

Board of Education Regular Meeting
Monday, July 8, 2024 6:30 PM
HPC Elementary- Clarks BOE Room (June-
Dec)
205 W. Pearl St.
Clarks, NE 68628

{{Name: Agenda Item Name}}

1. Call Meeting to Order

- 1.1. Public Meeting Announcement

- 1.2. Open Meetings Act Recognition

- 1.3. Board Member Attendance, Roll Call

- 1.4. Consent Agenda

- 1.4.1. Consider Minutes of Previous Meeting(s) and Their Approval(Appendix A)

High Plains Community Schools
Board of Education Meeting
June 10, 2024

M-Motion by, S-Seconded by, F-For, A-Against, Ab-Absent, As-Abstain, Mc-Motion Carried.
It is noted that a copy of the Nebraska Open Meeting Act was posted.

The regular monthly meeting of the High Plains Community Schools Board of Education was held on June 10, 2024 in the board room in Polk. President Shane Van Pelt called the meeting to order at 6:30 p.m. Present were Shane Van Pelt, Terry Carlstrom, Nate Spurling, Erin Meyer, Kraig Urkoski, Megan Pike, Superintendent Beran, Principal Helgoth and Principal Fisher. There were 3 visitors.

M-Spurling, S-Carlstrom to approve the minutes of the regular meeting held on May 13, 2024.
Mc 5-1. (As Meyer)

Myers Insurance Inc. updated the board on the annual insurance policy updates for the school district. M-Meyer, S-Spurling to approve the Myers Insurance Inc. insurance proposal for \$144,498.00. Mc 6-0.

The board reviewed the Pre-K calendar for the 2024/25 school year. M-Meyer, S-Pike to approve the 2024/25 Pre-K calendar. Mc 6-0.

The board discussed substitute pay for the 2024/25 school year. M-Spurling, S-Meyer to approve substitute teacher pay at \$155/day and long term sub pay at 1/185th of base pay beginning on day 9 with up to 3 days off without starting long term sub pay over. Mc 6-0.

Supt. Beran updated the board on district meal prices. The board discussed what changes need made to meal prices. M-Spurling, S-Urkoski to approve meal prices as follows: student breakfast \$2.40, K-6 lunch \$3.40, 7-12 lunch \$3.50, seconds \$1.50, Adult breakfast \$2.80, Adult lunch \$4.50, Milk/juice \$.65, Reduced lunch \$.40, Reduced breakfast \$.30. Mc 6-0.

The board reviewed the Garland Company bid to fix the roof in Clarks. M-Spurling, S-Meyer to approve the Garland Company bid not to exceed \$2600 to fix the roof in Clarks. Mc 6-0.

Supt. Beran discussed with the board the epoxy situation on floors in the Clarks locker rooms, boys locker room and 1st-2nd grade bathroom area. M-Spurling, S-Meyer to approve the Tillotson bid for epoxy for the showers in the Clarks locker rooms for \$6632. M-Meyer, S-Spurling to approve the Tillotson epoxy bid for the floor in the boys locker room in Clarks for \$4427. Mc 6-0. M-Meyer, S-Carlstrom to approve the Tillotson bid for epoxy in the 1st-2nd grade restrooms for \$1357. Mc 6-0.

Supt. Beran advised the board to remove her name as a signer and add Supt. Brown's name as a signer to all bank accounts. M-Spurling, S-Carlstrom to remove Kim Beran as a signer on all bank accounts as of June 30 and add Jason Brown as a signer on all accounts effective July 1, 2024. Mc 5-1. (As-Pike)

Items on Supt. Beran's report: Important dates; Press box.

Items on Principal Fisher's report: End of year celebration; Mental health grant; CTE initiative; Graduation; Online registration; ESU7.

Items on Principal Helgoth's report: Building and Grounds; Professional development; Academic success; School culture.

Items on A.D. Wood's report: State track; Gym floors; Summer weights.

The board discussed and reviewed board policies 4011.1 – Nebraska Family Military Leave; 4012 – Staff Internet & Computer ; 4015 – Prohibition Against Employment of Board Members; 4016 – Jury Duty; 4043 – Boundaries; 5054 – Student Bullying. M-Spurling, S-Pike to approve these board policies with no changes. Mc 6-0.

The board discussed and reviewed board policy 4028 – Substitute Teacher Policy. M-Meyer, S-Carlstrom to approve board policy 4028 at \$155/day and long term assignment with more than 3 days of absence reverts to regular sub pay. Mc 6-0.

The General Fund, Nutrition Fund and Activity Report were reviewed by the board. M-Spurling, S-Meyer to pay the General Fund bills excluding the Carlstrom Electric LLC bill. Mc 6-0. M-Spurling, S-Meyer to pay the bill to Carlstrom Electric LLC. Mc 5-1. (As-Carlstrom)

Board president Shane Van Pelt thanked Superintendent Beran for here contributions to the school district and wished her well in her next job.

M-Spurling, S-Urkoski to adjourn the meeting at 8:28 p.m. Mc 6-0

Respectfully submitted,

Erin Meyer
Secretary

Next board meeting is scheduled for Monday, July 8 at 6:30 in Clarks in the conference room.

1.4.2. Consider Current Bills and Their Approval (Appendix B)

Board Report - Board

Unposted; Batch Description June 2024 invoices-0001

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 01	Fund Number 01	General Fund	
ACTIVITY FUND	E Lesiak yrbk ded	E. Lesiak yrbook dedication pd to GF	55.00
Total ACTIVITY FUND			<u>55.00</u>
AKRS EQUIPMENT SOLUTIONS	3869315	mower parts clarks	33.30
AKRS EQUIPMENT SOLUTIONS	3876887	mower Clarks	103.71
AKRS EQUIPMENT SOLUTIONS	3876888	credit	(33.30)
Total AKRS EQUIPMENT SOLUTIONS			<u>103.71</u>
ATS, LLC	1909	Feb 2024 night custodial	8,722.04
ATS, LLC	1992	march 2024 night custodial	8,722.04
ATS, LLC	2118	May 2024 billing night janitor	8,722.04
Total ATS, LLC			<u>26,166.12</u>
AURORA NEWS REGISTER	85946/86359/86360/	board advertising/wt lift record board	327.60
Total AURORA NEWS REGISTER			<u>327.60</u>
BLACK HILLS ENERGY	20240702	monthly fee Polk shop	60.07
Total BLACK HILLS ENERGY			<u>60.07</u>
BLACK HILLS ENERGY	20240702	monthly HS Polk	291.51
Total BLACK HILLS ENERGY			<u>291.51</u>
BLACK HILLS ENERGY	20240702	monthly west bldg Polk	157.25
Total BLACK HILLS ENERGY			<u>157.25</u>
BLACK HILLS ENERGY	20240702	polk addition	132.32
Total BLACK HILLS ENERGY			<u>132.32</u>
CARLSTROM ELECTRIC, LLC	2827	principal office lights Polk	1,265.48
Total CARLSTROM ELECTRIC, LLC			<u>1,265.48</u>
CAROLINA BIOLOGICAL	52612351 RI	supplies Musil	112.40
Total CAROLINA BIOLOGICAL			<u>112.40</u>
CENTRAL CITY MALL	20240618	supplies elem field trip	7.98
Total CENTRAL CITY MALL			<u>7.98</u>
CENTRAL NE REHAB SERVICES	May 2024	May 2024 OT/PT	3,429.97
Total CENTRAL NE REHAB SERVICES			<u>3,429.97</u>
CENTURY HSE CHIROPRACTIC	11076577	driver physicals L/T Hofmann	174.00
CENTURY HSE CHIROPRACTIC	11076642	driver exam	87.00
Total CENTURY HSE CHIROPRACTIC			<u>261.00</u>
CEV MULTIMEDIA LTD.	inv06924	Ag software	2,062.50
Total CEV MULTIMEDIA LTD.			<u>2,062.50</u>
CULLIGAN OF GRAND ISLAND	78341	water supplies Clarks	95.00
CULLIGAN OF GRAND ISLAND	78819	water supplies Clarks	39.00
Total CULLIGAN OF GRAND ISLAND			<u>134.00</u>
CULLIGAN of YORK	20240702	water supplies polk	162.00

Vendor Name	Invoice Number	Description	Amount
Total CULLIGAN of YORK			162.00
DIODE TECHNOLOGIES INC.	20240702	openpath/rhombus fees	1,194.80
Total DIODE TECHNOLOGIES INC.			1,194.80
EAKES OFFICE SOLUTIONS	8927447-0	office supplies Polk	398.71
EAKES OFFICE SOLUTIONS	8927448-0	Wagner supplies	495.25
EAKES OFFICE SOLUTIONS	8927473-0	Struckman supplies	96.40
EAKES OFFICE SOLUTIONS	8927483-0	Carlson supplies	77.57
EAKES OFFICE SOLUTIONS	8927508-0	LHofmann supplies	110.50
EAKES OFFICE SOLUTIONS	8927526-0	Clarks supplies	2,655.47
EAKES OFFICE SOLUTIONS	8927537-0	supplies Musil	89.14
EAKES OFFICE SOLUTIONS	8927549-0	Klingsporn supplies	419.34
EAKES OFFICE SOLUTIONS	8927557-0	Hatfield supplies	145.32
EAKES OFFICE SOLUTIONS	8927562-0	Finkral supplies	125.29
EAKES OFFICE SOLUTIONS	8931049-0	copy paper	1,799.60
EAKES OFFICE SOLUTIONS	8959774-0	office supplies	49.57
EAKES OFFICE SOLUTIONS	8959774-1	office supplies	31.99
EAKES OFFICE SOLUTIONS	8963821-0	ofc supplies	21.74
EAKES OFFICE SOLUTIONS	INV559688	monthly fax fee	56.64
EAKES OFFICE SOLUTIONS	INV562683	admin fee copiers	55.00
EAKES OFFICE SOLUTIONS	INV562937	custodial Polk-floor machine	122.90
Total EAKES OFFICE SOLUTIONS			6,750.43
ECOLAB	5595021	pest control West bldg Polk	109.68
Total ECOLAB			109.68
ESU #7	2023/24 Final Bill	Sped services	10,085.23
ESU #7	May 2024	sped services May 2024	14,077.80
Total ESU #7			24,163.03
ESU 7 NETWORK SUPPORT	Lanman agreemntt Jul	Tech agreement	8,362.50
ESU 7 NETWORK SUPPORT	Network 4 qtr charge	Network 4th qtr charge	802.89
ESU 7 NETWORK SUPPORT	Tech Consort 24/25	tech consortium 24/25	4,200.00
Total ESU 7 NETWORK SUPPORT			13,365.39
ESU 7	SRS	SRS sped system	499.00
Total ESU 7			499.00
ESU COORDINATIN COUNCIL	DUO0000032	security renewal	75.00
Total ESU COORDINATIN COUNCIL			75.00
ESU7	LMHP Reg Ed Final	final billing RegEd LMHP	757.38
ESU7	May 2024 Reg Ed LMHP	reg ed LMHP	2,007.96
Total ESU7			2,765.34
Ewell Educational Services	NE82-85944	Ag software	390.00
Total Ewell Educational Services			390.00
FLINN SCIENTIFIC	3010970	Musil supplies	237.50
Total FLINN SCIENTIFIC			237.50
FULL BLOOM	998A	funeral flowers	88.00

Vendor Name	Invoice Number	Description	Amount
Total FULL BLOOM			<u>88.00</u>
GOODHEART-WILCOX PUBLISH	01988937	supplies Finkral	875.16
Total GOODHEART-WILCOX PUBLISH			<u>875.16</u>
GOPHER	IN379706	supplies Frenzen	103.88
Total GOPHER			<u>103.88</u>
HAMPTON INN	1717686167	THofmann conf	397.10
Total HAMPTON INN			<u>397.10</u>
HANS SERVICE, LLC	12623	Polk repair	109.55
HANS SERVICE, LLC	12679	AC repair Clarks	293.76
HANS SERVICE, LLC	12680	custodial office air polk	419.54
Total HANS SERVICE, LLC			<u>822.85</u>
HOT LUNCH FUND	1st transfer 2023/24	HLF transfer	17,500.00
Total HOT LUNCH FUND			<u>17,500.00</u>
HYDROSCAPE, LLC	5781	sprinkler service Clarks	75.00
Total HYDROSCAPE, LLC			<u>75.00</u>
IMAGINE LEARNING LLC	1000859	software	6,085.00
Total IMAGINE LEARNING LLC			<u>6,085.00</u>
ISLAND SUPPLY WELDING CO	320658	supplies THofmann	24.00
Total ISLAND SUPPLY WELDING CO			<u>24.00</u>
J W PEPPER & SON INC	366512785	supplies Gansebom	97.49
J W PEPPER & SON INC	366512838	supplies Gansebom	220.48
J W PEPPER & SON INC	366514803	supplies Gansebom	6.75
Total J W PEPPER & SON INC			<u>324.72</u>
KLEIN'S BLUE RIVER POWER & RENTAL	27514	service agreement Clarks mower	310.00
Total KLEIN'S BLUE RIVER POWER & RENTAL			<u>310.00</u>
KREG ENTERPRISES, INC DBA KREG TOOL COMPANY	1539934	supplies THofmann	347.97
Total KREG ENTERPRISES, INC DBA KREG TOOL COMPANY			<u>347.97</u>
KSB SCHOOL LAW	16674	legal fees	538.00
Total KSB SCHOOL LAW			<u>538.00</u>
KWIK STOP	8800410	fuel Clarks	363.73
Total KWIK STOP			<u>363.73</u>
LAQUINTA INNS & SUITES KEARNEY	3584	Hedrick conference	321.00
Total LAQUINTA INNS & SUITES KEARNEY			<u>321.00</u>
LEONARD PETERSON & CO., INC.	52324	replace science room drawer/door	597.00
Total LEONARD PETERSON & CO., INC.			<u>597.00</u>
MANSTEDT K-LAWN, LLC.	2024-022	lawncare Clarks	778.95

Vendor Name	Invoice Number	Description	Amount
MANSTEDT K-LAWN, LLC.	2024-024	lawncare Clarks	2,571.57
Total MANSTEDT K-LAWN, LLC.			3,350.52
MID AMERICAN RESEARCH	0820515-IN	custodial Polk	964.00
Total MID AMERICAN RESEARCH			964.00
Myer's Insurance Inc	3433	district blanket insurance	147,631.00
Total Myer's Insurance Inc			147,631.00
NAEA	2425naeaKraeger	Kraeger membership	175.00
Total NAEA			175.00
NASCO EDUCATION	607884	supplies Conner	538.63
Total NASCO EDUCATION			538.63
NE ASSOC SCHOOL BOARDS	50592	supt search fee	2,531.78
Total NE ASSOC SCHOOL BOARDS			2,531.78
NE COUNCIL/SCHOOL ADMIN	81922	THofmann conference	434.00
NE COUNCIL/SCHOOL ADMIN	82015	RKraeger conference	335.00
Total NE COUNCIL/SCHOOL ADMIN			769.00
NE SAFTEY CENTER	57-12965	Level II training JMorris	250.00
Total NE SAFTEY CENTER			250.00
NORTHEAST NEBRASKA TELEPHONE COMPANY	20240618	monthly phone clarks	218.02
Total NORTHEAST NEBRASKA TELEPHONE COMPANY			218.02
ONE SOURCE	2022157479	background checks	48.00
Total ONE SOURCE			48.00
PETTY CASH FUND	June 2024	postage	56.12
PETTY CASH FUND	May 2024	May 2024 expenses	359.27
Total PETTY CASH FUND			415.39
PLAY THERAPY SUPPLY LLC	541206	mental health grant supplies	1,338.29
Total PLAY THERAPY SUPPLY LLC			1,338.29
POLK CO HEALTH DEPT	May 2024	nursing services May 2024	2,911.12
Total POLK CO HEALTH DEPT			2,911.12
POLK COUNTY NEWS	4845	board advertising	179.88
Total POLK COUNTY NEWS			179.88
POLK COUNTY RPPD	20240627	monthly hwy 92 light	23.08
POLK COUNTY RPPD	20240627-0001	monthly clarks	546.41
POLK COUNTY RPPD	20240627-0002	monthly clarks	1,767.58
POLK COUNTY RPPD	20240627-0003	monthly clarks	133.01
Total POLK COUNTY RPPD			2,470.08
PRINCIPAL LIFE INSURANCE COMPANY	July 2024	LTD insurance	383.75
Total PRINCIPAL LIFE INSURANCE COMPANY			383.75

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Unposted; Batch Description June 2024 invoices-0001

User ID: TLB

Vendor Name	Invoice Number	Description	Amount
REDMAN TURF SERVICE	3899	lawncare Polk	101.40
Total REDMAN TURF SERVICE			101.40
RENAISSANCE	INV5327225	Fastbridge overage 23/24	280.50
Total RENAISSANCE			280.50
S&S TREE SERVICE LLC	EST0107	storm cleanup Clarks	2,642.35
S&S TREE SERVICE LLC	EST0108	pole/cable removal clarks	1,478.61
Total S&S TREE SERVICE LLC			4,120.96
SAPP BROTHERS PETROLEUM	IN4475811	propane Clarks	258.00
Total SAPP BROTHERS PETROLEUM			258.00
Software Unlimited, Inc	20240628-099	yearly software fee	6,400.00
Total Software Unlimited, Inc			6,400.00
TEACHER INNOVATIONS, INC	949527	planbook	216.00
Total TEACHER INNOVATIONS, INC			216.00
TEACHING STRATEGIES LLC	Q-277094	Prek software	325.00
Total TEACHING STRATEGIES LLC			325.00
TIME MANAGEMENT SYSTMS	312952	monthly timeclock fee	62.70
Total TIME MANAGEMENT SYSTMS			62.70
TRUCK CENTER COMPANIES	RA105012145:01	bus 14 inspection	195.50
Total TRUCK CENTER COMPANIES			195.50
U.S. BANK	4484730073189507Ju	micah cc	161.05
U.S. BANK	44847310000029923Ju	Tonya cc	14,057.56
U.S. BANK	4484731000057361Ju	Kim credit card	403.82
Total U.S. BANK			14,622.43
VILLAGE OF CLARKS	212355	monthly sewer/water Clarks	341.25
Total VILLAGE OF CLARKS			341.25
WEATHER CRAFT CORPORATION	00008278	Roof repair clarks	2,566.00
Total WEATHER CRAFT CORPORATION			2,566.00
WEST MUSIC	s12418684	Gansebom supplies	209.94
Total WEST MUSIC			209.94
WINDSTREAM	20240618	monthly phone	108.55
Total WINDSTREAM			108.55
WINDSTREAM	20240627	telephone East bldg Polk	304.86
Total WINDSTREAM			304.86
WINDSTREAM	20240618	monthly phone Polk West	162.17
Total WINDSTREAM			162.17

Cornerstone Bank	140,863.51	
BCBS	59,283.95	
Cross County	1104.03	
Hofmann HSA	335.84	
EFTPS	40,320.96	
NE Pepe Rev	6241.73	
NPERS	38,478.10	
	<hr/>	
	594,730.33	total Bill =

Bills added to transfer

AFLAC	1160.65	
Ameritas	505.00	
125 plan	1438.33	
GF	982.50	
MISC	1014.50	
	<hr/>	
	5100.98	

Total Transfer
599,231.31

1.4.3. Consider Financial Statements and Treasurer's Report (Appendix C)

1.4.3.1. General Fund Statements

Board Report - Board

Unposted; Batch Description June 2024 invoices-0001

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 01	Fund Number 01	General Fund	
ACTIVITY FUND	E Lesiak yrbk ded	E. Lesiak yrbook dedication pd to GF	55.00
Total ACTIVITY FUND			<u>55.00</u>
AKRS EQUIPMENT SOLUTIONS	3869315	mower parts clarks	33.30
AKRS EQUIPMENT SOLUTIONS	3876887	mower Clarks	103.71
AKRS EQUIPMENT SOLUTIONS	3876888	credit	(33.30)
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ATS, LLC	2118	May 2024 billing night janitor	8,722.04
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BLACK HILLS ENERGY	20240702	monthly HS Polk	291.51
Total BLACK HILLS ENERGY			<u>291.51</u>
BLACK HILLS ENERGY	20240702	monthly west bldg Polk	157.25
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BLACK HILLS ENERGY	20240702	polk addition	132.32
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CARLSTROM ELECTRIC, LLC	2827	principal office lights Polk	1,265.48
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CAROLINA BIOLOGICAL	52612351 RI	supplies Musil	112.40
Total CAROLINA BIOLOGICAL			<u>112.40</u>
CENTRAL CITY MALL	20240618	supplies elem field trip	7.98
Total CENTRAL CITY MALL			<u>7.98</u>
CENTRAL NE REHAB SERVICES	May 2024	May 2024 OT/PT	3,429.97
Total CENTRAL NE REHAB SERVICES			<u>3,429.97</u>
CENTURY HSE CHIROPRACTIC	11076577	driver physicals L/T Hofmann	174.00
CENTURY HSE CHIROPRACTIC	11076642	driver exam	87.00
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CEV MULTIMEDIA LTD.	inv06924	Ag software	2,062.50
Total CEV MULTIMEDIA LTD.			<u>2,062.50</u>
CULLIGAN OF GRAND ISLAND	78341	water supplies Clarks	95.00
CULLIGAN OF GRAND ISLAND	78819	water supplies Clarks	39.00
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CULLIGAN of YORK	20240702	water supplies polk	162.00

Board Report - Board

Unposted; Batch Description June 2024 invoices-0001

Invoice Number Description

Amount

DIODE TECHNOLOGIES INC.	20240702	openpath/rhombus fees	1,194.80
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EAKES OFFICE SOLUTIONS	8927537-0	supplies Musil	89.14
EAKES OFFICE SOLUTIONS	8927549-0	Klingsporn supplies	419.34
EAKES OFFICE SOLUTIONS	8927557-0	Hatfield supplies	145.32
EAKES OFFICE SOLUTIONS	8927562-0	Finkral supplies	125.29
EAKES OFFICE SOLUTIONS	8931049-0	copy paper	1,799.60
EAKES OFFICE SOLUTIONS	8959774-0	office supplies	49.57
EAKES OFFICE SOLUTIONS	8959774-1	office supplies	31.99
EAKES OFFICE SOLUTIONS	8963821-0	ofc supplies	21.74
EAKES OFFICE SOLUTIONS	INV559688	monthly fax fee	56.64
EAKES OFFICE SOLUTIONS	INV562683	admin fee copiers	55.00
EAKES OFFICE SOLUTIONS	INV562937	custodial Polk-floor machine	122.90
Total EAKES OFFICE SOLUTIONS			6,750.43

ECOLAB	5595021	pest control West bldg Polk	109.68
Total ECOLAB			109.68

ESU #7	2023/24 Final Bill	Sped services	10,085.23
ESU #7	May 2024	sped services May 2024	14,077.80
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ESU 7 NETWORK SUPPORT	Lanman agreemntt Jul	Tech agreement	8,362.50
ESU 7 NETWORK SUPPORT	Network 4 qtr charge	Network 4th qtr charge	802.89
ESU 7 NETWORK SUPPORT	Tech Consort 24/25	tech consortium 24/25	4,200.00
Total ESU 7 NETWORK SUPPORT			13,365.39

ESU 7	SRS	SRS sped system	499.00
Total ESU 7			499.00

ESU COORDINATIN COUNCIL	DUO0000032	security renewal	75.00
Total ESU COORDINATIN COUNCIL			75.00

ESU7	LMHP Reg Ed Final	final billing RegEd LMHP	757.38
ESU7	May 2024 Reg Ed LMHP	reg ed LMHP	2,007.96
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FULL BLOOM	998A	funeral flowers	88.00
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Total GOODHEART-WILCOX PUBLISH			875.16
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Total GOPHER			103.88
HAMPTON INN	1717686167	THofmann conf	397.10
Total HAMPTON INN			397.10
HANS SERVICE, LLC	12623	Polk repair	109.55
HANS SERVICE, LLC	12679	AC repair Clarks	293.76
HANS SERVICE, LLC	12680	custodial office air polk	419.54
Total HANS SERVICE, LLC			822.85
HOT LUNCH FUND	1st transfer 2023/24	HLF transfer	17,500.00
Total HOT LUNCH FUND			17,500.00
HYDROSCAPE, LLC	5781	sprinkler service Clarks	75.00
Total HYDROSCAPE, LLC			75.00
IMAGINE LEARNING LLC	1000859	software	6,085.00
Total IMAGINE LEARNING LLC			6,085.00
ISLAND SUPPLY WELDING CO	320658	supplies THofmann	24.00
Total ISLAND SUPPLY WELDING CO			24.00
J W PEPPER & SON INC	366512785	supplies Gansebom	97.49
J W PEPPER & SON INC	366512838	supplies Gansebom	220.48
J W PEPPER & SON INC	366514803	supplies Gansebom	6.75
Total J W PEPPER & SON INC			324.72
KLEIN'S BLUE RIVER POWER & RENTAL	27514	service agreement Clarks mower	310.00
Total KLEIN'S BLUE RIVER POWER & RENTAL			310.00
KREG ENTERPRISES, INC DBA KREG TOOL COMPANY	1539934	supplies THofmann	347.97
Total KREG ENTERPRISES, INC DBA KREG TOOL COMPANY			347.97
KSB SCHOOL LAW	16674	legal fees	538.00
Total KSB SCHOOL LAW			538.00
KWIK STOP	8800410	fuel Clarks	363.73
Total KWIK STOP			363.73
LAQUINTA INNS & SUITES KEARNEY	3584	Hedrick conference	321.00
Total LAQUINTA INNS & SUITES KEARNEY			321.00
LEONARD PETERSON & CO., INC.	52324	replace science room drawer/door	597.00
Total LEONARD PETERSON & CO., INC.			597.00
MANSTEDT K-LAWN, LLC.	2024-022	lawncare Clarks	778.95

Vendor Name	Invoice Number	Description	Amount
MANSTEDT K-LAWN, LLC.	2024-024	lawncare Clarks	2,571.57
Total MANSTEDT K-LAWN, LLC.			<u>3,350.52</u>
MID AMERICAN RESEARCH	0820515-IN	custodial Polk	964.00
Total MID AMERICAN RESEARCH			<u>964.00</u>
Myer's Insurance Inc	3433	district blanket insurance	147,631.00
Total Myer's Insurance Inc			<u>147,631.00</u>
NAEA	2425naeaKraeger	Kraeger membership	175.00
Total NAEA			<u>175.00</u>
NASCO EDUCATION	607884	supplies Conner	538.63
Total NASCO EDUCATION			<u>538.63</u>
NE ASSOC SCHOOL BOARDS	50592	supt search fee	2,531.78
Total NE ASSOC SCHOOL BOARDS			<u>2,531.78</u>
NE COUNCIL/SCHOOL ADMIN	81922	THofmann conference	434.00
NE COUNCIL/SCHOOL ADMIN	82015	RKraeger conference	335.00
Total NE COUNCIL/SCHOOL ADMIN			<u>769.00</u>
NE SAFTEY CENTER	57-12965	Level II training JMorris	250.00
Total NE SAFTEY CENTER			<u>250.00</u>
NORTHEAST NEBRASKA TELEPHONE COMPANY	20240618	monthly phone clarks	218.02
Total NORTHEAST NEBRASKA TELEPHONE COMPANY			<u>218.02</u>
ONE SOURCE	2022157479	background checks	48.00
Total ONE SOURCE			<u>48.00</u>
PETTY CASH FUND	June 2024	postage	56.12
PETTY CASH FUND	May 2024	May 2024 expenses	359.27
Total PETTY CASH FUND			<u>415.39</u>
PLAY THERAPY SUPPLY LLC	541206	mental health grant supplies	1,338.29
Total PLAY THERAPY SUPPLY LLC			<u>1,338.29</u>
POLK CO HEALTH DEPT	May 2024	nursing services May 2024	2,911.12
Total POLK CO HEALTH DEPT			<u>2,911.12</u>
POLK COUNTY NEWS	4845	board advertising	179.88
Total POLK COUNTY NEWS			<u>179.88</u>
POLK COUNTY RPPD	20240627	monthly hwy 92 light	23.08
POLK COUNTY RPPD	20240627-0001	monthly clarks	546.41
POLK COUNTY RPPD	20240627-0002	monthly clarks	1,767.58
POLK COUNTY RPPD	20240627-0003	monthly clarks	133.01
Total POLK COUNTY RPPD			<u>2,470.08</u>
PRINCIPAL LIFE INSURANCE COMPANY	July 2024	LTD insurance	383.75
Total PRINCIPAL LIFE INSURANCE COMPANY			<u>383.75</u>

07/03/2024 07:08 AM

Unposted; Batch Description June 2024 invoices-0001

User ID: TLB

Vendor Name	Invoice Number	Description	Amount
REDMAN TURF SERVICE	3899	lawncare Polk	101.40
Total REDMAN TURF SERVICE			101.40
RENAISSANCE	INV5327225	Fastbridge overage 23/24	280.50
Total RENAISSANCE			280.50
S&S TREE SERVICE LLC	EST0107	storm cleanup Clarks	2,642.35
S&S TREE SERVICE LLC	EST0108	pole/cable removal clarks	1,478.61
Total S&S TREE SERVICE LLC			4,120.96
SAPP BROTHERS PETROLEUM	IN4475811	propane Clarks	258.00
Total SAPP BROTHERS PETROLEUM			258.00
Software Unlimited, Inc	20240628-099	yearly software fee	6,400.00
Total Software Unlimited, Inc			6,400.00
TEACHER INNOVATIONS, INC	949527	planbook	216.00
Total TEACHER INNOVATIONS, INC			216.00
TEACHING STRATEGIES LLC	Q-277094	Prek software	325.00
Total TEACHING STRATEGIES LLC			325.00
TIME MANAGEMENT SYSTMS	312952	monthly timeclock fee	62.70
Total TIME MANAGEMENT SYSTMS			62.70
TRUCK CENTER COMPANIES	RA105012145:01	bus 14 inspection	195.50
Total TRUCK CENTER COMPANIES			195.50
U.S. BANK	4484730073189507Ju	micah cc	161.05
U.S. BANK	44847310000029923Ju	Tonya cc	14,057.56
U.S. BANK	4484731000057361Ju	Kim credit card	403.82
Total U.S. BANK			14,622.43
VILLAGE OF CLARKS	212355	monthly sewer/water Clarks	341.25
Total VILLAGE OF CLARKS			341.25
WEATHER CRAFT CORPORATION	00008278	Roof repair clarks	2,566.00
Total WEATHER CRAFT CORPORATION			2,566.00
WEST MUSIC	s12418684	Gansebom supplies	209.94
Total WEST MUSIC			209.94
WINDSTREAM	20240618	monthly phone	108.55
Total WINDSTREAM			108.55
WINDSTREAM	20240627	telephone East bldg Polk	304.86
Total WINDSTREAM			304.86
WINDSTREAM	20240618	monthly phone Polk West	162.17
Total WINDSTREAM			162.17

Cornerstone Bank	140,863.51	
BCBS	59,283.95	
Cross County	1104.03	
Hofmann HSA	335.84	
EFTPS	40,320.96	
NE Pepe Rev	6241.73	
NPERS	38,478.10	
	<hr/>	
	594,730.33	total Bill =

Bills added to transfer

AFLAC	1160.65	
Ameritas	505.00	
125 plan	1438.33	
GF	982.50	
MISC	1014.50	
	<hr/>	
	5100.98	

Total Transfer
599,231.31

July Board Meeting/June receipts

Financial Statement	First State SN	First State MM	Cornerstone Pay	CD Bank of Clarks
Bank Balance/May	\$401,184.78	\$2,851,381.85	\$15,673.91	\$86,714.05
Deposits for month	\$435,000.00	\$488,883.51	\$164,171.35	
Interest for month	\$191.25	\$6,234.94	\$0.00	
Total available	\$836,376.03	\$3,346,500.30	\$179,845.26	
Disbursements	\$437,904.66	\$435,000.00	\$164,171.35	
Bank Balance	\$398,471.37	\$2,911,500.30	\$15,673.91	
Outstanding Checks	\$12,809.97			
Bank Balance	\$385,661.40	\$2,911,500.30	\$15,673.91	
Certificates of Deposit		84,405.69		

Total Money available	\$3,483,955.35
July Disbursements	\$599,231.31

Receipts:	Budget	June	Last mo Y-T-D	Year to Date
1100 Taxes	\$4,529,383.00	\$311,043.41	\$3,573,345.30	\$3,884,388.71
1115 Carline tax	\$5,500.00	\$4,710.23	\$2,727.03	\$7,437.26
1120 Public Power District Sales	\$5,500.00	\$0.00	\$15,376.07	\$15,376.07
1125 Motor Vehicle Taxes	\$190,000.00	\$17,016.70	\$182,278.55	\$199,295.25
1510 Interest	\$33,000.00	\$6,985.12	\$40,927.58	\$47,912.70
1911 Local License Fees	\$900.00	\$0.00	\$980.00	\$980.00
1925 Categorical Grants	\$300.00	\$418.00	\$0.00	\$418.00
1990 Other Local Receipts	\$38,000.00	\$4,980.60	\$30,435.07	\$35,415.67
2110 County Fines	\$18,000.00	\$1,489.27	\$10,432.17	\$11,921.44
3110 State Aid	\$355,717.00	\$35,569.00	\$320,148.00	\$355,717.00
3120 Sp. Ed. Program	\$235,000.00	\$79,325.00	\$424,392.00	\$503,717.00
3125 Sp. Ed. Transportation	\$8,000.00	\$15,983.00	\$0.00	\$15,983.00
3130 Homestead Exemption	\$25,000.00	\$5,490.69	\$16,472.81	\$21,963.50
3131 Property Tax Credit	\$400,000.00	\$0.00	\$568,490.44	\$568,490.44
3180 Pro-Rata Vehicle	\$8,500.00	\$0.00	\$406.38	\$406.38
3400 State Apportionment	\$30,000.00	\$0.00	\$35,646.29	\$35,646.29
3512 Dist Ed Incentive	\$0.00	\$0.00	\$1,000.00	\$1,000.00
3535 High Ability Learners	\$3,000.00	\$0.00	\$2,342.00	\$2,342.00
3551 CTE Grant	\$0.00	\$0.00	\$7,500.00	\$7,500.00
4212 Title II	\$1,000.00	\$0.00	\$0.00	\$0.00
4310 REAP	\$20,000.00	\$0.00	\$24,017.60	\$24,017.60
4421 IDEA	\$62,000.00	\$0.00	\$0.00	\$0.00
4505 Title	\$23,000.00	\$0.00	\$26,011.00	\$26,011.00
4516 IDEA Preschool Enrollment Pov	\$75,000.00	\$0.00	\$2,061.00	\$2,061.00
4518 IDEA	\$60,000.00	\$0.00	\$37,939.00	\$37,939.00
4530 Grants	\$75,000.00	\$0.00	\$3,500.00	\$3,500.00
4708 Medicaid	\$15,000.00	\$1,284.85	\$5,123.10	\$6,407.95
4998 ESSRS III	\$51,000.00	\$150.00	\$51,198.00	\$51,348.00
5300 Sale of Property	\$2,500.00	\$0.00	\$3,035.00	\$3,035.00
	\$25,000.00	\$0.00	\$0.00	\$0.00
TOTAL	\$6,295,300.00	\$484,445.87	\$5,385,784.39	\$5,870,230.26
3100 Hot Lunch/Non Program		\$9,327.32	\$51,957.71	\$61,285.03
				\$5,931,515.29

