Board of Education Regular Meeting
Monday, May 8, 2023 7:00 PM

Bayard High School Library
726 4th Avenue
Bayard, NE 69334

Notice is hereby given that a Board of Education Regular Meeting of the School District of Bayard in the Counties of Morrill, Scotts Bluff, Box Butte, and Banner in the State of Nebraska will be held on Monday, May 8, 2023 at 7:00 PM in the Bayard High School Library located at 726 4th Avenue, Bayard, NE 69334, which meeting shall be open to the public. An agenda for such meeting, kept continuously current is available for public inspection during normal business hours at the office of the Superintendent, located at 726 4th Avenue, Bayard, NE 69334.

AGENDA

I. Opening the Meeting
  I.A. Call to Order
  I.B. Open Meetings Act
  I.C. Notice of Meeting
  I.D. Roll Call
  I.E. Status of Absent Board Members
II. Approval of Agenda
III. Introduction of Guests
IV. Public Comments
V. Recognition of Student Achievements
VI. Student Board Representative Report
VII. Invited Presentations and Discussions with Presenters
  VII.A. Presentation Regarding the Pathfinders Program
VIII. Board Committee Reports and Recommendations
IX. Action Items
  IX.A. Consent Agenda
    IX.A.1. Minutes of Previous Meeting
    IX.A.2. Bills
    IX.A.3. Board Member Reports
    IX.A.4. Reports and Correspondence Requiring No Action
      IX.A.4.a. General Reports and Financial Reports
      IX.A.4.b. Reports for Information Only
    IX.A.5. Adoption of Policies on First Reading
    IX.A.6. Adoption of Policies on Second Reading
    IX.A.7. Approval of Contracts within Policy Guidelines
  IX.B. Discuss, Consider, and Take All Necessary Action in Regard to Approval of the Classified Staff Handbook, Preschool Handbook, Student Parent Handbook,and the Pathfinders Program Handbook
  IX.C. Discuss, Consider, and Take All Necessary Action on Finalizing the Plans for District Summer Improvements
  IX.D. Discuss, Consider, and Take All Necessary Action in Regard to the HVAC Project
  IX.E. Discuss, Consider, and Take All Necessary Action to the Purchase of Bus Cameras
  IX.F. Discuss, Consider, and Take All Necessary Action in Regard to Providing Two Sections of Personal Finance Classes through Elevate K-12.

IX.G. Discuss, Consider, and Take All Necessary Action to the Approval of Certificated Employment of Randy McKibbin as a Teacher.

IX.H. Discuss, Consider, and Take All Necessary Action to Transportation Staff Compensation.

IX.I. Discuss, Consider, and Take All Necessary Action in Regards to Classified Staff Compensation.

X. Discussion Items

X.A. Discussion Regarding the Superintendent Long Form Evaluation

X.B. Review of the 2023-2024 Extra Duty Assignments

X.C. Discussion in Regard to a Policy Overhaul

X.D. Review and Discussion of Policies 3001 through 3570 in the 3000 series.

XI. Reports

XI.A. Principals and District Administrators

XI.B. Superintendent

XII. Set Next Meeting Date

XIII. Adjournment

The Bayard Public Schools Board of Education reserves the right to convene a Closed Session for purposes in accordance with 84-1410(1). The Board of Education also reserves the right to change the order of agenda items at the discretion of the Presiding Officer of the Board of Education.

