegge@ldne.org</a>
Mrs. Melissa Brokaw	Special Education 5-8	<a href="mailto:mbrokaw@ldne.org">mbrokaw@ldne.org</a>
Mr. Kipp Schuler	Science	<a href="mailto:kschuler@ldne.org">kschuler@ldne.org</a>
Mrs. Rebecca Barber	Media Specialist	<a href="mailto:rbarber@ldne.org">rbarber@ldne.org</a>
Mr. Ryan Miller	JAG Specialist	<a href="mailto:rmiller@ldne.org">rmiller@ldne.org</a>

#### Elementary Teaching Staff:

Mrs. Tina Ronnfeldt	Pre School	<a href="mailto:tronnfeldt@ldne.org">tronnfeldt@ldne.org</a>
Mrs. Sarah Birks	Pre School	<a href="mailto:sbirks@ldne.org">sbirks@ldne.org</a>
Mrs. Emma Kwikkel	Kindergarten	<a href="mailto:ekwikkel@ldne.org">ekwikkel@ldne.org</a>

Mrs. Brittney Moody	1st Grade	<a href="mailto:bmoody@ldne.org">bmoody@ldne.org</a>
Mrs. Melissa Wakeley	2nd Grade	<a href="mailto:mwakeley@ldne.org">mwakeley@ldne.org</a>
Mrs. Lexi Beavers	3rd Grade	<a href="mailto:abeavers@ldne.org">abeavers@ldne.org</a>
Mrs. Kendra Boden	4th Grade	<a href="mailto:kendraboden@ldne.org">kendraboden@ldne.org</a>
Mr. Steve Hosch	5th Grade	<a href="mailto:shosch@ldne.org">shosch@ldne.org</a>
Mrs. Carrie Andersen	6th Grade	<a href="mailto:candersen@ldne.org">candersen@ldne.org</a>
Mrs. Rachel Dolezal	Title I Coordinator	<a href="mailto:rdolezal@ldne.org">rdolezal@ldne.org</a>
Mr. Mason Alitz	SPED/Title 1	<a href="mailto:malitz@ldne.org">malitz@ldne.org</a>
Mrs. Rachel Alitz	Special Education	<a href="mailto:ralitz@ldne.org">ralitz@ldne.org</a>
Mrs. Jill Anderson	Special Education	<a href="mailto:janderson@ldne.org">janderson@ldne.org</a>
Mrs. Rebecca Barber	Media Specialist/Librarian	<a href="mailto:rbarber@ldne.org">rbarber@ldne.org</a>
Mrs. Shannon Dmoski	Art	<a href="mailto:sdmoski@ldne.org">sdmoski@ldne.org</a>
Ms. Amanda Stuhr	Elementary Band	<a href="mailto:astuhr@ldne.org">astuhr@ldne.org</a>
Mrs. Megan Schuler	Music	<a href="mailto:mschuler@ldne.org">mschuler@ldne.org</a>
Mr. Adam James	Physical Education	<a href="mailto:ajames@ldne.org">ajames@ldne.org</a>

## Support Staff:

### Paraprofessionals:

Mrs. Chelsey Dunning  
Mrs. Julie Svendsen  
Mrs. Brenda Heckenlaible  
Mrs. Christine Blevins  
Ms. Sherri Whitaker  
Mrs. Tonya Erickson

Mr. Aaron Zeller  
Ms. Ruth Weiland  
Ms. Flo Blevins  
Mrs. Anna Frahm  
Mrs. Nicole Frahm

### Maintenance/Custodial:

Mr. Paul Cash  
Mr. Raymond Hayes  
Mrs. Janelle Collins

### Cooks:

Ms. Krissy Tompkins  
Ms. Nicole Small  
Ms. Ashli Lininger

### Transportation:

Mr. David Armstrong  
Mr. Darrel Roddy  
Ms. Michele Richards  
Mr. Raymond Hayes

Class/Bell Schedules:

**Regular Bell Schedule**

1st Period	8:15	9:02	0:47
2nd Period	9:05	9:52	0:47
3rd Period	9:55	10:42	0:47
4th Period	10:45	11:32	0:47
JH Lunch	11:32	12:02	0:30
HS 5th Period	11:35	12:22	0:47
JH 5th Period	12:05	12:52	0:47
HS Lunch	12:22	12:52	0:30
6th Period	12:55	1:42	0:47
7th Period	1:45	2:32	0:47
Homeroom	2:35	2:53	0:18
8th Period	2:56	3:43	0:47

**10:00 AM Bell Schedule**

1st Period	10:00	10:28	28
2nd Period	10:31	11:00	29
3rd Period	11:03	11:32	29
JH Lunch	11:32	12:02	0:30
HS 5th Period	11:35	12:22	0:47
JH 5th Period	12:05	12:52	0:47
HS Lunch	12:22	12:52	0:30
4th Period	12:55	1:30	35
6th Period	1:33	2:06	35
7th Period	2:09	2:42	35
Homeroom	2:45	3:03	18
8th Period	3:06	3:43	37

**2:00PM Dismissal Bell Schedule**

1st Period	8:15	8:52	37
2nd Period	8:55	9:32	37
3rd Period	9:35	10:12	37
4th period	10:15	10:52	38
7th Period	10:55	11:32	38
JH Lunch	11:32	12:02	0:30
HS 5th Period	11:35	12:22	0:47
JH 5th Period	12:05	12:52	0:47
HS Lunch	12:22	12:52	0:30
6th Period	12:55	1:26	31
8th Period	1:29	2:00	31

## **Transportation Schedules**

Bus Schedule to/from Decatur (Regular School Day):

7:35 a.m. – Decatur Departure Time  
3:40 p.m. – PS – 5<sup>th</sup> Grade Lyons Departure Time  
3:50 p.m. – 6<sup>th</sup> – 12<sup>th</sup> Grade Lyons Departure Time  
4:05 p.m. – PS – 5<sup>th</sup> Grade Decatur Drop Off Time  
4:15 p.m. – 6<sup>th</sup> -12<sup>th</sup> Grade Decatur Drop Off Time

Bus Schedule to/from Decatur (10:00 a.m. Late Start):

9:20 a.m. – Decatur Departure Time  
3:40 p.m. – PS – 5<sup>th</sup> Grade Lyons Departure Time  
3:50 p.m. – 6<sup>th</sup> – 12<sup>th</sup> Grade Lyons Departure Time  
4:05 p.m. – PS – 5<sup>th</sup> Grade Decatur Drop Off Time  
4:15 p.m. – 6<sup>th</sup> -12<sup>th</sup> Grade Decatur Drop Off Time

Bus Schedule to/from Decatur (1:00 p.m. Early Dismissal):

7:35 a.m. – Decatur Departure Time  
1:10 p.m. – Lyons Departure Time  
1:35 p.m. – Decatur Drop Off Time

Bus Schedule to/from Decatur (2:00 p.m. Early Dismissal):

7:35 a.m. – Decatur Departure Time  
2:10 p.m. – Lyons Departure Time  
2:35 p.m. – Decatur Drop Off Time

P2T Van to West Point

Morning Van – depart Lyons at 10:00 a.m., return at 12:45 p.m.

Afternoon Van – depart Lyons at 12:00 p.m., return at 2:45 p.m.

*Students taking internships are responsible for their own transportation.*

Any students who are in an activity and wish to use the shuttle van to Decatur must sign up in the front office prior to 3:00 p.m. on the day of the activity.

## Parent-Student-School Learning Compact

### **Parent/Caring Adult:**

I understand that my participation in my child's education will help his/her achievement and attitude. I will carry out the following responsibilities:

1. Provide a quiet place/time to do school work.
2. Make sure my child gets adequate sleep and has a healthy diet.
3. Make sure my child is at school on time and attends regularly.
4. Spend at least 15 minutes per day reading/talking with my child.
5. Communicate and work with school staff to support and challenge my child.

**Student:** I know my education is important to me. It will help me become a better person. I will try to do the following:

1. Return completed school work on time.
2. Be at school on time unless I am sick.
3. Be responsible for my own behavior.
4. Respect and cooperate with other students and adults.
5. Come to school prepared to learn.

**Title 1 Staff:** I understand the importance of the school experience to every student and my role as a teacher. I will carry out the following responsibilities:

1. Teach necessary concepts to your child.
2. Be aware of the needs of your child.
3. Regularly communicate with you on your child's progress.
4. Provide a safe, positive, and healthy learning environment for your child.
5. Respect the cultural differences of students and their families.