1.4.3.2. Nutrition Account Statements

Fund: 06 Lunch Fund

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
06 1611	DAILY SALES-SCHOOL LUNCH PROGRAM	72,000.00	0.00	56,159.11	78.00	15,840.89
06 1620	DAILY SALES-NONREIMBURS PROG	7,700.00	0.00	5,027.09	65.29	2,672.91
06 1630	Revenue Special Functions	16,000.00	0.00	1,153.31	7.21	14,846.69
06 1920	CONTRIBUTIONS & DONATIONS	1,050.00	0.00	1,950.00	185.71	(900.00)
	Subtotal: LOCAL RECIEPTS	96,750.00	0.00	64,289.51	66.45	32,460.49
06 3150	STATE REIMBURSEMENT(OF NUTRITION PROG)	0.00	4,062.85	47,011.43	0.00	(47,011.43)
06 3200	GRANTS	6,000.00	874.72	10,944.11	182.40	(4,944.11)
	Subtotal: STATE RECEIPTS	6,000.00	4,937.57	57,955.54	965.93	(51,955.54)
06 4210	FEDERAL NUTRITION PROGRAM	87,000.00	0.00	10,455.84	12.02	76,544.16
	Subtotal: FEDERAL RECEIPTS	87,000.00	0.00	10,455.84	12.02	76,544.16
06 5200	TRANSFER FROM GENERAL FUND	35,000.00	0.00	0.00	0.00	35,000.00
	Subtotal: NON-REVENUE RECEIPTS	35,000.00	0.00	0.00	0.00	35,000.00
	Fund Total:	224,750.00	4,937.57	132,700.89	59.04	92,049.11

Revenue Summary Report
Processing Month: 06/2024

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	224,750.00	4,937.57	132,700.89	59.04	92,049.11

Board Report - Board

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 06	Fund Number 06	Lunch Fund	
CENTRAL NE REFRIGERATION	1293	Polk Freezer Repair	898.87
Total CENTRAL NE REFRIGERATION			898.87
COOK, GREG	20240613	Refund of lunch account	25.35
Total COOK, GREG			25.35
FLATLAND MOBILE SERVICES	12059	propane for Clarks grill	20.00
Total FLATLAND MOBILE SERVICES			20.00
HILAND DAIRY FOODS	20240606	Milk both sites	748.61
Total HILAND DAIRY FOODS			748.61
HOFFER, MARI	20240613	Refund of lunch account	51.20
Total HOFFER, MARI			51.20
HPC GENERAL FUND	20240606	Repayment of Sam's Card	194.20
HPC GENERAL FUND	20240606-0001	Wage Reimb	9,327.32
HPC GENERAL FUND	20240613	metal cart for kitchen	21.40
Total HPC GENERAL FUND			9,542.92
OSANTOWSKI, SHELBY	20240606	Fresh Eggs	41.00
Total OSANTOWSKI, SHELBY			41.00
Quast, Nicole	20240613	Refund of lunch account	102.25
Total Quast, Nicole			102.25
REDMAN, KRISTI	20240613	Refund of lunch account	36.20
Total REDMAN, KRISTI			36.20
Fund Number 06			11,466.40
Checking Account ID 06			11,466.40

1.4.3.3. Activity Account Statements

Regular; Processing Month 06/2024; Accounts to Include Accounts with
Activity; Fund Number 05

Fund: 05 Activity Fund 7-12

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
05 1510	INTEREST ON INVESTMENTS	400.00	0.00	255.50	63.88	144.50
05 1710	ACTIVITIES Admissions Receipts	4,500.00	0.00	29,956.00	665.69	(25,456.00)
05 1730	STUDENT ORGANIZATION DUES	5,000.00	0.00	1,100.00	22.00	3,900.00
05 1740	STUDENT TECH FEES	9,800.00	0.00	88.75	0.91	9,711.25
05 1750	REVENUE FROM ACTIVITIES	146,000.00	2,776.00	101,492.46	69.52	44,507.54
05 1790	Activity Income from other Schools	0.00	1,920.00	21,498.71	0.00	(21,498.71)
05 1920	CONTRIBUTIONS & DONATIONS	19,500.00	1,090.00	18,166.26	93.16	1,333.74
05 1990	MISCELLANEOUS LOCAL REVENUE	14,000.00	409.00	9,336.45	66.69	4,663.55
Subtotal: LOCAL RECIEPTS		199,200.00	6,195.00	181,894.13	91.31	17,305.87
Fund Total:		199,200.00	6,195.00	181,894.13	91.31	17,305.87

Revenue Summary Report
Processing Month: 06/2024

Regular; Processing Month 06/2024; Accounts to Include Accounts with
Activity; Fund Number 05

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	199,200.00	6,195.00	181,894.13	91.31	17,305.87

Board Report - Board

Posted - All; Fund Number 05; Processing Month 06/2024

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 05	Fund Number 05	Activity Fund 7-12	
BEST WESTERN OMAHA AIRPORT INN	Acct 106	State Wrestling Hotel Rooms 2024	1,456.00
Total BEST WESTERN OMAHA AIRPORT INN			<u>1,456.00</u>
COOK, GREG	Yearbook Refund	Yearbook Refund	30.00
Total COOK, GREG			<u>30.00</u>
COZAD HIGH SCHOOL	B BBALL CAMP	BOYS BBALL CAMP	175.00
Total COZAD HIGH SCHOOL			<u>175.00</u>
CROFTON COMMUNITY SCHOOL	LAT MACHINE	LAT MACHINE	275.00
Total CROFTON COMMUNITY SCHOOL			<u>275.00</u>
Eileen's Cookies	1219	Cheer Fundraiser	1,548.00
Total Eileen's Cookies			<u>1,548.00</u>
FULL BLOOM	998	FFA/Graduation/Funeral (speech)	460.50
Total FULL BLOOM			<u>460.50</u>
Harco Athletic Reconditioning, Inc	29826	JH/HS FB Helmet Recon	1,870.00
Total Harco Athletic Reconditioning, Inc			<u>1,870.00</u>
HOFFER, MARI	Yearbook Refund		30.00
Total HOFFER, MARI			<u>30.00</u>
HPC GENERAL FUND	MAY CREDIT CARD	MISC CHARGES	1,164.24
HPC GENERAL FUND	Merchant Payout Hans	Merchant Payout Hans	35.00
Total HPC GENERAL FUND			<u>1,199.24</u>
IMUS, ANDY	V G BBALL CAMP	Var G Bball Camp	200.00
IMUS, ANDY	V*V G BBALL CAMP	Var G Bball Camp	(200.00)
Total IMUS, ANDY			<u>0.00</u>
Jim's Food Central City Mall	20240612	Stuco Supplies	44.62
Total Jim's Food Central City Mall			<u>44.62</u>
KERN, MATT	V G BBALL CAMP	V G BBALL CAMP YORK	225.00
Total KERN, MATT			<u>225.00</u>
KERRI JO'S CATERING	1253-5	FFA BANQUET	2,520.00
Total KERRI JO'S CATERING			<u>2,520.00</u>
LAWRENCE-NELSON PUBLIC SCHOOLS	B BBALL CAMP	B BBALL TEAM CAMP	175.00
Total LAWRENCE-NELSON PUBLIC SCHOOLS			<u>175.00</u>
MENARDS	80000A	FFA Supplies	94.50
MENARDS	87084	Lawn Mower FFA	239.99
Total MENARDS			<u>334.49</u>
Midwest Inn	157810	State Track Hotel Rooms	2,132.00
Total Midwest Inn			<u>2,132.00</u>
MISKO SPORTS	INV-3322	G BBall Warmups	341.87

Board Report - Board

Vendor Name	Invoice Number	Description	Amount
Total MISKO SPORTS			<u>341.87</u>
NEBR SCHL ACTIVITIES ASSN	NSAA Memb.	Activities Memberships	1,120.00
Total NEBR SCHL ACTIVITIES ASSN			<u>1,120.00</u>
RUSH ORDER TEES	2311419	T-shirts for Cheer Car Show	238.00
Total RUSH ORDER TEES			<u>238.00</u>
SWAY MEDICAL	18313	Concussion Testing	399.00
Total SWAY MEDICAL			<u>399.00</u>
Varsity Spirit Fashions & Supplies	15605725	Cheer Uniforms	3,358.80
Total Varsity Spirit Fashions & Supplies			<u>3,358.80</u>
WILD ROOTS GREENHOUSE & MARKET	1513	FFA Mums	562.97
Total WILD ROOTS GREENHOUSE & MARKET			<u>562.97</u>
YORK NEWS TIMES	397479A	SENIOR CLASS BOOK	135.00
Total YORK NEWS TIMES			<u>135.00</u>
Fund Number 05			<u>18,630.49</u>
Checking Account ID 05			<u>18,630.49</u>

Fund: 55 Activities Fund K-6

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
55 1630	Revenue Special Function	0.00	0.00	(51.25)	0.00	51.25
55 1790	Activity Income	9,000.00	0.00	285.05	3.17	8,714.95
	Subtotal: LOCAL RECIEPTS	9,000.00	0.00	233.80	2.60	8,766.20
	Fund Total:	9,000.00	0.00	233.80	2.60	8,766.20

Board Report - Board

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 55	Fund Number 55	Activities Fund K-6	
Jim's Food Central City Mall	20240613	PBIS, Teacher appreciation, Last Day	148.23
Total Jim's Food Central City Mall			<hr/> 148.23
Fund Number 55			<hr/> 148.23
Checking Account ID 55			<hr/> 148.23

Expenditure Report by Function/Object - Detail

Account Number Account Description

Grand Total: Revised Budget Expended During Month Expenditures to Date % of Budget Balance at EOM A/P Outstanding P/O Outstanding Unencumbered Balance

4,500.00	148.23	2,458.48	54.83	2,041.52	0.00	0.00	2,041.52
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1.5. Community Input

PUBLIC PARTICIPATION

INSTRUCTIONS FOR MEMBERS OF THE PUBLIC WHO WISH TO SPEAK:
This is the portion of the meeting when members of the public may speak to the board about matters of public concern.

- **Getting Started:** When you have been recognized, please stand, state your name, full address, and organization you represent, if any.
- **Time Limit:** The board will generally allow a total of 30 minutes for the presentation of all public comments. Individuals may speak only one time, and must limit comments to around 5 minutes. If there are more than 6 individuals who wish to address the board, the 30 minutes will be divided equally between the number of speakers. These time limits may be changed by a majority vote of the board members in attendance to extend the time for a specific item or speaker.
- **Personnel or Student Topic:** If you are planning to speak about a personnel or a student matter involving an individual, please understand that the district has a complaint policy and/or procedures to resolve such complaints and concerns. The Board requests that you follow the policy and procedures before addressing these matters with the Board. Board members will generally not respond to any questions you ask or comments about individual staff members or students.
- **General Rules:** This is a public meeting for the conduct of business. Comments from the audience while others are speaking will not be tolerated. Lewd, obscene, profane, slanderous, threatening and hostile conduct or statements and fighting words (words whose mere utterance entails a call to violence) will not be tolerated.
- **No Action by the Board:** The board will not act on any matter unless it is on the published agenda.

Adopted- 11/14/16

Revised- 11/8/21

2. Discussion/Action Items

2.1. Administrator Reports

2.2. Elementary Principal Report-Mrs. Helgoth

High Plains Community Board of Education Meeting
Mrs. Helgoth's Elementary Report

Date: 7/8/24

The mission of the High Plains Community Schools is to provide an educational environment which develops citizens who are lifelong learners and can contribute to a global society.

Every Student! Every Day! Every Way!

1. Elementary Building and Grounds

- a. Facility cleaning, maintenance, and painting is on schedule.
- b. Lunchroom lighting has been installed.
- c. New teacher desks and copiers have arrived and been installed.
- d. Press box footings have been dug.
- e. Gym floor refinishing begins July 6th.
- f. Epoxy flooring projects are scheduled to take place July 8th-July 12th.
- g. Weathercraft roof leak repairs have been completed and also reassessed for leaks.
- h. The steel railing is in the process of being estimated.
- i. The propane tank on the north side of the school needs to be moved further away from the diesel fuel tank per fire code determined by inspection. The tank will need to move outside of the fence to the west.
- j. Storm damaged trees have been removed and stumps will be ground out.

2. School Safety

- a. One new camera at the back of the school is planned to be added this summer.

3. Working toward Academic Success

- a. Summer Jumpstart begins July 10th. This is an optional opportunity that K-6th students are invited to attend to get a "jumpstart" on the year. We provide a shuttle from Polk to Clarks for student transportation.
- b. Free band lessons were offered to band students by Ms. Ganseboom on Tuesdays in June. A number of students utilized the opportunity to improve their skills with their instrument.

4. Staff Update and Mentoring

- a. We are currently interviewing for and seeking to hire paraprofessionals.
- b. Our new teaching staff have gotten started in the district with mentoring and school year preparation. Mentoring connections have been determined through our mentoring program.
- c. New teachers will begin August 7th with a day focused on their orientation to HPC and teambuilding with their mentors. Some will begin with the ESU new teacher academy on August 6th as well.

2.3. Junior High & High School Principal Report-Mr. Fisher

- CTE Strategic Plan - I met with Brandy Thompson last week to have an indepth conversation about our Career & Technical Education program and the next steps moving forward to gain momentum towards our 5-year strategic plan. I have included it at the bottom, but we are now in year 2. There is a plan in place for ongoing PD throughout the year while also transitioning our new staff.
- CCC Meeting - The new counselor and I will be meeting with CCC to provide an easy transition for the counselor and our students. We have been very fortunate to work with a community college that is providing endless opportunities for our students. HPC and CCC are looking to strengthen our relationship with the high quantity of students that are enrolled for the fall semester.
- Maintenance - We are ahead of schedule and preparing for the new school year. This will allow us to take advantage of incorporating our CTE and Mental Health grant in our building.
- Administrator's Day - The annual NDE and NCSA administrator's day is coming up. This will be an important resource to the administration staff with all the new changes or updates within the legislation. More information will be provided at the next BOE meeting.
- Recruiting Early - One of the common themes across the state of Nebraska is the limited amount of teacher's available and/or endorsed within a specific field. We have been very fortunate in our recruiting efforts in maintaining and recruiting staff. HPC is going to continue to be active. I have registered for the UNK fair in September to ensure that we have adequate staffing for the following year.
- Online Registration - This is a friendly reminder that all families must register online each year. All students that are currently enrolled at HPC have to register yearly. This is a mandatory requirement that all school districts have to follow. If you have not done so already, please take the time to enter in the necessary information into Infinite Campus.

Year 1	Year 2	Year 3	Year 4	Year 5 (1)
2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
<p>Curriculum</p> <p>Compile Program Needs & Wants</p> <p>Continue with Current Job Shadow Format</p> <p>Review Work-Based Learning Student Packet with CTE Team</p> <p>YEARLY Higher CTE Staff Retain CTE Staff</p>	<p>Contact Businesses to communicate district needs and to identify the needs of the business.</p> <p>Budget - Perkins funding - reVISION grant (if necessary) - State Allocation (\$7,500)</p> <p>Explore opportunities for students through Central Community College</p> <p>Identify Facility needs/capabilities</p> <p>YEARLY Higher CTE Staff Retain CTE Staff</p>	<p>Schedule for opportunities for students</p> <p>PILOT: Job shadows for ALL students in the graduating Class of 2027</p> <p>Facilities - updated and complete</p> <p>YEARLY Higher CTE Staff Retain CTE Staff</p>	<p>PILOT: Work-Based Learning Internships/Experiences for ALL students in the graduating Class of 2028</p> <p>YEARLY Higher CTE Staff Retain CTE Staff</p> <p><i>REVIEW & REVISE 5YR PLAN</i></p>	<p>GOAL is to be recognized as "THE" program in Nebraska.</p> <p>Have certification opportunities for students in multiple content areas.</p> <p>Have a streamlined & flexible process for job shadows for ALL students.</p> <p>Have an established Work-Based Learning program that is streamlined & flexible to maximize student opportunity.</p> <p>YEARLY Higher CTE Staff Retain CTE Staff</p>

2.4. AD Report-Mr. Wood

ACTIVITIES DIRECTOR'S REPORT
July, 2024.

Request for Calendar Change

- Parent Teachers Conference Original Date is scheduled for Sept 26th and 27th. We would like to move it to the following week on Thursday Oct 3rd and Friday Oct 4th. Current Activities scheduled for Sept. 26th is JH VB @ Clarks, SB @ Cross County, HS VB @ Polk; Sept 27 HS FB @ Clarks. With all the home activities this week we would like to make this week Homecoming week. Only activities on Oct 3rd – SB @ Pierce and Oct 4th FB @ Giltner.

- We would like to put in a request to host district speech once again. We can pick a date to host District speech from March 17th – March 22nd.

Gym Floors

- Starting July 6th, the HPC gyms will be closed:
 - High School Gym: July 6th – July 10th
 - Clarks Gym: July 6th – July 14th
 - Polk Small Gym: July 6th – July 14th

Fall Sports – First Contest

- August 12th is the first day for fall practices
 - Softball: Aug 22 @ Leigh
 - Volleyball: Aug 29 @ Waco
 - Football: Aug 30 @ Nebraska Christian
 - JH Volleyball: Sept 5 @ Clarks
 - JH/JV FB: Sept 9 @ Fullerton

Congratulations

- Wyatt Urkoski was selected by Aurora Newspaper as Male athlete of the year.
- HPC Cheerleaders had a successful car show (5th year) here in Polk. Had a great turnout.

Greg Wood
HPC AD

2.5. Superintendent Report-Mr. Brown

High Plains Community School Superintendent Board of Education Report

July 8th Superintendent Report

HPC Schools-Mr. Brown

The mission of the High Plains Community Schools is to provide an educational environment which develops citizens who are lifelong learners and can contribute to a global society.

Every Student! Every Day! Every Way!

1. I am excited to get started at HPC Schools. What do I need to know about the district and goals for the district and set for myself? I want to find time to meet with each member of the board to discuss projects, long and short-term goals and expectations for me as the superintendent.
2. Ready to get started with the staff and meet them all as school draws near in about six weeks. Working with the staff in the CIP process, Marzano, everyday instruction, and all the activities at HPC is something I look forward to being a part of.
3. Changes and challenges you would like to see from me? I have made changes to the board agenda. These changes are made to help the flow of the meeting go well and transition from one area to the next smoothly. If conversations need to be held in any or all areas of the meeting, we sure will take the time to do that. These agenda formats are what I have learned from NASB, our attorneys, and other school leaders.
4. Legislative Update, there is a second legislative session called for July 25th by Governor Pillemer. The sole focus is going to be on property taxes. He must have a minimum of 33 senators there for the session to move forward. There are many rumors about the session and what it may lead to for public education.
5. Transportation Committee, can we find a time to meet? Mike and Mrs. Beran has left me information about possibly purchasing a van from Friesens.. I would like to discuss that with you all.
6. The Bank at Hordville has called about a CD that has \$83,000.00 in it. It was getting 4.5% interest and I was able to get 5% and let it stay there in that bank.
7. Roofing needs at the Clarks School. There have been quite a few leaking areas in this building. Weathercraft has been out to work on it. Keithan Karn had contacted me about coming out and discussing options moving forward. Mrs. Helgoth has done a good job of staying on top of the needs of the roof. We will have to make plans for the future on what to do with that roof.

Board Meeting Guidance on the Agenda for July 8th 2024

1.0 Open the meeting

1.1 Public Meeting Announcement

1.3 Open Meetings Act Recognition-Posted on the wall

1.4 Consent Agenda-Take action on the following

Appendix A-Previous Minutes-June 10th, 2024

Appendix B- June Bills

Appendix C-Financial statements for the General Fund, Nutrition Fund, and Activity

Accounts -June 2024

- II. Discussion Items
 - 2.0 Board Reports-
 - 2.1 Adim. Reports
 - 2.2 Mrs. Helgoth-Elementary
 - 2.3 Mr. Fisher-JH/HS
 - 2.4 Mr. Wood-AD Report
 - 2.5 Mr. Brown-Supt. Report

III. Action Items

2.6 Hearing on Student Fees-Take Public Comment, discuss the fees and approve the policy, the fees will be reflected in the policy and handbook, approve the policy

2.7 Hearing on Parental Involvement, Take Public Comment, discuss the policy if needed and approve the policy.

2.8 Review policies #5057, #5054, #5001, these are annual required reviews, these do not need approved action.

2.9 Please approve all the policies from KSB for policies that are currently in place at HPC. They are all listed on Sparq and a copy of the policy is attached to Sparq as well. The policy committee met July 3rd and we discussed all of these policies. They will have information as well if there are questions. There are many policies from KSB to update.

2.10 Please approve all of the policies from KSB. These are new policies that need to be adopted and put in place. There is only one we are not adopting. We can explain at the meeting.

2.11 Please approve the HPC Student Handbook, the changes are from KSB Law. Thank you to Mrs. Helgoth and Mr. Fisher for all their help and input on all three handbooks.

2.12 Please approve the HPC Staff Handbook, the changes are from KSB Law.

2.13 Please approve the HPC Activities Handbook, the changes are from KSB Law. Thanks to Mr. Wood for input on the activities handbook.

2.14 Please approve the transfer of \$17,500 to the Nutrition Fund from the General Fund.

2.15 Please approve the bid for the lights in the Polk cafeteria for a bid of \$8,856.00

3.0 Ex. Session (If needed, my philosophy is to try and avoid Ex. Session if possible).

4.0 Adjourn the meeting and set the next regular meeting for August 12th at 6:30pm in Clarks.

2.6. Hearing on Policy #5045 (Student Fees)

- A). The board will receive public comment on Policy #5045 on all student fees.
- B). Approval of student fees

5045 Student Fees

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

A. Definitions.

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

B. Listing of Fees Charged by this District.

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

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

2. Safety Equipment and Attire.

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

3. Personal or Consumable Items.

The district **does not** provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. The district will provide students with facilities, equipment, materials, 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 or damage.

4. Materials Required for Course Projects.

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

5. Technological Devices

The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, three options are available for the protection of the devices:

Option 1 (participate in HPC Insurance): The district may charge students a computer damage/loss cooperative insurance fund fee to take the device off district property. The maximum dollar amount of this fee charged by the district will be \$35. Participating in the computer damage/loss cooperative insurance fund fee would cover 75% of the repair costs on the first incident, 50% of the repair costs on the 2nd incident, and 0% of the repair costs on the 3rd or more incidents. The maximum dollar amount of out

of pocket insurance coverage by the district will not exceed the \$500 deductible, unless any additional repair costs are not covered by the district insurance. Those additional repair costs would be the sole responsibility of the parent/student.

Option 2 (use own insurance & provide proof): Parents are given the option of Self Insurance under their homeowner’s/renter’s insurance plan and not pay the \$35, but will be required to pay a maximum damage deposit of \$25. The damage deposit which may be returned or rolled over to cover the damage deposit for the next year, if it is not needed to cover the costs of any damage to the device. Proof of insurance will be required before a device will be checked out to the student. Any damage or loss to the device will be the sole responsibility of the parent/student.

Option 3 (leave device at school): Parents may decline the student to utilize the device off district property. If this option is selected, the student will leave the computer at school every day. Any damage or loss to the device will be the sole responsibility of the parent/student.

Item Description	Estimated Repair/Replacement Cost
MacBook Air	\$799
Apple Charger Cable & Block	\$35
Carrying Case/Bookbag	\$35
Screen Repair	\$500

6. Extracurricular Activities.

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

usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

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

- Future Business Leaders of America: \$30
- National Honor Society: \$30
- Cheerleading: \$0
 - Students must purchase uniforms and shoes selected by the sponsor and/or student group.
- Football/Golf/Track/Wrestling/Basketball: \$ 0
 - Students must provide their own shoes, and undergarments, and "specialty" mouthguards
- Softball: \$0
 - Students must provide their own shoes, gloves, and undergarments
- Volleyball: \$0
 - Students must provide their own shoes, shorts, and undergarments
- Future Farmers of America: \$30
 - Students must purchase their own jackets
- One-Act/Speech Competition/Band and Choir Competition/Student Council/Quiz Bowl: \$0
- FCCLA: \$30
 - Students must purchase their own required shirts

7. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution. The costs of these items will naturally vary, but the maximum dollar amount of the fee is anticipated to be \$700.

8. Transportation Costs.

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

The maximum dollar amount of the transportation fee charged by this district shall be \$.625 per mile.

9. Copies of Student Files or Records.

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

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

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

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

The maximum dollar amount charged by the district for these services shall be \$60 per month.

11. Participation in Summer School or Night School.

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

The maximum dollar amount charged by the district for summer and night school shall be \$50.

12. Charges for Food Consumed by Students.

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

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

- Breakfast Program – Grades K-6
 - Regular Price \$2.00
 - Reduced Price \$.30
- Breakfast Program – Grades 7-12
 - Regular Price \$2.00
 - Reduced Price \$.30
- Lunch Program – Grades K-6
 - Regular Price \$3.00
 - Reduced Price \$.40
 - Seconds \$1.00
- Lunch Program – Grades 7-12
 - Regular Price \$3.10
 - Reduced Price \$.40
 - Seconds \$1.00
- Milk Break/Extra Milk- Grades K-12
 - Regular/Reduced \$.50

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 (Band and Choir). The following list details the maximum dollar amount of all musical extracurricular activities fees and the equipment or attire required for participation in musical extracurricular activities:

- Band:
 - Students must provide their own instruments and marching band shoes, which must be black, rubber-soled sneakers
- Choir:

- Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$50.

14. Contributions for Junior and Senior Class Extracurricular Activities.

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

C. Waiver Policy.

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

D. Distribution of Policy.

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

E. Voluntary Contributions to Defray Costs.

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

F. Fund-Raising Activities

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

G. Student Fee Fund.

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

Adopted on: 5/8/17

Revised on: 7/11/22, 8/3/23

Reviewed on: 7/10/23

2.7. Hearing on Policy #5018 (Parental Involvement)

- A). The board will receive public comment on Policy #5018 (Parental Involvement)
- B). Approval of Parental Involvement Policy

5018

Parent and Guardian Involvement In Education Practices

The school district recognizes the importance of parental and guardian involvement in the education of their children. The school district will take the following steps to ensure that the rights of parents and guardians to participate in the education of their children are preserved.

1. Parents/Guardians will be provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district upon request.
 - a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
 - b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.
 - c. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
 - a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.

- b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.
3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.
 - a. Building principals may excuse a student from any single school experience at the parent's written request.
 - b. When appropriate, alternative experiences will be provided for the student by the school.
4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.
 - a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.
 - b. State Assessments

State and federal law simultaneously require students to take state assessments, with few exceptions, but also permit parents or guardians to request to opt their students out of these assessments. Approval of opt out requests is contrary to the mandatory testing laws, so the District cannot "approve" the request. Parents who do not present their child for testing will result in the child receiving the lowest score possible on the assessment.

c. National Assessment of Educational Progress

As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

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

7. Parents/guardians will be notified of their right to remove their children from surveys prior to district participation in surveys.
 - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
 - b. Students' participation in surveys is voluntary. Parents/guardians may restrict their child from participating in any survey.

Adopted on: 7/10/17

Revised on:

Reviewed on: 7/11/22, 7/10/23

2.8. Review and discuss the following annual policy reviews, Policy #5057 (Title I Parental Involvement), #5054 (Bullying) and Policy #5001 (Attendance & Excessive Absenteeism).

5057

District Title I Parent and Family Engagement Policy

The school district will jointly develop with parents a School-Parent-Student Compact that outlines how the parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

The written District Parent and Family Engagement Policy will be jointly developed and distributed to parents and family members of participating children and the local community in an understandable format and to the extent practicable, in a language the parents can understand. An annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy will be used to design evidence-based strategies for more effective parental involvement, to revise the Parent and Family Engagement Policy and to remove barriers to participation.

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 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. 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.

This policy shall be reviewed annually at the annual meeting where concerned parties can have a conversation about possible changes to the Parent and Family Engagement Policy.

Adopted on: 5/8/17

Revised on: 10/10/21

Reviewed on: 7/11/22, 7/10/23

5001

Compulsory Attendance and Excessive Absenteeism 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 temporary 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 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 and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

All absences, "verified" and "unverified" may be included toward the student's 8-day allotment of absences and/or in a referral to the county attorney's office.

Verified Absences

Absences will be coded as "verified" if they are confirmed by communication to the school from the student's parent/guardian. These days will be included in the student's 8-day allotment but discretion will be used and consideration given during the credit appeals process and/or in a referral to the county attorney's office.

1. A medical provider's note documenting the absence and when the student may return to school is preferred and should be turned in to the school office.

Unverified Absences

All absences not confirmed to the school by the parent/guardian will be coded as "unverified."

Excessive Absenteeism

When a student receives **five (5) absences** or the hourly equivalent in any semester, the Attendance Officer will place a phone call or a letter will be mailed to the parent/guardian as a reminder of the absence status. A conference with the attendance appeals committee may be requested. A second notification to the parent/guardian will be made after the **tenth (10) absence**. A third notification to the parent/guardian will be made after the **fifteenth (15) absence**. In High School, notice of a loss of credits and appeals procedure will be sent on the eighth (8) absence.

When a student is absent more than twenty days (20) per year or the hourly equivalent, the Attendance Officer **may** file a report with the county attorney of the county in which the student resides.

Tardiness

Elementary School:

The morning tardy "bell" is at 8:20. Excessive tardiness will be dealt with on a case-by-case basis and parents will be notified and may need to meet with the school administration. A tardy may be excused at the discretion of the principal.

Junior High/High School:

The morning tardy bell is at 8:10. Students arriving within 15 minutes past the start of 1st period (8:11-8:25) are tardy. Students arriving after 8:25 are counted absent from the period.

Students are tardy between periods if not in the classroom by the tardy bell.

Each semester, students can have up to 2 tardies without disciplinary action. Students getting their third tardy will serve a detention. Excessive tardies will lead to further discipline actions. A tardy may be excused at the discretion of the principal.

Adopted on: 6/12/17

Revised on: 8/3/23

Reviewed on: 8/8/22

5054 Student Bullying

Definition of Bullying. Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” 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.” The school district’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. These definitions include both in-person and cyberbullying behaviors.

Bullying Prohibited. Students are prohibited from engaging in any form of bullying behavior.

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 Safe2Help and direct form that can be turned in 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.

Disciplinary Consequences. The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the

educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

Bullying Based on Protected Class Status. Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district's antidiscrimination policies.

Support for Students Who Have Experienced Bullying. Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district's student assistance team.

Bullying Prevention and Education. Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

Policy Review. The school district shall review this policy annually.

Adopted on: 5/8/17

Revised on: 7/13/20

Reviewed on: 6/13/22, 5/8/23, 6/10/24, 7/8/24

2.9. Review, discuss, and take all necessary action in approving the revisions for HPC School Board Policies #2006, #2008, #2009, #3003.1, #3004.1, #3017, #3032, #3033, #3053, #3057, #3059, #3060, #4011, #4053, #5001, #5004, #5005, #5008, #5035, #5049, #5052, #6025, #6031, & #6036 for the 2024-25 school year

2006 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, 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 be submitted 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 allegations against 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 the 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 or 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 the 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 (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent or board president without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Adopted on: 8/6/20

Revised on: _____

Reviewed on: 1/9/23, 1/8/24, 7/8/24

2008 Meetings

The formation of policy is public business and will be conducted openly in accordance with the Nebraska Open Meetings Act.

1. Types of Meetings

- a. The board shall hold its regular meetings on or before the third Monday of each month.
- b. Special and emergency meetings may be called as provided by law.
- c. The board may schedule work sessions and retreats in order to provide board members and administrators with the opportunity to plan, research, and engage in discussion.

2. Notice

The board shall give reasonable advance publicized notice of the time and place of each of its meetings, which generally will be 48 hours or more in advance of the meeting. Such notice shall be transmitted to all members of the board and to the public.

Notice of regular and special meetings shall be published in a newspaper of general circulation within the district and, if available, on the newspaper's website. Newspapers of general circulation in the district include the Aurora News, Central City News, and Polk News. Such notice shall contain a statement that the agenda shall be readily available for public inspection at the administration office of the school during the normal business hours. In addition, the superintendent is authorized, but not required, to publish the notice of any meeting on the school district's website, posting in three prominent places within the school district, or by any other appropriate method designated by the board.

In case of refusal, neglect, or inability of the newspaper to timely publish the notice, the school district will (1) post the notice on its website, if available, and (2) post the notice in a conspicuous public place in the school district's jurisdiction. The school district will keep a written record of the posting.

When it is necessary to hold an emergency meeting without reasonable

advance public notice, the nature of the emergency shall be stated in the minutes of the meeting, and any formal action taken in such meeting shall pertain only to the emergency. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public no later than the end of the next regular business day.

3. Weather Delays

In the event of inclement weather which makes it dangerous or unreasonable for board members or members of the public to attend a meeting for which notice has already been given, such meeting may be postponed by the board president. The board will communicate the delay to members of the public by posting it on the district's website and by following the same communication protocol that the district follows when student attendance at school is called off due to inclement weather. When possible, the board president and superintendent will attempt to communicate the information to local media members and business owners to assist in notifying the public of the delay. Notice of the date, time, and location of the postponed meeting will be advertised as required in the "Notice" section above.

4. Minutes

- a. The board shall keep minutes of all meetings showing the time, place, members present and absent, the method(s) and date(s) of the meeting notice, and the substance of all matters discussed.
- b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session, and the record shall state how each member voted, or if the member was absent or not voting.
- c. The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public record and shall be published on the school district's website within ten working days of the last meeting or prior to the next convened meeting, whichever occurs earlier. The minutes shall be available on the website for at least six months.

Adopted on: 7/10/17

Revised on: 7/8/24

Reviewed on: 1/9/23, 1/8/24

2009
Public Participation at Board Meetings

The board of education shall conduct its meetings in accordance with the Nebraska Open Meetings Act.

The board shall make reasonable efforts to accommodate the public's right to hear the discussions and testimony presented at its meetings. The board shall make available at the meeting, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed in open session of the meeting.

Except for closed sessions, the board will allow members of the public an opportunity to speak at each meeting. The board may make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, photographing, or recording its meetings.

The board shall not require members of the public to identify themselves as a condition for admission to the meeting, nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. However, the board shall require members of the public desiring to address the board to identify themselves, including an address and the name of any organization represented by such person unless the address requirement is waived to protect the security of the individual.

Adopted on: 11/14/16

Revised on: 7/8/24

Reviewed on: 11/10/21

3003.1
Bidding for Construction, Remodeling, Repair, or Related Projects
Financed with Federal Funds

I. Applicability of the Policy

This policy applies only to construction and contracts undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds \$109,000, the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. §§ 13-2901 through 13-2914), energy financing contracts (NEB. REV. STAT. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In addition, all procurement and construction shall comply with the rules and requirements of 2 CFR part 200.317 through 200.326 and 34 CFR sections 75.601 through 75.615. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

II. All projects undertaken pursuant to this policy will be subject to the following bond requirements

- A. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- B. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- C. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with

a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

III. Construction Projects with an Anticipated Cost of Under \$250,000

A. Methods of Bidding/Soliciting Quotations or Estimates

The type of procedures required depends on the anticipated cost of the project.

1. Construction with an Anticipated Cost of up to \$10,000 (Micro-Purchases)

Micro-purchase means an individual procurement transaction for supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing.

2. Construction with an Anticipated Cost of between \$10,000 and \$250,000 (Simplified Acquisition Procedures)

For construction projects subject to this policy, simplified acquisitions are purchases that, in the aggregate amount, is more than \$10,000 and less than \$250,000 annually. For simplified acquisitions, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts.

B. Construction Projects with an estimated cost of between \$109,000 and \$249,999 will be made pursuant to the District's Policy on Bid Letting and Contracts.

Pursuant to Nebraska law, construction projects which have an

anticipated aggregate cost of \$109,000 or more are subject to state public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106). The board will follow its standard policy on bid letting and contracts for construction projects financed with federal funds which have an anticipated aggregate cost of between \$109,000 and \$250,000.

IV. Construction Projects with an Anticipated Cost Over \$250,000

A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of \$250,000 or more will be publicly solicited using the sealed bid method

1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publicly advertised;
2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
3. Sealed bids will be publicly opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
4. The contract will be awarded to the lowest responsive and responsible bidder.
 - a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.
 - b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.
 - c) Any or all bids may be rejected if there is a sound documented reason.
5. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills,

business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

6. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

B. Advertising for Bids.

1. The superintendent or designee will arrange to advertise for bids by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.