Bayard School Board of Education
Annual Calendar

January	February	March	April	May	June
* Oath of Office * Board Officer Elections * Designate Depository of the District * Designate Legal Firm for the District * Designate Auditors for the District * Designate Official to Apply for Grants and Testify Before Legislature * Board Code of Ethics * Discuss Board Committees * Approve Policy Manual * Review of Accountability and Disclosure Commission Conflict of Interest Reporting Form * NASB Legislative Issues Conference	* Committee on American Civics Meeting * Policy Committee Meeting * Board Committee Assignments * Review Draft of School Calendar * Curriculum Review and Approve Course Catalog * Approve Negotiated Agreement with BEA * Update on State Standards Requirements * Discuss and Take Action on Compensation of Principals and Directors * NASB President's Retreat * NASB Budget and Finance Workshop * NSBA Advocacy Institute	* Curriculum Committee Meeting * Building Committee Meeting * Approve School Calendar * Adopt Resolution Pertaining to Non-Resident Students * Tour of School Buildings, Facilities, Bus Barn * Review 5 Year Facilities Plan * Consider Curriculum Proposals * Discuss Compensation of Superintendent * NASB Membership Renewal * NAEP State Convention	* Board Workshop * Board Self-Assessment And Board Goals * Approve FFA Trip to National FFA Convention * Review Strategic Plan Progress Report * Take Action on Compensation of Superintendent * NASB Spring Legal Workshop * NRCSA Conference * NSBA Annual Conference and Exposition	* Review Extra-Duty Assignments * Approve Classified Staff Handbook, Preschool Handbook, and Pathfinders Program Handbook * Finalize Plan for District Summer Improvements * Review Pathfinders Program * Distribute Superintendent Evaluation (Long Form) * Attend Graduation Ceremony * Attend Staff Retirement Recognition	* NSAA Related Activities Budget * Approve Activities Handbook for Head Coaches and Sponsors, Student and Parent Activity Handbook, and Student and Parent Handbook * Review State Aid Certification * Transportation Director Report * Evaluate Superintendent (Long Form) and Superintendent Goals * NASB School Law Seminar

Bayard School Board of Education
Annual Calendar

July	August	September	October	November	December
* Policy Committee Meeting * Establish Prices for Athletic Admission and Activity Tickets * Establish Prices for School Lunch and Breakfast Programs * Reaffirm Vision Statement, Mission Statement, and Core Covenants * Approve Certificated Staff Handbook and Substitute Teacher Handbook * Hearing on Student Fee Policy, Parental Involvement Policy, Student Anti-Bullying Policy, and School Wellness Policy	* Budget and Audit Committee Meeting for District Budget * Budget and Audit Committee Meeting with Auditors * Tour of School Buildings, Facilities, and Bus Barn * Authorize Payment of Bills Through End of August * Review Annual Emergency Plan * District School Safety Assessment * Board Welcome of New Staff * Board Staff Steak Fry * NASB Area Membership Meetings	* Budget Hearing * Final Tax Request Hearing * Adopt District Budget * Approve Tax Resolution For General Fund, Special Building Fund, and Bond Fund * Review Summer School Program * NASA/NASB Labor Relations Conference	* Policy Committee Meeting * Board Workshop * Consider BEA Request for Recognition as Bargaining Agent * Discuss Negotiations Timeline and Collective Bargaining with BEA * Review Fall District Enrollment Numbers * Review SPED and HAL Programs * Review Statewide Assessment Results * Appoint NASB Delegate Assembly Representative * NASB Facilities and Construction Workshop	* Committee on American Civics Meeting * Teacher Staff Committee Meeting for Negotiations * Approve Audit/Annual Financial Report * Review ACT Results * Prom Plan Presentation * Review District Annual Report * Request Nominations for the Volunteer Section of the Mike Cillessen Memorial Board * Distribute Superintendent Evaluation (Short Form) * NASB State Education Conference * NASB Delegate Assembly	* Teacher Staff Committee Distributes Staff Recognition Items * Select Nominations for the Volunteer Section of the Mike Cillessen Memorial Board * Superintendent Evaluation (Short Form) * NASB New Board Member Workshop

POLICY NO. 9106 - BOARD MEMBER CODE OF ETHICS

Board members' actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, board members must conduct themselves professionally and in a manner fitting to their position.

Each board member shall follow the code of ethics stated in this policy.