# IN AN EMERGENCY TAKE ACTION



## **HOLD! In your room or area. Clear the halls.**

### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



## **SECURE!**

### **Get inside. Lock outside doors.**

#### **STUDENTS**

Return to inside of building  
Do business as usual

#### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## **LOCKDOWN! Locks, lights, out of sight.**

#### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

#### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## **EVACUATE! (A location may be specified)**

#### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

#### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SHELTER! Hazard and safety strategy.**

#### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

#### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

# LYONS-DECATUR NORTHEAST 2024-2025

### August 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

### September 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					

### October 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		

### November 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

### December 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				

### August

Aug. 9-13 Teacher Meetings and Workdays  
 Aug. 14 - 1st Day of classes, full day  
 Aug. 28 - 2:00 dismissal, teacher inservice

### September

Sept. 2 - NO SCHOOL - LABOR DAY  
 Sept. 11 & 25 - 2:00 dismissal, teacher inservice

### October

Oct. 2 - 1:00 dismissal, PT Conf. 2:00 - 7:00 p.m.  
 Oct. 4 - No School  
 Oct. 16 - End of 1st Quarter, No School for Elementary  
 Oct. 16 - 7-12 Incentive Day  
 Oct. 9 & 23 - 2:00 dismissal, teacher inservice

### November

Nov. 1 - No School, teacher inservice  
 Nov. 13 - 2:00 dismissal, teacher inservice  
 Nov. 27 - 2:00 dismissal for All  
 Nov. 28-29 NO SCHOOL THANKSGIVING

### December

Dec. 11 - 2:00 dismissal, teacher inservice  
 Dec. 18 & 19 - 7-12 Semester Finals (All Students)  
 Dec. 19 - 12:00 p.m. student dismissal, last day for Elementary  
 Dec. 20 - End of 1st Semester, 7-12 incentive day  
 Dec. 22 - 26 - NSAA Moratorium (no activities)  
 Dec. 23 - Jan. 3rd - No School

### January

Jan. 3 - Teacher inservice  
 Jan. 6 - 1st Day of Semester 2 Classes  
 Jan. 15 & 29 - 2:00 dismissal, teacher inservice

### February

Feb. 6 - 1:00 dismissal, PT Conf. 2:00 - 7:00 p.m.  
 Feb. 7 - No School  
 Feb. 12 & 26 - 2:00 dismissal, teacher inservice

### March

March 6 & 7 - No School  
 March 14 - End of 3rd Quarter, No School for Elementary  
 March 14 - 7-12 Incentive Day  
 March 12 & 26 - 2:00 dismissal, teacher inservice

### April

April 9 - 2:00 dismissal, teacher inservice  
 April 15 - No School, Cougar Invite - teacher inservice  
 April 17 - 2:00 dismissal for All  
 April 18 & 21 - No School  
 April 24 - 12:00 dismissal, JH Cougar Invite - teacher inservice

### May

May 7 - 2:00 dismissal, teacher inservice  
 May 11 - Graduation at 2:00 p.m.  
 May 15 & 16 - 7-12 Semester Finals (All Students)  
 May 16 - 12:00 p.m. student dismissal, last day for Elementary  
 May 19 - End of Second Semester, 7-12 incentive day  
 May 20 Teacher Workday (12:00 p.m.)

\*\* Could be future date changes\*\*

### January 2025

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

### February 2025

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

### March 2025

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					

### April 2025

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			

### May 2025

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

## **SECTION SEVEN**

### **FORMS**

This section contains forms that students and their parents may need and forms that must be completed and return to the school office.

# 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..."

Parents (or guardians) and students are required to sign  
& return the receipt form below before Friday, August 16, 2024

## PARENT/STUDENT AGREEMENT

I have received and read the Student Handbook that describes the Lyons-Decatur Northeast Public School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Lyons-Decatur Northeast Public Schools, including the Drug Free School Policy. My child and I have discussed these policies and understand that we must comply with them.

### Publicity Permission

There are multiple occasions when student work and/or pictures of students can be used for display purposes. Please check Yes or No Below:

- YES – I give permission for the school to post my son/daughters picture and/or work on the school social media sites, website, app, or newspaper.
- NO – I do not give permission for any of the above.

## 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.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature Date

LYONS-DECATUR NORTHEAST STUDENT REGISTRATION

GRADE: \_\_\_\_\_ DATE: \_\_\_\_\_

Full Legal Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
(street) (city) (state) (zip)

Primary Email \_\_\_\_\_ Secondary Email \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Living with:  
Mother \_\_\_\_\_ Father \_\_\_\_\_ Guardian \_\_\_\_\_ Step-Mother \_\_\_\_\_ Step-Father \_\_\_\_\_  
Grandparents \_\_\_\_\_ Other (please specify relationship) \_\_\_\_\_

Parents/Guardians Name: \_\_\_\_\_

Cell Phone Mother: \_\_\_\_\_ Cell Phone Father: \_\_\_\_\_

Mother Place of Employment: \_\_\_\_\_

Father Place of Employment: \_\_\_\_\_

Persons to Contact in case of Emergency if parent cannot be reached

\_\_\_\_\_  
Name - Relationship Location Phone #

\_\_\_\_\_  
Name - Relationship Location Phone #

Ward of Court: \_\_\_\_\_ IEP/504? \_\_\_\_\_ Health Concerns? \_\_\_\_\_

Option Enrolling: Yes No District Resident: Yes No

Previous School \_\_\_\_\_

Address \_\_\_\_\_  
(street) (city) (state) (zip)

Other Siblings: Name \_\_\_\_\_ DOB \_\_\_\_\_

Name \_\_\_\_\_ DOB \_\_\_\_\_

Name \_\_\_\_\_ DOB \_\_\_\_\_

Please identify your race of ethnic group:

\_\_\_\_ Asian \_\_\_\_ Black/Non-Hispanic \_\_\_\_ White/Non-Hispanic \_\_\_\_ Hispanic

\_\_\_\_ American Indian \_\_\_\_ Other (please specify) \_\_\_\_\_

\_\_\_\_ More than 2

(This information is requested by the Federal government for statistical purposes.)

PARENTAL AUTHORIZATION AND RELEASE FORM  
**ADMINISTRATION OF NON- PRESCRIPTION DRUGS TO STUDENTS**

While the administration of medications to students should be scheduled outside of school hours whenever possible, occasionally it may be necessary for school personnel to administer nonprescription drugs to a student as authorized by the student's parents, guardians, or medical professionals and state law. School personnel will only dispense those nonprescription drugs which have been approved by state and federal law for use as a drug and meet the definition of nonprescription drugs in Nebraska's Medication Aide law which states:

Nonprescription drugs means nonnarcotic medicines or drugs which may be sold without a medical order and which are prepackaged for use by the consumer and labeled in accordance with the requirements of the laws and regulations of this state and the federal government.

In order for students to be administered nonprescription medication by school personnel, a parent or guardian must:

- Complete and return this authorization form.
- Provide the district with any nonprescription drugs you wish to be administered in its original container from the manufacturer, which must include legible, unadulterated manufacturer instructions. The container must be labeled with the student's name.
- Provide the district with specific written instructions regarding the requested nonprescription drug's administration, including the date(s) the student is to be administered the drug, the dosage to be administered, the frequency of administration, and any other details or conditions relevant to administration.

School personnel will not administer nonprescription drugs in a manner inconsistent with the manufacturer instructions or state law. School personnel will not administer non-prescription drugs that is expired.

The undersigned are the parent(s), guardian(s), or person(s) in charge of

\_\_\_\_\_  
(name of the student)

I authorize and request school personnel to administer nonprescription drugs to my student. I release the school district, its officials, and employees from any and all liability concerning the administration of nonprescription drugs to my student.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Parent/Guardian

**PARENTAL AUTHORIZATION AND RELEASE FORM  
ADMINISTRATION OF PRESCRIPTION DRUGS TO STUDENTS**

The undersigned are the parent(s), guardian(s), or person(s) in charge of

\_\_\_\_\_  
(name of the student)

It is necessary that the student receive (name of drug) \_\_\_\_\_, a physician-prescribed drug, during school intervals beginning on (date) \_\_\_\_\_ and continuing through \_\_\_\_\_ (date)

I hereby request that the School District, or its authorized representative, administer the drug named above to my child named above, in accordance with the prescribing physician's instructions, and agree to:

1. Submit this request to the teacher.
2. Make certain the Physician's Request for the Administration of Prescription Medication by School Personnel is submitted to the teacher.
3. Make sure personally that the drug is received by the teacher and/or county nursing service administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the drug is dispensed is marked with the drug name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the drug to the teacher IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Release the School District and the Board of Education of the School District and all employees, agents, and the representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Parent/Guardian

**ADMINISTRATION OF MEDICATION TO STUDENTS  
PHYSICIAN'S REQUEST FOR ADMINISTRATION OF PRESCRIPTION  
MEDICATIONS BY SCHOOL PERSONNEL**

DATE \_\_\_\_\_

CHILD'S FULL NAME \_\_\_\_\_ is under my care and must take medication which I have prescribed during the school day.

Name of medication (as it appears on container in which the drug is stored)

\_\_\_\_\_

Dosage and time \_\_\_\_\_

Date administration of drug is to begin

\_\_\_\_\_

Possible adverse reactions to be reported to physician \_\_\_\_\_

\_\_\_\_\_

Special instructions for the administration and storage of the drug \_\_\_\_\_

\_\_\_\_\_

I or my designee(s) have trained school personnel or approved alternative training as adequate to administer the medication, have evaluated the situation, the general administration plan and if applicable, the self administration plan or emergency care plan, and deemed each to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical terms.