2. Nothing shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

C. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received, or opened and shall identify the hour at which the bids will close or be received or opened.

2. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.

3. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.

4. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.

5. Sealed bids will be opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.

6. Bids will be reviewed by the Superintendent and/or designee and submitted to the board for approval.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid

that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

8. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

V. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.322 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards. This includes a "Buy American" provision that provides that as appropriate and to the extent consistent with law, the District and contractor should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of the Buy American provision must be included in all subawards including all contracts and purchase orders for work or products under this award.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible and consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in the U.S. or processed in the U.S. substantially using agricultural commodities produced in the U.S.

C. Full and Open Competition

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

D. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

E. Settlements of Issues Arising Out of Contract

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

F. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and

§§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding construction projects for a minimum of five (5) years after the sale or demolition of the building. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.
 - c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.
2. Maintenance of Construction Records for Projects Financed with Federal Funds
- a) The District must maintain records sufficient to detail the history of all construction projects financed with federal funds. These records will include, but are not necessarily limited to the following: rationale for the method of construction, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
 - b) Retention of construction records shall be in accordance with applicable law and Board policy.

VI. Conflict of Interest and Code of Conduct

- A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.
- B. Contracts covered by this policy are subject to the following additional provisions.
 - 1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
 - 2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
 - 3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

An employee, officer, agent, and board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

D. Enforcement

Disciplinary Actions will be applied for violations of such standards by officers, employees, board members, or agents of the District at the board's discretion.

VII. Financial Management

A. Identification.

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and

number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up

to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program

income.

I. Cost Sharing or Matching

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

- (1) Are verifiable from the non-Federal entity's records;
- (2) Are not included as contributions for any other Federal award;
- (3) Are necessary and reasonable for accomplishment of project or program objectives;
- (4) Are allowable under [subpart E \(Cost Principles\) of this part](#);
- (5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- (6) Are provided for in the approved budget when required by the Federal awarding agency; and
- (7) Conform to other provisions of this part, as applicable.

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VIII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

C. Record Keeping

1. Record Retention

a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and § 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

c) Records will be destroyed in compliance with Schedule

10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: _____
Revised on: _____
Reviewed on: _____

Adopted on: 7/8/19
Revised on: 6/13/22, 6/12/23, 7/8/24
Reviewed on: _____

3004.1 Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

B. Methods of Purchasing

The type of purchase procedures required depends on the cost of the item(s) being purchased.

1. Purchases up to \$10,000 (Micro-Purchases)

Micro-purchase means an individual procurement transaction for supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

2. Purchases between \$10,000 and \$250,000 (Simplified Acquisition Procedures)

Simplified acquisitions are purchases that, in the aggregate amount, are more than \$10,000 and less than \$250,000 annually. For simplified acquisitions, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

3. Purchases Over \$250,000

a) Sealed Bids (Formal Advertising)

For purchases over \$250,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement.

b) Contract/Price Analysis

The District performs a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

4. **Noncompetitive Proposals (Sole Sourcing)**

- a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
 - 1) The procurement transaction can only be fulfilled by a single source;
 - 2) The public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;
 - 3) The federal awarding agency or pass-through entity expressly authorizes written approval of noncompetitive proposals in response to a written request from the District; or
 - 4) After solicitation of a number of sources, competition is determined inadequate.
- b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.
- c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$250,000.

5. **Competitive Proposals.**

- a) The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- 1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered;
 - 2) Proposals must be solicited from an adequate number of qualified sources; and
 - 3) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
- b) The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used to procure A/E professional services. The method may not be used to purchase other services provided by A/E firms are a potential source to perform the proposed effort.
- c) The District may select a proposal that offers the best value and that is based upon the proposer's responsiveness to the proposal, experience, reputation, staff qualifications, ability and capacity to carry on the work, price, honesty, integrity, skills, business judgment, financial stability, past performance, and other relevant factors. The evaluation may be conducted by the school board, a designated committee, or another designee of the school board.

C. Use of Purchase (Debit & Credit) Cards

District use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

D. Federal Procurement System Standards

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

E. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

F. Settlements of Issues Arising Out of Procurements

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

III. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Purchases covered by this policy are subject to the following additional provisions.

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

An employee, officer, agent, and board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, except that this provision does not prohibit the receipt of unsolicited items of nominal value. For purposes of this policy, "nominal value" means a fair market value of \$25 or less.

D. Enforcement

Disciplinary Actions including, but not limited to, counseling, oral reprimand, written reprimand, suspensions without pay, or termination of employment, will be applied for violations of such standards by officers, employees, board members, or agents of the District.

IV. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$10,000.
2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the

capitalization level established by the District for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

3. Computing Devices means machines that acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.
4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
 - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
 - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that that it matches the purchase order, invoice, or contract and that it is in acceptable condition.

Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

C. Inventory Records

For equipment, computing devices, and capital assets purchased with federal funds, the following information is maintained in the property management system:

1. Serial number;
2. District identification number;
3. Manufacturer;

4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;
9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and
11. Any ultimate disposition data including the date of disposal and sale price of the property.

The inventory list shall be adjusted by the superintendent of schools or his/her designee for property that is sold, lost, stolen, cannot be repaired, or that cannot be located.

D. Physical Inventory

1. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
2. The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

E. Maintenance

In accordance with 2 C.F.R. 313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition.

F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property. The District will notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.

G. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the

property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

H. Disposal of Equipment

When it is determined that equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current fair market value of \$10,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency or pass-through entity.

I. Equipment Retention

When included in the terms and conditions of the Federal award, the Federal agency may permit the recipient to retain equipment, or authorize a pass-through entity to permit the recipient to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

J. Equipment and Capital Expenditures

All equipment and capital expenditures shall comply with the rules and requirements of 2 CFR 200.439.

K. Depreciation

All depreciation shall comply with the rules and requirements of 2 CFR 200.436.

V. Financial Management

A. Identification

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time

sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program income.

I. Cost Sharing or Matching

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

- (1) Are verifiable from the non-Federal entity's records;
- (2) Are not included as contributions for any other Federal award;
- (3) Are necessary and reasonable for accomplishment of project or program objectives;
- (4) Are allowable under [subpart E \(Cost Principles\) of this part](#);
- (5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- (6) Are provided for in the approved budget when required by the Federal awarding agency; and
- (7) Conform to other provisions of this part, as applicable.

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VI. Written Compensation Policies

A. Time and Effort Standards

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local funds but is used to meet a required "match" in a federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants. Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- (1) Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- (2) Be incorporated into official records;

- (3) Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
- (4) Encompass both federally assisted and all other activities compensated by the District on an integrated basis;
- (5) Comply with the established accounting policies and practices of the District and
- (6) Support the distribution of the employee's salary or wages among specific activities or costs objectives.

B. Time and Effort Procedures

Time and effort procedures will follow and comply with 2 CFR 200.430(i).

C. Fringe Benefits

Except as provided otherwise by federal law, the costs of fringe benefits will be allowable provided that the benefits are reasonable and required by law, a district-employee agreement, or another policy of the District.

D. Leave

The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if they are provided under established written District leave policies.

E. Unexpected or Extraordinary Circumstances

In the event of a pandemic or other unexpected or extraordinary circumstance, the District may close school or individual buildings. In such case, the District may compensate federally funded or other employees during such closure to ensure the return of staff to employment after the closure as allowed by state or federal law.

F. Documentation for Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible consistent with state law.

Buy American. The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A “domestic commodity or product” is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR 210.21(d). The District may deviate from this general requirement only if:

- The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

C. Record Keeping

1. Record Retention

a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before

the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

- a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
- b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and

State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: 7/10/17

Revised on: 6/13/22, 6/12/23, 7/8/24

Reviewed on: _____

3011
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3017
Official Communication with the Public

Only individuals who have prior administrative approval may issue press releases or other official communication regarding school-related 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.

Adopted on: 1/9/17

Revised on: 7/8/24

Reviewed on: 11/13/23

3032 Fees for School District Records

Requests for school district records shall be subject to applicable fees. No fee shall be charged for providing a copy of a student or public record if a specific law or regulation requires the copy to be provided without charge.

Student Records. Students and their parents or guardians shall not be charged any fee to inspect and review the student's files or records. Students and their parents or guardians who desire a copy of the student's files or records shall pay the reasonable cost of reproduction as follows:

- Black and white letter or legal-sized photocopies: No charge for the first ____ copies; ____ cents for each copied page thereafter.
- Computer data printouts: No charge for the first ____ pages; ____ cents for each page thereafter.
- Other medium: Actual cost of reproduction.
- Postage fees: Actual cost

Students and their parents or guardians **shall not be charged any fee:**

- To search for or retrieve any student's files or records.
- For a copy of a student's Individualized Education Plan (IEP).
- For copy of the special education evaluation report and the documentation of determination of eligibility for special education services upon completion of the administration of assessments and other evaluation measures.
- If the fee effectively prevents the parents from exercising their right to inspect and review student records.

Student Records – Transfer School. A copy of the student's files or records, including academic material and any disciplinary material relating to any suspension or expulsion shall be provided at no charge, upon request, to any public or private school to which the student transfers.

Public Records. Individuals requesting copies of public records shall pay the actual added cost of making the copies available.

- For photocopies, actual added costs may include a reasonably apportioned cost of the supplies, such as paper, toner, other equipment used in preparing the copies, and any additional payment obligation for the time of contractors necessarily incurred to comply with the copy request.

- For printouts of computerized data on paper, actual added cost may include computer run time and the cost of materials for making the copy.
- For electronic data, the actual added cost may include the reasonably calculated actual added cost of the computer run time, any necessary analysis and programming, and production of a report in the form furnished to the requester.
- For residents of Nebraska, the actual added cost shall not include any charge for the existing salary or pay obligation to public officer or employees for the first eight hours of searching, identifying, physically redacting, or copying records, but fees may be charged after the first eight hours. The fee for records shall not include any charge for the services of an attorney or any other person to review the requested public records seeking a legal basis to withhold the public records from the public. No special service charge or fee shall be charged for copies of blank forms or pages that have all meaningful information redacted.
- For nonresidents of Nebraska, the actual added cost used as the basis for the calculation of a fee for records may include a charge for the proportion of the existing salary or pay obligation to the public officers or employees, including a proportional charge for the services of an attorney to review the requested public records, for the time spent searching, identifying, physically redacting, copying, or reviewing such records.
- The district shall not charge any fee for copies of public records that is prohibited by law but reserves the right to charge any other fee allowed by law.

The fee schedule for public records copies is as follows:

- Black and white letter or legal-sized photocopies: No charge for the first ___ copies; ___ cents for each copied page thereafter.
- Computer data printouts: No charge for the first ___ pages; ___ cents for each page thereafter.
- Other medium: Actual cost of reproduction.
- Postage fees: Actual cost

Deposit. The school district may require a deposit before providing copies of student or public records if the estimated cost to fulfill the request exceeds fifty dollars.

Waiver. Documents may be furnished without charge or at a reduced charge where the district determines that waiver or reduction is in the public interest.

Adopted on: 1/9/17
Revised on: 7/8/24
Reviewed on: 4/8/24

3033
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3053 Nondiscrimination

The School District does not discriminate on the basis of prohibited factors in employment and educational programs/activities. The School District affirmatively strives to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, sex, or national origin

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of sex

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40

The Equal Pay Act of 1963 as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions

The Pregnant Workers Fairness Act (PWFA) – requires covered employers to provide reasonable accommodations to qualified employee’s or applicant’s known limitations related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions.

The Uniformed Services Employment and Reemployment Rights Act (USERRA) – provides job protections and reemployment rights to military reservists and National Guard members called to active duty

The Boy Scouts of America Equal Access Act which prohibits discrimination against groups that wish to access district facilities

The Nebraska Fair Employment Practice Act (FEPA) – prohibits employment discrimination on the basis of race, color, national origin, religion, sex (including pregnancy), disability, marital status, and retaliation

Nebraska Age Discrimination in Employment Act (Age Act) – prohibits employment discrimination on the basis of age for those individuals who are over 40 years of age

The Equal Pay Act of Nebraska – prohibits discriminatory wage practices based on sex

The Nebraska Equal Opportunity in Education Act – prohibits discrimination on the basis of sex (including pregnancy) by any educational institution

Veterans Preference Law (NEB. REV. STAT §§ 48-225 to 48-231) - stipulates categorical preferences for employment for military veterans and for the spouses of disabled veterans

Additional School Board policies prohibit harassment and/or discrimination against students, employees, or patrons on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

Any person who believes she or he has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity may file a complaint using the district's complaint procedures.

Inquiries regarding compliance with any of the laws referred to in this policy may be directed to the superintendent or to the district's Title IX and/or Section 504/ADA Coordinator.

Adopted on: 7/8/19

Revised on: 7/8/24

Reviewed on: 1/9/23, 1/8/24

3057 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, 206 S. Pine Street, Polk Ne, 68654, mfisher@hpcstorm.org, 402,765-2271. The school district's nondiscrimination policy and grievance procedures are included this policy, or can be accessed at: www.hpcstorm.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: www.hpcstorm.org.

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.

Adopted on: 8/10/20

Reviewed on: 8/7/24

Revised on: 1/9/23, 1/8/24

3059
Audio and Video Recording

Students, staff, parents/guardians, and patrons should assume that any class or activity in the school may be recorded by the school district for legitimate educational purposes. There is no reasonable expectation of privacy within classrooms, common areas of the school building or on school grounds outside of the building. Recordings permitted pursuant to this policy may only be used for authorized purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy "recording" includes still photographs, video, audio, and other similar data captured in any medium.

Secret Recordings. No person is permitted to make surreptitious recordings on school grounds unless authorized by the superintendent.

Recordings Made by The District. The district may use cameras or other devices for purposes of making security, safety, or other recordings when such recordings are deemed necessary or appropriate by an authorized representative of the district. The district will not maintain recordings unless the recording is purposefully copied and saved. Any recording not copied and maintained separately may only be accessible by the authorized representative for a limited time. Recordings made by the district may be destroyed by an authorized representative at any time unless retention is required by law.

Recordings Made by Parents/Guardians and Patrons. Parents/guardians and patrons may make recordings of school activities 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 Staff. Staff members may make recordings of classroom instruction, student behavior or performance, and school activities

without prior administrative approval only for legitimate educational purposes. Staff members may not make secret recordings while on duty, even if those recordings do not violate state or federal criminal or privacy laws. Staff members who violate this provision may be subject to consequences up to termination for classified staff and cancellation of contract for certificated staff.

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.

Adopted on: 7/10/17 _____
Revised on: 7/10/21, 6/12/23, 7/8/24
Reviewed on: _____

NOTE TO BE DELETED: THIS POLICY IS FOR ALL CLASS III SCHOOL DISTRICTS AND CLASS I AND II SCHOOL DISTRICTS THAT HAVE DECIDED NOT TO ALLOW EMPLOYEES AND CONTRACTORS TO CARRY FIREARMS ON SCHOOL GROUNDS.

3060 Firearms and Weapons for Non-Students

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

Firearms. No person 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 prohibition against firearms does not apply to:

1. The issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this State, or Reserve Officers' Training Corps or peace officers or other duly authorized law enforcement officers when on duty or training;
2. The possession of firearms by peace officers or other duly authorized law enforcement officers

The carrying of firearms by qualified law enforcement officers or qualified retired law enforcement officers carrying pursuant to 18 U.S.C. 926B or 926C, respectively, as such sections existed on January 1, 2023

3. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;

4. Firearms which may lawfully be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard;
5. Firearms contained within a private vehicle ***operated by a nonstudent adult*** that are not loaded ***and*** are enclosed in a case or are in a locked firearm rack that is on a motor vehicle; or
6. A handgun carried as a concealed handgun by a nonstudent other than a minor or prohibited person in a vehicle or on his or her person while riding in or on a vehicle into or onto any parking area, which is open to the public and used by the school if, prior to exiting the vehicle, the handgun is locked inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area.

Consequences. In the event a person violates this policy, the school may:

- Make a report to law enforcement;
- Ban any violator from school grounds, school vehicles, or school events for any time period it deems appropriate; and/or
- Take any other action allowed by law.

Adopted on: 7/8/24

Revised on: _____

Reviewed on: _____

4011
Employee Leave Under the Family and Medical Leave Act
(FMLA)

The school district shall provide leave to its employees in accordance with the Family and Medical Leave Act ("FMLA"). The terms used herein shall have the meaning ascribed to them under the FMLA. Employees may also qualify for leave under the Nebraska Family Military Leave Act, which is covered under the district's policy for that law. If an employee qualifies for leave under both the Family and Medical Leave Act and the Nebraska Military Leave Act, any leave taken by the employee will count concurrently toward the leave limits of both acts.

I. Qualifying for Leave

A. Qualified Employees

1. To be eligible for ***unpaid*** leave under this policy, an employee must:
 - a. Make the request for leave at a time when the school district employs 50 or more workers;
 - b. Have been working for the school district for at least 12 months prior to the request; and
 - c. Have worked a minimum of 1,250 hours during the 12-month period immediately preceding the commencement of the leave.
2. The applicable 12-month period for computing an employee's entitlement to FMLA leave shall be "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.
3. Employees ineligible for FMLA leave for any reason may be eligible for leave under the Nebraska Family Military Leave Act and should consult policy 4011.1.

B. Qualified Circumstances Necessitating Leave

1. The school district will grant an eligible employee up to a total of 12 workweeks of **unpaid** leave under the following conditions:
 - a. For birth of a son or daughter, and to care for the newborn child;
 - b. For placement of a son or daughter with the employee for adoption or foster care;
 - c. To care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. Because of a serious health condition that makes the employee unable to perform the functions of his or her job; or
 - e. Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a Military Member on Covered Active Duty (or has been notified of an impending call or order to Covered Active Duty) in National Guard, Reserves, and/or Regular Armed Forces in support of a contingency operation

2. The school district will grant an eligible employee who is the spouse, son, daughter, parent or next of kin of a Covered Servicemember a total of 26 workweeks of **unpaid** leave during a 12-month period to care for the service member as permitted under the FMLA. The leave described in this paragraph shall only be available during a single 12-month period.

For purposes of this provision and this policy, "Covered Servicemember" includes both Military Members and covered Veterans, so long as the covered Veteran was discharged or released under conditions other than dishonorable at any

time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered Veteran.

3. During the single 12-month period described in paragraph I(B)(2), an eligible employee shall be entitled to a combined total of 26 workweeks of leave under paragraphs I(B)(1) and I(B)(2). Nothing in this paragraph shall limit the availability of leave under paragraph I(B)(1) during any other 12-month period.

C. Limitations on Leave

1. Leave for birth or placement for adoption or foster care must conclude within 12 months of the birth or placement.
2. In any case in which a husband and wife both employed by the school district are entitled to FMLA leave:
 - a. The aggregate number of workweeks of FMLA leave to which both are entitled is limited to 12 during any 12-month period if such leave is taken (i) because of the birth of a son or daughter of the employee and in order to care for such son or daughter; (ii) because of the placement of a son or daughter with the employee for adoption or foster care; or (iii) to care for a sick parent who has a serious health condition; and
 - b. The aggregate number of workweeks of FMLA leave to which both that husband and wife are entitled is limited to 26 during the single 12-month period in which leave is taken to care for a Covered Servicemember and the husband and wife employees are both either the son, daughter, parent, or next of kin of such Covered Servicemember, if the leave is taken for this reason or a combination of

this reason and one of the three reasons described in paragraph I(C)(2)(a). If the leave taken by the husband and wife includes leave described in paragraph I(C)(2)(a), the limitation in paragraph I(C)(2)(a) shall apply to the leave described in I(C)(2)(a).

D. Qualifying Notice and Certification

Employees seeking to use FMLA leave will be required to provide:

1. 30-day advance notice when the need to take the leave is foreseeable; provided, if (a) the leave is for needed treatment which is required to begin in less than thirty days or (b) the leave is for the reason set forth in paragraph I(B)(1)(e), the employee shall provide such notice to the school district as is reasonable and practical;
2. Medical certification supporting the need for leave due to a Serious Health Condition affecting the employee or family member or to care for a Military Member, and/or due to a Serious Injury or Illness to care for a Veteran;
3. Second or third medical opinions and periodic re-certifications (at the school district's expense);
4. Certification supporting the need for leave because of a qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is a Military Member on Covered Active Duty (or has been notified of an impending call or order to Covered Active Duty) in the National Guard, Reserves, and/or Regular Armed Forces in support of a contingency operation;
5. Certification supporting the need for leave to care for a Veteran who was discharged or

released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered Veteran, and who is undergoing medical treatment, recuperation, or therapy for a Serious Injury or Illness; and

6. Periodic reports during leave, at a frequency reasonably requested by the superintendent, regarding the employee's status and intent to return to work.

E. Scheduling Leave

When leave is needed to care for a family member, for the employee's own illness, or to care for a Covered Servicemember, and such leave is foreseeable based on planned medical treatment, the employee must attempt to schedule treatment so as not to unduly disrupt the school district's operations.

II. Relationship with District During Leave

A. Leave to Be Unpaid

All leave provided to employees under the provisions of the FMLA and this policy shall be unpaid leave.

B. Substitution of Paid Leave

1. The school district requires employees to substitute any accrued paid vacation leave, paid personal leave, paid family leave, paid medical leave or paid sick leave for FMLA leave. However, nothing in this policy shall require the school district to provide paid sick or medical leave in any situation in which the school district would not normally provide such paid leave.
2. If an employee uses paid leave under circumstances which do not qualify as FMLA leave, the leave will not count against the

number of workweeks of FMLA leave to which the employee is entitled.

3. Any paid leave which is substituted for FMLA leave will be subtracted from the number of workweeks of unpaid leave provided by the FMLA and this policy.

C. Group Health Plan Benefits

1. The school district will continue group health plan benefits on the same basis as coverage would have been provided if the employee had been continuously employed during the FMLA leave period.
2. Any share of health plan premiums which have been paid by the employee prior to FMLA leave must continue to be paid by the employee during the FMLA leave period.

D. Intermittent or Reduced-Schedule Leave

1. Leave may be taken under this policy intermittently or on a reduced-leave schedule under certain circumstances.
 - a. When leave is taken because of a birth or because of a placement of a child for adoption or foster care, an eligible employee may take leave intermittently or on a reduced-leave schedule only with the agreement of the school district. In such a case, the superintendent shall have the authority to approve or disapprove such intermittent or reduced leave schedule, in the superintendent's sole discretion.
 - b. When leave is taken to care for a sick family member, for an employee's own serious health condition, or to care for a covered Veteran or Military Member, an eligible employee may take leave

intermittently or on a reduced-leave schedule when medically necessary.

- c. When leave is taken by an eligible employee because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a Military Member on Covered Active Duty (or has been notified of an impending call or order to Covered Active Duty) in National Guard, Reserves, and/or Regular Armed Forces in support of a contingency operation, the employee may take leave intermittently or on a reduced-leave schedule.
- d. When leave is taken by an eligible employee to care for a Covered Servicemember, including a Veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered Veteran, and who is undergoing medical treatment, recuperation, or therapy for a Serious Injury or Illness
- e. Intermittent or reduced leave shall not result in a reduction in the employee's total amount of leave beyond the amount of leave actually taken.
- f. When an instructional employee seeks to take intermittent leave in connection with a family or personal illness (e.g. physical therapy or periodic care for a sick relative) or to care for a covered Veteran or Military Member, and when such leave would constitute at least 20 percent of the total number of working days in the period during which the leave would extend, the school district may require the employee to elect to take leave in a block, instead

of intermittently, for the entire period or to transfer to an available alternative position within the school system that is equivalent in pay, for which the employee is qualified, and which better accommodates the intermittent leave.

2. If an eligible employee requests intermittent leave or leave on a reduced-leave schedule that is foreseeable based on planned medical treatment, including during a period of recovery from a serious health condition, the school district may require the employee to transfer temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position. Such alternative position must have equivalent pay and benefits as the employee's permanent position.
3. Leave taken on an intermittent or reduced-schedule basis will be tracked hourly.

III. Return from Leave

A. Restoration to Position

1. On return from FMLA leave, an employee is entitled to be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.
2. Any leave taken under this policy will not result in the loss of any employment benefits accrued prior to the date on which the leave commenced.
3. An eligible employee is not entitled to accrual of any seniority or employment benefits during any period of leave, or any right, benefit, or position of employment other than to which the

employee would have been entitled had the employee not taken leave.

B. Denial of Restoration

1. The school district reserves the right to deny restoration to any eligible employee who is a "key employee" (that is an employee who is salaried and among the highest paid 10% of the employees of the school district) if such denial is necessary to prevent substantial and grievous economic injury to the operations of the school district.
2. If the school district intends to deny restoration to such an employee, it will:
 - a. notify the employee of his/her status as a "key employee" in response to the employee's notice of intent to take FMLA leave;
 - b. notify the employee as soon as the school district decides it will deny job restoration and explain the reasons for this decision;
 - c. offer the employee a reasonable opportunity to return to work from FMLA leave after giving this notice; and
 - d. make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration.

C. Failure to Return from Leave

If an employee fails to return from FMLA leave after the period of leave to which the employee is entitled has expired, the employee shall reimburse the district for any premiums the employer paid for maintaining health insurance coverage for the employee during the employee's FMLA leave unless the reason the employee does not return is due to: (1) the

continuation, recurrence, or onset of the serious health condition which entitled the employee to FMLA leave and the employee provides the district with sufficient certification from the proper health care provider of such continuation, recurrence, or onset of the serious health condition or (2) other circumstances beyond the employee's control.

IV. Notice to Employees

- A.** The school district will post in conspicuous places where employees are employed notices explaining the FMLA and providing information concerning the procedures for filing complaints of FMLA violations with the U.S. Wage and Hour Division.

- B.** To the extent that any provision in this policy is in any manner inconsistent with the provisions of the Act or the regulations promulgated thereunder, the Act and regulations shall prevail over the provisions of this policy. The school district reserves the right to modify this policy from time to time in its sole discretion.

- C.** Employees may direct any questions or concerns regarding FMLA leave to the superintendent.

Adopted on: 7/10/17

Revised on: 7/8/24

Reviewed on: _____

4053
Conflict of Interest

Any school district employee who meets the conditions set forth in this policy shall be deemed to have a business or financial conflict of interest.

1. Definitions. For the purposes of this policy:
 - a. Business with which an employee is associated shall include the following:
 - (1) A business in which the employee or a member of his or her immediate family is a partner, a limited liability company, or serves as a director or an officer.
 - (2) A business in which the employee or a member of his or her immediate family is a stockholder in a closed corporation with stock worth one thousand dollars or more, or the employee or his or her immediate family owns more than a five percent equity interest or is a stockholder of publicly traded stock worth more than ten thousand dollars or more at fair market value, or which represents more than ten percent equity interest. This shall not apply to publicly traded stock under a trading account if the employee reports the name and address of the company and stockbroker.
 - b. A business association shall be defined to include an individual as a partner, limited liability company member, director or officer, or a business in which the individual or member of the immediate family is a stockholder.
 - c. Immediate family member or member of the immediate family shall mean a child residing in an individual's household, a spouse of an individual, or an individual claimed by that individual or that individual's spouse as a dependent for federal income tax purposes
2. Contracts with the School District.
 - a. No employee or member of his or her immediate family shall enter into a contract valued at two thousand dollars or more, in any one year, with this school district unless the contract is

awarded through an open and public process that (1) includes prior public notice and (2) allows the public to inspect during the school district's regular business hours the proposals considered and the contract awarded.

- b. The existence of any conflict of interest in any contract in which the employee has an interest and in which the school district is a party, or the failure to make public the employee's interest known, may render a contract null and void.
- c. The prohibition of a conflict of interest or requirement for public notice shall apply when the employee, or his or her immediate family has a business association with the business involved in the contract or will receive a direct pecuniary fee or commission as a result of the contract.

3. Employing Members of the Immediate Family.

- a. An employee may employ or recommend or supervise the employment of an immediate family member if:
 - (1) The employee does not abuse his or her position.
 - (a) Abuse of official position shall include, but not be limited to, employing an immediate family member:
 - (i) who is not qualified for and able to perform the duties of the position;
 - (ii) for any unreasonably high salary;
 - (iii) who is not required to perform the duties of the position.
 - (2) The employee makes a reasonable solicitation and consideration of applications for employment.
 - (3) The employee makes a full disclosure on the record to the governing body of the school district and to the secretary of the board.
 - (4) The board approves the employment or supervisory position.

- b. The employee shall not terminate the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.
4. Gifts, Loans, Contributions, Rewards, or Promises of Future Employment
- a. No employee shall offer or give to the following persons anything of value, including a gift, loan, contribution, reward, or promise of future employment, based upon an agreement that a vote, official action, or judgment would be influenced thereby:
 - (1) a public official, public employee, or candidate.
 - (2) a member of the immediate family of an individual listed in Subparagraph 'a' above.
 - (3) a business with which an individual listed in Subparagraph (1) or (2) above is associated.
 - b. 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.
 - c. An employee shall not use or authorize the use of his or her public employment or any confidential information received through the public employment to obtain financial gain, other than compensation provided by law, for himself or herself or a member of his or her immediate family, or a business with which he or she is associated.
 - d. An employee shall not use or authorize the use of personnel, resources, property, or funds under that person's official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items for personal financial gain, other than compensation provided by law.
5. Conflict of Interest Relating to Campaigning or Political Issues

- a. Except as provided below, an employee shall not authorize the use of school district personnel, property, resources, or funds for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
 - b. This does not prohibit an employee from making school district facilities available to a person for campaign purposes if the identity of the candidate or the support for or opposition to the ballot question is not a factor in making the facilities available or a factor in determining the cost or conditions for use.
 - c. This does not prohibit an employee from discussing and voting upon a resolution supporting or opposing a ballot question.
 - d. This does not prohibit an employee under the direct supervision of a public official from responding to specific inquiries by the press or the public as to the board's opinion regarding a ballot question or from providing information in response to a request for information.
 - e. An employee may present his or her personal opinion regarding a ballot question or respond to a request for information related to a ballot question; but in so doing, the person should clearly state that the information being presented is his or her personal opinion and is not to be considered as the official position or opinion of the school district. However, this shall not be done during a time that the individual is engaged in his or her official duties.
6. Additional Procedures Applicable to Employees With An Annual Salary and Benefits of More than \$150,000 Per Year
- a. Staff whose annual salary and benefits exceed one hundred fifty thousand dollars should assess whether they have a conflict of interest before taking any action or making any decision.
 - b. Employees have a conflict of interest pursuant to this subdivision of the policy when their actions or decisions may cause financial benefit or detriment to themselves, a business with which they are associated or a member of their immediate family.

- i. When assessing whether a conflict of interest exists, qualifying staff members should assess whether the benefit or detriment identified is distinguishable from the effects of such action on the public generally or a broad segment of the public.
 - ii. If qualifying employees are unsure as to whether a conflict of interest exists, they may apply to the Nebraska Political Accountability and Disclosure Commission for an opinion as to whether they have a conflict of interest.
 - c. Qualifying employees who determine that a conflict of interest does exist under this policy shall:
 - i. Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict;
 - ii. Deliver a copy of the statement to the secretary of the board of education, who shall enter the statement onto the public records of the school district; and
 - iii. Abstain from participating in the matter in which the employee has a conflict of interest.
 - d. This subsection does not prevent a qualifying employee from making or participating in the making of a decision to the extent that the employee's participation is legally required for the action or decision to be made.
- 7. Conflict. To the extent that there is a conflict between this policy and the Nebraska Political Accountability and Disclosure Act ("Act"), the Act shall control.

Adopted on: 7/10/17

Revised on: 7/8/24

Reviewed on: _____

5004 Option Enrollment

The board of education supports the concept embodied in the Enrollment Option Program that parents and legal guardians have the primary responsibility for ensuring that their children receive the best education possible. Accordingly, the school district will participate in the option enrollment program and receive option students as provided herein.

1. Definitions

- a. **Option Student Defined.** Option student means a nonresident student who has chosen to attend the school district under the provisions of the option enrollment program.
- b. **Resident School District Defined.** Resident school district means the school district in which a student resides or in which the student is admitted as a resident of the school district pursuant to state law.
- c. **Option School District Defined.** Option school district means the school district that a student chooses to attend other than his or her resident school district.
- d. **Elementary School Defined.** Elementary school means grades K - [REDACTED].
- e. **Middle School Defined.** Middle school means grades [REDACTED] - [REDACTED].
- f. **High School Defined.** High school means grades [REDACTED] through 12.

2. **Persons Entitled to Apply for Option Enrollment of Students.** Only parents and legal guardians may apply for option enrollment of students. Applications filed by foster parents and adults acting *in loco parentis* are not authorized and will be automatically denied.

3. **Duties, Entitlements and Rights of Option Students.** Except as otherwise provided herein, once an option student's option enrollment application has been accepted he/she shall be treated as a resident student of the school district.

4. **Standards for Acceptance or Rejection of Option Students.**

- a. Special Education Capacity.** Capacity for special education services will be determined on a case-by-case basis. If an application for option enrollment received by the school district indicates that the student has an individualized education program under the federal Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., or has been identified as a student with a disability as defined in section 79-1118.01, the application will be evaluated by the director of special education services or the director's designee who must determine if the school district and the appropriate class, grade level, or school building has the capacity to provide the applicant the appropriate services and accommodations. The Federal Educational Rights and Privacy Rights Act (FERPA) (20 U.S.C. § 1232g) permits the release of education records when a student seeks or intends to enroll in a different school district.
- b. Numeric Capacity.** The board of education may set the numeric capacity of programs, classes, grade levels, or school buildings by operation of this policy or through freestanding action by the board. Numeric Capacity will be determined based upon available staff, facilities, projected enrollment of resident students, and projected number of students with which the option school district will contract based on existing contractual arrangements. Individuals seeking information about the numeric capacity set by the board may contact the superintendent for a copy of that resolution.
- c. Programmatic Capacity.** In addition to the numeric capacity standards referred to above, the board may, by resolution, prior to October 15 of each school year, declare a program, a class, or a school unavailable for the next school year to option students due to lack of capacity. Individuals seeking information about the programs that have been declared to be unavailable due to lack of capacity may contact the superintendent for a copy of the board's resolution.
- d. Other Standards for Acceptance or Rejection of Option Enrollment Applications.** In addition to the numeric and programmatic capacity standards outlined above, the school district shall not accept an option student when acceptance of the student:

- i. Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to the student;
 - ii. Would require the procurement of new equipment, technology, or furnishings;
 - iii. Would cause or require the rearrangement of caseloads for staff and contracted professionals;
 - iv. Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;
 - v. May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.
 - e. **Prohibited Standards.** The school district shall not base the decision to accept or reject an option student on the student's previous academic achievement, athletic or other extracurricular ability, disabling condition(s), proficiency in the English language, or previous disciplinary proceedings.
 - f. **Order of Acceptance.** If there are more option student applicants for any program, class, grade level or school building than can be accepted into such program, class, grade level or school building, applicants shall be accepted in the following order:
 - i. students with brothers or sisters attending the school district, either as resident students or as option students, shall be granted first priority;
 - ii. thereafter, option students shall be accepted into such program, class, grade level or school building in the order in which written applications were received by the school district.
 - g. **Maximum Capacity Report.** The school district will annually establish, publish, and report the capacity for each school building under the district's control pursuant to procedures, criteria, and deadlines established by the Nebraska Department of Education.
- 5. False or Misleading Option Applications.** If, prior to the student's attendance as an option student, the school district discovers that a previously accepted option application contained false or substantively misleading information, the option application will be rejected.