AS A SCHOOL BOARD MEMBER:

1. I will listen.
2. I will respect the opinion of others.
3. I will recognize the integrity of my predecessors and associates and the merit of their work.
4. I will be motivated only by an earnest desire to serve my school district and the children of my school district community in the best possible way.
5. I will not use the school district or any part of the school district program for my own personal advantage or for the advantage of my friends or supporters.
6. I will vote for a closed session of the board if the situation requires it, but I will consider "secret" sessions of board members unethical.
7. I will recognize that to promise in advance of a meeting how I will vote on any proposition which is to be considered is to close my mind and agree not to think through other facts and points of view which may be presented in the meeting.
8. I will expect, in board meetings, to spend more time on education programs and procedures than on business details.
9. I will recognize that authority rests with the board in legal session and not with individual members of the board, except as authorized by law.
10. I will make no disparaging remarks, in or out of the board meeting, about other members of the board or their opinions.
11. I will express my honest and most thoughtful opinions frankly in board meetings in an effort to have decisions made for the best interests of the children and the education program.
12. I will insist that the members of the board participate fully in board action and recommend that when special committees are appointed, they serve only in an investigative and advisory capacity.
13. I will abide by majority decisions of the board.
14. I will carefully consider petitions, resolutions and complaints and will act in the best interests of the school district.
15. I will not discuss the confidential business of the board in my home, on the street or in my office; the place for such discussion is the board meeting.
16. I will endeavor to keep informed on local, state and national educational developments of significance so I may become a better board member.

IN MEETING MY RESPONSIBILITY TO MY SCHOOL DISTRICT COMMUNITY:

1. I will consider myself a trustee of public education and will do my best to protect it, conserve it, and advance it, giving to the children of my school district community the educational facilities that are as complete and adequate as it is possible to provide.
2. I will consider it an important responsibility of the board to interpret the aims, methods and attitudes of the school district to the community.
3. I will earnestly try to interpret the needs and attitudes of the school district community and do my best to translate them into the education program of the school district.
4. I will attempt to procure adequate financial support for the school district.
5. I will represent the entire school district rather than individual electors, patrons or groups.
6. I will not regard the school district facilities as my own private property but as the property of the people.

IN MY RELATIONSHIP WITH THE SUPERINTENDENT AND EMPLOYEES:

1. I will function, in meeting the legal responsibility that is mine, as part of a legislative, policy-forming body, not as an administrative officer.
2. I will recognize that it is my responsibility, together with that of my fellow board members, to see the school district is properly run and not to run them myself.
3. I will expect the school district to be administered by the best-trained technical and professional people it is possible to procure within the financial resources of the school district.
4. I will recognize the superintendent as executive officer of the board.
5. I will work through the administrative employees of the board, not over or around them.
6. I will expect the superintendent to keep the board adequately informed through oral and written reports.
7. I will vote to hire employees only after the recommendation of the superintendent has been received.
8. I will insist that contracts be equally binding on teachers and board.
9. I will give the superintendent power commensurate with the superintendent's responsibility and will not in any way interfere with, or seek to undermine, the superintendent's authority.
10. I will give the superintendent friendly counsel and advice.
11. I will present any personal criticism of employees to the superintendent.
12. I will refer complaints to the proper administrative officer.

TO COOPERATE WITH OTHER SCHOOL BOARDS:

1. I will not employ a superintendent, principal or teacher who is already under contract with another school district without first securing assurance from the proper authority that the person can be released from contract.
2. I will consider it unethical to pursue any procedure calculated to embarrass a neighboring board or its representatives.
3. I will not recommend an employee for a position in another school district unless I would employ the individual under similar circumstances.
4. I will answer all inquiries about the standing and ability of an employee to the best of my knowledge and judgment, with complete frankness.
5. I will associate myself with board members of other school districts for the purpose of discussing school district issues and cooperating in the improvement of the education program.

Legal Reference: Neb. Statute 79-526

Adopted: 10-08-12

Reviewed: 1-12-15, 1-11-16, 5-8-17, 1-14-19, 3-11-19, 1-13-20

Public Comment Sign-In Sheet

During the public comments portion of the meeting there is a time limit of 5 minutes per speaker and a time limit of 30 minutes for the duration of the public comments portion of the meeting as per Board Policy NO. 9239. Visitors will be required to identify themselves if they speak at this meeting.