Name of Physician and Designee

\_\_\_\_\_

Print or Type

\_\_\_\_\_

Primary Phone Number

\_\_\_\_\_

Secondary Phone Number

\_\_\_\_\_

Signature of Physician

## RECORD OF SELF-ADMINISTRATED MEDICINE

Parent's Phone \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Date to Begin \_\_\_\_\_ Date to End \_\_\_\_\_

Name of Medication \_\_\_\_\_

Dosage of Medication \_\_\_\_\_ Time \_\_\_\_\_

Doctor \_\_\_\_\_ Phone #1 \_\_\_\_\_

Phone # \_\_\_\_\_

Possible Adverse Reaction: \_\_\_\_\_

\_\_\_\_\_ gives permission for \_\_\_\_\_ our son/daughter to self-administer specific medications at school. This medication cannot be taken at any other non-school time.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Students who are able to self-administer specific medication may do so provided:

1. The physician provides written authorization allowing self-administration of said medication.
2. The parent provides written authorization allowing self-administration of said medication.
3. Such medication is transported to the school and maintained under the student's control in the original, properly labeled package and (a) is not opened except when self-administering the medication, (b) is not self-administered during instructional time or in the presence of other students unless medically necessary, and (c) is not shown or exhibited to other students.
4. The student's physician or physicians' designee has (1) evaluated the situation and deemed it to be safe and appropriate; (2) documented this on the physician's authorization for the student's cumulative health record, and (3) approved the general administration plan.
5. The student and the student's physician or physician's designee have developed a plan for reporting and supervising self-administration.
6. The principal and appropriate teacher are informed that the student is self-administering prescribed medication.

Doctor's Signature \_\_\_\_\_

# Computer Damage Protection Agreement

Computer # \_\_\_\_\_

Please read the following information to determine if the protection program is needed for you and your student against damage & loss of the loaned computer equipment in your care.

*This form must be completed and marked **Yes** or **No** before the computer will be provided to the student.*

## Coverage & Benefit

This agreement covers the computer loaned to the student against all damage or loss over \$100 per incident. Accessories and/or repairs costing less than \$100 are not covered and will be paid by the Student. The total value will be determined by repair or replacement cost at the time of loss or damage. **The Student is responsible for the first \$100 of the covered loss or damage unless the damage is to a screen that has already been replaced under this policy; then the full cost of repair/replacement will be the obligation of the student.** Coverage is for computer use during school hours and/or while away from school, dependent on the program level chosen below.

## Effective & Expiration Dates

This coverage is effective from the date this request form and the premium payment is received by the school *through* the date the computer is returned in good working order to the school.

## Premium

The total premium cost is \$20 per computer per school year if the computer is left at school at night. The premium cost is \$50 if the computer is taken home after regular school hours.

Partial semesters are not refundable.

## ***It is agreed & understood that:***

- 1) Lyons-Decatur Northeast Public Schools will offer coverage to all students,
- 2) Coverage is voluntary, and
- 3) A separate application is required for *each* computer covered.

\_\_\_\_\_ Yes, I would like to participate in the damage/loss protection program offered by LDNE.

\_\_\_\_\_ I would like my child to be able to take the computer home and will pay \$50.

\_\_\_\_\_ I would prefer that my child leave their computer at school and will pay \$20.

\_\_\_\_\_ CASH                      \_\_\_\_\_ Check (# \_\_\_\_\_ )

\_\_\_\_\_ No, I decline this option and I understand that I am responsible for 100% of any damage or loss to the loaned computer or tablet.

My signature and that of my parent or guardian acknowledge receipt of, and agreement to abide by the terms of the Computer Use Policies and Procedures while using the school-issued computer.

\_\_\_\_\_  
*Student signature*

\_\_\_\_\_  
*date*

\_\_\_\_\_  
*Parent/Guardian signature*

\_\_\_\_\_  
*date*

# **Lyons-Decatur Northeast Public School Staff Handbook**

**2024-25**



## TABLE OF CONTENTS

Introduction .....	1	Visitors.....	24
Nondiscrimination .....	2	Wage/Salary Payments.....	24
Drug-Free Workplace.....	3	Weather-Related Closings .....	25
		Workplace Searches .....	25
<b>Policies and Procedures – All Staff</b>		<b>Policies and Procedures – Certified Staff</b>	
Accidents and Injuries .....	3	Absences .....	27
Activity Fundraising .....	4	Assemblies .....	27
Activity Tickets .....	4	Assignment Notebooks .....	27
Agents, Salesmen .....	4	Assignment of Teachers.....	27
Announcements .....	4	Certificates, Contracts .....	28
Bell Schedule.....	4	Check-out Forms .....	28
Board Policies, Rules.....	4	Classroom Management.....	28
Child Abuse .....	5	Classroom Sanitation .....	29
Complaint Procedure .....	5	Coaching Supplies.....	29
Computers/Internet.....	10	Collection of Student Money .....	30
Conflict of Interest .....	10	Community Involvement.....	30
Contact Information .....	10	Display of Classroom Work.....	30
Copyright and Fair Use .....	10	Duties .....	30
Corporal Punishment .....	11	Extracurricular Activities .....	31
Crisis Response Team .....	11	Evacuation.....	32
Disability Leave .....	11	Evaluations .....	33
Discrimination.....	11	Extended Duty Pay .....	33
Driving .....	12	Faculty Meetings.....	33
Dress Code .....	12	Field Trip Requests .....	33
Drug/Alcohol Testing .....	13	Grading Policy .....	34
Duty to Report.....	13	Guest Lectures .....	34
Electronic Comm. While driving .....	13	Hall Duty .....	34
Expenses .....	14	Homework Policy .....	34
FMLA .....	14	Instructional Materials.....	34
In-school communication .....	14	Make Up Days .....	34
Intellectual Property .....	14	Media Center.....	35
Jury and Witness Duty Leave .....	15	Paraeducators .....	35
Keys.....	15	Parent-Teacher Communication .....	35
Locker Room Supervision .....	15	Planning Time .....	35
Maintenance/Cleaning Requests .....	15	PowerSchool .....	36
Meals Program.....	15	Private Tutoring.....	36
Military Leaves of Absence .....	15	Rights of Teachers .....	36
Milk Expression.....	16	School Day .....	36
News and Press Releases .....	16	Scope/Sequence Planning .....	37
Newsletters .....	16	Sponsors .....	37
Obligations – American Civics .....	16	Student Activities .....	37
Outside Employment .....	17	Student Aides .....	37
Political Activities .....	17	Student Medication .....	37
Professional Boundaries .....	17	Student Searches .....	38
Professional Growth.....	18	Substitute Teaching .....	38
Purchasing .....	18	Teaching Controversial Issues .....	38
Records/Reports .....	18	Textbooks.....	38
Recording of Classrooms .....	18		
School Calendar.....	19	<b>Policies and Procedures – Classified Staff</b>	
School Property .....	19	At-will Employee.....	39
School Vehicle Use .....	19	Absences from work.....	39
Security .....	19	Benefits.....	40
Smoking .....	20	Bereavement Leave .....	42
Sniffer Dogs .....	20	Holidays .....	42
Social Media Use .....	20	Hours.....	42
Solicitation of Merchandise .....	20	Overtime .....	43
Staff Room.....	20	Reporting when school is closed.....	43
Student Interviews.....	21		
Telephones .....	21	Staff Expectations of Internet Use.....	44
Threat Assessment and Response.....	21	Title IX Policy and Grievance .....	46
Ticket Taking.....	24	Acknowledgement of Receipt.....	65
Transportation Requests .....	24		

## **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.

## **Notice of Nondiscrimination**

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

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the Section 504 Coordinator: Joni Hegge at 402-687-2363, [jhegge@ldne.org](mailto:jhegge@ldne.org), or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment on the basis of sex, or that have other related concerns or questions, should contact the following Title IX Coordinator: Brenda Totten at 402-687-2363, [btotten@ldne.org](mailto:btotten@ldne.org), 400 S. 5<sup>th</sup> Street, Lyons, NE 68038, or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: <https://www.lyonsdecaturschools.org/documents>

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Brenda Totten at 402-687-2363, [btotten@ldne.org](mailto:btotten@ldne.org), 400 S. 5<sup>th</sup> Street, Lyons, NE 6803, or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent, Lindsey Beaudette at 402-687-2363, [lbeaudette@ldne.org](mailto:lbeaudette@ldne.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.

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 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 or administrative approval. Purchases made without permission are the personal obligation and responsibility of the purchaser.

The administration is responsible for authorizing any fundraising on the part of student activities. No fundraising may occur without express administrative permission.

### **Activity Tickets**

All staff and their spouses will be admitted to home games and away conference games free of charge – not including the conference tournaments or district/state games. Conference passes will be issued to staff through the building offices.