- 6. Academic Credits and Graduation.** The school district shall accept credits toward graduation that were awarded by another school district, and shall award a diploma to an option student if the student meets the graduation requirements of the school district.
- 7. Information Regarding Schools, Programs, Policies and Procedures.** The school district, its officers and employees, shall make information about the school district and its schools, programs, policies and procedures available to all interested people.
- 8. Procedure for Students Optioning Into or Out of the School District.**
 - a.** The parent or legal guardian of any student desiring to option into or out of the school district shall submit a proper and timely application to the board of education and the other affected school district for enrollment during the following and subsequent school years. Any application requiring the approval of the school district shall be deemed submitted when the application is actually received in the school district's business office.
 - b.** On or before April 1st, the school district shall notify the parent or legal guardian of any student who has submitted an application to option into the school district and the resident school district, in writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification. This written notice shall be sent via certified mail to the address listed on the option application.
- 9. Late Applications and Requests for Release**
 - a.** The board of education may refuse a request of a student seeking to option out of the school district when the option application is submitted after March 15th under the following conditions:
 - i.** When the district has already entered into contracts with teaching staff for the following school year;
 - ii.** When the district has already contracted for the performance of specific services for the student;
 - iii.** When the release of the student would have a negative financial impact or loss of revenue for the district.

- b.** The board of education will approve late applications to option into the district under the following conditions:
 - i. When the resident district has released the student, or if the student is an option student at the time of such application and applying to become an option student at a subsequent option school district, a release approval from the option school district the student is attending at the time of such application;
 - ii. When the student's late enrollment into the district meets the standards for acceptance or rejection of option students contained elsewhere in this policy;

OR

- b.** The board of education will deny all applications to option into the district that are received by the district after March 15 of the school year prior to the student's requested enrollment.
- c.** The superintendent will notify parents or guardians who have submitted properly completed option applications after March 15th no later than 60 days following submission of the application of the board's acceptance or rejection of the application.

10. Students Who Do Not Need a Release from the Resident District

- a.** A student does not need to be released from his/her resident district or the option school district the student is attending at the time of application under the following circumstances:
 - i. When the student has relocated to a different resident school district after February 1
 - ii. When a student's option school district merges with another district effective after February 1
- b.** The school district shall accept or reject an application from a student under this paragraph using the criteria set forth in this policy and will accept or reject the application within forty-five days.

11. Cancellation of Option.

Students who option either into or out of the school district shall:

- a. Attend the option school district until graduation or relocation/re-option in a different resident school district unless the student chooses to return to the resident school district, in which case the student's parent or legal guardian shall timely submit a cancellation form to the school board or board of education of the option school district and the resident school district for approval for the following year.
- b. Attend an option school district for not less than one school year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end the school year, transfers to a parochial or private school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district.

12. Authority of Superintendent.

The board of education authorizes the superintendent of schools to make decisions on its behalf pursuant to and to apply the criteria articulated by this policy in determining whether to grant or deny option enrollment applications.

Adopted on: 4/10/17
 Revised on: 6/12/23, 7/8/24
 Reviewed on: 5/8/23, 9/13/23

[NOTE TO BE DELETED: THERE ARE THREE CHOICES FOR OPTION TRANSPORTATION BELOW; SELECT ONE AND DELETE THE OTHERS]

5005 Transportation

The school district will provide free transportation, partially provide free transportation, or pay an allowance for transportation in lieu of free transportation on each day school is in session to the students who reside in the district and qualify for transportation according to the district's transportation plan. The families of students who will not be provided transportation pursuant to the district's plan or who must drive students to a pick-up point will be reimbursed according to statute if they qualify for such reimbursement. Parents seeking mileage reimbursement must submit requests to the district on forms which may be obtained from the office of the Superintendent of Schools.

When a student who has been attending the district is placed into foster care, school district staff will collaborate with state and local child welfare agencies to determine whether transportation is required under state law when it is in the child's best interest that their school of origin be maintained. The district will only provide transportation to students placed in foster care when the responsible child welfare agency agrees to reimburse the school district for the cost of transportation or when transportation is otherwise required by law. The board designates the **Superintendent of Schools** as the initial point of contact for child welfare agency representatives to discuss transportation issues related to children in foster care.

Students who are homeless will be provided with transportation pursuant to Board Policy 5014.

The district will provide transportation to tuition students in accordance with the contract provisions, if any, for services from the contracting districts.

The use of buses for class parties, field trips, and similar purposes shall require the prior approval of the superintendent or appropriate principal.

[OPTION 1]. Option Transportation. The board of education does not provide transportation services or mileage reimbursement for option-enrolled students unless otherwise required by law

[OPTION 2] Option Transportation. The board of education provides transportation to option students only if (a) the option student lives on an existing bus route or (b) the option student makes arrangements to be picked up and dropped off at preexisting stops along an existing bus route. The district does not provide mileage reimbursement for option-enrolled students unless otherwise required by law.

[OPTION 3] Option Transportation. The board of education shall annually set the rate for transportation services for option-enrolled students. Such transportation may only be enacted if there is mutual agreement between the school district and the parent or legal guardian of the option student. If such agreement is reached, the stops at the option homestead will be recorded by the school vehicle operator and a billing fee will be assessed to the parent or legal guardian on an annual basis. If two or more option students from the same homestead use school transportation, the district will charge for each trip made. Under no circumstances will an option student(s) be provided school transportation to and from his/her homestead if the result of such transportation (1) necessitates the addition of a third bus route and/or (2) increases the time necessary to run the complete bus route beyond the limit of one hour.

If the option student resides within the distance of one mile of the route used to reach a homestead which is a regular bus stop of a resident student, the fee shall be set at a rate of \$.____ per mile per stop.

If the option student resides a distance greater than one mile but less than or equal to two miles from the route used to reach a homestead which is a regular bus stop of a resident student, the fee shall be set at a rate of \$.____ for the first mile and \$.____ for the additional mile per stop.

If the option student resides a distance greater than two miles but less than or equal to three miles from the route used to reach a homestead which is a regular bus stop of a resident student, the fee shall be set at a rate of \$.____ for the first two miles and \$.____ for the additional mile, per stop.

If the option student resides a distance greater than three miles but less than or equal to four miles from the route used to reach a homestead which is a regular bus stop of a resident student, the fee shall be set at a rate of \$.____ for the first three miles and \$.____ for the additional mile, per stop.

If the option student resides a distance greater than four miles but less than or equal to five miles from the route used to reach a homestead which is a regular bus stop of a resident student, the fee shall be set at a rate of \$.____ for the first four miles and \$.____ for the additional mile, per stop.

For distances greater than five miles from the route used to reach a homestead which is a regular bus stop for a resident student, the same formula used to determine the above quoted rates will be used to determine the fee.

Students who qualify for free lunch may be entitled to transportation or mileage reimbursement pursuant to state law.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5008 Pregnant or 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.

I. Accommodations Regarding Attendance and Participation

A. Generally

Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan may include:

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

B. Students with Disabilities

For students with disabilities who have an IEP or Section 504 plan, the administrators, student's parents or guardians, and student if appropriate will collaborate with the student's educational team to coordinate accommodations consistent with state and federal law. As permitted by law, students may be entitled to accommodations as a result of pregnancy.

C. Title IX

When a student, or a person with a legal right to act on a student's behalf, informs a District employee of the student's pregnancy or related conditions, the District will inform the student of the Title IX Coordinator's contact information. The employee will also inform the student that the Title IX Coordinator can coordinate actions to prevent sex discrimination and ensure the student's equal access to the District's education program or activity.

The District will make reasonable accommodations to the District's policies, practices, and procedures as necessary to prevent sex discrimination and ensure equal access to the District's education program or activity. The District will coordinate reasonable modifications based on the student's individualized need. The District will consult with the student when determining what reasonable modifications may be appropriate, and the student has the discretion to accept or decline the reasonable modifications offered by the District.

The District will allow the student to voluntarily access any separate and comparable portion of the District's education program or activity. The District will allow the student to voluntarily take a leave of absence from the District's education program or activity to cover, at a minimum, the period of time deemed medically necessary by the student's licensed healthcare provider. Upon the student's return, the student will be reinstated to the student's academic status, and as practicable, to the extracurricular status that the student held when the voluntary leave began.

II. Accommodations Regarding Lactation and Breastfeeding

A. Accommodations

1. 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.
2. Students who wish or need to express breast milk on a regular schedule will work with school administrators to create a schedule which

- accommodates the student's needs while facilitating education to the maximum extent possible.
3. The district will 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.

B. Educational Process

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.

Adopted on: 7/9/18

Revised on: 7/8/24

Reviewed on: _____

5035 Student Discipline

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

Any disciplinary action taken by staff must be consistent with the requirements of other applicable laws, including but not limited to the IDEA, Section 504, and Title IX.

In this policy, 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 policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this policy may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

Pre-Kindergarten through Second Grade Students

Notwithstanding any other provision of this policy, 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.

Makeup Work for Suspended Students

Any student who is suspended must be given an opportunity to complete any classwork and homework missed during the period of suspension, including, but not limited to, examinations ("makeup work"). Any makeup work must be completed and turned in within 2 school days after completion of the suspension. This makeup guideline shall be provided to the student and a parent or guardian at the time of suspension. Suspended students may not be required to attend the school's alternative program for expelled students in order to complete classwork or homework.

Short-Term Suspension

The Principal may exclude students 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, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

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 or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, 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 and shall document such effort in writing. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.

4. Students who are short-term suspended must be given the opportunity to complete classwork and homework missed during the period of suspension, including but not limited to examinations, as provided herein.

Emergency Exclusion

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

Weapons and/or Firearms

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

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

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

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

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school

for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

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

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

Report to Law Enforcement Authorities. All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm to school.

Long-Term Suspension

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

Expulsion

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

following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students, or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.
5. **Conclusion of Expulsion.** At the conclusion of an expulsion, the school district will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

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 which 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 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, gender, 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 hazing, defined as 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. Hazing activities are generally

considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and 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; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;

- i. Bullying which shall include cyberbullying, 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;
- j. Violations of the district's acceptable computer use policy;
- k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- l. Using any object to simulate possession of a weapon;
- m. 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;
- n. Violation of the school's audio and video recording policy; and
- o. Any other violation of any board policy, handbook provision, or rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

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

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
 - 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 to the address provided on the form.

3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.
8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession

of the school board or board of education no later than forty-eight hours prior to the hearing.

9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

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

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 solely 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;
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

Adopted on: 5/18/17 _____

Revised on: 7/13/20, 6/12/23, 7/8/24

Reviewed on: 8/8/22 _____

5052 School Wellness

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, and Fundraisers)

- 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 June 2020 to Reflect the USDA Final Rule) [found at https://api.healthiergeneration.org/resource/2](https://api.healthiergeneration.org/resource/2).

Adopted on: 5/8/17

Revised on: 6/12/23, 7/8/24

Reviewed on: 6/13/22, 3/13/23

6025
Student Cell Phone and Other Electronic Devices

[THIS POLICY CONTAINS SEVERAL OPTIONS. THERE ARE MORE PERMISSIVE OPTIONS AND MORE RESTRICTIVE OPTIONS. YOU SHOULD SELECT AND MAKE ANY NECESSARY CHANGES TO ONLY ONE OPTION AND DELETE THE REST]

(USE AT SCHOOL OPTION)

Students may use cell phones or other electronic devices while at school, so long as they do so safely, responsibly and respectfully and comply with all other school rules while using these devices.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when permitted by law.

Students may not have cell phones or electronic devices on while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (including things like texting, sexting, emailing, etc.) 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.

While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct.

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including any calls or downloads.

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

(ONLY BEFORE/AFTER SCHOOL AND DURING PASSING AND LUNCH OPTION)

Students are prohibited from using cellular phones or other electronic devices while at school, except as provided in this policy or as deemed appropriate by a student's education team.

Students may use cell phones or other electronic devices on school sidewalks and in the common areas of the school before and after school, during passing periods, and during lunch so long as they do not create a distraction or a disruption and comply with all other policies and handbook provisions.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable or necessary.

Students may not have cell phones or electronic devices while they are in locker rooms, classrooms, or restrooms. During school hours student cell phones or electronic devices must remain in lockers, backpacks, or be locked in a personal vehicle. Students may use cell phones or other technology in classrooms only with the express permission of the classroom teacher.

Students are strictly prohibited from sending, sharing, viewing, or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device while at school. Students who possess prohibited material on their cell phone or other electronic device while at school shall be subject to disciplinary consequences as articulated by the student handbook.

Students may not use cell phones or electronic communication devices while riding in school vehicles, including listening to music, unless they have permission to do so from the driver or other adult responsible for their supervision.

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

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

administration, be subject to additional discipline, up to and including suspension or expulsion.

(YONDR BAG OR OTHER STORAGE SYSTEM OPTION)

Students may use cellular phones or other electronic devices while at school, so long as they do so safely, responsibly and respectfully and comply with all other school rules while using these devices.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when permitted by law.

Students may not have cell phones or electronic devices on while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

Students may not use cellular phones in any classroom unless deemed appropriate by a student's education team. [INSERT YOUR STORAGE SYSTEM HERE; FOR EXAMPLE: The District will provide each student with a Yondr bag, and students must lock their cellular phone in the Yondr bag upon entering a classroom. The student may unlock the bag upon exiting the classroom at the end of the class period.]

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (including things like texting, sexting, e-mailing, etc.) 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.

While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct.

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including or any calls or downloads.

Students who violate this policy may have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after meeting with the parent or guardian to discuss the rule violation. Students who violate this

policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

(COMPLETE BAN OPTION)

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.

Adopted on: 5/8/17

Revised on: 6/12/23, 7/8/24

Reviewed on: 6/13/22, 3/13/23

6031 Emergency Exclusion

Grounds for Emergency Exclusion. Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short term suspension found elsewhere in these policies or state law:

(a) If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or

(b) If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

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

Extension of Exclusion. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for up to five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be made according to the procedures set forth below.

Notification of Student's Parent(s) or Guardian(s). The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing. The notice shall include notice of a recommended hearing examiner and an alternate hearing examiner for consideration by the parent(s) or guardian(s) if a hearing is requested.

Opportunity to Request a Hearing. The student's parent(s) or guardian(s) may submit a request for a hearing on the proposed extension of the exclusion within one school day of receiving the notice of the proposed extension.

Failure to Request a Hearing. If the parent(s) or guardian(s) do not request a hearing within two school days of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

Appointment and Qualifications of a Hearing Examiner. The parent(s) or guardian(s) shall notify the superintendent within one school day of receiving notice of the recommended extension and proposed hearing examiner and alternate hearing examiner if the alternate hearing examiner is preferred.

Hearing Examiner's Notice to Parent(s) or Guardian(s). The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within ten school days after the initial date of exclusion; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

Continued Exclusion. If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.

Examination of Student's Records and Affidavits. Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

Attendance at Hearing. The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.

Student's Witness(es). The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

Right to Know Issues and Nature of Testimony. The student and his/her parent(s) or guardian(s) have the right to request in advance of the hearing

the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

Presence of Student and Witnesses at the Hearing. The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify. The school district shall make available to testify at the hearing any employee who is a witness to the matter upon request from the parent(s) or guardian(s).

Sworn or Affirmed Testimony. The principal or his or her designee shall present evidence supporting the recommended extension. Witnesses will give testimony under oath of affirmation, and may be questioned.

Hearing Examiner's Report and Recommendations. The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.

Superintendent's Decision. The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

Adopted on: 6/12/17

Revised on: 7/8/24

Reviewed on: _____

6036
Reading Instruction and Intervention Services

The purpose of this policy is to facilitate reading instruction and intervention services to address student reading needs, including, but not limited to, dyslexia. It is the school district's goal that each student be able to read at or above grade level by third grade.

Effective Reading Teachers. It is the intent of the school district to employ teachers for kindergarten through third grade who are effective reading teachers as evidenced by (a) evaluations based on classroom observations and student improvement on reading assessments or (b) specialized training in reading improvement.

Reading Assessment. The school district will administer a reading assessment approved by the Nebraska Department of Education three times during the school year to all students in kindergarten through third grade. Exceptions to this requirement include:

- Any student receiving specialized instruction for limited English proficiency who has been receiving such instruction for less than two years;
- Any student receiving special education services for whom such assessment would conflict with the individualized education plan; and
- Any student receiving services under a plan pursuant to the requirements of section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. 794, or Title II of the federal Americans with Disabilities Act of 1990, 42 U.S.C. 12131 to 12165, as such acts and sections existed on January 1, 2018, for whom such assessment would conflict with such section 504 or Title II plan.

The first assessment for kindergarten students must occur within the first 45 calendar days that school is in session of each school year. For all other grades, the first assessment must occur within the first 30 calendar days that school is in session of each school year.

Diagnostic assessments used within a supplemental reading intervention program do not require Nebraska Department of Education approval.

Deficiency Identification. Any student in kindergarten through third grade performing below the threshold level as determined by the Nebraska Department of Education shall be identified as having a reading deficiency for purposes of the Nebraska Reading Improvement Act and this policy. A student who is identified as having a reading deficiency shall remain identified as having a reading deficiency until the student performs at or above the

threshold level on an approved reading assessment. Nothing in the Nebraska Reading Improvement Act or this policy shall prohibit a school district from identifying any other student as having a reading deficiency.

Supplemental Reading Intervention Program. The school district will provide a supplemental reading intervention program to ensure that students can read at or above grade level at the end of third grade. The school district may work collaboratively with a reading specialist at the Nebraska Department of Education, with educational service units, with learning communities, or through interlocal agreements to develop and provide such supplemental reading intervention programs. Each supplemental reading intervention program must be:

- Provided to any student identified as having a reading deficiency;
- Implemented during regular school hours in addition to regularly scheduled reading instruction unless otherwise agreed to by a parent or guardian; and
- Made available as a summer reading program between each summer for any student who has been enrolled in grade one, grade two, or grade three or in a higher grade and is identified as continuing to have a reading deficiency at the conclusion of the school year preceding such summer reading program. The summer reading program may be held in conjunction with existing summer programs in the school district or in a community reading program not affiliated with the school district or offered online.

The supplemental reading intervention program may also include:

- Reading intervention practices that are evidence-based;
- Diagnostic assessments to identify specific skill-based strengths and weaknesses a student may have;
- Frequent monitoring of student progress throughout the school year with instruction adjusted accordingly;
- Intensive intervention using strategies selected from the following list to match the weaknesses identified in the diagnostic assessment:
 - Development in phonemic awareness, phonics, fluency, vocabulary, and reading comprehension;
 - Explicit and systematic instruction with detailed explanations, extensive opportunities for guided practice, and opportunities for error corrections and feedback; or
 - Daily targeted individual or small-group reading intervention based on student needs as determined by diagnostic assessment data subject to planned extracurricular school activities;

- Strategies and resources to assist with reading skills at home, including parent-training workshops and suggestions for parent-guided home reading; or
- Access to before-school or after-school supplemental reading intervention with a teacher or tutor who has specialized training in reading intervention.

Parent/Guardian Notification. The school will give notice in writing or by electronic communication to the parent(s) or guardian(s) of any student identified as having a reading deficiency within 15 working days of such identification that the student has been identified as having a reading deficiency and that an individual reading improvement plan will be established and shared with the parents or guardians.

Reading Improvement Plan. Any student who is identified as having a reading deficiency will receive an individualized reading improvement plan, that shall include a supplemental reading intervention program, no later than 30 days after the identification of the reading deficiency. The reading improvement plan may be created by the teacher, the principal, other pertinent school personnel, and the parents or guardians of the student and shall describe the reading intervention services the student will receive through the supplemental reading intervention program to remedy the reading deficiency. The student must receive reading intervention services through the supplemental reading intervention program until the student is no longer identified as having a reading deficiency.

Reading Progress. Each student in kindergarten through third grade and his or her parent(s) or guardian(s) will be informed of the student's reading progress within a reasonable time after the school district receives the results from the student's approved reading assessment.

NDE Professional Learning System. The Nebraska Department of Education provides a professional learning system. The elementary school(s) and early childhood education programs approved by the State Board of Education will ensure that teachers who teach children from four years of age through third grade are aware of the professional learning system and are adequately trained regarding evidence-based reading instruction to effectively instruct students in reading.

NDE Report. On or before July 1 of each year, the school district will provide the required information relating to dyslexia to the Nebraska Department of Education.

Adopted on: 7/9/18

Revised on: 7/10/21, 7/8/24

Reviewed on: _____

2.10. Review, discuss, and take all necessary action in approving and adopting new HPC School Board Policies #6039, #6041, #6042, & #6043 for the 2024-25 school year

6039

Repeat of Grade at Parent-Guardian Request

Parents and guardians may request that their student repeat a grade level under the following conditions:

Students in Kindergarten through Fourth Grade

Parents and guardians of students in kindergarten through fourth grade may request that their student repeat the grade level that the student has just completed under the following conditions:

- 1) If the student is at least one year below grade level and behind the child's typically developing peers in reading, English, and language arts such that the child does not possess the necessary academic skills required to succeed in reading, English, and language arts at grade level for the next grade to which the student would otherwise advance; or
- 2) If the student was absent fifty percent or more of the days in which school was in session for students during the school year which the student has just completed; or
- 3) If the student experienced a severe mental or physical illness resulting in hospitalization of two or more weeks during the school year.

Students in Fifth through Twelfth Grade

Parents and guardians of students in fifth through twelfth grade may request that their student repeat the grade level that the student has just completed if the student was absent fifty percent or more of the days in which school was in session for students during the school year which the student has just completed.

Procedure for Parent Requests for Student Grade Repetition

Parents and guardians who seek to have their student repeat the grade level just completed must submit a written request to the student's building principal no earlier than the day after the last scheduled student attendance day of the school year, and no later than two weeks after that date. This deadline may be waived by the superintendent for good cause shown. The request must include written documentation that provides evidence that the parents or guardians believe substantiate that the conditions outlined above have been met.

The principal shall promptly forward the request to the superintendent or his/her designee, along with any building-level information about the student which the principal believes will be relevant to the superintendent or designee in responding to the parents' or guardian's request.

The superintendent or designee shall review the request and promptly schedule a meeting with the parents or guardians. At this meeting, the superintendent or designee shall identify any alternative educational opportunities available to the student, including remedial instruction if applicable, and verify any special education supports available to the student. If the child's parent or guardian still intends to have such child repeat a grade, the parent or guardian shall complete a form prescribed by the Nebraska Department of Education and return the form to the office of the superintendent of schools.

Upon completion of the form and if all requirements pursuant to this policy are met, the school district shall have the child repeat the child's grade for the next school year.

Nothing in this policy modifies the school district's policies on mandatory attendance and reporting excessive absenteeism to the county attorney or other members of law enforcement. Likewise, nothing in this policy shall dictate or direct the provision of special education or related services, including but not limited to any IEP team decision about the appropriate educational placement of a child with a disability under Rule 51 of the Nebraska Department of Education.

Adopted on: 7-8-2024

Revised on: _____

Reviewed on: _____

6040

Prekindergarten (Preschool or Early Childhood) Program

The school board establishes a program to provide prekindergarten services to resident students, also referred to as an early childhood or preschool program. The school district will provide the program in compliance with state law and 92 NAC 11 (Nebraska Department of Education "Rule 11"). The availability of the program is subject to the district being able to employ and retain appropriate and qualified personnel.

Purpose. The purpose of the program is to promote the social, emotional, intellectual, language, physical, and aesthetic development and learning for the children served and to promote family development and support.

Age Participation. The program will be available to children of the following ages:

- Children who are 3 years of age before July 31 of the enrollment year;
- Children who are 4 years of age at the start of the enrollment year; and
- Children who are 5 years of age at the start of the enrollment year, so long as they do not turn 6 years of age prior to January 1 of that year (subject to the participation limitation below).

All enrollment is subject to capacity limitations and enrollment priorities established in this policy. Three-year-old children will only be offered half-day attendance.

Five-Year-Old Participation. Participation of 5-year-old students who will not turn 6 prior to January 1 of the enrollment year will be further limited to those students who have a raw score lower than ____ on the [INSERT SCREENING TOOL(S)].

Capacity Limitation. The maximum capacity for the program is ____ children. In the event where the total number of children registered for the program by July 15 rises above ____, the district will only offer the program to children with the following priority for enrollment:

- 4-year-olds;
- "At-risk" children (as defined by Rule 11);
- Qualified five-year-old students; and
- Three-year-olds.

If the program is at capacity after July 15, further enrollment applications will be denied. Exception: If an "at-risk child" (as defined by Rule 11) moves into the district and the program is at capacity, the child will be enrolled in the

program. The youngest child in the class that is not "at risk" will be withdrawn from the program.

Program Coordinator. The program will be coordinated by a an individual qualified by law to be a Program Coordinator.

Program and Staff Requirements. All teachers and administrators in prekindergarten programs must hold a valid certificate or permit to teach issued by NDE except as otherwise allowed by law or Rule 11.

Participation and Inclusion. Participation of children and families in the program will be voluntary. The program will not exclude children verified as having disabilities and will include to the extent possible children of diverse social and economic characteristics.

Birth Certificates. Within 30 days of enrollment, parents or guardians must submit a certified copy of the child's birth certificate or other documentation in compliance with the Missing Children Identification Act (sections 43-2001 through 43-2012).

Instructional Hours. Each class in the program will operate a minimum of 12 instructional hours per week during the school year. Programs receiving grant funds pursuant to state law will operate a minimum of 450 instructional hours per school year.

Fees. The district may charge a fee for its program in accordance with the Policy 5045 - Student Fees, provided that the fee may not exceed the actual cost of the program. If the district charges a fee, it will also use a sliding fee scale in order to maximize the participation of economically and categorically diverse groups. The district may waive fees on the basis of need.

General Reports. The head administrator will include information about the program in the NDE approved data system. All early childhood data is due as specified by the data system calendar.

Early Childhood Program Report. An Early Childhood Program Report Form will be submitted annually by October 15 on the form required by NDE.

Planning. Each program will have a planning period that complies with the requirements of Rule 11.

Coordination with Existing Programs and Funding Sources. The district will develop, and keep on file, a written plan to show that the program will be coordinated or contracted with existing programs in compliance with Rule 11

requirements. The district will develop and keep on file a written plan to coordinate and use a combination of local, state, and federal funding sources including, but not limited to, those listed in Rule 11 in order to maximize the participation of economically and categorically diverse groups of children and to ensure that participating children and families have access to knowledge of comprehensive services that may be available.

Additional Rule 11 Requirements. Rule 11 includes additional requirements that are not included in this policy, including but not limited to requirements addressing family development and support; developmentally and culturally appropriate curriculum, practices, and assessment; evaluation and quality assurance; program staff; child/staff ration and group size; facilities, equipment, health, and safety; meals and snacks, immunizations; supervision; toileting; infants and toddlers; Sixpence programs; and home-based programs. The district will comply with these additional requirements that are applicable to the program.

Special Education Act Compliance. Nothing in this policy allows the school district to fail to meet its responsibilities under the Special Education Act (section 79-1110 through 79-1167). To the extent there is any conflict between this policy or Rule 11 with the Special Education Act, the Act shall control.

Adopted on: 7-8-2024
Revised on: _____
Reviewed on: _____

6041
Malcolm X Day Education

Each year on May 19th, designated as El-Hajj Malik ElShabazz, Malcolm X Day, the school district will hold suitable exercises in recognition of the sacrifices of the late Nebraska Hall of Fame inductee El-Hajj Malik El-Shabazz, Malcolm X, and his contributions to the betterment of society. When May 19th falls on a Saturday or Sunday, the district will provide the suitable exercises during the preceding or following week. The program shall be implemented within any applicable laws and/or regulations.

Adopted on: 7-8-2024

Revised on: _____

Reviewed on: _____

6042 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.

Adopted on: 7-8-2024

Revised on: _____

Reviewed on: _____

6043

Sharing Mapping Data

This policy shall provide for the sharing of information to public safety agencies in order to implement effective emergency response protocols.

Definition. Mapping data means maps relating to the school buildings or school property with data for an efficient emergency response.

Sharing of Mapping Data. Mapping data shall be shared in an electronic or printable format with public safety agencies that provide emergency services to district property to assist those agencies in responding to an emergency on district property.

Requirements Related to Mapping Data. Mapping data shared with public safety agencies pursuant to this policy shall meet the following requirements:

- The mapping data shall be compatible with and able to be integrated into software platforms used by public safety that provide emergency services to the specific school for which the data is provided without requiring:
 - The purchase of additional software by such public safety agencies; or
 - The integration of third-party software to view the data;
- The mapping data shall be a finished map product in a file format easily accessible using a standard or open-source file reader, depending on the needs of the school and the public safety agency;
- The mapping data shall be provided in a printable format;
- The mapping data shall be verified for accuracy, during production and annually, through a walk-through of the school campus;
- The mapping data shall give an indication of what direction is true north;
- The mapping data shall include accurate floor plans overlaid on accurate, verified aerial imagery of the school campus;
- The mapping data shall contain site-specific labeling that matches the structure of school buildings, including room labels, hallway names, external door or stairwell numbers, locations of hazards, key utility locations, key boxes, automated external defibrillators, and trauma kits using standard labeling rules set by the State Department of Education;
- The mapping data shall contain site-specific labeling that matches the school grounds, including parking areas, athletic fields, surrounding roads, and neighboring properties using standard labeling rules set by the State Department of Education; and
- The mapping data shall be overlaid with a grid and coordinates.

Annual Certification or Updates. The district shall annually:

- Certify to the appropriate public safety agencies that the mapping data provided pursuant to this policy is accurate; or
- If such information has changed, provide the appropriate public safety agencies with updated mapping data.

Reimbursement. The Superintendent shall apply to the State Department of Education in the manner prescribed by the Commissioner of Education for a grant to cover the costs of providing payment to vendors on behalf of the school district to facilitate the implementation of mapping data in accordance with this policy. Such application shall include a copy of this school policy, an estimate from a vendor on the cost of providing such mapping data that meets the requirements of this policy, and any other information the department may require. Alternatively, the Superintendent may apply to and contract with the district's educational service unit in the manner prescribed by the educational service unit for purposes of covering the costs of facilitating mapping data in accordance with this policy.

Adopted on: 7-8-2024

Revised on: _____

Reviewed on: _____

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SHARI RUSSELL, Paralegal

M E M O R A N D U M

To: KSB Policy Service Subscribers

FROM: KSB School Law

DATE: May 28, 2024

RE: Annual Policy Updates

It's time for the 2024 KSB School Law policy updates. Below, we discuss the policy changes, the changes to our standard forms, and some issues raised by certain laws that do not necessarily require a policy change but present new obligations or things to keep in mind as you enter the 2024-25 school year. We have broken these down into 3 sections: "Policy Changes;" "Forms Changes;" and "Other Issues to Consider."

Please keep in mind that most approved bills go into effect three months after the legislature adjourns. This year the Unicameral adjourned sine die on April 18th, so the effective date of most bills will be July 19, 2024. However, if a bill has a specific effective date or an emergency clause, it goes into effect on the stated date or when passed and approved according to law.

To assist subscribers in implementing these policy changes and the other considerations laid out in this Memo, **KSB will hold a webinar on Wednesday, May 29, 2024, at 9:00 a.m. Central Time.** In the webinar, we will give a brief overview of the changes and then answer questions from attendees regarding the policies and other considerations. We will also record the webinar and post it in the KSB School Law portal in the Policy Updates section. Please contact us if you have any additional questions about the policy updates or portal.

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Policy Changes

REVISIONS OF POLICY 2006: COMPLAINT PROCEDURE

The new Title IX regulations require Title IX appeals to follow the same procedures for other types of civil rights appeals. For years, OCR has requested a uniform process to handle all types of complaints of discrimination, including race, religion, disability, etc. This is why we designed policy 2006 to cover all of those types of complaints and appeals. The 2020 Title IX regulations obviously created an entirely separate process for Title IX. The new 2024 regulations don't require the same procedure across the board for Title IX and other types of civil rights complaints, but they do require a standard appeals process.

To blend the Title IX and other civil rights appeals, we had to make some substantial modifications to policy 2006. Now, most complaints and appeals end with the superintendent. We have significantly limited the types of complaints and appeals that can go to the full board. This was necessary to reconcile the civil rights appeals, because in practice most schools do not involve the full board in discrimination investigations unless they involve allegations against the superintendent. We have been talking for years about limiting items that actually get full board consideration. Is it the highest and best use of the board's time to hear "complaints" about playing time and who makes National Honor Society? We'll explain this in the update webinar, but it will be very important to discuss this with your full board. Now, only complaints about the superintendent and complaints about the wording (not implementation) or policy and about the budget get consideration from the board.

We understand some boards may like this, and others may want to stay involved as a last appeal step in all cases. We recommend against boards hearing all types of cases. At best, it will significantly delay the ability to impose discipline in Title IX cases involving sex discrimination if the process is not complete until the board hears the case. However, if your board does want to serve as the final appeal body for all claims, reach out to one of us, and we are happy to discuss it and help you modify the policy to fit your board's preference.

This change is required.

REVISION OF POLICY 2008: MEETINGS

Have you sent a notice of your school board meeting to your local newspaper only to find out the newspaper didn't publish your notice? Good news! LB 287 modifies the Open Meetings Act to resolve this problem.

Beginning July 19, 2024, and until January 1, 2025, in cases where the newspaper refuses, neglects, or is unable to timely publish the notice, the school district may lawfully advertise its meeting by (1) posting the notice on its website and (2) posting the notice in a "conspicuous public place" within its jurisdiction. The school must keep a written record of the posting.

Beginning January 1, 2025, school districts will have two options to choose from to give notice of their meetings, and it depends on whether you have time to get your notice in the local newspaper. Schools may select one of the following options:

- (1) Publish in a newspaper of general circulation within the school's jurisdiction that is finalized for printing prior to the time and date of the meeting AND (2) post on the newspaper's website, if available, AND (3) post on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers; ***OR***
- (1) Post to the newspaper's website, if available, AND (2) post to a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the public body's jurisdiction is to be finalized for printing prior to the time and date of the meeting.

After January 1, 2025, in cases where the newspaper refuses, neglects, or is unable to timely publish the notice, the school district may lawfully advertise its meeting by (1) posting the notice on its website, if available, and (2) submitting a post on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers, AND (3) posting the notice in a "conspicuous public place" within its jurisdiction. The school must keep a written record of the posting. We will provide you with a new policy closer to January 1, 2025.

NOTE: You need to follow the current law until July 19, 2024.

Effective Date: July 19, 2024

This change is required. KSB will send out an updated policy this fall for the version that will be in effect starting January 1, 2025.

REVISION OF POLICY 2009: PUBLIC PARTICIPATION AT BOARD MEETINGS

As you've heard us say many times over the years, the Open Meetings Act only required school districts to allow public comment at "some" meetings. The Nebraska Attorney General's Office had informally indicated that allowing public comment once every three months would be sufficient to comply with the law. Well, those days are over. LB 43 now requires that except for closed sessions, public bodies must allow public comment at each meeting. We have revised this policy to reflect this new requirement.

Please keep in mind that boards may still make and enforce reasonable rules and regulations regarding the conduct of people speaking at meetings. This means you can continue to have "time, place, and manner" restrictions on public comment speakers.

Effective Date: July 19, 2024.

This change is required.

REVISION OF POLICY 3003.1: BIDDING FOR CONSTRUCTION, REMODELING, REPAIR, OR RELATED PROJECTS FINANCED WITH FEDERAL FUNDS

In April 2024, the federal government released revisions to the Uniform Grants Guidance. This policy is updated to reflect changes to the UGG including: the change in terminology to "simplified acquisitions" instead of "small purchases," and the addition of veteran-owned businesses to the list of preferred vendors.

Effective Date: October 1, 2024

This change is required.

REVISION OF POLICY 3004.1: FISCAL MANAGEMENT FOR PURCHASING AND PROCUREMENT USING FEDERAL FUNDS

These changes include the same ones mentioned for 3003.1.