### **Agents, Salesmen and Other Business Representatives**

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**

The regular, 10:00 a.m. late start, and 2:00 p.m. early dismissal schedules are located in the teacher information google folder.

### **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 below, 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.
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**

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those 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 in any specific policy addressing those areas or the procedures set forth below. Allegations of sex

discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it 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 reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
  - 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, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable 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 coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
  - a) Determine whether the complainant has discussed the matter with the respondent.
    - 1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, 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 involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal. This provision applies to appeals under the board's policies governing

complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply.

- a) The appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
  - c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate..
  - d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.
5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:
- a) When the complaint is about a board policy, not implementation of the policy;
  - b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
  - c) When the board is required by law, policy, or contract to hear a complaint or appeal.

If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

- d) This appeal must be in writing.
  - e) 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.
  - f) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
  - g) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.
  - h) There is no appeal from any decision of the board unless authorized by law.
6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
- a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or,

at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.

- b) Determine whether the complainant has discussed the matter with the superintendent.
  - 1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
  - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
- c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.
- d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
- e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

**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. Individuals who file complaints (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 (c) 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. A copy of this policy is attached below. Staff should also refer to and comply with the board policy regarding Staff and District Social Media Use.

### **Conflict of Interest**

All staff members are subject to the board's policy 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, 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.

### **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: Mrs. Joni Hegge at 402-687-2363, [jhegge@ldne.org](mailto:jhegge@ldne.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: Mrs. Brenda Totten at 402-687-2363, [btotten@ldne.org](mailto:btotten@ldne.org), 400 S. 5<sup>th</sup> Street, Lyons, NE 68038 or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at 402-687-2363, [lbeaudette@ldne.org](mailto:lbeaudette@ldne.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.

### **Driving (both school and personal vehicles)**

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license. Staff members will be provided a Driver's Certification form to verify this information. Staff members who drive school vehicles or transport students in their personal 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.

### **Dress Code**

Staff should dress in a manner that reflects the honorable profession of education. Certified staff, paraeducators and office staff should generally dress in business casual attire. 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.

### **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 Substitute for child abuse and/or neglect;
- Any complaint or other administrative filing against the Substitute that could impact any certificate or professional license held by the employee;

- Any action or threat of action by any entity against the Substitute's driver's license or ability or authority to operate a motor vehicle if the Substitute's job duties 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.

### **Family and Medical Leave (FMLA)**

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy. . The school district will utilize the "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.

### **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.

### **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. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

### **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 and are responsible for setting the security system after 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**

Staff members must review and comply with the board's policy regarding

locker room supervision.

### **Maintenance & Cleaning Request Forms**

Staff members should email maintenance and cleaning requests to the building principals.

### **Meals Program**

Staff may take advantage of meals offered through the district's foods program. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

### **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**

Except as otherwise provided by law, the district will provide reasonable break time for an employee who wishes to breastfeed or express breast milk for her nursing child each time such employee has the need to do so. The district will provide a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers and the public. These accommodations will be provided for one year after the child's birth, unless otherwise required by law.

### **News and Press Releases**

Only individuals who have prior administrative approval may issue press releases or other official communications regarding school activities and events in furtherance of the individual's official responsibilities. The superintendent may delegate responsibility for communicating with the media to building principals, the activities director, event sponsors, and other staff on an ad hoc basis.

Activity sponsors and other staff who are involved in newsworthy activity

should submit typed press releases 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.

### **Professional Boundaries Between Staff and Students**

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 and illustrate professional growth 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. Charging at local vendors needs to be pre-approved.

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 No. 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 3059 for information on recording by students.

### **School Calendar**

The official school calendar is maintained in the 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 the board's policies 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**

The board of education 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**

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes 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 threat assessment team will meet to evaluate and respond to the threatening behavior. The superintendent 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.
- The superintendent must confer with at least one member of the school's guidance counseling staff as part of his/her investigation. 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 superintendent will determine what, if any, response to the threat is appropriate. The superintendent is authorized to disclose the results of his/her 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 his/her investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

#### **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 certified 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 building principal 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 activities director 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 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
- visitors must wear the visitor's badge supplied by the building office

### **Wage and Salary Payments**

Staff members are paid on the 20<sup>th</sup> of each month. The district provides direct deposit of paychecks to designated financial institutions. 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.

### **403(b) Salary Reduction Agreements**

The District will cooperate with any teacher who chooses to participate in an investment program under an Internal Revenue Code Section 403(b) provided that the certificated employee executes a "Salary Reduction Agreement" provided by the District and the vendor of the 403(b) Plan elected by the teacher has entered into a "Service Provider Agreement" with the District holding the District harmless from any liability that may arise out of such 403(b) Plan, including, but not limited to, the calculation of the maximum exclusion allowance, tax reporting, notices and income

withholding.

### **Weather-Related Closings**

If school is called off because of bad weather or for any other reason, it will be announced via phone, text, email, Facebook, website, and local stations.

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 excused 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.

### **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.

### **Substitute Folders**

Each teacher must prepare a substitute folder. 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.); and
- d.) plans for the day if the teacher's absence was anticipated. (These plans are in addition to the teacher's regular lesson plan book.)

### **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 Notebooks**

Assignment Notebooks function as students' make-up slips, as well as a pass out of class or to see another instructor. They can also be used as a communication tool home to parents. Students may not be in the hallways during class time without his/her assignment notebook signed by the instructor. Every time a student leaves class during class time, it should be signed. This way, other staff can ascertain where the student has permission to be.

Students may not go to another classroom without a signed pass obtained from that teacher. No student may be in the halls during class or study time without a signed pass for a specific destination. If a teacher retains a student after the period ends, staff must write a note in the student's assignment book stating why the student was late, rather than sending the student to the office for a tardy slip.

### **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. withholding form W-4, and
- c. authorization to withhold for insurance benefits.

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

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

### **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.

### **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 teachers may not admit tardy students to class without an admit slip from the principal or the student's teacher from the previous period.

## **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 LDNE, unless otherwise instructed. Certified staff must submit a deposit slip when they turn funds into the office. 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 by the office 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.

### **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. 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 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 the MTSS process 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.
- p) Ensure writing experiences are incorporated in all curricular areas K-12.

### **Extracurricular Activities**

Staff must schedule all events and other extracurricular activities at the activity director's office to avoid conflicts. Activities must be put on the school calendar. Staff should follow board policy for practices and activities on Wednesday evenings and Sundays, in order to give students sufficient time away from school for family-related activities.

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. Make up slips must be completely signed and returned to the sponsor of the activity prior to

dismissal from class. 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 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 roster with them when they leave their classrooms.
- c) The first two students reaching the exit doors will hold the doors wide open until everyone has filed out.
- d) 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.
- e) 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 Maroon Card (all students accounted for)
  - 2) hold up a Gold Card (missing student (s) listed)
  - 3) hold up Both Cards (extra students listed)

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 or air horn alarm. 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 shelter, each teacher must account for every student in the class.
- c) Classroom teachers should be sure that each student is sitting with his or her back to the wall, their knees up and their heads should be between their legs.

### **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 in the google drive.

### **Extended Duty Pay**

Extended duty for any teacher beyond the number of contract days established by the Board of Education for the school year shall be paid at 100% of schedule placement on a per diem basis for such teacher's extended time.

### **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 Requests**

Certified staff who wish to take students off school property must request permission from administration. Elementary grades will be limited to one field trip per year. Additional requests may be granted on a case by case basis.

### **Grading Policy**

A student is to be graded on academic performance. A student's grade is not to be reduced 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.

### **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. Films and other media can be used as instructional materials, but all media must be previewed for suitability by the classroom teacher before being shown to students.

### **Make Up Days**

In the event teachers are not required to report for duty due to inclement weather conditions or other circumstances whereby a duty day is canceled, such days shall not be credited as a contract day served. Make-up days will be scheduled by the administration during the contract year as needed to

meet or exceed the 1,080 hour requirements for students.

### **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.

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, preparing bulletin boards, grading tests or class work, and calculating and recording grades.

### **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.

### **Planning Time**

Each classroom teacher is provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of

the day.

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.

### **PowerSchool**

All teachers/classroom aides will be required to use PowerSchool. Attendance will be taken within the first five minutes of each period. Lunch count will also be taken with PowerSchool.

### **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.

### **Projection Maps**

The school district will only use the Gall-Peters projection map or a similar cylindrical equal-area projection map or the AuthaGraph projection map for display or use in the classroom. Use of the Mercator projection map is prohibited unless:

1. The Mercator projection map is used in conjunction with other projection maps in a teaching exercise to demonstrate that all maps are flawed in some way and different map projections serve different functions and may affect how individuals view the world; or
2. The Mercator projection map is part of any:
  - a. book or material obtained prior to July 19, 2024; or geographic information system; or computer program that renders a three-dimensional representation of Earth based primarily on satellite imagery, such as Google Earth or similar software; and

- b. a Gall-Peters projection map or similar cylindrical equal-area projection map or an AuthaGraph projection map is displayed in the classroom or shown to students during the lesson in which a Mercator projection map is used.

### **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 8:00 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. 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.

Each teacher will be in his or her classroom and ready to teach at 8:00 a.m. each day. 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.

### **Scope/Sequence and Weekly Planning**

Teachers will be required to submit year-long pacing guides to the principal that will be used to ensure local and state adopted curriculum and standards are being taught. They will submit a weekly plan to the building principal that defines where they are starting each week in regards to the pacing guides. If they are more than 2 weeks off on their pacing guide, they will submit a plan on how they intend to catch up.

### **Sponsors**

Certified staff members are assigned by the superintendent 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 Superintendent.

### **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. 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. Certified staff 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 Medication**

Student medications should not be dispensed by staff members unless they are trained and authorized to do so.

### **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.

### **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.

## **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.

### **Absences from Work**

*All classified staff will be given 3 PTO days upon being hired. There will be a 60-day probationary period; after 60 days, the staff member will receive the remainder of the PTO leave days listed below, for the year. Staff will be eligible for bereavement and holiday pay during the probationary period.*

**Additional Compensation:** All classified staff will be given a \$.50/hr. raise during any month they have a 95% or higher attendance rate.

### **PTO Leave**

Classified employees will receive PTO Leave. PTO can be used at the employee's discretion (sick or personal) with administrative approval. PTO will be paid based on the employee's average hours worked per day and anticipated days worked per contract year. Absences will be paid in one hour increments, ½ hour increments for paraprofessionals.

PTO days that are consecutive may not exceed five (5) days without administrative approval. All PTO days must be used before any leave can be used from the employee's available sick leave.

PTO may not be used immediately preceding or following a regularly scheduled break without written approval from administration. The availability of substitutes can be an issue for administration. Therefore, PTO leaves may be limited by substitute availability.

PTO will be given as follows for Instructional/Library aides, custodial, kitchen and office staff:

Employees working 4-7 hrs per day: 6 PTO days per year

Employees working the school year, 7-8 hours per day: 12 PTO days per year

Employees working 52 weeks, 8 hours per day: 22 PTO days per year

Business Manager and Head Custodian receive 29 PTO days after 15 years of service. 52 week/8 hour employees receive 24 PTO days after 15 years of service.

PTO days that cannot be converted to sick days, due to the 45 day limit being met, will be paid out at \$40 per day for 7-8 hours employees, after the end of school year or August 31st, whichever is applicable.

### **Sick Leave**

Unused PTO leave is converted to sick leave, accumulated to no more than 45 days. PTO leave must be used up before using sick leave. During such paid leaves, classified employees shall continue to receive all wages/salary and fringe benefits when the leave is approved. Pay will be based on the number of average hours employed daily.

The leave provided by the District is to be used for the purpose intended. Classified staff may use sick leave for the following: Employee illness, or the employee's family members as designated by FMLA laws, or other family as approved by administration. Sick leave may not be used to extend a holiday or break without a doctor's note or on an approved leave. Sick leave over three(3) consecutive days, may require a doctor's note.

Absenteeism will affect evaluations and pay increases. Abuse of leave privileges affects the students, other staff, and the entire District and will not be tolerated.

For PTO and other leaves, a Request for Leave form is to be submitted online to the Principal or Superintendent at least five school days prior to the leave, or as much advance notice as is practicable under the circumstances.

In leaves of more than (10) consecutive calendar days, there will be no guarantee of reinstatement to present or equivalent position, if applicable, FMLA rules will apply (If the employee position is filled while on extended leave, the employee may apply for and will be considered for any vacant position in which they are qualified.)

Absences when all available leave is used up is not acceptable. Supervisor approval will be needed. A doctor's note may be requested at any time.

Upon retirement from the district, certified staff will be paid for their unused accumulated sick leave at \$40.00 per day.

## **Benefits**

*All classified staff will be eligible for the following benefits after a 60-day probationary period from the date of hire. Excluding the contribution to the Nebraska Public Retirement System.*

Classified employees are provided benefits according to board approval. Employees shall make annual fringe benefit elections by September 1 of each school year. Should an employee fail to make such an election, the employee election from the immediately preceding school and contract year shall be continued. Each employee is responsible for informing the Office of the Superintendent in writing of any changes in benefit status.

For the purpose of Benefits, employees will be classified as follows:

Class I - Business Manager, Head Custodian and Head Cook/Summer Custodian

Class II - Head and Assistant Cook

Class III - 52 week Employees

Class IV - 44-48 week employees, 8 hrs/day

Class V - 10 month employees (school year) working 7-8 hrs per day, 5 days/week.

Class VI - 10 month employees (school year) working less than 7 hrs per day, 5 days/week.

Class VII - less than 20 hours a week

### A. Nebraska Public Employee Retirement System

Class I-VI. Employees who work at least 20 hours per week on a regular basis, must contribute to the School Employees Retirement Plan.

### B. Health Insurance

a. Family Health Insurance with single dental will be offered to Class I Employees. Class II and III employees will receive Family Health/Single Dental starting at the beginning of the 10th consecutive year of service.

b. Single Health Insurance with single dental will be offered to Class II and III employees with 9 years or less of consecutive service; Class IV employees, working 40 hours per week.

c. Single Health Insurance with single dental will be offered to Class V employees at the cost of the employee.

### C. Long Term Disability Insurance (LTD) will be offered to Class I

employees.

D. Life insurance (\$20,000) will be offered to Class I-IV employees.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is attached to this handbook as Appendix "A."

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give an employee the right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

### **Bereavement Leave**

Full time employees working 37-40 hours per week will be paid up to three days bereavement leave for immediate family, as defined by FMLA laws. Leave must be approved by Administration or designee.

### **Holidays**

Holidays will be paid based on the average hours worked per day. Holidays are:

- Labor Day
- Thanksgiving
- Thanksgiving Friday
- Christmas Eve\*
- Christmas Day
- New Years Day
- Good Friday
- Easter Monday (if scheduled as a break)
- Memorial Day\*
- July 4th\*

\*For 52 week employees

### **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.

### **Time Clock**

The time clock is to be used by all classified employees, unless an employee has exempt status. Employees will personally punch in at the beginning of their shift, punch in and out for unpaid meal breaks, and punch out at the end of their shift. Employees will not leave the building for personal business while punched in. Misuse of the time clock could result in disciplinary action.

### **Break Periods**

#### Meal breaks

Employees are to take a minimum of thirty (30) minutes for an unpaid meal break. Breaks will be scheduled by the employee's supervisor. Employees are not allowed to work through their meal break to leave early or make up hours.

#### Rest breaks

Employees may be given two (2) – fifteen (15) minute paid breaks throughout an 8 hour scheduled day. If employed less than 8 hours but more than 4 hours per day then one (1) – fifteen (15) minute paid break may be given during the workday. Breaks should not be taken immediately after arrival or before departure of an employee's scheduled work day.

### **Overtime**

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.

### **Reporting When School is Closed**

When school is closed due to inclement weather, classified staff should report to work based on their positions, if possible:

- a) **Secretaries/Clerical staff** should report to work.
- b) **Paraprofessionals** should not report to work unless teaching staff are asked to report.
- c) **Food Service staff** should not report to work.
- d) **Bus Drivers** should not report to work.
- e) **Custodians/Maintenance staff** should report to work.

\*52 week employees must either report to work or use PTO.

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.

### **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.

### **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.

### **Enforcement**

#### **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.

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.

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.

The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

**Any violation of school policy and rules may result in that staff member facing:**

Discharge from employment or such other discipline as the administration and/or the board deem appropriate;

The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;

When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

**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.

## **Title IX**

**Nondiscrimination.** The school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates including in admission and employment. Inquiries about Title IX may be referred to the school district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The school district's Title IX Coordinator may be contacted at Title IX Coordinator, 400 S. 5<sup>th</sup> Street, Lyons, NE, btotten@ldne.org, 402-687-2363. The school district's nondiscrimination policy and grievance procedures are included this policy, or can be accessed at: <https://www.lyonsdecaturschools.org/>. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator.

**Publication Notice.** The school district will include the following notice on its website and in each handbook, catalog, announcement, bulletin, application form, and other places as required by law:

The school district prohibits sex discrimination in any education program or activity that it operates and individuals may report concerns or questions to the Title IX Coordinator. The school district's Title IX policy, notice, and other information may be accessed at the following link: <https://meeting.sparqdata.com/Public/Organization/499>.

**Retaliation Prohibited.** Retaliation, including peer retaliation, is prohibited in the school district's education program or activity. If the school district has information about conduct that reasonably may constitute retaliation under Title IX, it may be required to treat it as an allegation of sex discrimination. Upon receiving a complaint alleging retaliation, the school district will initiate its grievance procedures or informal resolution process.

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

**Complainant** means an employee, a student, or a parent, guardian, or other individual with the legal right to act on behalf of a complainant who is alleged to have been subjected to conduct that could constitute sex discrimination, including sex-based harassment; or any other person who may have been subjected to sex discrimination when that person was participating or attempting to participate in the school district's education program or activity.