The UGG also increased the threshold for the disposition of equipment and supplies from \$5,000 to \$10,000. While not a policy change, districts should also be aware that the de minimis indirect rate increased from 10% to 15% and also the amount of subawards a district can apply to their indirect rate increased from \$25,000 to \$50,000. Additionally, school auditors are jumping for joy as the single audit for federal funds increased from \$750,000 to \$1,000,000.

Effective Date: October 1, 2024

This change is required.

MOVE CONTENTS OF 3011: TRANSPORTATION, TO 5005: OPTION TRANSPORTATION; RENAME COMBINED POLICY "TRANSPORTATION"; POLICY 3011 NOW "INTENTIONALLY LEFT BLANK"

We received several questions during NDE reviews of policies covering foster student transportation this year. That policy was in the 3000 series, which did not make a lot of sense when other transportation policies are in the 5000 series. We have now combined 3011 and 5005 into one policy named "Transportation" which covers general transportation and option transportation.

Policy 5005, formerly "Option Transportation" had 3 distinct options in separate documents. We've combined those into this one policy. If you have already adopted 1 of the 3 options in policy 5005, keep that one in the policy and delete the other 2 choices.

This change is required.

**REVISION AND RENAMING OF POLICY 3017: PRESS RELEASES;
RENAMED TO "OFFICIAL COMMUNICATION WITH THE PUBLIC"**

On March 15, 2024, the United States Supreme Court issued an opinion in *Lindke v. Freed* which established the test for when government officials are "state actors" when posting on social media for First Amendment considerations. SCOTUS determined a government official's social media post is only government speech if "the official possessed actual authority to speak on the State's behalf and purported to exercise that authority when he spoke on social media." This policy update reflects the new considerations from this case.

This change is not required but is highly recommended.

**REVISION AND RENAMING OF POLICY 3032: FEES FOR SCHOOL
DISTRICT RECORDS; ELIMINATE "COPYING" FROM TITLE**

LB 43 revised the public records statutes. For residents of Nebraska (includes all news media, which is undefined):

- Number of "free hours" goes from 4 to 8
- May not include "any charge for the services of an attorney or any other person to review the requested public records seeking a legal basis to withhold the public records from the public"
- May still charge for time in excess of 8 hours for searching, identifying, physically redacting, or copying

For nonresidents of Nebraska:

- Number of "free hours" goes from 4 to 0
- "The actual added cost used as the basis for the calculation of a fee for records may include a charge for the proportion of the existing salary or pay obligation to the public officers or employees, including a proportional charge for the services of an attorney to review the requested public records, for the time spent searching, identifying, physically redacting, copying, ***or reviewing*** such records"

The policy has been revised to reflect these changes.

Effective Date: July 19, 2024

This change is required.

DELETION OF POLICY 3033: LENDING TEXTBOOKS TO CHILDREN ENROLLED IN PRIVATE SCHOOLS; NOW "INTENTIONALLY LEFT BLANK"

Through June 30, 2024, schools are required to purchase and loan textbooks, upon individual request, to children who are enrolled in kindergarten to grade twelve of an approved private school. Effective July 1, 2024, that obligation is transferred to NDE. This policy may be deleted because it is no longer necessary.

This change is required.

REVISION OF POLICY 3053: NONDISCRIMINATION

This policy was updated to reflect the final rule for the Pregnant Workers Fairness Act (PWFA) which requires covered employers, including school districts, to provide reasonable accommodations to qualified employee's or applicant's known limitations related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions.

This change is required.

REVISION OF POLICY 3057: TITLE IX

We've invested a lot of time and energy into learning and thinking through the Biden Administration's updated Title IX regulations, set to go live on August 1, 2024. We will explain much more of our thinking and guidance in our Title IX introductory webinar on June 25. You can register for that [here](#) if you haven't already signed up for this webinar or our full quarterly webinar series.

We feel strongly that schools will find these new regulations better to work with day-to-day compared to the Trump Administration regulations from 2020. For example, in many cases you will be able to use 1 person (likely the Title IX Coordinator) to resolve complaints of sex-based harassment compared to at least 3 under the 2020 regulations. For that reason, we put

together an updated policy for you to consider with your boards in June or July. We do not think schools should ignore the components of these new regulations that will make life better for you.

We will continue to monitor the ongoing litigation, which focuses almost exclusively on the issues of gender identity and facility use. That is getting all the headlines (as usual) but makes up only a very small fraction of the regulations. As you will see, our policy focuses on complaints of sex discrimination. If we need to update the policy moving forward to account for the litigation or changes to the regulations in the future, we will.

Effective Date: August 1, 2024

This change is required.

REVISION OF POLICY 3059: AUDIO AND VIDEO RECORDING

This policy was updated to reflect recent decisions by federal courts that have held parents do not have the right to record special education meetings. This has become an increasing point of contention for several of our districts and we wanted the explicit prohibition to be in your recording policy.

This change is not required but highly recommended.

NEW POLICY 3060: FIREARMS AND WEAPONS FOR NON-STUDENTS

See description in 5035.

This change is required.

REVISION TO POLICY 4011: EMPLOYEE LEAVE UNDER THE FAMILY MEDICAL LEAVE ACT (FMLA)

We are recommending two changes to this policy. First, in the last section of the policy we are deleting the reference to the "301(c) notice." That notice is now superfluous if you use the Department of Labor forms, which we

recommend. Those are all in the 4000 series forms and include the FMLA's required notice provisions.

Second, we have revised section I(A)(2) to clarify the applicable 12-month period for FMLA leave. The FMLA allows employers to use a calendar year basis, another set 12-month period, an "anniversary of use" method, or a "rolling" 12-month period. We strongly discourage schools from using a set 12-month period, because that may result in employees having 24 weeks of leave consecutively.

Instead, we recommend that schools use the "rolling" 12-month period, or the "anniversary date" method as a second choice. Under the recommended "rolling" method, employees "earn" leave back at the rate they used it. For example, assume an employee uses 4 weeks of FMLA leave in each of October, January, and April. The following October, assume the employee needs 6 weeks of FMLA leave. The employee is only eligible to use 4 weeks of FMLA leave for that absence, so the last 2 weeks are not FMLA-covered. Our previous definition of the 12-month period was not as clear as it could have been, especially in situations where the employee uses ongoing "intermittent" leave, such as a day at a time.

If you are making this change, please check your current policy and determine which 12-month leave year option your district selected. The Department of Labor requires you give at least 60 days of notice to all employees if you are wishing to change the method. We have included this change in our staff handbook. Notice can also be given by emailing all employees an updated version of the policy.

This change is required.

REVISION TO POLICY 4053: CONFLICT OF INTEREST

LB 287 created additional conflict of interest procedures for public employees who make \$150,000 or more in combined salary and benefits. As a practical matter this probably means it only applies to administrators for the upcoming school year, but the cost of benefits and rising teacher salaries mean that some teaching staff will be affected either now or in the future.

If an employee meets the total cost qualification, they must comply with these additional requirements and report a conflict of interest of any decision or action they might take that could financially benefit or harm themselves,

a business with which the employee is associated or a member of an immediate family member.

This policy revision is required.

REVISION OF 5001: COMPULSORY ATTENDANCE AND EXCESSIVE ABSENTEEISM

LB 1029 amends section 79-201 to clarify that mandatory attendance requirements do not apply when a student's ***mental or physical*** illness makes attendance impossible or impracticable. The policy has been revised in one place to note this "change." We have also updated the policy by replacing the outdated use of "non-accredited" schools with "exempt" schools.

Effective Date: July 19, 2024.

This change is required.

Additionally, the Nebraska Department of Education has informed districts that they can allow or require students to "make-up" absences in order to improve their reported attendance/absenteeism rates. If your district has implemented or wishes to implement a procedure for students to make-up absences, you should include that information in your attendance policy. We've prepared a basic framework for one in our model policy as a placeholder.

This change is an optional provision you may remove or revise at your discretion.

REVISION OF POLICY 5004: OPTION ENROLLMENT

Currently, state law provides that students may only option enroll into another district once unless one of the numerous exceptions apply. However, the Unicameral decided that what Nebraska needs is more option enrollment! LB 1329 amends the option enrollment statutes to grant students an option once during elementary school, once during middle school or junior high school, and once during high school for a total of three times. Unfortunately, LB 1329 does not define which schools contain which grades, and state law generally defines elementary grades as kindergarten

through eight and high school grades as nine through twelve. Middle school is not defined. This means you will have to define which grades are contained in which school in this policy. We have left a blank for this purpose in the definition section.

LB 1329 also changes the burden of proof in any appeal based on a capacity determination made by the school. The school district will bear the burden of proof on any appeal for any rejection based upon capacity limitations established under section 79-238.

This change is effective July 19, 2024.

This change is required.

**REVISION AND RENAMING OF POLICY 5005: OPTION
TRANSPORTATION; COMBINED WITH 3011**

See description in 3011, above.

This change is required.

REVISION OF POLICY 5008: PREGNANT OR PARENTING STUDENTS

The new Title IX regulations discuss responsibilities a school has regarding a student's current, potential, or past pregnancy. Such responsibilities include informing the student of the Title IX Coordinator's contact information and making reasonable modifications based on the student's individualized needs. The school must consult with the student regarding reasonable modifications, and the student may accept or decline any of the modifications. This policy has been updated to include the new Title IX requirements.

This change is effective August 1, 2024

This change is required.

**REVISION OF POLICY 5035; POLICY 5049: FIREARMS AND WEAPONS
MOVED TO POLICY 3060 AND 5035; POLICY 5049 WILL BE
"INTENTIONALLY LEFT BLANK"**

The general rule is that any person who possesses a firearm in a school, on school grounds, in a school-owned vehicle, or at a school-sponsored activity or athletic event is guilty of the offense of unlawful possession of a firearm at a school (a Class IV felony). There are a variety of exceptions, and LB 1329 adds two more.

First, qualified law enforcement officers or qualified retired law enforcement officers carrying pursuant to 18 U.S.C. 926B or 926C, respectively, as such sections existed on January 1, 2023 may now carry firearms at school. The more controversial provision authorizes Class I and Class II school districts to allow employees and security personnel to possess a firearm on school grounds, at a school event, or in a school vehicle according to a written policy adopted by the school that includes, at a minimum, requirements for personal qualifications, training, appropriate firearms and ammunition, and appropriate use of force.

Given these changes and the fact that there are also mandatory firearm provisions that apply to students through state and federal law, we have decided to move the non-student portion of this policy to Policy 30XX and to move the student portion of the policy to Policy 5035 - Student Discipline. Policy 5049 will now be "Intentionally Left Blank."

The Unicameral has directed the State Board of Education, in consultation with the Nebraska State Patrol, to develop a model policy relating to the authorization of the carrying of firearms by authorized security personnel (and employees). The policy must include but need not be limited to, the appropriate number of training hours required of such security personnel. **Unlike other instances that require the State to draft a policy, there is no requirement that the school's policy follow or be limited by the State's model policy.**

Policy 3060 currently is for all Class III school districts but only Class I and Class II school districts that have decided not to adopt a policy authorizing employees and contractors to carry firearms on school grounds. We will draft a policy that authorizes employees and contractors to carry firearms on school grounds once the State Board of Education issues its model policy. However, we have heard that ALICAP will not be providing any insurance coverage for matters related to employees or contractors carrying firearms on school property.

Effective Date: July 19, 2024

These changes are required.

We have also made two other tweaks to this policy. First, we included a short paragraph at the beginning noting that all discipline decisions will be made consistent with state and federal disability laws, namely the IDEA and Section 504.

Second, we have added “deepfakes” and other AI-generated content to the list of school rules and grounds for discipline. We have taken an aggressive approach on the creation of deepfake nudes, where one student creates what appears to be a “real” nude of a classmate using one of the many apps and sites that now exist. Creation, distribution, and possession of actual nudes are criminal acts subject to discipline as a violation of state criminal law. However, it is at best unclear whether creating a deepfake nude is a crime in Nebraska at all. By modifying the policy to say the board considers deepfakes an expellable offense, we are using the board’s authority to clarify expellable conduct that is “consistent with” the statutory grounds for longterm discipline that already exist. While this could be challenged by a student/parent, we want to ensure schools have options when these situations inevitably arise more often moving forward.

These changes are not required but are highly recommended.

5052: SCHOOL WELLNESS

We have revised the “Competitive Foods” section to comply with federal regulations as a result of suggestions made by NDE after some school audits. The change defines “Competitive Foods,” when they may be sold, and some exemptions and limitations.

This change is required.

REVISION OF POLICY 6025: STUDENT CELL PHONE OR OTHER ELECTRONIC DEVICES

We have had an increasing number of schools reexamine their approach to student cell phone use at school in light of emerging research about the harm that cell phones pose to student mental health. Teachers are also wildly frustrated by the constant battle with students over whether and when students may have their phones, smartwatches or AirPods.

There have been many national headlines examining the success ([like this from WaPo](#)) and pushback, especially from parents ([like this from EdWeek](#)), for schools that have gone to a ban on cell phones at school or solutions like Yondr bags.

We have added a new option to Policy 6025 for districts that are interested in completely banning all electronic devices during the school day. School districts that adopt this policy option will also need to plan on some sort of PR campaign explaining the change in policy to families. In our experience, parents are as hostile to cell phone bans as students are, so school officials will have to explain the research on the detrimental impact that phones have at school. If you are interested in considering this approach, the research and anecdotal experiences of schools who implemented cell phone bans is pretty clear. It seems to work if you can get all of your students, parents, and community members over the initial hurdle of losing constant connectivity. If you would like help locating resources to share, let us know. We take great pride in talking to students, staff, and parents about digital citizenship and tech-related issues, so we've been following this trend and the litigation against social media companies closely.

This change is optional.

REVISION OF POLICY 6031: EMERGENCY EXCLUSION

Last year, LB 705 amended the processes and procedures under the Nebraska Student Discipline Act. The procedures applicable to emergency exclusion must "substantially" comply with the updated due process requirements related to long-term discipline. We've amended the procedures contained in this policy to comply with those requirements in a manner that aligns with the shortened timeframes applicable to emergency exclusion.

This change is required.

6036: READING INSTRUCTION AND INTERVENTION SERVICES

Schools are required to provide the required information relating to dyslexia to the Nebraska Department of Education on or before July 1 of each year. This requirement has been added to the policy.

The Nebraska Department of Education will provide a professional learning system. The elementary school(s) and early childhood education programs approved by the State Board of Education must ensure that teachers who teach children from four years of age through third grade are aware of the professional learning system and are adequately trained regarding evidence-based reading instruction to effectively instruct students in reading. This requirement has been added to the policy.

Effective Date: July 19, 2024.

This change is required.

NEW POLICY 6039: REPEAT OF GRADE AT PARENT-GUARDIAN REQUEST

LB 71 gives parents the right to have their students repeat grade levels under certain, very specific circumstances. This policy outlines the circumstances applicable to students in grades K-4 and for students in grades 5-12. Notice that the differences between the two ages are significant.

Parents of students in grades K-4 can ask that their child be retained due to:

- Academic Needs. This criteria requires that the student be “at least one year below grade level” in reading, English, **and** language arts. That means that a student who is reading at 3rd grade, first month levels would not be entitled to repeat the 3rd grade. Notice also that there is no parental entitlement to hold a student back for deficits in any other academic area. We have explicitly noted at the end of the policy that this portion of the policy does not override a student’s IEP team decision about educational placement under the special education laws.
- Excessive Absenteeism. This criteria requires that the student has been absent fifty percent or more of the school days of the prior school year. The KSB crew is puzzled that the Unicameral chose to give additional rights to parents who may very well be guilty of educational neglect, but we don’t get to make the laws, we just get to try to explain them to you. Please note that this makes school district reporting of excessive absenteeism to the county attorney after 20 days of absences crucially important.

- Illness. The statute requires the student to have been hospitalized for two or more weeks during the prior school year in order to qualify under this criteria. Notice that the illness criteria is only available to students in grades K-4. Notice as well that in order for a K-4 st are required to provide the required information relating to dyslexia to the Nebraska Department of Education on or before July 1 of each year. This requirement has been added to the policy.

Parents of students in 5-12 can ask that their child be retained only due to excessive absenteeism.

All of the criteria in the statute are keyed to a school year, so we have set the earliest date that a parent can request a grade level retention as the last day of the school year. This draft policy proposes a two-week window in which parents can request that a student repeat a grade level, with the ability of the superintendent to make timing exceptions for good cause. We also drafted this policy to require parents to submit the initial request to the building principal so that the principal can pass along any relevant information about the situation to the superintendent.

Effective Date: July 19, 2024.

This change is required.

NEW POLICY 6040: PREKINDERGARTEN (PRESCHOOL OR EARLY CHILDHOOD) PROGRAM

LB 71 amends the early childhood statutes so that schools may now offer a prekindergarten program to:

- Children who are 3 years of age before July 31 of the enrollment year;
- Children who are 4 years of age at the start of the enrollment year; and
- Children who are 5 years of age at the start of the enrollment year, so long as they do not turn 6 years of age prior to January 1 of that year (subject to the participation limitation below).

Schools are not required to have any prekindergarten program, so the school may choose to offer such a program with any combination of the ages of children outlined above. For this reason, it is difficult, if not impossible, to

draft a one-size-fits-all policy. Please feel free to contact us if you would like to customize this policy.

Effective Date: July 19, 2024

This change is not required but is highly recommended if you have a prekindergarten program.

NEW POLICY 6041: MALCOLM X DAY EDUCATION

Who doesn't love holidays?!? Thanks to LB 1102, we have another one! May 19th of each year will forever more be recognized as El-Hajj Malik El-Shabazz, Malcolm X Day, and must be set apart for holding suitable exercises in the schools of the state in recognition of the sacrifices of the late Nebraska Hall of Fame inductee El-Hajj Malik El-Shabazz, Malcolm X and his contributions to the betterment of society.

Effective Date: July 19, 2024

This policy is required.

NEW POLICY 6042: PROJECTION MAPS

With the passage of LB 1329, school districts will only be allowed to use the Mercator projection map in limited situations, all of which require conjunctive use of either the Gall-Peters projection map or the AuthaGraph projection map. For example, textbooks that display the Mercator projection map are permissible as long as a Gall-Peters projection map or AuthaGraph projection map is displayed in the classroom or shown to students. To comply, school districts should replace Mercator projection maps with either Gall-Peters projection maps or AuthaGraph projection maps.

Effective Date: July 19, 2024

This policy is required.

NEW POLICY 6043: MAPPING DATA

With the passage of LB 1329, school districts may choose to apply for grant funding to create and share mapping data (defined as maps relating to the school buildings or school property with data for an efficient emergency response to such buildings or property) with public safety agencies. If you wish to apply for a grant to create and share this information, you must pass this policy and ensure that your creation and distribution of the mapping data meet the requirements of the legislation which have been included in this policy.

This policy is required only if you plan to apply for this grant.

Form Changes (NONE...YET!)

TITLE IX

We will be releasing updated Title IX forms closer to the August 1 effective date. We think rolling out the forms in conjunction with Title IX training later this summer will be the most efficient way to provide you with updated forms and explain how to use them to make the process easier.

Other Issues To Consider

Special Education Procedures

We had several school districts receive corrective action plans from NDE's Office of Special Education asking them to revise their special education policies and procedures this year. After being notified of these corrective action plans, we were able to work with NDE to get the matter resolved. It is important that you upload the most current version of Policy 6010 and the most current version of the KSB Special Education Procedures when asked for your special education "policies and procedures." If your district has chosen to tweak your special education procedures, you should check with one of the KSB attorneys to be sure that NDE will accept those procedures as compliant.

LB 25: Political Subdivisions Tort Claims Act

~~Political subdivisions of the State of Nebraska are not liable for the torts of its officers, agents, or employees, and cannot be sued on any tort claim except to the extent, and only to the extent, provided by the Political Subdivisions Tort Claims Act. The Act LB 25 amends the Act to allow claims involving child abuse or sexual assault of a child. Individuals will now be able to file tort claims and lawsuits against political subdivisions when the harm caused by child abuse or sexual assault of a child is a proximate result of the failure of a political subdivision or an employee of the political subdivision to exercise reasonable care to either: (i) Control a person over whom it has taken charge; or (ii) Protect a person who is in the political subdivision's care, custody, or control from harm caused by a non-employee actor.~~

~~LB 25 becomes law July 19, 2024.~~

LB 25 was vetoed by Governor Jim Pillen on April 24, 2024, because he hates other people's children even more than Steve, apparently.

LB 43: FIRST FREEDOM ACT

LB 43 creates the First Freedom Act. Under the Act, "state action" may not:

- Substantially burden a person's right to the exercise of religion unless it is demonstrated that applying the burden to that person's exercise of religion in this particular instance is essential to further a compelling governmental interest and is the least restrictive means of furthering that compelling governmental interest; or
- Restrict a religious organization from operating and engaging in religious services during a state of emergency to a greater extent than the state restricts other organizations or businesses from operating during a state of emergency.

A plaintiff's potential relief includes:

- Actual damages
- Preliminary and other equitable or declaratory relief as may be appropriate; and
- Reasonable attorney's fees and other litigation costs reasonably incurred

The First Freedom Act becomes law on July 19, 2024.

LB 43: TRIBAL REGALIA

LB 43 provides that any person who is a member of an indigenous tribe and is a student attending an approved or accredited public school may wear tribal regalia in any public or private location where the person is otherwise authorized to be on such school grounds or at any school function. Tribal regalia includes “traditional garments, jewelry, other adornments, or similar objects of cultural significance worn by members of an indigenous tribe of the United States or another country.” The definition excludes any firearm or other dangerous weapon or any object that is otherwise prohibited by federal law (unless it complies with an appropriate federal permit).

The bill specifically states that administrators and teachers may still regulate student behavior as provided in section 79-258 or the authority of a school to regulate student behavior to further school purposes or to prevent interference with the educational process.

LB 43 authorizes schools to adopt a policy to accommodate the new law. The policy may specify the characteristics of any garment, jewelry, other adornment, or object that such school finds will endanger the safety of a student or others or interfere with school purposes or the educational process if worn by a student during a specified activity. This policy was drafted to identify such items.

This law becomes effective July 1, 2025.

LB 43: PUBLIC RECORDS

LB 43 amends the public records statutes in three ways.

1. For residents (includes ***all*** news media even outside of Nebraska):
 - a. The number of “free hours” goes from 4 to 8.
 - b. You may not include “any charge for the services of an attorney or ***any other person*** to review the requested public records seeking a legal basis to withhold the public records from the public.”
 - c. You may still charge for time in excess of 8 hours for searching, identifying, physically redacting, or copying
2. For nonresidents:
 - a. The actual added cost used as the basis for the calculation of a fee for records may include a charge for the proportion of the existing salary or pay obligation to the public officers or employees, including a proportional charge for the services of an

attorney to review the requested public records, for the time spent searching, identifying, physically redacting, copying, or reviewing such records

3. You may now withhold records relating to the nature, location, or function of cybersecurity.

The bill also allows public record custodians to waive or reduce any fee if it would be in the “public interest.” That is, “if disclosure of the public record at issue is likely to contribute to the understanding of the operations or activities of government and is not primarily in the commercial interest of the person requesting such records.”

This change becomes law on July 19, 2024.

LB 43: PERSONAL PRIVACY PROTECTION ACT

The intent of the PPPA is to prohibit state and local governments from requiring any nonprofit organization from providing personal information regarding their donors and, if in possession of personal information, such agency would be prohibited from releasing it.

“Personal information” includes any list, record, register, registry, roll, roster, or other compilation of data that directly or indirectly identifies a person as a member, supporter, or volunteer of, or donor of financial or nonfinancial support to, any nonprofit organization.

“Public agencies” (including schools) cannot:

- Require any individual to provide personal information or otherwise compel the release of personal information
- Require any nonprofit organization to provide personal information or otherwise compel the release of personal information
- Publicize or otherwise publicly disclose personal information without the express permission of every individual who is identifiable from the potential release of such personal, including individuals identifiable as members, supporters, or volunteers of, or donors to, a nonprofit organization; or
- Request or require a current or prospective contractor or grantee to provide a list of nonprofit organizations to which such contractor or grantee has provided financial or nonfinancial support

There are at least 11 exceptions to the Act’s prohibitions, including the Nebraska Accountability and Disclosure Act; a warrant, subpoena, or order;

litigation and court proceedings; criminal history check; and the Auditor of Public Accounts.

An aggrieved person may file a civil court action, and relief may include:

- The greater of actual damages or two thousand five hundred dollars in liquidated damages per violation; and
- Preliminary and other equitable or declaratory relief as may be appropriate.

The Act is effective July 1, 2025.

LB 71: PARENT AND GUARDIAN INVOLVEMENT IN EDUCATION PRACTICES

LB 71 amends the parental involvement statutes in section 79-530 through section 79-533.

The bill places “guardians” and “educational decisionmakers” on equal footing with parents (all of whom we will refer to as “parents” for short). An educational decisionmaker is a person designated or ordered by a court to make educational decisions on behalf of a child. The bill also expands the topics that schools must address in its parental involvement policy, including:

- How the school will provide access concerning activities information; digital materials; websites or applications used for learning; training materials for teachers, administrators, and staff; procedures for the review and approval of training materials, learning materials, and activities.
- How the school will “accommodate” (rather than “handle”) requests to attend and monitor courses, assemblies, counseling sessions, and other instructional activities.
- Under what circumstances parents may ask that their children be excused from learning materials, activities, and guest speaker events.

To the extent practicable, schools must make a reasonable effort to make any learning materials, including original materials, available for inspection upon request.

The policy has always required input from parents at an annual public hearing. The bill clarifies that the public hearing must include a reasonable opportunity for public comment.

The school must adopt this new policy no later than July 1, 2025 and must make the revised policy accessible on its websites by August 1, 2025.

LB 71 gives the Commissioner of Education the authority to take “appropriate remedial action” (including accreditation action) against schools that do not comply with section 79-530 through section 79-533.

LB 198: VERIFICATION OF LAWFUL PRESENCE AND PARTICIPATION IN RETIREMENT SYSTEM

This bill provided clarity for immigration status and eligibility to participate in the retirement system. With the influx of foreign employees coming to Nebraska, NPERS has added requirements for who can and can’t participate. Some previously ineligible employees are now eligible, and all new employees should be evaluated in light of these changes. This law became effective March 19, 2024, so if you haven’t already, be sure to assess whether any current employees are now eligible to participate in school retirement. NPERS has released a Q&A on both major provisions of LB 198 (participation and termination/resumption of employment) that you can access [here](#). They have also issued specific guidance on immigration status and eligibility that you can access [here](#).

LB 198: TERMINATION FROM EMPLOYMENT

For the last several years NPERS and other education stakeholders have worked on updated rules relating to separation of employment and return to service. LB 198 builds upon changes made in 2021 regarding return to substitute service for no more than 8 days per month. In short summary, there will be more clarity and some flexibility for individuals who separate from employment but then elect to return to service if they have not elected to draw retirement or take a distribution. The [Q&A Document](#) from NPERS explains this well, though you should still assess each situation carefully and check with legal counsel and NPERS with questions.

These changes also went into effect March 19, 2024.

LB 299: ISSUING BONDS AND HOLDING ELECTIONS UNDER THE INTERLOCAL COOPERATION ACT

Once upon a time (until February 13, 2024), joint entities created under the Interlocal Cooperation Act by schools and ESUs were able to issue bonds without a vote of the people. LB 299 eliminates that power. Any joint entity created on or after February 13, 2024, that includes a school district or an ESU may not issue any bonds until the question of issuing the bonds is submitted to the voters within each school district or ESU that is part of the joint entity. The bond election may only be held at the statewide primary or general election. [**Query:** What about joint entities created *before* February 13, 2024?]

LB 304: DISCLOSURE OF MEMBERSHIP DUES AND LOBBYING FEES

Does anyone feel like school websites are getting a bit crowded with links to information? Well, here is another one. Schools are now required to publicly disclose the following on their websites:

- Membership dues paid annually to any association or organization, identifying each such association or organization and the dues amounts paid; and
- Fees paid to any individual lobbyist or lobbying firm other than any fees paid for lobbying services that may be included in the membership dues described above.

If you live in the Stone Age and don't have a website, the information described above must be made available upon request to any member of the public at the school's office.

This requirement is effective July 19, 2024

LB 1284: MENSTRUAL PRODUCTS PROVIDED BY SCHOOL DISTRICTS

Beginning in 2025-26 and subject to available appropriations, NDE must develop a pilot program to make menstrual products, including pads and tampons, available to each school district. School districts that receive free menstrual products under the law must ensure that free menstrual products, including pads and tampons, are available in school bathrooms. The Unicameral intends to appropriate up to \$250,000 for this purpose in fiscal year 2025-26. Schools may, but are not required to, adopt a policy for this

issue. KSB does not believe a policy is necessary for this matter and has not developed one. If your district would like such a policy, please contact us.

LB 1329: SCHOOL DISTRICT CLASSIFICATIONS

Class I and Class II school districts are back baby! We can only assume that John Recknor is smiling down upon us! He may even be shouting, "I told you so!"

On January 1, 2025, the commissioner must reclassify any school district to the classification outlined below. The reclassification will be effective immediately.

Class I districts include any school district embracing territory having a population of **fewer than one thousand five hundred inhabitants** that maintains both elementary and high school grades under the direction of a single school board.

Class II districts include any school district embracing territory having a population of **one thousand five hundred or more but fewer than five thousand inhabitants** that maintains both elementary and high school grades under the direction of a single school board.

Class III districts have been redefined to include any school district embracing territory having a **population of five thousand or more but fewer than two hundred thousand inhabitants** that maintains both elementary and high school grades under the direction of a single school board.

And finally, Class IV districts have been redefined to include any school district embracing territory having a **population of two hundred thousand or more inhabitants with a city of the primary class within the territory of the district** that maintains both elementary and high school grades under the direction of a single school board.

LB 1329: COMPULSORY ATTENDANCE ISSUES

Section 79-201 requires every person who has the legal or actual charge or control of a child who is of mandatory attendance age to ensure that the child is enrolled in and regularly attends school. LB 1329 says that the failure to comply with this requirement is a Class III misdemeanor.

Section 79-209 requires all schools to have a written policy on attendance that includes a provision stating the circumstances and number of absences or the hourly equivalent upon which the school shall render “all services” to address barriers to attendance. LB 1329 now requires that the school provide those “services” upon 20 days of absence. Additionally, if the person making the educational decisions for a student is someone other than the person who has legal or actual charge or control of the child, the collaborative plan must include an educational evaluation to determine whether any intellectual, academic, physical, or social-emotional barriers are contributing factors to the lack of attendance if that person agrees to it.

These changes are effective July 19, 2024.

LB 1329: HEALTH AND SAFETY MODIFICATIONS

Section 79-10,110.02 currently allows schools to make a determination that an additional property tax levy (not to exceed three cents per one hundred dollars of taxable valuation) is necessary for a specific abatement project to address an actual or potential environmental hazard, accessibility barrier, life safety code violation, life safety hazard, or mold which exists within one or more existing school buildings or the school grounds of existing school buildings controlled by the school district. LB 1329 now adds “school safety infrastructure concern” to the list of authorized purposes. What is a “school safety infrastructure concern” you ask? Great question. The term is not defined. This change is effective July 19, 2024.

LB 1329: SCHOOL LUNCH DEBTS

The federal school meal program was temporarily expanded due to the COVID-19 pandemic. Since that program expired in 2022, [school lunch debts have risen across the county](#). As a result, many schools struggled with how to collect these debts. [Some school districts decided to use debt collectors to recoup the unpaid debt](#). Many took offense to this activity, including 40 members of the Unicameral. Beginning July 19, 2024, schools may no longer:

- Use a debt collection agency to collect or attempt to collect, directly or indirectly, debts due or assessed to be owed for outstanding debts on a school lunch or breakfast
- Assess or collect any interest, fees, or other monetary penalties for outstanding debts on a school lunch or breakfast account of a student at such school district

Our policy that addresses the school lunch program (Policy 3012 - School Meal Program and Meal Charges) does not provide that school lunch debt will be referred to debt collectors. For this reason, there was no need for us to revise our standard policy. However, you may want to review the policy to ensure you did not amend it to allow school lunch debts to be referred to debt collection agencies. If you did, you will need to revise your policy.

LB 1329: REASONABLE LENGTH FOR TRAINING

LB 1329 makes clear that the following required trainings must be of a reasonable amount or reasonable length.

- Section 79-262.01 - training for school employees on behavioral intervention, behavioral management, classroom management, and removal of a student from a classroom in schools.
- 79-2,141 - dating violence training.
- 79-2,145 - any training requirement for minimum school security training.
- 79-2,146 - behavioral and mental health training (with a focus on suicide awareness and prevention)
- 79-3105 - threat assessment training.
- 79-3602 - behavioral awareness training.
- 79-3603 - behavioral awareness point of contact training.

What's reasonable? That's your call.

LB 1402: ESTABLISH EDUCATION SCHOLARSHIPS AND ELIMINATE THE OPPORTUNITY SCHOLARSHIPS ACT

Last session, the Unicameral passed LB 753, thereby creating the Opportunity Scholarship Act or "school choice." The Act established a program to provide scholarships for eligible students to attend qualified privately operated elementary and secondary schools in Nebraska. The scholarships would be funded by cash contributions made to scholarship-granting organizations.

Opponents of the Act gathered enough signatures to place a referendum on the ballot this Fall to attempt to repeal the Act. Senator Linehan, fearing defeat at the polls through the will of the people and being a potentially poor loser and a politician, introduced LB 1402. Thirty-one of her fellow senators, being of the same ilk, voted to pass the bill. This bill eliminates the Act and

creates a new system of funding private schools by cutting out the middleman. Under the new plan, the State Treasurer will establish a program to provide up to \$10 million in scholarships to eligible students to pay the costs associated with attending a qualified school.

The attempt to pass the bill with an emergency clause failed. LB 1402 will become effective July 19, 2024.

Other Bills and Federal Legislation of Interest

FAFSA Reminder

Thanks to LB 705 from last year, beginning in 2024-25, each public high school student must complete and submit to the United States Department of Education a Free Application for Federal Student Aid before graduating from high school unless a parent or legal guardian, the principal or designee, or a student who is 19 or older or emancipated submits an NDE-created declination form. The principal or designee must submit compliance information to the school board and NDE.

Dress Code Reminder

Last year, the Unicameral passed LB 298, requiring schools to adopt a written dress code and groom policy on or before July 1, 2025, to be effective at the start of the 2025-26 school year. This is a reminder that NDE will develop and distribute its model dress code and grooming policy on or before December 1, 2024.

Option Enrollment Reminder

As you may recall, LB 705 (2023) made substantive changes to the option enrollment laws. One of the changes requires each school district to report to NDE specific information relating to all option applications rejected by the option school district. This information must be provided on "forms" prescribed by NDE beginning July 1, 2024, and on or before July 1 every following year. Among other information that must be reported is "(a) the number of applications rejected in each public school in such district, (b) an explanation why each application was rejected, (c) whether each application for option enrollment indicated that the student had an individualized education program under the federal [IDEA] or had been diagnosed with a disability as defined in section 79-1118.01," and (d) whether certain

information regarding priority of applicants in a learning community was provided.

We understand from informal conversations with NDE that it will be gathering this required information through a Consolidated Data Collection (CDC) in the NDE portal beginning July 1, 2024, and ending July 31, 2024. NDE plans indicated that it plans to send out a notification with details about this reporting within the next month. In the meantime, we strongly recommend that you have at least gathered the relevant data so that you can provide it in short order once you have the ability to do so via the NDE portal.

Pregnant Workers Fairness Act (PWFA)

As expected, the EEOC released the final rule for the Pregnant Workers Fairness Act (PWFA) which will go into effect on June 18, 2024. School districts are considered covered entities and are subject to the provisions of the new law. Essentially, school districts will need to engage in an interactive process, very similar to the process utilized under the ADA, to determine reasonable accommodations which may be granted for conditions “related to, affected by, or arising out of pregnancy, childbirth, or a related medical condition.” Similar to the FMLA, a school district employee does not have to use specific words to request an accommodation and begin the interactive process. A school district may deny a request for an accommodation if the accommodation causes an “undue hardship” which is defined as causing significant difficulty or expense. The EEOC gives a list of examples of reasonable accommodations such as: longer or more flexible breaks to eat and drink, providing a stool to sit on, changing uniform or dress code, changing a work schedule, telework, temporary suspension of one or more essential functions of the job, and leave for health care appointments. Additionally, there are a list of modifications which the EEOC has deemed to be reasonable in virtually all cases. Those accommodations include: allowing the employee to carry or keep water near and drink as needed, allowing the employee additional restroom breaks as needed, allowing the employee to sit or stand as needed, and allowing the employee eating and drinking breaks as needed. School districts should be cognizant of this new law and begin implementation in June. KSB has prepared an interactive checklist and flowchart available for purchase to assist school districts with this new law and process. If your District is interested in purchasing the materials, please send an email to ksb@ksbschoollaw.com.

FINAL NOTE: KSB is also tracking and researching several other areas of legislation at the state and federal level, including changes to the minimum salary thresholds under the FLSA, proposed COPPA regulatory changes that may impact how schools use education technology, and others. We'll have more information out on these as it develops.

CONCLUSION

It is all too easy to adopt policies that look good but that do not actually reflect how the school operates or assist the school in accomplishing its goals. Every year we stress that it is very important to us to give you a working, useful set of policies and a continuing **policy service**. For our Complete Service subscribers, there is no additional charge for revisions to our policies or consultation about them. Please don't hesitate to contact any of us with questions about the updates or other policies. Our group e-mail address is ksb@ksbschoollaw.com.

2024 School Policy Updates-H.P.C.
Mr. Brown's Version

Policy Updates

#2006-With all the Civil Rights and Title IX changes, the board could have to hear all the grievances of parents, students, and the public. This keeps the board as the last stop in the appeal process.

This is required

#2008-This is for posting board notices and is a good update starting on July 19th. Posting in a timely manner can be done on your website, or in a conspicuous public place within the jurisdiction. The state is establishing a state website for posting as well. This will be great in time for the budget season for posting. After Jan. 1, 2025, schools can post on the website of the paper and the statewide website. This will have a mid-year update.

This is required

#2009-This is LB 43, public comment at all meetings is now required as of July 19th. This is all types of meetings.

This is required

#3003.1 & 3004.1 Are language changes only. They have that each year. It's a purchasing issue.

Both are required

#3011-This policy on transportation moved to policy #5005.

This is required.

#3017-The policy was renamed and revised due to school personnel sharing information on Facebook about things happening at school. The name now has "official communication" in it. Not required but recommended.

#3032-This policy has become a hot-button item at schools as public documents have been requested by resident and non-resident patrons/parents. If you are a resident and request documents, you now get eight hours free for requesting information or the time taken to collect it. It was four hours. Non-residents have to pay no matter what. They have to pay the rate of the person or persons who collect the information. They also must pay for printing, scanning, or faxing.

This is required

#3033-Delete and leave blank. NDE is now lending textbooks to private school students and public schools.

This is required

#3053-Nondiscrimination clauses that require more for pregnant workers fairness act.

This is required

#3057- This changes every year. This is Title IX and many changes and trainings are yet to come. Due on August 1, 2024.

This is required

#3059-This is for audio and video recording, IEP meetings have been recorded. Schools need to make sure that is not happening. That has come back to hurt special education staff and teams. Need to keep that in the meetings.

Not required but recommended.

#3060-Moving to 5035.

This is required

#4011-Recommend to move to rolling in a 12 month period for FMLA time. Not 12 weeks and then another 12 weeks.

This is required

#4053-This has a required change to decide if there is a conflict of interest on employees who make more than \$150K per year with benefits.

This is required

#5001-Excessive absenteeism, a whole change to the approach to absenteeism and stages to be put in place. We will discuss the redlines.

The first part is required. The second part, we can discuss and revise to meet the needs of the district.

This is required

#5004-Option enrollment changes, allow a student to option three times in elementary, middle school, and high school. The difficult task will be to define the grade levels because all schools are different.

This is required

#5005-Revision and Renaming of Policy 5005 Option Transportation, (Combined with 3011)

This is required

#5008-Pregnant or Parenting students can reject or accept changes or modifications from the school. This policy is from the Title IX changes.

This is required.

#5035 & #5049, 3060, Moved to 5035. This would allow an off-duty officer, or retired officer to carry on school grounds. Plus factor in that Class I, and Class II, schools may be back. This

would allow employees of these schools to carry. There would be mandatory provisions to carry but that is what we are facing.

Policy 5035 has a section for A.I. and this is becoming a big issue for deep fakes on social media and making memes. Kids are making nudes, crude photos, videos, and creating them and they are degrading to staff and students.

This is required.

#5052-School wellness policy and an update on competitive foods must meet federal regulations.

This is required.

#6025-Cell phones and electronic devices, training that is needed since cell phones are causing mental health issues, teacher battles over cell phones, watches, earbuds, etc.

This is optional. Revise to fit the needs of the district.

#6031-Emergency Exclusion-There are tighter time frames to make determinations. If it takes longer than five days, call and meet with parents.

This is required.

#6036-Readin Instruction & Interventions-Schools must provide reading services for dyslexia. The NDE will add more information each year before July 1. They will provide training. This will be for teachers who teach 4-year-olds through third grade or (Reading Act Kids). This will help ensure all teachers have evidence-based instruction to instruct students in reading.

This is required.

NEW POLICIES

They need to be added to district policies.

#6039-Repeating Grading Policies, Parents of students in grades K-4 can choose to have their child repeat a grade if any of the following meet their child, Academic needs, Excessive Absenteeism, and illness.

Students in grades 5-12th can only be retained for excessive absenteeism. The statute has set a date as the last day of the school year to request retention. This needs discussion with building principals and even the superintendent with parents. This is required.

#6040-Prekindergarten (Preschool-Early Childhood Program) This bill now allows schools to offer three years of early childhood services according to LB 71. Students who are 3 before July 31 can enroll, students who are 4 at the start of the enrollment year and students who are 5 and do not turn 6 prior to January 1 of that year are eligible for pre kindergarten. Schools are not required to have prekindergarten. This is something that schools must discuss. Staffing, classroom space, funding, and transportation are major factors with this bill.

This is not required.

#6041-Malcolm X Day-This is another holiday that is to be observed. In most small schools, the school calendar has students home for the summer. So they recommend acknowledging it in classes before school is out. As a school do we recognize Memorial Day or the Fourth July before school is out? Some teachers may. This is a grey area and we will do our best to observe it.

This is required.

#6042-Projection Maps-Social Studies teachers and elementary teachers will only be allowed to use Mercator projection maps in limited areas of their lessons. The Mercator map is too focused on Europe in some senators eyes. They want our maps to be more well rounded. They want schools to use Gall-Peters or AuthaGraph projection maps. This is a non-funded mandated that schools must conform to. A bill that some senators had some spare time on their hands.

This required.

#6063-Mapping Data-If schools apply for a grant to make maps of their buildings and grounds for safety plans. Schools must pass this policy for the creation and distribution of the mapping data requirements.

Only required if you apply for a grant.

2.11. Review, discuss, and take all necessary action in approving the HPC Student Handbook for the 2024-25 school year

High Plains Community Schools

K-12 STUDENT HANDBOOK



2024-2025 Edition

Hordville, Polk, Clarks

Superintendent's Office

Phone: (402) 765-2271

Fax: (402) 765-7120

Middle School/High School

7-12

Phone: (402) 765-3331

Fax: (402) 765-7104

Elementary

PK-6

Phone: (308) 548-2216

Fax: (308) 536-6985

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 which you must read, sign and return no later than the first Friday of the first full week of school.

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 classroom teachers, speak with the building principal, or contact my office.

Sincerely,

Jason Brown

Jason Brown
HPC Superintendent

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 following Section 504 Coordinator: School Guidance Counselor at 402-765-3331, sarahgrigsby@hpcstorm.org or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the following Title IX Coordinator: Micah Fisher, High School Principal at 402-765-3331, mfisher@hpcstorm.org, 260 S. Pine St., Polk NE, 68654 or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at school district policy #3053 & 3057

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: Micah Fisher, High School Principal at 402-765-3331, mfisher@hpcstorm.org, 260 S. Pine St., Polk NE, 68654 or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Building Principals at 402-765-3331 or 308-548-2216, mfisher@hpcstorm.org, bhelgoth@hpcstorm.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 and 3057** – Nondiscrimination and district **Policy 2006** - Complaint Procedure.

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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 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 which demonstrates that the student meets the district's legal criteria allowing for disenrollment and submit it to the superintendent using the applicable district form. The district will follow the procedures outlined on the attached form in

considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

All absences, "verified" and "unverified" may be included toward the student's 8-day allotment of absences and/or in a referral to the county attorney's office.

Verified Absences

Absences will be coded as "verified" if they are confirmed by communication to the school from the student's parent/guardian. These days will be included in the student's 8-day allotment but discretion will be used and consideration given during the credit appeals process and/or in a referral to the county attorney's office.

1. A medical provider's note documenting the absence and when the student may return to school is preferred and should be turned in to the school office.

Unverified Absences

All absences not confirmed to the school by the parent/guardian will be coded as "unverified."

Excessive Absenteeism

When a student receives **five (5) absences** or the hourly equivalent in any semester, the Attendance Officer will place a phone call or a letter will be mailed to the parent/guardian as a reminder of the absence status. A conference with the attendance appeals committee may be requested. A second notification to the parent/guardian will be made after the **tenth (10) absence**. A third notification to the

parent/guardian will be made after the **fifteenth (15) absence**. In High School, notice of a loss of credits and appeals procedure will be sent on the eighth (8) absence.

When a student is absent more than twenty days (20) per year or the hourly equivalent, the Attendance Officer **may** file a report with the county attorney of the county in which the student resides.

Tardiness

Elementary School:

The morning tardy "bell" is at 8:20. Excessive tardiness will be dealt with on a case-by-case basis and parents will be notified and may need to meet with the school administration. A tardy may be excused at the discretion of the principal.

Junior High/High School:

The morning tardy bell is at 8:10. Students arriving within 15 minutes past the start of 1st period (8:11-8:25) are tardy. Students arriving after 8:25 are counted absent from the period.

Students are tardy between periods if not in the classroom by the tardy bell.

Each semester, students can have up to 2 tardies without disciplinary action. Students getting their third tardy will serve a detention. Excessive tardies will lead to further discipline actions. A tardy may be excused at the discretion of the principal.

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, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Students are obligated to:

- 1) Complete all class work in advance for any absence that can be anticipated;

- 2) attend school a full day before attending practice or participating in a scheduled student activity except in cases of family emergencies or pre arranged absences;
- 3) check out of school at the office if leaving school during the school day; and
- 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; and
- 2) submit a doctor's statement, for each period of absence due to illness.

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 for 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 in grade 5 and 6 may participate in the elementary band; grades 7-12 may participate in the high school band. Students will provide instruments or the school, as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policy.

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to **High Plains Community Schools** unless otherwise instructed.

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.

Birthdays PK-6th

Students may bring snacks or special treats on their birthdays or on a date agreed upon by the teacher for those with summer birthdays. We ask that snacks provided be healthy, washed, cut and or ready to eat.

Pre-packaged snacks are highly encouraged, but not required.

If you wish to send birthday party invitations, an invitation must be given to all students of the same gender or the entire class. Please seek clarification as needed.

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, **including school laptops.**

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

Breastfeeding and Lactation

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public. The district will also provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

Students who wish or need to express breast milk on a regular schedule must work with school administrators to create a schedule that accommodates the student's needs while facilitating education to the maximum extent possible.

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Bulletin Boards

Bulletin 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. “Bullying” means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events.

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 or fill out the online HPC Bullying Report Form.

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 Safe2Help or HPC Bullying Report Form 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 circumstances 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 into the correct container. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!

3. Students are to use proper manners including eating quietly.
4. Students may not throw food or other items.
5. 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

Student use of cell phones or other electronic devices during the school day is a privilege. Adherence to the guidelines below is essential to maintaining an appropriate academic environment and the integrity of the classroom. Abuse of this privilege will result in consequences beginning with confiscation of device, parent conference, suspension or loss of other privileges such as participation in school trips, internships, proms and potentially graduation exercises, or potential contact with law enforcement **It is recommended that any camera or electronic device that does not purposefully contribute to the educational process be left at home to avoid incidents of theft, misuse, or subsequent student disciplinary action.**

Cell phones and all functions within the cell phone (i.e. cameras and all other applications) are *prohibited* in the following areas unless expressly permitted by a staff member for educational purposes: Classrooms, Restrooms, Locker Rooms, all Physical Education Areas and all School Office Areas.

The respectful, non-disruptive use of cell phones is permitted in the school cafeteria during lunch period and during passing periods, as long as not in locations prohibited for cell phone use. As soon as the threshold of the classroom or any prohibited area is crossed, during the school day, cell phones need to be put away and made undetectable (i.e., silenced without vibration).

1. Under no circumstance is photographing or video recording allowed anywhere on the school premise.
2. Texting and cell phone use is permitted in halls during passing and during the lunch period in the cafeteria.

3. All cell phone use must be respectful and non-disruptive to students and staff.
4. Phones must remain on silent at all times throughout the school day. Parents / Guardians, please note you can contact your child via their cell phone during the lunch period (11:30 to 12:30 PM). In the event of an immediate emergency, please call the school's office at 402-765-3331.
5. The staff of High Plains Community School requests your FULL cooperation with our policy.
6. It should be noted that, the school nor any of its employees are responsible for the loss or damage to any student's phone or electronic device whether that device is in the student's possession or confiscated by the staff. It is the responsibility of the student to adhere to this policy and to secure his or her belongings at all times. Classes and or instruction will not be stopped to deal with or search for lost phones/devices.

Violation of the cell phone policy as stated above will result in the confiscation of the device. **It should be noted that refusal to surrender a cell phone or other electronic device when directed to do so by a school staff member, teacher or administrator is a violation of the school's Code of Conduct. Insubordinate behavior is punishable by suspension, exclusion from school events, inclusive of graduation and or involuntary transfer proceedings.*

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, plagiarism 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; or (5) sexually abused.

Class Dismissal

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 safe, respectful, and responsible. All students must:

1. arrive to class on time;
2. be prepared for class with all necessary materials;
3. be considerate of others;
4. respond promptly to all directions of the teacher; and
5. take care of school property and the property of others.

Teachers will establish classroom conduct rules aligned with the district HPC Expectation Matrix (PBIS), which students must obey.

Closed Campus

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

Coats and Boots

Elementary students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess.

Elementary students may choose to wear over shoes 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.

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 **402-765-2271**.

Communicating with Parents

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

Complaint Procedure

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.

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 electronic mail (other than school email
accounts), chat rooms, instant messaging, or other forms of direct electronic communications on school computers.
4. Students shall not use school computers to participate in online 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.
 15. **VPN's or Proxy sites are forbidden. Students are expected to use school network & wireless access during school hours.**

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 disciplines 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 & building principals** 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 during the first quarter and during the third quarter.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

Copyright and Fair Use

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of copyrighted work included 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://digital.com/best-web-hosting/who-is/>. 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 <https://www.loc.gov/programs/teachers/getting-started-with-primary-sources/copyright/>.

Contact Information

Parents must supply the school with their student's address and telephone number as well as information about how to reach a responsible adult during the school day. Parents must promptly inform the school if this contact information changes during the school year.

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-**policy 5030**.

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: **School Guidance Counselor** at **402-765-3331** sarahgrigsby@hpcstorm.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: **Micah Fisher, High School Principal** at **402-765-3331**, mfisher@hpcstorm.org or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the **Building Principals** at **402-765-3331** or **308-548-2216**, mfisher@hpcstorm.org, bhelgoth@hpcstorm.org or in person at school. Students may report discrimination or harassment to any staff member who will then forward it onto the appropriate coordinator or administrator. The staff member will follow school district policies to

respond to the report.

Dress Code

Students must come to school dressed in clean, neat and appropriate clothing to conform to educational standards.

Students are prohibited from wearing the following attire:

1. Clothing displaying indecent, suggestive or profane writing, pictures or slogans.
2. Clothing that advertises or displays alcohol, tobacco or any illegal substance.
3. Caps, hats and bandannas during the school day or at school-sponsored events.
4. Bare feet (some type of footwear must be worn).
5. Short-shorts, biker shorts, or cutoffs.
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. Clothing that is torn, ripped, or cut.
8. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened.
9. "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled.
10. Costumes and/or those clothes intended only for leisure, entertaining or special occasions.
11. Bare "midriff" (belly button) styles, see-through and low-cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps).
12. Pants and shorts worn below the waist so as to expose undergarments.
13. Pants that drag on the floor.
14. Chains hanging or attached to pants or shorts.
15. Hoods on Sweatshirts will not be worn "up" when in the school building.
16. Clothing with tears or holes that expose flesh or underclothes.

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. Students will also receive zeros for any class time they miss while correcting the violation. Repeated dress code violations may result in more severe consequences.

Tattoos

Students shall not be allowed to display tattoos which are indecent, suggestive or include profane writing, pictures or

slogans

Body Piercing

Students shall not be permitted to wear visible body piercing jewelry, including tongue adornment, **which inhibits their learning and safety** while at school or during a school function on or off of school premises. This prohibition applies to all visible parts of the body other than the ears. A student who wears such jewelry at school or at a school-sponsored function shall be required to remove it. A student who fails to comply with the directive or a violation of the policy on a repeated basis, shall be subject to disciplinary action as determined appropriate by the school administrator. This policy does not prohibit the adornment of the ears with jewelry connected to the ear by piercing or claspings.

Driving and Parking Personal Vehicles

Students who drive privately owned motor vehicles to school must obey the following rules:

1. Students may not go out to their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
2. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
3. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

Drug Free Schools

The board of education has adopted policies to comply with the Federal Drug Free Schools and Communities Act. Students are prohibited from using, possessing or selling any drug, alcohol or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

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

Emergency Contact Information

Parents must complete an emergency information card for each child

enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

Evacuations

The school district will hold routine evacuation drills throughout the school year. Whenever the fire alarm sounds, all students and faculty must evacuate the building in a quiet and orderly fashion and remain outside until told to return to the building. Classroom teachers will provide students with detailed instructions on building evacuations.

Eye Exams

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

Food Service Program

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

Breakfast

The elementary school will serve breakfast daily from 7:40 a.m. until 8:10 a.m. The secondary school will serve breakfast daily from 7:30 a.m. until 8:05 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced price breakfast. The school district charges students \$2.40 and adults \$2.80 for breakfast.

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for K-6 is \$3.40 and \$4.90 for adults. Lunch for 7-12 lunch is \$3.50 for students and \$4.90 for adults.

Milk/Juice break

The school will offer a milk program to students in grades K-6. All milk/juice served to a student (except the initial carton served with

lunch) will cost \$0.65 per carton. The cost for milk during milk break will cost \$0.65 for all students. The price for milk/juice may change during the school year. Teachers will record the number of cartons of milk/juice each child consumes and give the information to the office at the end of each day where it will be added to the family account.

Payment for Meals

If a student has no funds available to pay for a meal, the student will be provided and charged for a limited "courtesy 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.

You may put money into student lunch accounts online in Infinite Campus or send money to school with the student.

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

Nondiscrimination Statement In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity

conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

(1)Mail: U.S. Department of Agriculture Office of the Assistant Secretary

for Civil Rights 1400 Independence Avenue, SW Washington, D.C.
20250-9410

(2)Fax: (202) 690-7442; or (3)Email: program.intake@usda.gov

This

institution is an equal opportunity provider.

(3)Email: program.intake@usda.gov

Field Trips

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

First-Aid

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

Head Lice

Students found to have live head lice or louse eggs will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice or louse eggs, the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice or eggs can be detected. The parent(s) or guardian(s)

will be required to treat the student and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school.

Health Problems Limiting Activities

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify the 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 conditions 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 (see BOE policy 5014)

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 **High School and Elementary Guidance Counselor**, who may be contacted at **402-765-2271 or 308-548-2216**.

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 emergency information for each child enrolled in the district. The information 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:

1. 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.
2. 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 accepted 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 building **office**. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Medications

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

Parents and guardians who wish to have their child receive medication

from school personnel must comply with the following procedures:

Prescription medication

1. Parents/guardians must provide a physician's written authorization for the administration of the medication.
2. Parents/guardians must provide their own written permission for the administration of the medication.
3. The medication must be brought to school in the original 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 from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

Memorials

Memorials or plaques honoring the deceased students are generally not allowed in or on the school grounds. Dedications to students will not be allowed.

The school will not set up scholarships in the deceased person's name. Scholarships set up by outside organizations or individuals will be allowed.

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 402-765-2271 or jasonbrown@hpcstorm.org or can be viewed online by visiting <https://www.hpcstorm.org/>.

Parental Involvement

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parental involvement in the Title I program. Parental Involvement in the Title I Program shall include:

1. An annual meeting to which all parents of participating children will be invited. 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, type and extent of participation, parental input in educational decisions, coordination and integration with other district programs, and evaluations of progress. This information may be included in the annual Title I Individual Education Plan (IEP) for the student.
3. Opportunities for parent involvement activities, such as training on ways to support children's learning. This opportunity may include, but is not limited to, attendance at the annual Nebraska State Title I Parent Involvement Conference. The 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, and 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. 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.

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.

Personal Items

The school provides the necessary equipment for classroom and school day activities. **The school is not responsible for ruined or lost personal equipment. Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator.**

The school is not responsible for damaged or lost personal items or equipment.

Physical Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms, but are to wear tennis shoes for P.E. PK through sixth grade are requested to keep tennis shoes at school. **Sixth Grade, Middle School and High School students are required to change to appropriate physical education clothes 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. Touch and flag football will be prohibited when the playground supervisor deems necessary due to injuries, poor sportsmanship, etc.
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.

School staff supervise the playground when it is in use by the school during school hours. However, it is not supervised after school, and students should not play on the equipment without adult supervision.

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 (see BOE Policy 5015)

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.

Rights of Custodial and Non-Custodial Parents

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously

informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

Secret Organizations

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

School Day

The K-6 school day begins at 8:20am and ends at 3:37 p.m. The 7-12 school day begins at 8:10 a.m. and ends at 3:40 p.m. Students are to leave the school grounds after dismissal. On regular scheduled school days, school staff will provide supervision for students on school grounds beginning at 7:40 a.m. before the school day begins and until 4:00 p.m. (for K-6 students waiting for the shuttle) after the school day ends. **There will be no supervision provided by the school before or after these times.** Parents must make arrangements 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 subject to school policy. Parents desiring to develop such a plan should contact the School Nurse.

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 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.

Standardized Assessments

Academic assessments are administered 3 times in grades K-11 to determine the students' achievement probability for individual success. Assessments are administered in the fall, winter, and spring, and the results are sent home or shared during Parent-Teacher conferences.

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 Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

Student Fee Policy (policy 5045)

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. Guidelines for Clothing Required for Specified Courses and Activities.

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

2. Safety Equipment and Attire.

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

3. Personal or Consumable Items.

The district **does not** provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. The district will provide students with facilities, equipment, materials, 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 or damage.

4. Materials Required for Course Projects.

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

5. Technological Devices

The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property three options are available for the protection of the devices:

Option 1: The district may charge students a computer damage/loss cooperative insurance fund fee to take the device off district property. The maximum dollar amount of this fee charged by the district will be \$35. Participating in the computer damage/loss cooperative insurance fund fee would cover 75% of the repair costs on the first incident, 50% of the repair costs on the 2nd incident, and 0% of the repair costs on the 3rd or more incidents. The maximum dollar amount of out of pocket insurance coverage by the district will not exceed the \$500 deductible, unless any additional repair costs are not covered by the district insurance. Those additional repair costs would be the sole responsibility of the parent/student.

Option 2: Parents are given the option of Self Insurance under their homeowner's/renter's insurance plan and not pay the \$35, but will be required to pay a maximum damage deposit of \$25. The damage deposit which may be returned or rolled over to cover the damage deposit for the next year, if it is not needed to cover the costs of any damage to the device. Proof of insurance will be required before a device will be checked out to the student. Any damage or loss to the device will be the sole responsibility of the parent/student.

Option 3: Parents may decline the student to utilize the device off district property. If this option is selected, the student will leave the computer at school every day. Any damage or loss to the device will be the sole responsibility of the parent/student.

6. Extracurricular Activities.

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

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

- Future Business Leaders of America: \$30
- National Honor Society: \$30
- Cheerleading: \$0
 - Students must purchase uniforms and shoes selected by the sponsor and/or student group.
- Football/Golf/Track/Wrestling/Basketball: \$ 0
 - Students must provide their own shoes, and undergarments, and "specialty" mouthguards
- Softball: \$0
 - Students must provide their own shoes, gloves, and undergarments
- Volleyball: \$0
 - Students must provide their own shoes, shorts, and undergarments
- Future Farmers of America: \$30
 - Students must purchase their own jackets

- One-Act/Speech Competition/Band and Choir Competition/Student Council/Quiz Bowl: \$0
- FCCLA: \$30
 - o Students must purchase their own required shirts

7. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution. The costs of these items will naturally vary but the maximum dollar amount of the fee is anticipated to be \$700 per course.

8. Transportation Costs.

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations. The maximum dollar amount of the transportation fee charged by this district shall be \$.625 per mile.

9. Copies of Student Files or Records.

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of \$.10 per page for reproduction of student records.

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

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

The maximum dollar amount charged by the district for these services shall be \$60 per month.

11. Participation in Summer School or Night School.

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

The maximum dollar amount charged by the district for summer and night school shall be \$50.

12. Charges for Food Consumed by Students.

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

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

- Breakfast Program – Grades K-6
 - Regular Price \$2.40
 - Reduced Price \$.30
- Breakfast Program – Grades 7-12
 - Regular Price \$2.40
 - Reduced Price \$.30
- Lunch Program – Grades K-6
 - Regular Price \$3.40
 - Reduced Price \$.40
 - Seconds \$1.50
- Lunch Program – Grades 7-12
 - Regular Price \$3.50
 - Reduced Price \$.40
 - Seconds \$1.50
- Milk Break/Extra Milk- Grades K-12
 - Regular/Reduced \$.65

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 (Band and Choir). The following list details the maximum dollar amount of all musical extracurricular activities fees and the equipment or attire required for participation in musical extracurricular activities:

- Band: Students must provide their own instruments and marching band shoes, which must be black, rubber-soled sneakers
- Choir: Students must purchase outfits and shoes selected by the sponsor and/or student group.

14. Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various

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

Waiver Policy

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

Voluntary Contributions to Defray Costs

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

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 Government

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation and scope of the student government, shall be administered by the superintendent or designee.

Student 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 support 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 school nurse or other school employee to 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 make arrangements 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 Records (see BOE Policy 5016)

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, address, telephone number, including the student's cell phone number, e-mail address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, major field of study, participation in activities and sports, degrees and awards received, social media usernames and handles, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student's social security number.

Directory information about students may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than **the first Friday of the first full week of school.**

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.

After the first **2 days** of the semester, students who insist on dropping a class, except for instances of an extended illness, will receive a "0" on their permanent records, and that grade will be averaged into the student's cumulative grade point average. If an extended illness makes it impossible or impractical 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. If permission to withdraw as WP or WF is given by the building principal and guidance counselor, the grade(s) will not be averaged into the cumulative grade point average of the student.

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 and guidance counselor.

Telephone Calls

The school's telephone may be used only with permission of staff. Students are not permitted to use cell phones during school hours or on school property except as otherwise provided in this handbook and school policy.

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 to HPC staff 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 Team

The threat assessment team (team) shall consist of **HPC Superintendent, HPC Building Principals, HPC Guidance Counselors, Local/County and/or State Law Enforcement, HPC School Nurse, HPC Crisis Team Member**. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. 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.

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.

5. Communication with the Public about Reported Threats

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

6. Coordination with the Crisis Team/PFA Team and Safety Team After Resolution of Threat

The threat assessment team will confer with the district's PFA and Safety teams after a threat has been investigated to provide the PFA and Safety teams with information that the PFA and Safety teams may use in assessing or revising the district's Emergency Operations 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.

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 **calls or** presents written permission to the bus driver ahead of time. The **calls or** 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 School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, but they will 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:

- Students must obey the driver promptly.
- Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
- Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- Students are prohibited from throwing or passing objects on, from, or into vehicles.
- Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the vehicles.
- Students may not carry weapons, look-a-like weapons,

hazardous materials, nuisance items or animals onto the vehicle.

- 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.
- Students may not open windows without permission from the driver. Students may not dangle or throw items (e.g. legs, arms, backpacks, trash, etc) out of the windows.
- Students 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
- Students must respect the rights and safety of others at all times.
- Students must help keep the vehicle clean, sanitary and orderly. Students must remove all personal items and trash upon exiting.
- 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.
- 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 **must be in writing**. 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.

Transportation to Activities

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private

transportation home from a school event must submit a release form to the sponsor which has been signed by that student's parent.

Video Surveillance, Recordings, 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 **local radio and television stations and the school alert system.**

KZEN-FM Radio, Columbus
KAWL-AM Radio, York
KOLN-KGIN TV, Lincoln, Grand Island
KHAS-TV, Hastings
KLKN-TV, Lincoln

Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

Withdrawal From School

Students who are moving from the district must notify the school office.

Work Permits

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

SECTION TWO ACADEMIC INFORMATION

Academic Lettering

A student in grades 9-12 is eligible for an academic letter if he/she achieves a 3.9 grade average or higher (93%-100%) in any three of the four quarters of the year.

Class Rank

Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numeric basis. To be included in the class ranking, a student must have received a numeric grade for each core curriculum class in which he/she was enrolled. For the purposes of this policy, core curriculum shall include all courses in the areas of language arts, mathematics, science, and social studies.

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 the middle of their senior year will be eligible to be included in class ranking, although a mid-year transfer will not displace the ranking of a student who has not transferred mid-year. In those circumstances there will be two students holding the relevant class ranking. Mid-year transfer students will not be eligible to receive senior awards such as valedictorian and salutatorian unless the student has been enrolled in the district's high school for the last two semesters.

Credit for Non-Academic Work

Credit is not awarded for participation in extracurricular activities such as sports, speech, drama, etc. However, all such activities in which the student participates, as well as honors earned, are noted on the student's permanent record.

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 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

7-12 students will receive letter grades for their academic core classes.

The middle grading system is as follows:

A - Superior	100% - 94%
B - Above Average	93% - 86%
C - Average	85% - 78%
D - Below Average	77% - 70%
F - Failing (no credit)	69% - 0%
I - Incomplete	

The high school grading system is as follows:

A+	98-100
A	95-97
A-	93-94
B+	91-92
B	88-90
B-	86-87
C+	83-85
C	80-82
C-	77-79
D+	75-76
D	72-74
D-	70-71
F	0-69

Grades for classes taught by High Plains Community instructors will be weighted.

Conversion to 4.0 Grading Scale

GRADE GPA

100-94	4.0
93	3.9
92	3.8
91	3.7
90	3.6
89	3.4
88	3.3
87	3.2
86	3.1
85	3.0
84	2.9
83	2.8
82	2.7
81	2.6
80	2.4
79	2.3
78	2.2
77	2.1
76	2.0
75	1.8
74	1.6
73	1.4
72	1.2
71	1.1
70	1.0
0-69	0.0

Conversions to 4.5 Grading Scale

Advanced Placement Courses include any courses taken for college credit.

GRADE GPA

100-94	4.5
93	4.4
92	4.3
91	4.2
90	4.1
89	3.9
88	3.8
87	3.7
86	3.6
85	3.5
84	3.4
83	3.3
82	3.2
81	3.1
80	2.9

79	2.8
78	2.7
77	2.6
76	2.5
75	2.3
74	2.1
73	1.9
72	1.7
71	1.6
70	1.5
0-69	0.0

A student may earn an incomplete score when he or she fails to complete classroom assignments. Any student in grades 7-11 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade which 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 incomplete scores will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

Graduation Awards

Graduating seniors will be awarded for their academic achievements during the annual commencement activities. The winners of these awards will be determined on the basis of student academic achievement in the core curriculum: English, mathematics, science, social studies, business education, foreign language and computer science.

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 core curriculum course work completed in grades nine through twelve. These students will receive their awards during commencement

exercises.

Graduation Requirements

Students must earn **240** 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 High Plains Community Schools Diploma are:

COURSE REQUIREMENTS CREDIT HOURS

Math 30 credits (*Please note that all 30-credits of math must be earned in 9th - 12th grade)

Social Studies 30 credits

English 40 credits

PE 20 credits (5 credits must be in Health)

Financial Literacy 5 credits

Computer Science & Technology 5 credits

Science 30 credits

Electives 65 credits

Senior Seminar 10 credits

Speech 5 credits

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 Multidisciplinary 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

An honor roll recognizing scholastic excellence, grades 7-12, will be published at the conclusion of each nine weeks and semester. For a student to be placed on the honor roll, the student must maintain a 3.5 GPA or above. Students maintaining a 4.0 GPA will be placed on the "High Honors" list. No student will be placed on the High Honors list if they receive a "C" or less in any graded class.

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 midterm 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 midterm exit from high school forfeits all privileges of high school enrollment, except the right to participate in commencement exercises.

Report Cards

Report cards are sent home the week following the end of the nine-week reporting period. Grades 7-12 progress reports are also sent to parents of students who are having difficulty in an academic subject.

SECTION THREE STUDENT DISCIPLINE

General Discipline Philosophy

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

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

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities including athletics, cheerleading, 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 which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences,

rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; and 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 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.

1. 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 detention by the teacher or may face additional

disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.

2. Detentions are 30 minutes, served in the central office, the classroom teacher or the detention room designated by the building principal.

In-School Suspension

The building administrator may require a student to serve in-school suspension. In-School suspensions will be served during regular school hours. Students may be required to attend up to six hours per day of school-sponsored suspension a day at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

Emergency Exclusion

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

Short-Term Suspension

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

1. Conduct constituting grounds for expulsion as hereinafter set forth; or
2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended **will** be given the opportunity to complete classwork, including but not limited to examinations.

Weapons and/or Firearms

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 either provide 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 which 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/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;

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

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

Reporting Requirement to Law Enforcement

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

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

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

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

- 1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file

with the Superintendent a written charge and a summary of the evidence supporting such charge.

2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:

- a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
- b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
- c. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
- 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 to the address provided on the form.

3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference

with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.

5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.

6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.

7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.

8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.

9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held

according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

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

SECTION FOUR OTHER IMPORTANT INFORMATION

Combined District and School Title I Parent and Family Engagement Policy

High Plains Community Schools intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, *Section 1116(a -f) ESSA, (Every Student Succeeds Act) of 2015.*

In General

The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child’s school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children’s academic achievement in a format, and when feasible, in a language the parents and family members can understand.
 - 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.
 - Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

Pre Kindergarten Information

The school board establishes a program to provide prekindergarten services **to resident students**, also referred to as an early childhood or preschool program. The school district will provide the program in compliance with state law and 92 NAC 11 (Nebraska Department of Education “Rule 11”). The availability of the program is subject to the

district being able to employ and retain appropriate and qualified personnel.

Purpose. The purpose of the program is to promote the social, emotional, intellectual, language, physical, and aesthetic development and learning for the children served and to promote family development and support.

Age Participation. The program will be available to children of the following ages:

- Children who are 3 years of age before July 31 of the enrollment year;
- Children who are 4 years of age at the start of the enrollment year; and
- Children who are 5 years of age at the start of the enrollment year, so long as they do not turn 6 years of age prior to January 1 of that year (subject to the participation limitation below).

All enrollment is subject to capacity limitations and enrollment priorities established in this policy. ~~Three-year-old children will only be offered half-day attendance.~~

Five-Year-Old Participation. Participation of 5-year-old students who will not turn 6 prior to January 1 of the enrollment year will be further limited to those students who have a raw score lower than ____ on the [INSERT SCREENING TOOL(S)].