**Complaint** means an oral or written request to the school district that

objectively can be understood as a request for the school district to investigate and make a determination about alleged sex discrimination under Title IX.

**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. School 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.

**Respondent** means a person who is alleged to have violated the school district's prohibition on sex discrimination. When a sex discrimination complaint alleges that the school district's policy or practice discriminates on the basis of sex, the school district is not considered a respondent.

**Sex-based harassment** prohibited by this part is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex that is:

**Quid pro quo harassment.** An employee, agent, or other person authorized by the school district to provide an aid, benefit, or service under the school district's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

**Hostile environment harassment.** Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the school district's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- The degree to which the conduct affected the complainant's ability to access the school district's education program or activity;
- The type, frequency, and duration of the conduct;
- The parties' ages, roles within the school district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;

- The location of the conduct and the context in which the conduct occurred; and
- Other sex-based harassment in the school district's education program or activity.

**Sexual assault** meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

**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.

- **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.
- **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
- **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
- **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.

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

- **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

**Dating violence** meaning violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length and type of relationship and the frequency of interaction between the persons involved in the relationship;

**Domestic violence** meaning felony or misdemeanor crimes committed by a person who:

- Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the school district, or a person similarly situated to a spouse of the victim;
- Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
- Shares a child in common with the victim; or
- Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction

**Stalking** meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

### **Response to Sex-based Harassment.**

**All Employees.** All school district employees must notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination, including sex-based harassment under Title IX.

**Title IX Coordinator.** The school district will designate and authorize at least one employee as the school district's "Title IX Coordinator," to coordinate the school district's efforts to comply with its responsibilities under Title IX and this policy. The superintendent or Title IX Coordinator is authorized to delegate specific duties to one or more designees.

For conduct that could constitute sex-based harassment, the Title IX Coordinator must take the following actions:

- Offer and coordinate supportive measures for the complainant and for the respondent;

- Notify the complainant or the individual who reported the conduct of the grievance procedures and, if appropriate, the informal resolution process.
- Take other appropriate steps to avoid the recurrence of sex discrimination and restore or maintain equal access to the school district's programs and activities.

**Supportive Measures.** The school district will provide supportive measures, as appropriate, in cases involving sex-based harassment. These measures may include but are not limited to: counseling; extending deadlines; increased supervision; no-contact directives; leaves of absence; changes in class, work, or activities, regardless of whether there is a comparable alternative; and training and education programs related to sex-based harassment. Supportive measures may be continued, modified, or discontinued at the conclusion of any grievance process. Supportive measures will not be disclosed to anyone other than the person to whom they apply and others, including school officials, who need to know the supportive measures to implement them.

**Requests to Modify Supportive Measures.** A complainant or respondent may request modification or reversal of the school district's decision to provide, deny, change, or terminate supportive measures applicable to them. Requests must be made to the Title IX Coordinator in writing, and an impartial individual will review the request.

**Students with Disabilities.** If the complainant or respondent is a student with a disability, the Title IX Coordinator will consult with one or more members of the student's IEP or Section 504 team to determine compliance with those laws while implementing supportive measures and all other requirements of this policy and Title IX.

**Emergency Removal.** The school district is authorized to remove a respondent from the school district's education program or activity on an emergency basis, provided that the school district undertakes an individualized safety and risk analysis; determines that an imminent and serious threat to the health or safety of a complainant or other persons arising from the allegations of sex discrimination justifies removal; and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

**Administrative Leave.** The school district is authorized to place an employee respondent on administrative leave from employment responsibilities during the pendency of the school district's grievance

procedures.

**Informal Resolution.** The school district may offer an informal resolution process unless the complaint includes allegations that an employee engaged in sex-based harassment of a student or informal resolution would be contrary to law. Prior to initiating informal resolution, the parties will be provided with notice of the allegations. Participation in informal resolution is voluntary, and any informal resolution will include consent from the complainant and respondent, the ability to withdraw from the process, and the right to resume the grievance process. If an agreement is reached, it precludes the parties from initiating or resuming the grievance process.

The informal resolution facilitator will not be the same person as the investigator or the decisionmaker in the school district's grievance procedures. Potential terms that may be included in an informal resolution agreement include but are not limited to restrictions on contact, restrictions on participation in programs or activities, and disciplinary sanctions.

If informal resolution is offered, the school district will maintain all evidence gathered, communications about the informal resolution process, and the agreement reached. This information will be disclosed to outside individuals only as permitted by law and if required to implement the requirements of the agreement or Title IX. If no agreement is reached, only relevant and permissible evidence received during the informal resolution process will be considered during the grievance process.

**Grievance Procedures to Resolve Complaints of Sex Discrimination.** Any person designated as Title IX Coordinator, investigator, or decision maker will not have a conflict of interest or bias for or against any party, generally or specifically. The decisionmaker may be the same person as the Title IX Coordinator or investigator.

**Complaint.** Complaints of sex-based harassment may only be made by a complainant; a parent, guardian, or other individual with the legal right to act on behalf of a complainant; or the Title IX Coordinator. Complaints of sex discrimination (excluding complaints of sex-based harassment) may be made by any person who was participating or attempting to participate in the school district's education program or activity at the time of the alleged sex discrimination.

**Complaint by Coordinator.** In the absence of a complaint made by any other individual, the Title IX Coordinator will determine whether to initiate a complaint of sex discrimination. The Title IX Coordinator must consider,

at a minimum, the following factors:

- The complainant's request not to proceed with the initiation of a complaint;
- The complainant's reasonable safety concerns regarding the initiation of a complaint;
- The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
- The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- The age and relationship of the parties, including whether the respondent is an employee of the school district;
- The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and
- Whether the school district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

If the Title IX Coordinator initiates a complaint, they will notify the complainant prior to doing so and address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures.

**Consolidation of Complaints.** The school district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references in this section to a party, complainant, or respondent include the plural, as applicable.

**Basic Procedures.** This grievance procedure is governed by the following basic requirements:

- A respondent is presumed not responsible for the alleged sex discrimination until a determination is made at the conclusion of the grievance procedure;

- The school district will treat the complainant and respondent equitably throughout the grievance process;
- The school district will take reasonable steps to protect the privacy of individuals participating in the grievance process in a manner that does not restrict the parties from obtaining and presenting evidence, speaking to witnesses, consulting with family members or advisors, or otherwise participating in the grievance process;
- The District will use the following timelines for each complaint, but the Title IX Coordinator or designee may extend them as needed:

Major Stage	Target Duration (calendar days)
Completion of the school district's decision whether to dismiss or investigate a complaint of sex discrimination	1-15
Investigation	1-30
Determination	1-30
Appeal	1-20

**Notice of Allegations.** Upon initiation of the grievance procedure, the school district will provide notice of the allegations to the parties whose identities are known. The notice will include a copy of this policy; the parties involved in the incident(s); the conduct alleged to constitute sex discrimination; and the date(s) and location(s) of the alleged incident(s), if available. Retaliation is prohibited.

If the school district decides to investigate additional allegations of sex discrimination that are not included in the initial notice, the school district will provide notice of the additional allegations to the parties.

**Complaint Investigation.** The burden is on the school district to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred. The individual investigating and deciding the complaint will:

- Provide an equal opportunity for the parties to present fact witnesses and relevant and permissible evidence;
- Objectively review all evidence gathered through the investigation and determine what evidence is relevant and permissible;

- Provide each party with an accurate description of the relevant and permissible evidence, and upon request, copies of this evidence;
- Provide the parties a reasonable opportunity to respond to the evidence;
- Use a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility, but credibility will not be based upon any individual's status as a complainant, respondent, or witness; and
- Take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. For purposes of this paragraph, disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

**Relevant and Permissible Evidence.** The school district will consider relevant and permissible evidence. Relevant evidence is evidence related to the allegations of sex discrimination under investigation as part of the grievance procedure. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

Generally relevant evidence is permissible, but does not include:

- Evidence that is protected under a privilege as recognized by Federal or State law;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional in connection with the provision of treatment to the party or witness unless the school district obtains that party's or witness's voluntary, written consent for use in this grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless that evidence is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based

harassment or preclude a determination that sex-based harassment occurred.

**Determining Whether Sex Discrimination Occurred.** The school district will:

- Use the preponderance of the evidence standard of proof, that it is more likely than not, to determine whether sex discrimination occurred;
- Use only relevant and permissible evidence to reach a determination;
- Notify the parties in writing of the determination whether sex discrimination occurred, including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
- If there is a determination that sex discrimination occurred, coordinate and provide remedies to restore equal access, coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions, and require the Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur;
- Not discipline a party, witness, or others participating in a school district's grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the school district's determination whether sex discrimination occurred.