Capacity Limitation. The maximum capacity for the program is ____ children. In the event where the total number of children registered for the program by July 15 rises above ____, the district will only offer the program to children with the following priority for enrollment:

- 4-year-olds;
- "At-risk" children (as defined by Rule 11);
- Qualified five-year-old students; and
- Three-year-olds.

If the program is at capacity after July 15, further enrollment applications will be denied. Exception: If an "at-risk child" (as defined by Rule 11) moves into the district and the program is at capacity, the child will be enrolled in the program. The youngest child in the class that is not "at risk" will be withdrawn from the program.

Arrival and Dismissal. Students that reside in the Polk and Hordville areas will meet at the east campus building in Polk and ride the bus to Clarks. The bus will depart in the morning at **7:55am** and in the afternoon by **12:05pm**. Please be there 5 minutes before departure time to get the students loaded onto the bus/van.

Students being transported to the elementary by their parents should enter through the PreKindergarten door (southeast door). Any student arriving after 12:30pm will need to enter through the office door.

Students will be dismissed at the door by the PK door (southeast door). Please wait outside for your child there. Students riding the bus will arrive back in Polk at approximately **11:35pm** and **4:00pm**.

All students need to be picked up in a timely manner, this is greatly appreciated. If someone other than a parent or guardian is picking up your child, you need to notify the office or the teacher.

Class Times and Days

Morning session: 8:20-11:20am. Your child may not arrive before 8:10 a.m. to start the school day. This session will be Monday-Friday with the exception of occasional Mondays off. **This session will be for the younger students that will attend Pre Kindergarten one more year.**

Afternoon session: 12:30-3:30pm. This session will be Monday-Friday. Your child may not arrive before 12:20pm to start the school day. Students will not attend on Mondays when there are PD no school days. **This session will be for the students that will be attending Kindergarten the following year.**

Note: In the event that a session is full, school personnel have the right to reassign a child to a different session.

Other Enrollment Requirements. All children must have a copy of an official raised seal birth certificate (purchased through the Vital Records Department in Lincoln) and complete immunization records in accordance with Nebraska state regulations. These forms must be on file in the office before the first day of school or students will not be allowed to attend.

Parent Teacher Conferences/Home Visits. The preschool teacher will conduct two home visits during the school year. The teacher will make arrangements to schedule home visits with the parent of each child. This will be conducted before school starts and at the conclusion of the school year.

Parent/teacher conferences will also be offered in conjunction with the K-12 parent-teacher conferences in the first and second semester of the school year. Parents will be sent an email to sign up for a scheduled time to visit with the teacher.

Snacks. Students will have a daily break for milk and a snack. Pre-Kindergarten families will be responsible for the expense of the milk. Daily snacks will be provided by the district. Please let the school know of any food allergies for your child. Parents may be asked to provide snacks if a student requires a "specialized diet".

Pre Kindergarten Calendar



HIGH PLAINS COMMUNITY SCHOOLS 2024-2025 PreKindergarten CALENDAR

August, 2024						
Su	Mo	Tu	We	Th	Fr	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
			Stu	11	Tchr	17

August, 2024	
7	New Teacher PD
8-9	Staff PD/Picture Day
12	Teacher PD
13	Teacher Workday
14	K-12 Students First Day 1:30 Dismissal
15	PK First Day
21	Picture Day @ Clarks
22	Picture Day @ Polk
26	No School PK

September, 2024						
Su	Mo	Tu	We	Th	Fr	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		Stu	17	Tchr	20

September, 2024	
2	Labor Day, No School
16	Teacher PD, No Students
18	PK-12 PT Conferences No School PK
26	PK-6 PT Conferences 8:00-4:00 No School PK-6 Students/ 7-12 in Session

October, 2024						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19

October, 2024	
7	No School PK
21	Teacher PD, No Students/End of 1st Quarter

November, 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16

November, 2024	
1	No School, PT Comp Day
11	Veteran's Day Program
20	HPC Hosting One-Act/PD No PK-12 Students
27-29	Thanksgiving Break, No School

School Wellness Policy 5052

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, and Fundraisers)

- 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 June 2020 to Reflect the USDA Final Rule) found at <https://api.healthiergeneration.org/resource/2>.

STAFF DIRECTORY

Members of the Board of Education:

Shane Van Pelt	President
Nate Spurling	Vice-President
Erin Meyer	Secretary
Terry Carlstorm	Treasurer
Megan Pike	Member
Kraig Urkoski	Member

Administrative Staff:

Jason Brown	Superintendent
Micah Fisher	Middle/High School Principal

Bre Helgoth
Greg Wood

PK-6th Principal
Athletic Director

Teaching Staff:

Elementary

Sydnee Asche	Early Childhood
Jacey Shenk	Kindergarten
Tabitha Rieken	1st Grade
Kristi Lindburg	2nd Grade
Kierra Bearinger	3rd Grade
Laura Hedrick	4 th – 6 th Grade ELA/SS
Aaron Rohde	4 th – 6 th Grade SS/SPED/Enrichment
Bailey Williams	4th - 6th Grade Science/SS/Art
Sarah Person	4th - 6th Grade Math
Jessica Hatfield	Media Specialist/Tech
Madison Hinrichs	Special Education
Darius Williams	4-6 P.E./Health
Kent Frenzen	K-3 P.E./Health
Raydee Swanson	Title I
Michaila Gansebom	Music/5-6 Band
Megan Bruce	Guidance Counselor/Art

MS/HS

Erin Ackerson	Math
Stephanie Carlson	ELA/Speech/Journalism
Jessica Hatfield	Business/Media Specialist
Hannah Conner	Art
Sarah Grigsby	Guidance Counselor/Business
Tom Hofmann	VocationalAg/Welding
Martin Phillips	Special Education
Brittany Klingsporn	Math/Science
Kent Frenzen	PE/Weights
Darius Williams	PE/Weights
Kodee Finkral	FCS/Math
Scott Musil	Science
DJ Wagner	Social Studies
Lynn Hofmann	English
Greg Wood	Math/A.D.
Michaila Gansebom	Instrumental/Vocal Music
Jeremy Struckman	Spanish
Rebekah Kraeger	Vocational Ag./Welding

Tech Support

Dylan Southard	PK-12
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Office Staff:

Tonya Bannister	Bookkeeper/Superintendent's Admin. Asst./Transportation Director
Carrie Swanson Administrative	7-12 Admin. Asst./Athletic
Sarah Engler	Asst. PK-6 Admin. Asst./Child Nutrition Program Director

Support Staff:

?????

Megan Buller	7-12 SPED Paraprofessional/Polk
Sierra Konwinski	K-6 Paraprofessional/Clarks
JT Hamm	Early Childhood Paraprofessional/Clarks
Shelby Osantowski	7-12 SPED Paraprofessional/Polk
	K-6 Paraprofessional/Clarks

Kitchen Staff:

Penny Bengtson	Head Cook/Clarks
Donna Graham	Assistant Cook/Clarks
Kaylyn Shively	Head Cook/Polk
Maria Acuna	Assistant Cook/Polk

Custodians:

Rosie Grause	Head Custodian/Clarks
Donna Parsons	Custodian/Clarks
Mike Howell	Head Custodian/Maintenance/Polk
Billy Smith	Custodian/Polk
Ryan Lee	Custodian/Polk
Nicole Giron	Custodian/Polk
Nick Rodine	Custodian/Polk

Bus

Drivers:

Mike Howell	Regular
Norm Manstedt	Regular
Greg Wood	Activities
Kelly Urkoski	Regular
Justin Smith	Regular
Tom Hoffman	Activities
Lynn Hoffman	Activities
Dorinda Brown	Sub
Brandy Glasser	Regular
Carrie Swanson	Regular
Kaylyn Shively	Regular

SCHOOL CALENDAR

Check out Nebraska's Summer Food Service Program. The program which provides free summer meals to kids and teens (ages 1 – 18) may be available in your area at select locations. The meals help ensure children continue to receive nutritious meals when school is out for the summer. There are many open summer meal sites throughout the state of Nebraska. Call 2-1-1 or text FOOD to 877-877. Visit

<http://www.fns.usda.gov/summerfoodrocks>

or

<http://www.education.ne.gov/NS/SFSP/index.html>

and the Nebraska Department of Education-Nutrition Services' Facebook page.

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.

SECTION FIVE FORMS

This section contains forms which students and their parents must complete and return to the school office **NO LATER THAN** the first Friday after the first full week of school.

RECEIPT OF STUDENT HANDBOOK

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment..."

Parents (or guardians) and students are required to sign & return the receipt form below on or before the first Friday of the first full week of school.

PARENT/STUDENT AGREEMENT

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

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

The rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

Student's Signature Date Parent/Guardian's Signature Date

Student's Grade(s) Parent's Email Address

*****If you are unable to access a digital copy of the Student Handbook from the school's website, please request a hard copy from your school's office.**

MEDICATION AUTHORIZATION AND RELEASE FORM

School Personnel Administration and/or Student Self-Administration of

**Non-Prescription Medication at School
Pre-K through 12th Grade Students**

STUDENT'S NAME

GRADE

DATE

The non-prescription medication or medications checked off below may be administered to my child according to the manufacturer's dosing guidelines.

_____ **NONE**

_____ COUGH DROP

_____ ACETAMINOPHEN (TYLENOL)

_____ TUMS

_____ IBUPROFEN (ADVIL/MOTRIN
COMPLETE

_____ MENSTRUAL

_____ TRIPLE ANTIBIOTIC OINTMENT

_____ ALOE VERA CREAM

_____ STERILE EYE WASH IRRIGATING SOLUTION

_____ OTHER _____

NAME OF MEDICATION, DOSE AND FREQUENCY

_____ I give permission for my child to carry non-prescription medication.
(FOR 7-12 STUDENTS ONLY)

_____ I give permission for my child to self-administer non-prescription medication.

(FOR 7-12 STUDENTS ONLY)

I hereby give permission for High Plains Community Schools to administer or allow my child to self-administer the above non-prescription medication or medications. I accept ultimate responsibility for monitoring the adverse effects of these medications.

SIGNATURE OF PARENT/GUARDIAN

DATE

**PARENTAL AUTHORIZATION AND RELEASE FORM
ADMINISTRATION OF PRESCRIPTION MEDICATION AT
SCHOOL**

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 medical practioner-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 office.
2. Make certain the Medical Practioner's Request for the Administration of Prescription Medication by School Personnel is submitted to the office.
3. Make sure personally that the drug is received by the office and/or county nursing service administering it, in the container in which it was dispensed by the prescribing medical practioner 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 medical practioner prescribing the drug to the teacher IF ANY OF THE INFORMATION PROVIDED BY THE medical practioner 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 Signature

Date

**ADMINISTRATION OF MEDICATION TO STUDENTS
MEDICAL PRACTITIONER'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 _____

Date administration of drug is to end _____

Possible adverse reactions to be reported to medical practitioner

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.

Printed Name of Medical Practitioner:

Primary Phone Number: _____

Signature of Medical Practitioner: _____

High Plains Community School Field Trip Consent Form

I give permission for my child, _____
to attend field trips with High Plains Community
Schools. There could be activities on/near water
(fishing, hiking, swimming pool). Activities with
water will be closely supervised. For any field trip
where you choose the school to prepare a sack
lunch, the child's lunch account will be charged
accordingly.

_____ I give my child permission to attend all
field trips with High Plains Community Schools.

_____ My child does NOT have permission to
participate in swimming activities.

_____ My child knows how to swim.

_____ My child does NOT know how to swim.

Parent/Guardian Signature

Date

HPC PK-6 Student Technology Agreement Terms

*As a student at High Plains Community Schools, I promise to use technology
tools safely, responsibly, and respectfully. I agree to follow these rules:*

I, _____, will:

... be safe.

- I will not give out personal information about me or others on the Internet.
- I will only share my passwords with my teacher, or parents; I will not use another student's password to access his/her account for any reason.
- I will not download, view, send, or display inappropriate pictures or messages.
- I will tell an adult if I see or read something that is inappropriate, dangerous, or makes me feel uncomfortable.

... be responsible.

- I will use all the technology tools in a responsible and careful manner.
- I will use technology tools and the Internet at school for teacher approved schoolwork only.
- I promise to obey the copyright laws and not take credit for someone else's work.

... be respectful.

- I will use technology tools to interact with others appropriately.
- I will not use technology tools to tease, harass, frighten, or bully anyone; I will be an upstander and report any inappropriate incidents to a trusted adult.
- I will make sure that what I share is something I don't mind showing my parents or teachers.
- I understand that everything I do online can be traced back to me and can never be fully erased.

Consequences

Should a student be found to have violated these terms or to have utilized technology improperly in any way, consequences may be applied. As with our typical discipline procedures, all infractions will be handled individually and the application of consequences will be determined by the teacher and/or school principal. Consequences may include, but are not limited to:

- conversations with teacher/principal
- conferences with parents
- loss of computer/technology privileges
- reimbursement to the district for materials lost/damaged

Students: I have read this agreement and understand all of the school rules and consequences related to using computers and the Internet at HPC School. I also

understand that my family has expectations for using technology at home. I will do my best to be a good digital citizen. I understand that my work on the computer is not private and that the use of the computer and Internet at HPC School is a privilege, not a right.

Student Name (Print)

Student Signature

Teacher

Grade _____ **Date** ____/____/____

Parent/Guardian: I have read and discussed this Technology Acceptable Use Agreement with my child. I give permission for my child to use technology tools at HPC School, and I understand that it is a privilege for my child to utilize them. I agree that my child will do his/her best to follow the rules and will abide by the consequences if any rules are broken. I will do my best to help my child become a good digital citizen.

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date ____/____/____

**High Plains Community Schools
JH/HS Student Computer Agreement**

Student: _____ Username: _____

Email address: _____ [@hpcstorm.org](mailto:_____@hpcstorm.org)

Parent Responsibilities

Student Responsibilities

<p>Your child has been issued a tech device to improve and personalize their education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operations of this device.</p>	<p>Your device is an important learning tool and is for educational purposes only. In order to take your device home each day, you must be willing to accept the following responsibilities.</p>
<ul style="list-style-type: none"> • I will supervise my child’s use of their device at home. 	<ul style="list-style-type: none"> • I will treat the device with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
<ul style="list-style-type: none"> • I will make sure that my child charges the device nightly. 	<ul style="list-style-type: none"> • I will bring the device to school every day
<ul style="list-style-type: none"> • I will make sure my child brings their device to school every day. 	<ul style="list-style-type: none"> • I will charge the device each night.
<ul style="list-style-type: none"> • I will discuss our family’s values and expectations regarding the use of the internet and email at home, as well as, supervise my child’s use of the internet and email. 	<ul style="list-style-type: none"> • When using the device at home, school and anywhere else, I will follow the policies of High Plains Community Schools. Specifically the Student Code of Conduct and abide by all local, state, and federal laws.
<ul style="list-style-type: none"> • I will not attempt to repair the device, nor will I attempt to clean it with anything other than specified cleaning supplies in the Tech Office. 	<ul style="list-style-type: none"> • I will not lend the device to anyone, not even my friends or siblings; it will stay in my possession at all times.
<ul style="list-style-type: none"> • I will report to the school Tech Coordinator any problems with the device. 	<ul style="list-style-type: none"> • I will not give personal information when using the device.
<ul style="list-style-type: none"> • I will not install or delete any software from the device. 	<ul style="list-style-type: none"> • I will not install or remove any software onto the device.
<ul style="list-style-type: none"> • I understand that if my child comes to school without their computer, I may be called to bring it to school. 	<ul style="list-style-type: none"> • I agree that email or other communication, should be used only for appropriate, legitimate, and responsible communication.
<ul style="list-style-type: none"> • I agree to make sure that the device is returned to the school when requested and upon my child’s withdrawal from High Plains Community Schools. 	<ul style="list-style-type: none"> • I will not attempt to repair the device, nor will I attempt to clean it with anything other than specified cleaning supplies in the Tech Office.
	<ul style="list-style-type: none"> • I will keep all accounts and passwords assigned to me secure and will not share.
	<ul style="list-style-type: none"> • I agree to make sure that the device is returned to the school when requested and upon my withdrawal from High Plains Community Schools.

JH/HS Student Computer Agreement

Student/Borrower: _____

Grade: _____

User Name: _____ Home

phone: _____

Checkout Date _____ Latest Date for Return: Last Day of
School

Item Description	Condition	Estimated Repair/Replacement Cost
MacBook Air	Used Like New	\$799
Apple Charger Cable & Block	Used Like New	\$35
Carrying Case/Bookbag	Used Like New	\$35
Screen Repair	Used Like New	\$500

The above listed items are being lent to Borrower and are in good working order. It is the borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is, and at all times remains the property of High Plains Community Schools of Polk, Nebraska and is herewith lent to the student for educational purposes only for the Academic School year. Student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing their right to use this equipment. The equipment will be returned to the school when requested by High Plains Community Schools, or sooner if the student withdraws from High Plains Community Schools prior to the end of the school year.

The District Property may be used by Borrower only for non-commercial purposes, in accordance with the District's policies and rules, Code of Conduct, as well as local, state, and federal statutes.

Borrower may not install or use any software other than software owned or approved by the District and made available to Borrower in accordance with the Student's and Parents Agreement. Borrower agrees not to make any unauthorized use of or modifications of such software.

The District is not responsible for any computer or electronic viruses that may be transferred to or from Borrower's data storage medium and Borrower agrees to use Borrower's best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Borrower's possession.

Nebraska statutes 79-737 and 79-2,127 allow the District to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Borrower's acknowledges and agrees that Borrower's use of District Property is a privilege and that by Borrower's agreement to the terms hereof, Borrower acknowledges Borrower's responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by High Plains Community Schools. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked and school disciplinary action and/or appropriate legal action will be taken.

Please read this entire document to determine if this program is needed for you and your student's protection against damage and 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 AND BENEFIT:

Parents/students may pay \$35.00 and be part of the HPC District Computer Damage/Loss Insurance Fund. Belonging to the School District Insurance coverage would cover 75% of expense on the first incident and 50% of expense on the 2nd incident. Three or more incidents, involving damages to a laptop, will be the sole responsibility of the parent/student. Coverage for the School District Protection Plan is 24/7. Parents will be given the option of Self Insurance, under their homeowner's insurance plan and not pay the \$35.00. Proof of insurance is required.

EFFECTIVE AND EXPIRATION DATES:

This coverage is effective from the date of this request form and premium payment is received by the school through the date at which the computer is requested to be returned in good order to the school.

PREMIUM:

The total premium cost is \$35.00 per school year, per student. Partial semesters are not refundable.

Option 1: (participate in HPC insurance)

- Yes, I would like to participate in the High Plains Community Damage/Loss Insurance Fund as noted above.
 - \$35.00 Payment, per Student
 - Check #
 - Cash

Option 2: (use own insurance & provide proof)

No, I decline High Plains Community Damage/Loss Insurance Fund at this time, and I understand that I am responsible for 100% of any damages or loss to the loaned computer and **will provide proof of insurance for the laptop through our home owners before laptop will be checked out to student(s).**

Option 3: (no insurance & leave computer at HPC)

No, I decline High Plains Community Damage/Loss Insurance Fund at this time, and I understand that I am responsible for 100% of any damages or loss to the loaned computer. I will leave my laptop at school every day.

Name of Student (s) _____ Grade (s) _____

Parent/Guardian Signature _____ Date _____

High Plains Community Elementary School

Written Parent/Guardian Consent To Opt Child Out of SunScreen Protection at School

I _____ opt out my child _____
Print Parent/Guardian Name Print Child's Name

from self-applying and/or having sunscreen applied by school personnel at school for school-sponsored events.

Signature of Parent/Guardian

Date

Contact Information for Parent/Guardian:

Printed Name(s)

Phone Number

If you choose to have sunscreen applied to your child at school, please send it with your child's name on it. We recommend spray sunscreen with SPF 15+. If you chose not to have sunscreen applied to your child at school, please return this form by Friday of the first full week of school. The sunscreen application is a recommendation from NDE. Thank you.

2.12. Review, discuss, and take all necessary action in approving the HPC Staff Handbook for the 2024-25 school year.

High Plains Community Schools

STAFF HANDBOOK



2024-2025 Edition

Hordville, Polk, Clarks

Superintendent's Office

Phone: (402) 765-2271

Fax: (402) 765-7120

Middle/High School

7-12

Phone: (402) 765-3331

Fax: (402) 765-7104

Elementary

PK-6

Phone: (308) 548-2216

Fax: (308) 536-6985

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 following person has been designated to handle inquiries regarding the nondiscrimination policies:

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.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: School Guidance Counselor at 402-765-3331, jkucera@hpcstorm.org or in person at school.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the following Title IX Coordinator: Micah Fisher, High School Principal at 402-765-3331, mfisher@hpcstorm.org, 260 S. Pine St., Polk NE, 68654 or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at school district policy #3053 & 3057

Individuals 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: Micah Fisher at 402-765-3331 (phone number), mfisher@hpcstorm.org (e-mail address), 260 S. Pine St., Polk NE, 68654 (mailing address) or in person at school.

Individuals who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Building Principals at 402-765-3331 or 308-548-2216, mfisher@hpcstorm.org, bhelgoth@hpcstorm.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 and 3057** – Nondiscrimination and district **Policy 2006** - Complaint Procedure.

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.

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SECTION ONE 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, which 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 high school principal's office. No student or sponsor may make any purchase without a signed purchase order from the Athletic Director and/or HS Principal or superintendent. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

The superintendent and his/her designee is responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.**

Activity Tickets

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

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

Staff may not use school time or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during school time.

Announcements and Circulars

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

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

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 believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, 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 School District's Title IX/504 coordinator. Complaints

involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or 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 involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received 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) This 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.

1. If the complainant has not, the board president or designee will urge 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 be pursued further.

- b) Strongly encourage the complainant to reduce his or her concerns to writing.
- 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 the board**.
- d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 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 to a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

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

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school

district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings

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

Computers and the Internet: Acceptable Use by Staff

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

4012

Staff Internet and Computer Use

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with

district policy and good professional judgment.

4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. Unacceptable Use While on Duty or on School Property

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.
4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

III. Enforcement

A. Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

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

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

IV. Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sexting, or engage in any illegal activities.

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/Psychological First Aid Team

Any staff member appointed by the district administration will serve on the PFA Team as outlined in the board policies. The PFA 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 reasons which 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: **Sarah Grigsby – HPC Guidance Counselor at 402-765-3331, sarahgrigsby@hpcstorm.org** or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: **Micah Fisher – HS Principal at 402-765-3331, mfisher@hpcstorm.org** or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact: **Jason Brown – Superintendent, 402-765-2271, jasonbrown@hpcstorm.org** or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond

to the report.

Driving School Vehicles

Staff members who drive school vehicles or volunteer to transport students must have a valid driver's license and proof of insurance. Staff members will be provided a Driver's Certification form to verify this information. Staff members who drive school vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see the school district's policy on school vehicle use for further information.

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

Dress Code

The attire worn by staff members conveys an important image to students and the general public.

Certified staff, paraeducators and office staff should generally dress in business casual attire.

Classroom staff **may not** wear the following types of clothing during the traditional school day from 8:00 a.m. to 4:00 p.m., when students or visitors are in attendance, or when the employee is supervising, directing or coaching students when the public is in attendance:

- Sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium or on a playing field or at athletic or other activity practices.
- Shorts, except when teaching physical education class or at athletic or other activity practices.
- Blue jeans except at athletic or other activity practices.
- Any clothing which is immodest and may distract other employees or students in the learning environment.

The building principal 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").

The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community. To help meet that end, jeans of any color will not be allowed to be worn except on Friday, which is considered a "dress down" day.

Custodial, maintenance and transportation staff should dress in attire

appropriate to the work they are performing.

Staff **may not** wear visible body piercing jewelry, including tongue adornment, while at school or during a school function on or off school premises. This prohibition applies to all parts of the body other than the ear.

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 for child abuse and/or neglect;
- Any complaint or other administrative that could impact any certificate or professional license held by the employee;
- Any action or threat of action by any entity against the employee's driver's license or ability or authority to operate a motor vehicle if the employee'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, engaging in telephone conversations, and reading or responding to emails, 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 of education will reimburse staff for all approved expenses incurred school business. Reimbursement for mileage, supplies, and overnight travel expenses are processed on an expense report form that is

available from each building secretary. Appropriate receipts must be attached.

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

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

Family and Medical Leave (FMLA)

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

Infinite Campus

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

Classroom teachers will be required to have up-to-date grades.

A "comment bank" will be developed for comments on progress reports, report cards, and discipline reports at a later date. You may use the "comment bank" or enter your own free-form comment.

Certified staff who have trouble/problems with Infinite Campus should contact **Sarah Engler, Bre Helgoth, Micah Fisher, and/or Jason Brown.**

In-School Communication

Every staff member will be assigned a mailbox in the building where he or she works. Staff 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 email system. Each staff member must check his or her e-mail account frequently throughout the school day. Staff are allowed to use their school email accounts for a moderate amount of personal email correspondence. However, sending or receiving personal email during class time is prohibited, regardless of whether that personal email is received on the staff member's school email account or a personal account.

Intellectual Property

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

Jury and Witness Duty Leave

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

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

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or with the employee. 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 notify the custodian or principal or superintendent of any maintenance issues as soon as they need or see a maintenance problem.

Meals Program

Staff may take advantage of meals offered through the district's foods program. Staff may purchase lunches from the school cafeteria for **\$4.90** per day or salad bar only for **\$4.50** per day. Staff may purchase breakfast from the school cafeteria for **\$2.80** per day. The lunch price includes one carton of milk. Extra cartons and for milk break cost **\$.65** cents. 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) will be governed by the FMLA and the board's policy regarding the FMLA.

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 office for distribution to the media when noteworthy events have occurred. Coaches must communicate with local TV, radio and print media promptly after matches or games to disseminate the results.

Newsletters

The **newsletter sponsor** will inform staff of the relevant deadlines for each newsletter. Staff members are encouraged to submit articles for the newsletter, which report recent classroom activities and which emphasize 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 discharge of his or her responsibilities to the school district.

Political Activities

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

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

Pregnant or Parenting Students

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

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

Professional Boundaries Between Staff and Students

All district employees must follow board policy (see Board policy 4043) 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 professional development and shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties. Employees must submit completion of professional development to the building Principal and to the Superintendent.

In addition to this requirement, the superintendent will select in-service programming to provide additional professional growth activities for certified and classified staff. Certified employees may refer to **policy 4032**.

Purchasing

All requisitions for books and school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisition forms are available from the office. Orders should not be placed until the district office has issued a printed purchase order. Once an order has been received, the staff member must notify the building

secretary so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

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

Records and Reports

Staff members must refer to and comply with Board Policy 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 5063 for information on recording by students.

School Calendar

The official school calendar is maintained in each building 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 **Board Policy 4060** for information on the use of school vehicles.

Security

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

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

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

Smoking on School Premises or at School Activities

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

Sniffer (Drug) Dogs

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

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

Social Media Usage by Staff

Social media is an important tool for communicating, keeping up-to-date with

current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with board's policies regarding Staff Internet and Computer Use and Staff and District Social Media Use. This policy applies to both personal and school-affiliated 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 with 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 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 Team

The threat assessment team (team) shall consist of **HPC Superintendent, HPC Building Principals, HPC Guidance Counselors, Local/County and/or State Law Enforcement, HPC School Nurse, HPC Crisis Team Member**. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. 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.

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.

5. Communication with the Public about Reported Threats

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

6. Coordination with the Crisis Team/PFA Team and Safety Team After Resolution of Threat

The threat assessment team will confer with the district's PFA and Safety teams after a threat has been investigated to provide the PFA and Safety teams with information that the PFA and Safety teams may use in assessing or revising the district's Emergency Operations Plan.

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/superintendent's office 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:

- 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 sign in and wear the visitor's badge supplied by the building office or have a company badge on

Wage and Salary Payments

Staff members are paid on the **15th** of each month. The district provides direct deposit of paychecks to designated financial institutions.

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

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

Weather-Related Closings

If school is called off because of bad weather or for any other reason, it will be announced on **local radio and television stations and the school alert system.**

KZEN-FM Radio, Columbus
KAWL-AM Radio, York
KOLN-KGIN TV, Lincoln, Grand Island
KHAS-TV, Hastings
KLKN-TV, Lincoln

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

Workplace Searches

To safeguard the property and interests of our students, employees, and

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

SECTION TWO POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

Absences

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

1. Sick Leave

Certified staff members who are too ill to perform their teaching duties must contact their building principal by 6:00 a.m.

2. Personal Leave

Certified staff who wish to take personal leave must submit a leave request to their building principal at least three days in advance of the proposed leave. Building principals may deny personal leave requests if the school district is unable to secure the services of a qualified substitute teacher on the day of the proposed leave.

3. Professional Leave

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

4. Substitute Folders

Each teacher must prepare a substitute folder. 7-12 teachers must keep the completed folder in the upper right-hand drawer of his/her desk. PK-6 teachers must keep the completed folder in the office and keep the folder updated by periodically reviewing the folder. The folder must contain:

- a.) the current seating chart and class list for each class;
- b.) the daily classroom procedures for each class another reliable teacher in the building.

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

Assemblies

Classroom teachers must attend assemblies and pep rallies and sit with students to help maintain order.

All certified staff members should attend school assemblies and should try to attend as many of the school functions as possible regardless of whether they have specific assigned duties or not.

Assignment of Teachers

The administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events. Certified staff are required to monitor hallways during passing periods or when walking students in the hallways.

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. retirement number,
- c. withholding form W-4, and
- d. 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.

Cheating

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

Check-out Forms

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

work areas. Certified staff members who do not clean their work area before departing for the summer will not receive their paychecks until the work is completed.

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. Staff members should utilize the HPC Behavior Matrix (PBIS), the HPC Problem Solving Model, and the HPC Discipline Flow Chart for discipline guidelines.

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

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

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

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

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

Classroom Sanitation

1. Handling of Body Fluids

All body fluids of all persons should be considered to potentially contain

infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions and saliva. Immediately contact the building custodian for appropriate cleaning.

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, pre-wrap, 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 **High Plains Community Schools**, unless otherwise instructed.

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

Computers

Students and staff who use computers owned by the district must abide by the district's acceptable use policies.

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 students' accomplishments. Classroom teachers may use available areas to display student work or they may use during a night activity. Certified staff must contact the principal before displaying student work at an evening activity.

Down Slips (Progress Reports)

Down Slips/Progress Reports are due by 4:00 on Friday or whenever the week ends.

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 students 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 strip 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 Student Assistance Teams pursuant to board policy.
- m) Assisting with the administration of standardized testing as assigned by the administration.
- n) Provide homebound instruction as assigned by the administration.
- o) Performing additional duties as assigned by the administration.

Eligibility Grades 7-12

Student academic eligibility for participation in extracurricular activities will be determined on a weekly basis. A student will become ineligible by maintaining an average of less than seventy percent (70%) in two or more classes weekly. Eligibility will be based on the weekly cumulative quarter mathematical average of each student. The grading period will end at 1 p.m. on the last school day of the week. Beginning at the end of the third full week of each quarter, classroom teachers must have grades updated to determine the names of all students who are not academically eligible. Ineligible students will, at the discretion of the sponsor, be allowed to participate in practice. Activities affected by the eligibility rule are:

1. All interscholastic contests, including but not limited to, athletics, FFA, FBLA, speech contests, and similar organizations or events.
2. Cheerleading.
3. Music competition, performances (except Christmas and Spring concerts), and clinics.
4. All school dances except high school prom.
5. Other activities deemed appropriate by the principal.

Extracurricular Activities

Classified 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 located in the HS principals office and/or activity director's office at least one week before the activity. Staff should avoid or shorten practices and activities on Wednesday evenings and Sundays, in order to give students sufficient time away from school for family-related activities.

Certain activities require time to 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 extracurricular activities without permission from the principal. Non-school sponsors must be approved by the administration. If cars are used for transportation, the drivers must be adults who have been approved by the school.

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

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

Evacuations

Early in the semester and periodically during the school year, 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 must cease the activity in which they are engaged immediately and leave the building at once, following these regulations:

- a) Once you hear the fire drill sound, the teacher checks the hallway for safety, students exit the classroom and WALK in orderly lines to their designated area, and the teacher ensures all students are out of the classroom.
- b) Students evacuate the building by designated routes to the assembly area.
- c) Classroom teacher will close the classroom door and shut off the lights. DO NOT LOCK DOOR.
- d) Staff will take their safety bags with them when they leave their classrooms.
- e) The first two students reaching the exit doors will hold the doors wide open until everyone has filed out. Then the exit doors need to be closed.
- f) 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.
- g) Once outside, each teacher must account for every student in the class. Classroom teachers will take roll for their class and;
 1. Hold up a Green Card (all students accounted for)
 2. Hold up a Red Card (missing student (s) &/or additional students are with the staff member)
 3. Administration, custodial and support staff will account for ALL missing students.
 4. Students in classrooms other than their own are to remain with that class until given permission to rejoin their class.
- j) Each teacher is responsible for keeping the class list up to date.

The signal to return will be made by the principal or designee. 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 shelter of each building. Tornado alerts will be given via the intercom system. When a tornado alert is given, all students and staff must cease the activity in which they are engaged immediately and leave the classroom at once, following these regulations:

- a) All students and staff should proceed to the designated area and shut the classroom door and turn lights off.
- b) Staff will take the red safety bag with them when they leave their classroom.
- c) Once in the designated area, each teacher must account for every student in the class. **Each teacher is responsible for keeping the class list up to date**
- d) 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.
- e) Hold up a Red Card (missing student (s) &/or additional students are with the staff member).
- f) Hold up a Green Card (all students accounted for).

3. Protocol for all Evacuations

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

- a) Take the red safety bags when leaving their classroom;
- b) Lock the classroom door after all occupants have exited the room;
- c) Keep the class together and move promptly in an orderly fashion;
- d) Upon arriving at the evacuation point, take roll, maintain order, and supervise students;
- e) **Each teacher is responsible for keeping the class list up to date;**
- f) Hold up a Red Card (missing student (s) &/or additional students are with the staff member);
- g) Hold up a Green Card (all students accounted for).

Evaluations

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

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. Attendance of support staff is mandatory for certain faculty meetings.

Field Trip Request Forms

Certified staff who wish to take students off school property must submit a request to the superintendent at least ten calendar days prior to the date of the requested activity.

Elementary grades will be limited to one field trip per year. Additional requests may be granted on a case by case basis.

Grading Policy

Progress reports for MS/High School students must be generated and into the office on or before the end of the last day of school for the week. **Prior to a progress report with a failing or near failing grade, communication with parents and students should have occurred.**

MS/High School grades are given as a letter or percentage as requested by the building principal. No incomplete or condition grades will be given, but grades may be changed by request of the classroom teacher to the principal. If a student fails the first semester and passes the second semester, a classroom teacher may pass a student for the full year.

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

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 between classes, and after school. 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.

Lesson Plans

Each teacher will prepare and complete a proper lesson plan on Friday for the following week. These plans must be written so that they are clear to any substitute teacher and readily available to any teacher. PK-6 teachers will post their daily lesson plans on Planbook, including the Nebraska standard and objective of the lesson. Other regulations relative to lesson plans will be made by individual building principals. The lesson plans of all classroom teachers are subject to review of the building principal or other members of the school district's administration at any time.

Lesson plans must **identify major instructional objectives & Nebraska State Standards.**

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. The main priority for paraeducators is to support students. Paraeducators are to work only on their assigned work days and within their assigned work day. If the a classroom teacher desires the paraeducator to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

Parent-Teacher Communication

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

Parties

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

Planning Time

Each classroom teacher is provided with 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. Occasionally classroom teachers will be asked to cover another classroom during their planning time and the teacher will be reimbursed for this time as described in Board policy.**

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:

1. Certified staff are not to provide private tutoring in a school building.
2. Certified staff are not to provide private tutoring during contracted time.
3. 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.