**Dismissal of a Complaint.** A complaint of sex discrimination made through the grievance procedure may be dismissed for any of the following reasons:

- The school district is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the school district's education program or activity and is not employed by the school district;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the school district determines that without the complainant's withdrawn allegations, the remaining alleged conduct would not constitute sex discrimination even if proven;
- The school district determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint under this paragraph, the school

district must make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

The school district will notify the complainant that a dismissal may be appealed and provide the complainant with an opportunity to appeal the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent that the dismissal may be appealed on the bases set out in this policy. Upon the dismissal of a complaint, at a minimum, the school district will:

- Offer supportive measures to the complainant, and offer supportive measures to the respondent if the respondent has been notified of the complaint;
- Require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.

**Appeal.** The school district will provide the parties the opportunity to appeal the decisionmaker's written determination or a dismissal of a complaint, on the grounds identified below. The school district will implement appeal procedures equally for the parties, including a reasonable and equal opportunity to make a statement in support of or challenging the outcome being appealed. Appeals under Title IX, like other comparable proceedings, will be handled consistent with the school district's general complaint policy.

**Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the superintendent within three (3) calendar days of the party's receipt of (1) the written determination of whether sex discrimination occurred from which the appeal is taken, or (2) the written dismissal of the complaint from which the appeal is taken.

**Notice of Appeal Filed By Party.** The Notice of Appeal must include (a) the name of the party or parties appealing, (b) the determination,

dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from the following subsection) 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 and Title IX.

**Appeals of Dismissals.** If a dismissal is appealed, the school district will provide notice of the allegations to the complainant and respondent if not provided previously.

**Appeal Decision.** The decisionmaker for the appeal will be an individual who did not take part in the investigation, determination, and/or decision to dismiss the complaint. The appeal decisionmaker will notify the parties of the result of the appeal and the rationale for the result.

**Disciplinary Sanctions and Remedies.** If it is determined that sex-based harassment occurred, the school district may impose disciplinary sanctions that may include suspension, expulsion, mandatory reassignment, adverse employment action up to and including termination, or any other 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 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.

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

**Recordkeeping.** The school district will maintain the following documents for a period of at least seven years:

- For each complaint of sex discrimination, records documenting the informal resolution process or grievance procedures and the outcome.
- Records documenting the actions the school district took to meet its obligations under Title IX for any allegation of sex discrimination.

- All materials used to provide training as required by this policy. The school district will make these training materials available upon request for inspection by members of the public.

**ACKNOWLEDGMENT OF RECEIPT**

I acknowledge that I have received a copy of the Lyons-Decatur Northeast School District Staff Handbook which includes the district’s drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and by all board policies governing my employment. Further, if I have any questions about any provision of this handbook, the parent-student handbook, the student activity handbook or any board policy, I should confer with my supervisor or building principal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# LYONS-DECATUR

# NORTHEAST

**Coaches and Sponsors Handbook**

**2024-2025**



## TABLE OF CONTENTS

Philosophy & Goals.....	1
<b>Personnel:</b>	
A.D. ....	1
Head Coach/Sponsor .....	1
Assistant Coach .....	1
Volunteer Coach .....	1
<b>Policies and Procedures:</b>	
Accident Reporting .....	2
Activity Calendar.....	2
All-Conference Selection .....	2
Athletic/Awards Banquet.....	2
Attendance .....	2
Chain crew, clock, officials.....	3
Coaches Expenses.....	3
Coach’s Offices .....	3
Discipline .....	3
Eligibility Forms .....	4
Equipment .....	4
Lockers and Locker Rooms .....	4
Media .....	4
Nebraska Coaches Association Membership .....	4
Program Information .....	5
Record Keeping .....	5
Reporting Scores .....	5
Scouting.....	5
Shuttle Van.....	5
Student Eligibility .....	5
Student Orders .....	6
Sunday/Wednesday nights .....	6
Supervision.....	6
Supplies .....	6
Transportation.....	6
Responsibility of Head Coaches .....	7

## **Athletic Philosophies, Goals and Objectives**

LDNE believes that extra-curricular activities are an important part of the total instructional program of the secondary school. The board of education believes that extra-curricular activities contribute to the intellectual, physical, and social development of a child and should be considered an integral part of the educational plan.

Every student in grades 7<sup>th</sup> – 12<sup>th</sup> shall be provided with the opportunity to participate in their choice of curricular activities offered by the district.

## **Personnel**

### **Athletic/Activities Director**

The athletic/activity director shall have authority of all extra-curricular activities in which we participate in during the school year. All coaches shall gain approval of the athletic director before communication with any school or coach about an activity involving LDNE. All contracts will be signed by the A.D. The administration shall be consulted, for approval, when additions or deletions are made. Building usage and calendar will be maintained by the A.D.

### **Head Coach or Sponsor**

The head coach/sponsor shall have the responsibility of all teams for which he or she has been selected head coach/sponsor. The coaches may be asked for input regarding the selection of assistant coaches/sponsors in their sport.

The head coach/sponsor with all assistants shall supervise and be responsible for the action and behavior of team members at practice, games, events, and during times of transition. The head coach/sponsor shall instruct the team members and assistant coaches of the types of behavior which will be acceptable at practice, during games, or in transition.

### **Assistant Coach**

All assistant coaches shall perform those duties and responsibilities as directed by the head coach who he/she is assisting. Any difficulty developing between the head coach and assistant coach shall be resolved by the Athletic Director and/or Principal and Superintendent of Schools.

### **Volunteer Coach**

All volunteers must pass a background check and complete the volunteer coach paperwork.

## **POLICIES AND PROCEDURES**

### **Accident Reporting**

Whenever a team member is injured and sent to the hospital or clinic for treatment, a complete statement must be filed in the principal's office by the Head Coach or Sponsor. Parent or one of the coaches must accompany student to hospital/clinic. Parents will be notified immediately in the latter case. Head or Assistant Coaches will stay with injured student until medical assistance arrives or parent arrives to pick up child. Report to parent events leading to injury and what first aid was given.

### **Activity Calendar**

A building usage calendar will be kept by the Activity Director. Coaches/sponsors are expected to check this calendar frequently and report additions and corrections. All coaches and sponsors will make every attempt not to book time slots the same as a previously.

### **All-Conference and All-State Selections**

The Head Coach shall submit the names of players for all-conference and all-state honors according to the criteria involving such selection. scheduled event.

### **Athletic Banquet and/or Honors Convocation**

The honors convocation will be generally held in the spring. The coaching staff will support any effort that is made to honor student-athletes. They will encourage and make attractive the benefits of student attendance. All coaches will model behavior expected and set expectations for their student-athletes.

### **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.

Students must be in attendance by 10:00 a.m. to practice or participate in an athletic contest or activity performance unless the student has the building principal's prior permission to participate despite the absence.

Concussion protocol will take place when team member has a head injury or suspected concussion. Every coach and sponsor will have a copy of the student emergency form on file in case of accident or injury.

### **Chain crew, clock operations, score keepers, and officials**

It will be the responsibility of the athletic director to select chain crew, clock operators and scorekeepers. No students will be used to perform these duties for varsity events.

### **Coaches Expenses**

Per board policy 5047, financial support for coaches or sponsors required to chaperone qualifiers at state, regional, or national competitions or events will consist of: food, lodging, and transportation.

All high school coaches and sponsors of teams which do not qualify for the state tournament or meet competition may be excused to attend the state event with administrative approval.

Head coaches/sponsors have \$100 budgeted per sponsored activity to provide expense money for their attendance at clinics in their area upon receipt of paid bills and mileage statements. This expense money is through the negotiated agreement, and must first be approved by the administration and must be consistent with the LDNE Board of Education Policies

### **Coach's Offices**

The office spaces available for coaches will be shared by all appropriate coaching staff members. This area is designated to be used by coaches. The maintenance and appearance of the coaching office is their responsibility. Regular housekeeping tasks should be shared by the coaches in keeping the room neat and organized.

### **Discipline**

The head coach/sponsor shall be responsible for the discipline of all teams under their guidance. The head coach/sponsor of each sport/organization shall instruct the assistant coaches or sponsor and all team members on the type of behavior that is to be maintained in practice, in games, and in transit.

All assistant coaches/sponsors shall be responsible to carry out the wishes of the head coach/sponsor in the area of discipline. Disciplinary action taken by a coach/sponsor shall be reported the same day to the principal and/or Athletic Director.

### **Eligibility Forms**

Eligibility forms must be entered one week in advance of the first varsity athletic event according to the rules set forth by the NSAA. Coaches shall supply the Athletic Director with a list of participants' names so this task may be completed by deadlines. Any additions or deletions must be turned in to the Athletic Director as the season progresses.

### **Equipment**

Each head coach shall be responsible for the proper fitting of equipment for the individual participants. The head coach shall maintain a written record of the equipment assigned to each player and ensure the prompt return of the equipment following the close of the season. The coach is also responsible for the proper cleaning and storage of equipment; game uniforms, and practices equipment used in his or her area of control.

### **Locker and Locker Rooms**

Lockers shall be assigned to each member of an athletic squad for the protection of equipment. Lockers are to insure safekeeping of athletic equipment, uniforms, and practice clothes. The head coach at any level is responsible for policing the locker room, keeping it free from dangerous horseplay, insuring athletes maintain lockers, general appearance of lockers is clean and picked up, and athletes keep clean clothes in lockers. Locker rooms are to be checked by the coach prior to leaving the building after all students are gone. The locker room is to be locked to prevent unauthorized persons from gaining admission during games or practices.

### **Media**

The head coach or his or her designee shall submit statistics and game reactions for games or meets to the Lyons-Mirror Sun, The Plaindealer and school web site on a timely basis. We should strive to cooperate with the local editor. Good public relations make for better exposure for our student-athletes.

### **Nebraska Coaches Association Membership**

The district will pay for each coaches membership to the NCA.

### **Program Information**

Program information shall be supplied to the Athletic Director in sufficient time to allow for the printing of programs for the first game of the season. Schools request this information be sent at least one week in advance of scheduled games. Any changes in program information should be submitted to the Athletic Director at the earliest possible time.

### **Record Keeping**

Each coach shall keep a written record of all activities under his or her direction. These records shall contain necessary and descriptive information to assure all items may be accounted for at the conclusion of the athletic season.

### **Reporting Scores**

The head coach or his or her designee shall see that scores are reported to Max Preps and all area media agencies requesting such information for all home games. Also, game information for the daily announcements shall be given to the principal's office the day after the event.

### **Scouting**

Scouts shall be paid for mileage at the present rate, which the school board allows only if no school vehicle is available at the time needed and with prior approval of the Athletic Director or Superintendent of schools. Ticket price shall be reimbursed if needed to gain entrance to the activity to be scouted. Only one person will be reimbursed for any scouting function where more than one attends. Scouting trips must be reported to the Athletic Director prior to attendance if there is to be any reimbursement.

### **Shuttle Van**

Athletes (JH-HS) must sign up at the business office each day if they wish to utilize the shuttle service. Coaches are responsible to advise the business office if there is any change in schedule.

### **Student Eligibility**

The head coach or sponsor has the ultimate responsibility to see that all students participating and/or practicing meet all requirements including:

1. Submit to the coach or sponsor a signed physical form.
2. Submit a signed Activity Handbook form.
3. Submit a NSAA Activity Form.
4. Be eligible per parent-student handbook rules.

## **Student Orders**

All money must be collected prior to the order being turned in. NO ITEMS WILL BE DISTRIBUTED TO STUDENTS UNTIL PAYMENT IS MADE IN FULL.

## **Sunday and Wednesday Night Activities**

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 6:15 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 activities director or building principal.

## **Supervision of Students**

No students will be left unsupervised during any part of any activity. Coaches/Sponsors are to ensure that students not out for a sport or activity are not in the gym or locker room area before or after school unless they are under the direct supervision of a staff member. No athletes are to work on weight training equipment without the direct supervision from a coach or staff member. At the end of practices or contests, make sure all lights are turned off and doors are secure.

## **Supplies**

Each coach will have the opportunity to submit to the athletic director a list of supplies needed for the following year and these lists shall be compiled and ordered. Any emergency items needed must be brought to the attention of the athletic director, who if needed, will direct the appropriate purchase order for the supplies.

## **Transportation**

Each Head Coach and Sponsor should fill out a written request for transportation to all away contests. Requests should be given to the Activity Director.

## **CHECKLIST OF RESPONSIBILITIES FOR VARSITY COACHES**

The following is a job description in the form of a checklist for use by head coaches of a sport. Its primary intent is to inform the coaches of their major duties and responsibilities:

- ❑ Adhere to policies and rules of school, conference, and state association
- ❑ Require all students to have on file a physical examination and a parental consent form before they can participate in practice or games
- ❑ Discipline students for unsportsmanship behavior
- ❑ Establish and enforce training rules
- ❑ Establish and enforce rules of conduct for athletes in your sport
- ❑ Provide roster information to meet program deadlines, usually one week prior to first contest
- ❑ Provide the athletic director with the necessary information required on an eligibility list
- ❑ Provide a good example by conduct during contests
- ❑ Develop a personal coaching philosophy
- ❑ Schedule adequate practice time to meet the objectives of your philosophy
- ❑ Organize practice schedules carefully and effectively by maintaining written practice plans
- ❑ Begin and conclude practices on time
- ❑ Utilize assistant coaches effectively
- ❑ Require adequate preparation by a student in practice before he/she is allowed to compete interscholastically
- ❑ Teach fundamental techniques
- ❑ Work to motivate your athletes
- ❑ Stay abreast of new trends/innovations in your sport
- ❑ Oversee safety precautions related to assigned sport
- ❑ Give proper attention to injuries to athletes, including proper reporting, and the athlete's rehabilitation
- ❑ Supervise the locker room before and after practices/games
- ❑ Take responsibility for securing the facility before you leave
- ❑ Supervise students on the bus and at away contests
- ❑ Assist in making final arrangements for contests, including travel
- ❑ Take final responsibility for entry forms sent to the NSAA for district contests
- ❑ Attend the state sponsored rules meetings for you sports
- ❑ Establish guidelines for earning a "letter" award in your sport
- ❑ Provide the athletic director with a list of students who completed the season in good standing, and those earning "letters" for the season

- ❑ Supervise the use of all equipment and facilities directly related to your sport
- ❑ Keep a written record of all equipment issued to students
- ❑ Take responsibility for recovery and storage of all equipment used in your sport
- ❑ Provide the athletic director with a complete inventory of equipment on hand at the conclusion of your season
- ❑ Requisition necessary equipment and supplies for your own sport needed for the next year through proper procedure using purchase order forms
- ❑ Provide the media with information pertinent to your sport
- ❑ Provide administration with evaluation of assistants and Junior High coaches
- ❑ Provide help with the Junior High coaching to ensure their program complements the varsity program
- ❑ Provide the athletic director input with respect to officials to be hired for athletic contests
- ❑ Supervise the weight room when athletes in your sport are weight training

## Lyons-Decatur Northeast Board of Education Goals 2023-2024

July 10, 2023

The Board of Education believes that each of the following is of equal value and importance and therefore are listed in no particular order...

- Encourage and increase the use of available technology for all students to increase employment opportunities and better prepare them for their futures and for all staff to maximize his or her proficiency and creativity in the classroom. This includes updating current technology and providing resources and training for future improvements. Promote the appropriate use of social media sources to enhance the students' education and to help the students use them as a positive, appropriate communication tool.
- Promote Lyons-Decatur Northeast School through increased public awareness of its pre-K-12 educational programs. This includes but is not limited to its academies, co-curricular programs, curriculum, extra-curricular activities, technology, college course availability, and dual credit courses. We will be transparent with parents and include them in our local processes to promote cooperation and teamwork between the school and our families. We will use all public print, broadcast, and digital media with special emphasis on the continually updated LDNE website, Power School, and bi-monthly newsletters to help with this goal.
- Continue to be careful stewards of those monies entrusted to our care while providing the necessary supplies and services to our students.
- Create short term and long range plans for the future growth and development of Lyons-Decatur Northeast.
- Will make every attempt to insure the physical, mental and emotional health and well-being of every student and employee of the district.

**RESOLUTION APPROVING CERTAIN STAFF TRAININGS**

**WHEREAS**, during the 2024 legislative session, the Legislature enacted LB 1329; and,

**WHEREAS**, LB 1329 defers to each Board of Education to determine the reasonable length of time for certain staff training requirements; and

**WHEREAS**, to ensure that the District’s planned training requirements for the 2024-2025 school year comply with these statutory requirements, the Board of Education adopts this Resolution to find and determine that the following training requirements are reasonable in scope and length.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education hereby determines as follows:

1. The following trainings are reasonable in both length and scope and the Superintendent or designee shall identify the District staff who shall be trained as follows:

<b>Subject</b>	<b>Required by</b>	<b>Source of Training</b>	<b>Approximate Length of Training</b>
Behavioral Awareness	Neb. Rev. Stat. § 79-3603		
Dating Violence Prevention	Neb. Rev. Stat. § 79-2,141		
Suicide Prevention	Neb. Rev. Stat. § 79-2,146		
[List any others, if any]			
[List any others, if any]			
[List any others, if any]			
[List any others, if any]			

2. The Superintendent or designee is authorized to implement additional training requirements for staff if the Superintendent or designee determines that additional training would be in the best interest of the District and/or is otherwise required by law.

3. The Superintendent or designee is further authorized to deviate from the source of these training requirements if any unexpected circumstances arise and the Superintendent or designee determines that it is in the best interests of the District to require a different training(s).

4. All District staff who are directed to attend or participate in any training requirement(s) must complete such training(s) in good faith and in accordance with this Resolution and the directives of the Superintendent or designee.

This Resolution shall continue until or unless modified by a vote of the majority of a quorum of the Board of Education.

**DATED** this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_ **PUBLIC SCHOOLS**

**BY:** \_\_\_\_\_  
President

**ATTEST:**

\_\_\_\_\_  
Secretary