Pupils' Records

1. Each classroom teacher may keep a set of records in the daily class record book of the class recitations, tests, exams, daily work, notebook, etc. Infinite Campus will serve as the district's official means of record keeping. This serves as a justification of the final grade in case of dispute between teacher and pupil, or teacher and parent, and assists in making out the final grades.
2. Report cards will be issued within one week following the end of the quarter unless otherwise announced.
 - a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.
 - b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.
 - c) Each classroom teacher is responsible for distribution of class cards on time.
 - d) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.
 - e) Report card comments are required for the 2nd and 4th quarters. Report card comments are optional 1st and 3rd quarters due to parent-teacher conferences.

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 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. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach prior to the start time of each school 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.

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.

All sponsors are required to fill out a Time and Effort Log monthly and submit it to the bookkeeper.

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.

All coaches are required to fill out a Time and Effort Log monthly and submit it to the bookkeeper.

Student Aides

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult

present after the end of regular teacher duty hours.

Student Attendance

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

Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day (JH/HS at the beginning of each period and elementary at the beginning of school and after lunch). Students and student assistants are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

Students returning from an absence must report to the office prior to going to class.

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

Student Attire

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student Handbook.

Classroom teachers must report students who are not in compliance with the dress code to the building principal. The final decision on what is considered proper grooming and appearance is the responsibility of the building principal.

Student Illness

In the event of student illness or injury, classroom teachers should notify the school nurse, administrative assistant, building principal or superintendent immediately. PK-6 staff must fill out a Nurse Pass that will be scanned into their medical records and sent home. Staff should never send a pupil home without notifying school officials and checking to see if his/her parents are home.

Student Medication

Student medications should not be dispensed by staff members unless they follow the following procedures:

1. No staff members other than the school nurse, Principal, Administrative Assistant, or Office Staff may dispense medications (prescription or over-the counter) to students at any time. Students may, with written parental or guardian permission, self administer medications such as aspirin and cough syrup or cough drops.
2. Staff members are not authorized to dispense prescription medicine without a signed permission form for the medicine that includes a pharmaceutical label (original container), the physician's name, a child guard cap and directions for administering the medication.
3. Staff members administering medications MUST participate in medication training.

After receiving the medication, the school employee should lock the medication in a cabinet or place it in an area where access is restricted to school employees only.

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. **See also Student Search Handout.**

Substitute Teaching During Planning Period

Certified staff may be required to substitute during their planning period. **HPC Negotiated agreement** - Teachers who must cover other classes when a substitute is not available will be compensated \$20.00 for each period equivalent to a high school class period or elementary planning period. The covering of classes must result in losing the only plan period said teacher has during the teaching day. Teachers requesting sub pay must fill out a form in each building's office and have it verified by the Administration, or his/her designee, to be eligible for said pay.

Teaching Controversial Issues

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

1. The issues discussed must be relevant to the curriculum and be part of a planned educational program.
2. Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
3. The teacher must encourage students to consider and discuss a variety of viewpoints.
4. The topic and materials used must be within the range, knowledge, maturity, and competence of the students.

5. The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
6. The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
7. Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Textbooks

Classroom teachers will issue textbooks to the pupils, keeping a record of the number and condition of the book assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number. Pupils are to pay for lost or damaged books. Student textbooks may be covered with a book cover. Workbooks do not become the property of the students and in most cases should be retained by the school.

SECTION THREE POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF

At-Will Employment

Classified staff members are employed "at-will." Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

Bereavement Leave

Classified employees will be granted up to 1 day off from work with pay in the event of the death of your spouse, child, parent, or sibling grandparents, father in-law, mother-in-law, son-in-law, or daughter-in-law; All requests for bereavement leave should be submitted to the Principal.

Holidays

10 month classified employees will receive paid time off on the following 4 holidays: New Year's Day, Labor Day, Thanksgiving, and Christmas Day.

Building Secretaries will receive paid time off on the following 5 holidays: New Year's Day, Memorial Day, Labor Day, Thanksgiving and Christmas Day.

Twelve month classified employees will receive paid time off on the following 6 holidays: New Year's Day, Memorial Day, Independence Day, Labor Day,

Thanksgiving, and Christmas Day.

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

Classified employees will generally be required to work their regularly scheduled hours the workday preceding and workday following the holiday in order to be eligible to receive holiday pay.

Hours

Work hours vary with the classified staff member's department and position. Meetings will occasionally be scheduled before or after normal working hours.

It is vital that the district's employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

Overtime and Compensatory Time

Classified staff should not work more than forty hours in a given week without the advance permission of their immediate supervisor. At its discretion, the District may assign compensatory time in lieu of overtime pay according to their work agreements.

Personal Leave

Ten month classified employees will receive up to 1 day of paid personal leave, building secretaries and twelve month classified employees will receive up to 2 days of paid personal leave each school year for personal business that cannot be taken care of outside regular business hours and other events of personal significance. Personal leave must be approved in advance by the employee's immediate supervisor or the Superintendent. There shall be no carryover of personal days from year to year.

Reporting When School is Closed

Unless the superintendent directs otherwise, staff shall not be required to report when school is canceled due to inclement weather.

Sick Leave

Ten month classified employees will receive 5 days of sick leave and twelve month classified employees will receive 7 days of sick leave, accumulated to 25 days. A staff member who is too ill to come to work, or who has a qualifying family member who is too ill to be left alone, must notify his or her immediate supervisor at least three hours prior to the time he/she regularly reports to work. Employees shall not be paid for accrued unused sick days at the end of the school year or in the event of termination of employment.

Vacation

Twelve month eligible classified employees will receive paid vacation each school year according to their work agreements. Employees should consult with their immediate supervisor for vacation information.

Twelve month classified employees anniversary dates will be set as August 1st. Ninety days after the date of hire, the employee will be awarded a prorated number of vacation days to be used up to August 1st. Employees will be awarded 10 vacation days to be used between August 1st and July 31st of each year. Additional vacation days are awarded referencing the chart below:

Year 1	Prorated after 90 Days
Year 2- 10	10 Days
Year 11 - 15	15 Days
Year 16 – 20+	20 Days

**SECTION FOUR
OTHER IMPORTANT INFORMATION**

STAFF DIRECTORY

Members of the Board of Education:

Shane Van Pelt	President
Nate Spurling	Vice-President
Erin Meyer	Secretary
Terry Carlstorm	Treasurer
Megan Pike	Member
Kraig Urkoski	Member

Administrative Staff:

Jason Brown	Superintendent
Micah Fisher	Middle/High School Principal
Bre Helgoth	PK-6 th Principal
Greg Wood	Athletic Director

Teaching Staff:

Elementary

Sydnee Asche	Early Childhood
Jacey Shenk	Kindergarten
Tabitha Rieken	1st Grade
Kristi Lindburg	2nd Grade
Kierra Bearinger	3rd Grade
Laura Hedrick	4 th – 6 th Grade ELA/SS
Aaron Rohde	4 th – 6 th Grade SS/SPED/Enrichment
Bailey Williams	4th - 6th Grade Science/SS/Art
Sarah Person	4th - 6th Grade Math
Jessica Hatfield	Media Specialist/Tech
Madison Hinrichs	Special Education
Darius Williams	4-6 P.E./Health
Kent Frenzen	K-3 P.E./Health
Raydee Swanson	Title I
Michaila Gansebom	Music/5-6 Band
Megan Bruce	Guidance Counselor/Art

MS/HS

Erin Ackerson	Math
Stephanie Carlson	ELA/Speech/Journalism
Hannah Conner	Art
Sarah Grigsby	Guidance Counselor/Business
Jessica Hatfield	Business/Media Specialist

Tom Hofmann	Vocational Ag/Welding
Martin Phillips	Special Education
Brittany Klingsporn	Math/Science
Kent Frenzen	PE/Weights
Darius Williams	PE/Weights
Kodee Finkral	FCS/Math
Scott Musil	Science
DJ Wagner	Social Studies
Lynn Hofmann	English
Greg Wood	Math/A.D.
Michaila Gansebom	Instrumental/Vocal Music
Jeremy Struckman	Spanish
Rebekah Kraeger	Vocational Ag/Welding

Tech Support

Dylan Southard	PK-12
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Office Staff:

Tonya Bannister	Bookkeeper/Superintendent's Admin. Asst./Transportation Director
Carrie Swanson	7-12 Admin. Asst./Athletic Administrative Asst.
Sarah Engler	PK-6 Admin. Asst./Child Nutrition Program Director

Support Staff:

????	7-12 SPED Paraprofessional/Polk
Megan Buller	K-6 Paraprofessional/Clarks
Sierra Konwinski	Early Childhood Paraprofessional/Clarks
JT Hamm	7-12 SPED Paraprofessional/Polk
Shelby Osantowski	K-6 Paraprofessional/Clarks

Kitchen Staff:

Penny Bengtson	Head Cook/Clarks
Donna Graham	Assistant Cook/Clarks
Kaylyn Shively	Head Cook/Polk
Maria Acuna	Assistant Cook/Polk

Custodians:

Rosie Grause	Head Custodian/Clarks
Donna Parsons	Custodian/Clarks
Mike Howell	Head Custodian/Maintenance/Polk
Billy Smith	Custodian/Polk
Ryan Lee	Custodian/Polk

Nicole Giron

Custodian/Polk

Bus Drivers:

Mike Howell

Regular

Norm Manstedt

Regular

Greg Wood

Activities

Kelly Urkoski

Regular

Justin Smith

Regular

Tom Hoffman

Activities

Lynn Hoffman

Activities

Dorinda Brown

Sub

Brandy Glasser

Regular

Carrie Swanson

Regular

Kaylyn Shively

Regular

School Calendar



HIGH PLAINS COMMUNITY SCHOOLS 2024-2025 DISTRICT CALENDAR

August, 2024						
Su	Mo	Tu	We	Th	Fr	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
			Stu	13	Tchr	17

August, 2024	
7	New Teacher PD
8-9	Staff PD/Picture Day
12	Teacher PD
13	Teacher Workday
14	Students First Day 1:30 Dismissal
21	Picture Day @ Clark
22	Picture Day @ Polk

September, 2024						
Su	Mo	Tu	We	Th	Fr	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					
		Elem	Stu	18		
		JHHS	Stu	19	Tchr	20

September, 2024	
2	Labor Day, No School
16	Teacher PD, No Students
26	PK-12 PT Conferences 2:00-5:00 pm (all students dismiss @ 1:30)
27	PK-6 PT Conferences 8:00-4:00 No School PK-8 Students/ 7-12 In Session

October, 2024						
Su	Mo	Tu	We	Th	Fr	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		
			Stu	22	Tchr	23

October, 2024	
21	Teacher PD, No Students/End of 1st Quarter

November, 2024						
Su	Mo	Tu	We	Th	Fr	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
			Stu	16	Tchr	17
1st Q	53	elem	Stu	1st Q	60	Tchr
1st Q	54	JHHS	Stu			

November, 2024	
1	No School, PT Comp Day
11	Veteran's Day Program
20	HPC Hosting One-Act/PD No PK-12 Students
27-29	Thanksgiving Break, No School

December, 2024						
Su	Mo	Tu	We	Th	Fr	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				
			Stu	15	Tchr	15
1st sem	84	elem	Stu	1st sem	92	Tchr
1st sem	86	JHHS	Stu			
2nd Q	31	Stu	2nd Q	32	Tchr	

December, 2024	
20	PK-12 Students Dismiss @ 1:30 End of 2nd Quarter/1st Semester
22-29	Moratorium (all facilities closed to public)
29-31	Holiday Break, No School

January, 2025						
Su	Mo	Tu	We	Th	Fr	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	
			Stu	19	Tchr	21

January, 2025	
1-2	Holiday Break, No School New Year's Day
3	Teacher Flex Day/Work Day, No Students
6	PK-12 Students Resume
20	Teacher PD, No Students MLK Day

February, 2025						
Su	Mo	Tu	We	Th	Fr	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	
		Elem	Stu	18		
		JHHS	Stu	19	Tchr	20

February, 2025	
17	Teacher PD, No Students President's Day
27	PK-12 PT Conferences 2:00-5:00 pm (all students dismiss @ 1:30)
28	PK-6 PT Conferences 8:00-4:00 No School PK-8 Students/ 7-12 In Session

March, 2025						
Su	Mo	Tu	We	Th	Fr	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					
			Stu	17	Tchr	18
3rd Q	37	Elem	Stu	3rd Q	41	Tchr
3rd Q	38	JHHS	Stu			

March, 2025	
3-5	Spring Break, No School
5	End of 3rd Quarter
17	Teacher PD, No Students

April, 2025						
Su	Mo	Tu	We	Th	Fr	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			
			Stu	19	Tchr	20

April, 2025	
14	Teacher PD, No Students
18-21	Easter Break, No School

May, 2025						
Su	Mo	Tu	We	Th	Fr	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
			Stu	12	Tchr	14
4th Q	48	Stu	4th Q	62	Tchr	
2nd Sem	86	Elem	Stu	2nd Sem	93	Tchr
2nd Sem	88	JHHS	Stu			
Year	188	Elem	Stu	Year	186	Tchr
Year	171	JHHS	Stu			

May, 2025	
10	Graduation
16	Students Last Day, 1:30 Dismissal End of 4th Quarter/End of 2nd Semester
19	Teacher PD
20	Teacher Work Day/Last Day

 New Teacher PD	 Early Dismissal 1:30
 Staff PD/No Students	 No School/Breaks
 Teacher Workday/No Students	 No School for PK-6 Students/ 7-12 Students In Session
 Teacher Flex Day/Workday/No Students	 Graduation

****May 19th is designated as a potential student makeup day for snow days, if necessary.**

1st Semester = 84/86 Student Days & 92 Teacher Days
 2nd Semester = 85/86 Student Days & 93 Teacher Days
 Total 169/171 Student Days & 185 Teacher Days

[HPC Teacher Evaluation Tool](#) (please see link)

Internet and Device Use

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. Unacceptable Use While on Duty or on School Property

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff

member's ability to perform their assigned duties.

4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.

5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

III. Enforcement

A. Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

2. Due to the nature of technology, the filter may

sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.

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

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

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

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

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

IV. Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

4013 Grievance Procedure

Definition of Grievance. A grievance is an allegation by an employee or group of employees that there has been a violation of a provision of the negotiated agreement or a policy of the board of education.

Procedural Steps. The procedure for handling grievances is as set forth below.

Step 1 - Oral Notice to Principal. The grievant shall initiate the grievance by presenting it to his or her principal or immediate supervisor within ten (10) days from the date that the grievant knew or should have known of the incident giving rise to the grievance.

Step 2 - Written Grievance to the Principal. If the grievance is not resolved to the satisfaction of the grievant within ten (10) days of the meeting with the principal, the grievant representative may present the grievance in writing to the principal. The failure to present the grievance within ten (10) days shall result in the waiver of the grievance. The grievance must contain a detailed description of all facts giving rise to the grievance, a list of all witnesses, all relevant documents, and the requested resolution. The grievant shall sign and date the grievance.

The principal shall schedule a meeting within three (3) days of receipt of the written grievance to discuss the elements of the grievance. The grievant must present all evidence at this meeting. The parties shall record this meeting. The principal shall submit his or her determination in writing to the grievant within five (5) days of the meeting.

If there are new facts after Step 2, then there would be a new/separate grievance.

Step 3 - Written Appeal to the Superintendent of Schools. If the determination of the principal is not satisfactory to the grievant, the grievant may appeal it to the superintendent of schools or his or her designated representative. Said appeal shall be presented, in writing, to the office of the superintendent of schools within five (5) days of receipt of the principal's determination. The appeal shall be based on, and limited to, the facts produced at Step 2. In other words, this is an "appeal on the record."

The superintendent of schools or a designee shall hold a formal meeting within seven (7) days of receiving the written appeal. The

superintendent of schools or a designated representative shall make a written determination regarding the grievance within five (5) days of the date of the meeting.

Step 4 - Appeal to the Board of Education. If the determination of the superintendent of schools is not satisfactory to the grievant, the grievant may appeal it to the board within five (5) days of receipt of the superintendent's decision. The appeal shall be based on, and limited to, the facts produced at Step 2. In other words, this is an "appeal on the record." The board shall hear the grievance within thirty (30) days in open or closed session in accordance with the law. The board shall notify the grievant of its decision within five (5) days of hearing the grievance.

Written Presentation. All grievances presented at Step 2 and subsequent steps of the procedure shall set forth in writing all facts giving rise to the grievance, the provision(s) of the Agreement or policy alleged to have been violated, the names of the grievant(s), the names of all witnesses, and the remedy sought by the grievant. All grievances at Step 2 and appeals at Step 3 and Step 4 shall be signed and dated by the aggrieved employee. All written answers submitted by the district shall be signed and dated by the appropriate district representative.

Grievance Meetings or Hearings. All meetings and hearings conducted under this procedure up to and including Step 3 shall be conducted in private and shall include only the administration's representatives, the grievant, the grievant's representatives, and witnesses (Step 2 only) as necessary.

Association Representation. A grievant shall have the right to have an Association representative present to represent the grievant at each level of the grievance procedure.

Reprisals. No reprisals of any kind shall be taken against any employee who uses this grievance procedure in good faith.

Withdrawal of a Grievance. A grievant may withdraw his or her grievance at any level of the procedure without fear of reprisal from any party.

Advanced Step Filing. A grievance shall be filed initially at the level at which the decision resulting in the grievance was made.

Time Limitations. Time limitations herein are critical. All references to days are to calendar days. No grievance shall be accepted by the district unless it is submitted or appealed within the time limits set forth in this Agreement. If at any time during the grievance process, it is discovered that the grievance was not filed or appealed in a timely manner, the grievance shall be dismissed. If the grievance is not submitted in a timely manner at

Step 1 or Step 2, it shall be deemed to be waived. If the grievance is not appealed to Step 3 in a timely manner, it shall be deemed to have been settled in accordance with the district's Step 2 determination. If the district fails to answer within the time limits set forth in this Agreement, the grievance shall automatically proceed to the next step.

When the deadline for taking an action falls on a Saturday, a Sunday or a legal holiday, the time for taking the action shall be extended to the next working day.

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of **the High Plains Community School's** 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 or any board policy, I should confer with my supervisor or building principal.

Signature

Date

**Family Educational Rights and Privacy Act (FERPA) Non-Disclosure /
Confidentiality Agreement**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the confidentiality of student education records. "Education records" are those records that are directly related to a student that are maintained by an educational institution or by a party acting for the institution. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

As an employee of High Plains Community Schools, it is important for you to familiarize yourself with some of the basic provisions of FERPA to ensure that you do not violate this Federal law.

You must not, under any circumstances, release to any person(s) information about a student, unless your position specifically requires you to do so. You must refer any requests for information about a student to your supervisor to ensure that you do not violate FERPA. You must not release any information about a student unless authorized to do so by your supervisor.

You must avoid acquiring student record information that you do not need to do your job, nor should you disclose/release information about students that you may have learned while performing your job. Even a minor disclosure of information may be a violation.

The department you work in may have additional restrictions on information sharing and/or additional rules about privacy and confidentiality. Be sure to discuss these issues with your supervisor before you begin working. In general, keep any information obtained at the workplace at work.

I have read and understand my employee responsibilities as described above and that unauthorized disclosure is a violation of Federal law.

Employee's Signature

Date

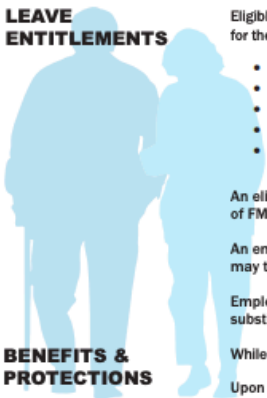
Principal's Signature

Date

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

BENEFITS & PROTECTIONS

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



2.13. Review, discuss, and take all necessary action in approving the HPC Activities Handbook for the 2024-25 school year.

High Plains Community Schools

ACTIVITIES HANDBOOK



Rules and Regulations 2024-2025 Edition

Hordville, Polk, Clarks

Superintendent's Office
Phone: (402) 765-2271
Fax: (402) 765-7120

Middle/High School
7-12
Phone: (402) 765-3331
Fax: (402) 765-7104

Elementary
PK-6
Phone: (308) 548-2216
Fax: (308) 536-6985

Introduction

Student participation in extracurricular activities has been linked to improved attendance, higher academic achievement and greater student self-confidence and self-esteem. High Plains Community Schools provides students with the opportunity to participate in a comprehensive activities program which 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.

Notice of Nondiscrimination

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

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: School Guidance Counselor at 402-765-3331, jkucera@hpcstorm.org or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the following Title IX Coordinator: Micah Fisher, High School Principal at 402-765-3331, mfisher@hpcstorm.org, 260 S. Pine St., Polk NE, 68654 or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at school district policy #3053 & 3057

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: Micah Fisher, High School Principal at 402-765-3331, mfisher@hpcstorm.org, 260 S. Pine St., Polk NE, 68654 or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Building Principals at 402-765-3331 or 308-548-2216, mfisher@hpcstorm.org, bhelgoth@hpcstorm.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 and 3057** – Nondiscrimination and district **Policy 2006** - Complaint Procedure.

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SECTION ONE

GENERAL INFORMATION ABOUT THE ACTIVITIES PROGRAM

Academic Eligibility

To be eligible to participate in the school's activity programs, each student must (1) meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility (see Section Three of this Handbook), (2) meet the requirements of board policy including all rules applicable to the activity, and (3) have not less than a 70% grade in two or more classes for a period of one week to remain eligible to participate in any portion of the activities program. Participants must attend practices and participate in all conditioning during any period of ineligibility.

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

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

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 who are absent from school for any part of the day will not be permitted 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. **Tardiness versus Absence:** The morning tardy bell is at 8:10. Students arriving within 15 minutes past the start of 1st period (8:11-8:25) are tardy. Students arriving after 8:25 are counted absent from the period. Students are tardy between periods if not in the classroom by the tardy bell.

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

Closings

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

Colors

The High Plains Community Schools colors are Red, Royal Blue and White.

Complaint Procedure

To reduce conflicts in the school's activities program, students and/or their parents should use the 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.hpcstorm.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
 - Concussion Wise
 - 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:
 - The signs and symptoms of a concussion;
 - The risks posed by sustaining a concussion; and
 - 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 healthcare professional;
- b. has received written and signed clearance to resume participation in athletic activities from the licensed healthcare 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 healthcare professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Dances

School dances are part of the district's extracurricular activity program.

Students who wish to participate in school dances must comply with the activity code. Students may be prohibited from participating in school dances as a consequence for violating school rules or these activity rules.

Junior High/Middle School Dances

Middle school (7-8) dances are restricted to students currently enrolled in the middle school and will be sponsored by middle school teachers and parents. Any organization wishing to sponsor a middle school dance must obtain permission from the principal regarding date and times. Each dance must be sponsored by at least two faculty members and one additional adult couple. Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances.

High School Dances (Homecoming/Prom)

All high school dances are restricted to 9-12 High School students and their guests. Guests must follow all rules that the students must follow. Each student is responsible for his/her guest's conduct. No guests age 21 or over are allowed to attend. No students in grades lower than the 9th will be permitted. Any organization wishing to sponsor a dance must obtain permission from the principal regarding date and times. Each dance must be sponsored by at least two faculty members. Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances. No blue jeans, shorts or T-shirts will be allowed at the banquet or dance for Prom. Black dress jeans will be acceptable.

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. (If a student uses a personal lock a copy of the key and/or combination must be provided to the office.)

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 checked out to him/her and is lost, stolen or intentionally damaged.

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 superintendent.

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.

Lettering Requirements

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

Football: The athlete must participate at least one quarter for every varsity game that is played (Example: 8 varsity games, it takes 8 quarters to letter) and or have the recommendation of the head coach based on sportsmanship/years of participation, etc....

Volleyball: The athlete must participate in 33% of the total games, complete the season, and/or have the recommendation of the head coach.

Softball: The athlete must play in at least the same amount of innings as games (Example: 30 varsity games = 30 varsity innings) and/or have the recommendation of the head coach based on sportsmanship/years of participation, etc...

Wrestling: If an athlete achieves any of the following listed requirements they shall be eligible for an athletic letter from HPC:

1. State Medalist / State Qualifier
2. Qualified to wrestle on the 2nd day of the HPC Invite

3. Finish as a top three medalist in any one-day tournament(s) (3 point meets)
4. Medalist at the Conference Tournament
5. Contributes to the team's success as a District Champion or District Runner-Up
6. Contribute to the teams success qualifying to the State Dual Team Championships
7. Each athlete's individual merit, based on the athlete's performance both in competition and practice, work ethic and dedication to the team throughout the season regardless of achieving any of the previously listed requirements.

Note: Violation of the school handbook regulations related to contest participation would negate **Item #7** from consideration for an athlete's letter.

Basketball: The athlete must participate in 25% of the total games, complete the season, and/or have the recommendation of the head coach.

Golf: The athlete must score in a meet, complete the season, and/or have the recommendation of the head coach.

Track: The Lettering Policy

- A. Total points earned (30); To include a combination of points obtained placing in any scheduled varsity meets and varsity participation points. Any athlete who makes the lineup for a varsity invitational will receive 1 participation point.
- B. An athlete must place in the top 6 of a major meet; CRC, Central NE Championships, Districts.
- C. Coaches Discretion: The athlete must complete the season in good standing. Athletes must demonstrate a good work ethic, attendance, positive attitude, and good sportsmanship.

Student Managers: A student manager in grades 9-12 must complete the season and have the recommendation of the head coach of the sport involved.

Instrumental and Vocal Music:

Instrumental

- Students must do all of the following:
 1. Maintain at least a B average for each semester in their music class
 2. Participate in the respective music class for the full year
 3. Participate in all required performances of the music class

Vocal

- Student must do one of the following:
 1. Be accepted to and participate in at least 1 honor ensemble
-or-
 2. Participate in a solo or small group for district music contest

Speech:

- A member who accumulates 50 points or more and successfully completes the season. These points can be earned in a couple of ways:
 - Practice points: 2 points allotted each time a member practices. No Show will result in 2 points subtracted.
 - Ballot Ratings: count preliminary round of invitational, conference, district, state
 - 4 pt for Superior rating
 - 3 pt for Excellent rating
 - 2 pt for Good rating
 - 1 pt for Fair rating
 - Finals Placement (invitational/regular season meets)
 - 10 points for 1st place
 - 8 points for 2nd place
 - 6 points for 3rd place
 - 4 points for 4th place
 - 2 points for 5th place
 - 1 point for 6th – 15th place
 - Placement in conference finals & district finals
 - 10 points for 1st place
 - 8 points for 2nd place
 - 6 points for 3rd place
 - 4 points for 4th place
 - 2 points for 5th place
 - 1 point for 6th place
 - Placement in State Contest
 - 20 points for 1st place
 - 18 points for 2nd place
 - 16 points for 3rd place
 - 14 points for 4th place
 - 12 points for 5th place

- 10 points for 6th place

Additionally, if a speech member does not accumulate enough points, they may still letter by:

- Competing in a major meet (conference, districts and/or state) and placing;
- At the discretion of the coaches, in which the coaches will consider the quality of practice, number of practice, team support throughout the season at practice and/or at meets, growth as a competitor/individual as a speechlete.

One Act:

- Lettering in one act will include completing the season and meeting at least 7 of the 9 criteria:
 - Practice attendance = no more than 2 unexcused practice, 3 tardies, 2 excused practices
 - Meet deadlines = lines memorized, costumes, set building/props
 - Phone violation = never have phone on stage and/or at practice but in proper basket
 - Academics in good standings = not more than once on ineligibility list
 - Leadership = display support and leadership toward cast/crew while on stage, back stage, critiquing, etc.
 - Cooperation with everyone involved in the production, as well as exhibiting a supportive attitude from auditions through rehearsals
 - Effort displayed at all practices/competitions/performance is evident
 - Appropriate/supportive actions at competitions of HPC cast/crew and other schools
 - Receiving acting award at a competition
 - End the year in good standing with directors
- Although lettering criteria is outlined, the director and assistant director will make the final determination. Lettering in one act is also at the discretion of the director and assistant director.

Mascot



The official emblem for boys' and girls' athletic teams is the

The mascot cannot be used for non-school-sponsored purposes unless approved by the superintendent.

Practices

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

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

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

Secret Organizations

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

Student Manager, Helpers, or Activity Aids

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

Sunday and Wednesday Night Activities

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

The school does not allow Sunday practice sessions, except when a varsity team, group of students, or individual is scheduled to compete or perform on a Monday. Practices scheduled for a Sunday must have the prior approval of the activities director or building principal.

Transportation

All participants are expected to ride to and from away activities by means of school transportation. If the student misses the departure time of the activity, they are required to be in school unless prior approval was made with the A.D., an Administrator, or coach. If approval was given for the student to attend the activity, they must be transported by a parent or

guardian.

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

Weight Room

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

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

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

SECTION TWO AVAILABLE ACTIVITIES

Athletic Teams

Basketball (boys and girls)
Football
Golf
Track (boys and girls)
Softball

Volleyball
Wrestling (boys and girls)

Band

The school district sponsors marching band, pep band, and in addition to 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.

Family Career and Community Leadership of America (FCCLA) FCCLA is an integral part of the Family and Consumer Sciences department. Members should have taken or presently be taking a family and consumer sciences class. Program emphasis for FCCLA is on leadership development, family cooperation and communication, community service and peer education.

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.

National Honor Society

Membership in the National Honor Society is based upon excellence in four areas: scholarship, leadership, service, and character. Each category is judged independently.

To be eligible for membership a student must have a cumulative grade point average of 3.5 or above through the first quarter of the current year. In addition to the academic requirement, participation and leadership in school and other activities is required. The faculty selection committee will review all 10th, 11th, and 12th grade students who are academically eligible for membership. After students become members of the National Honor Society, they are reviewed

periodically by the faculty and must maintain the high standards of the National Honor Society. Active members in the National Honor Society are required to maintain a minimum cumulative scholastic average of 3.5 and live up to the character, leadership, and service ideals of the National Honor Society. Members are required to participate in service activities throughout the year.

Student Government

The High Plains Community School Student Council is an organization conducted by students and supervised by adults. Student Council of HPC carries out the business of the student body as a whole using parliamentary procedures by presenting and voting on ideas, and confirmed by the Student Council President. This organization gives students an opportunity to develop not only leadership skills, but also organizational behaviors, event planning and becoming more involved in the school by organizing and carrying out school activities, as well as service projects. The Student Council will plan events that contribute to school spirit and community welfare through the voice of the HPC student body. Members help share student ideas, interests, and concerns with the school-wide community.

Speech Team

Students compete in different categories of competition.

Student Publications

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

The school paper is "HPC Monthly Forecast." It is published each three weeks by the journalism classes and their teacher.

SECTION THREE CODE OF CONDUCT

All students associated with High Plains Community 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, tarnished 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/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.
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 email 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, dances, etc.).

Consequences Specific to Drugs, Alcohol, and Tobacco. Students who violate any rule in board policy, this handbook, or any team rule relating to drugs, alcohol, tobacco, lookalikes, etc., are subject to the following consequences:

1. 1st OFFENSE – Student will be suspended from participation in school sponsored activities for the greater of a period of 10 school days regardless of the number of events missed, or a minimum of 2 activities even if those extend beyond 10 school days.
2. 2nd OFFENSE – Student will be suspended from activity participation for the remainder of the current school year.
3. 3rd OFFENSE – Student is excluded from activity participation while attending High Plains Community School.

REVIEW BOARD: Following a 3rd offense a student may be reinstated if the student agrees to attend an appropriate drug and alcohol intervention approved by the school or other appropriate intervention suitable to the infraction. The review board shall consist of the Superintendent, Principal and/or Activities Director, Counselor, and the Head Coach or Activity Sponsor.

Consequences not Limited to 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.

Considerations for Discipline. 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.

Honesty Factor. A student who admits violation to a sponsor, coach, or administrator prior to conviction or determination that the student has violated an applicable policy or rule will have the consequence reduced by 5 days or 1 activity/game/performance, whichever is greater. It is strongly recommended that any student involved in any incident, which could jeopardize his/her privilege to participate in any activity, notify the sponsor/coach/administrator as soon as possible.

Carryover and Loss of Honors. Any consequence will be for all activities in which a student is involved and will begin when the school determines that there is reasonable cause to believe that the student has violated the activity policy, a written rule or regulation of the school or a rule of the sport or activity. If a student is not involved in an activity at the time of the violation, any suspension will carry over to the next activity in which the student is involved. Suspension will carry over to the following year should insufficient time remains in the school year of the infraction. The student must attend all practices, attend all games/events/performances and sit on the team bench during the game, but not compete. Students that violate these rules that have graduated or that have completed their involvement in activities, will be subject to loss of honors as determined by the sponsor/coach.

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

counseling, or other treatment deemed appropriate by the evaluating professional.

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

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

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

1. The Investigator shall make an investigation of alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation.
2. The Investigator shall consider all information obtained as a result of the investigation, including information obtained from the student, and shall render a decision regarding disciplinary action. Within a reasonable period of time of the Investigator's decision, the student and his/her parent or guardian shall be given written notice of the disciplinary action taken by the Investigator.

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.

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.

Dismissal or suspension of a student from any extracurricular activity and/or sport must be reviewed and approved by the Superintendent of Schools and the appropriate principal, even if the student or parent does not appeal the decision.

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 which 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

1. 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).
2. 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.
3. A concussion is a traumatic injury to the brain.
4. Concussion symptoms may last from a few days to several months.
5. Concussions can cause symptoms which interfere with school, work, and social life.
6. Athletes who have symptoms from a concussion should not return to sports because they are still at risk for prolonging symptoms and further injury.
7. 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
- 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

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
- Doesn't 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 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 healthcare professional knowledgeable in the care of sports concussions, he or she should proceed with activity in a stepwise 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?

1. Both you and your child should learn to recognize the "Signs and Symptoms" of a concussion as listed above.
2. Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.

3. Teach your child to tell the coaching staff if he or she experiences such symptoms.
4. Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
5. Monitor sports equipment for safety, fit, and maintenance.
6. Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
7. 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, phones, 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 which happen during high school athletics.

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

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

Some of this information has been adapted from the CDC’s “Heads Up: Concussion in High School Sports” materials by the NFHS’s Sports Medicine Advisory Committee. Please go to

www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm for more information.

SECTION FOUR FORMS

This section contains forms which students and their parents must complete and return to the school office NO LATER THAN the first Friday after the the first full week of school.

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 which 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

Name of Parent Printed

Date

*****If you are unable to access a digital copy of the Student Handbook from the school's website, please request a hard copy from your school's office.**

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 or use 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

*****If you are unable to access a digital copy of the Student Handbook from the school's website, please request a hard copy from your school's office.**

2.14. Review, discuss and take all necessary action in approving a transfer to the nutrition fund in the amount of \$17,500.00 from the General Fund

2.15. Review, discuss, and take all necessary action in approving a bid for lights in the Polk cafeteria.

Carlstrom Electric LLC
12566 C Road
Polk, NE 68654
402-366-4649

High Plains Community School
Replace lights at Polk Cafeteria

Lithonia LED Lights	\$	6,219.00
Cable hangers	\$	628.00
12-2 mc cable	\$	84.00
mc cable connectors	\$	65.00
misc supplies	\$	220.00
lift rental	\$	200.00
Labor	\$	1,440.00
Total	\$	8,856.00

3. Executive Session
4. Motion to Adjourn
5. ***CLOSED SESSION: If, during the course of the meeting, discussion of any item on the agenda should be held in closed meeting, the board will conduct a closed meeting in accordance with the Nebraska Open Meetings Act**
6. ***SEQUENCE OF AGENDA: The sequence of agenda topics is subject to change at the discretion of the board.**