Comments will be received in the order in which individuals have placed their names on the sign-in sheet.

The Board will not respond or take action on public comments.

The Board meeting is a business meeting open to the public but it is not a public meeting.

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Student Board Representative Summary Report to the Board of Education

Submitted By: Nate Barker

Second Semester Student Board Representative

Student Board Representative Initiative: TVs at Tiger Paws and Senior Center

Meetings Attended and Hours of Service Log:

Meeting/Activity	Hours
Gave report at board meeting 1/9	1.75
Gave report at board meeting 2/13	1.75
Gave report at board meeting 3/13	2.5
Gave report at board meeting 4/10	1.5
Will give final report at board meeting 5/8	-
Met with Dr. Rice on two occasions to discuss initiatives	1
Total Hours of Service:	8.5

Successes Experienced:

I really enjoyed attending the board meetings and giving the students a voice to the board. I was also able to bring attention to the parking lot issues that are a major concern to the student body.

Challenges/Obstacles Experiences:

My original initiative was unable to be accomplished due to the school not having the job fair this year (scheduling issues and not time to have it). I then was asked about investigating the possibility of adding tv's at the senior center and Tiger Paws. was unable to do my initiative this year this due being unable to meet with those needed to complete my initiative (between them not being available when I made visits and because of my activities and schedule).

Opportunities to Improve the Student Board Representative Program:

The initiative is a barrier for students and hard to find any ideas that fit in the restrictions given by the board, and it depletes the representatives focus on the reports and the meetings. I believe there may be more students willing to participate if the initiative was eliminated and instead students are allowed to serve on a committee instead.

Thoughts/Recommendations for other students who might be interested in serving as a Student Board Representative:

I would really like to serve on the board for my senior year. As for other students, I think Leah Nesbitt would be a good addition to the board.

Thank You for allowing me to serve As the Board Representative again and allowing me to grow as a person and as a member of our school.

Student Board Representative
Board of Education Report
April 10, 2023
Submitted by: Nathaniel Barker
Second Semester Student Board Representative

1. Student Activities:
    a. Track
        i. Jh home track
        ii. WTC track at home both JH and High School
            1. All conference Girls: Dani Harter (100 and 200), Cambree Schmaltz (400), Kierra Miller (800, 1600, 3200), Danika Hassel (LJ,TJ), 4x100 relay (Schmaltz, Hassle, Harter, Shelbie McKibbin)
            2. All Conference Boys: Kolby Houchin (400, PV), Nate Barker (3200), Caleb Wilkins (HJ)
        iii. Mitchell track meet
        iv. Morrill track meet
        v. Jh track meet at alliance
        vi. Mac Track at Leyton
            1. Team championships went to HS girls, JH girls, JH boys. HS boys were conference runner-up
            2. Top two finishers girls: Dani Harter (100,200,HJ), Cambree Schmaltz (400), Kierra Miller (800,1600,3200), Kiana Tavenner (3200), Danika Hassel (LJ, TJ), 4x100 relay
            3. Top two finishers boys - Owyn Talton (200), Kolby Houchin (400, PV), Nate Barker (3200)
        vii. Best of the West track, JH and High School at Scottsbluff,
            1. Danika Hassel broke School record in Long jump and got first,
            2. Jacob Carrizales broke Best in West meet record in Pole Vault.
            3. Kierra miller 2nd in 3200 and 3rd in 1600
            4. Kolby Houchin 2nd in Pole Vault, 8th in 400
            5. Dani Harter got 4th and a PR in the 100, 6th in high jump
            6. Nate Barker got 6th and a new PR in the 3200
            7. The 4x1 team got a season record members being Jessi Keppen, Danika Hassel, Shelbie McKibbin, and Dani Harter
        viii. JH at Morrill
        ix. BCD home track meet
            1. Dani Harter voted Outstanding Female Athlete winning 100,200 and 2nd in high jump
    b. Choir
        i. Mac music contest - HS choir-3rd, Kierra Miller -1st, Taylor Peterson -1st, Nesbitt duet - 2nd, Shayleigh West - 2nd
        ii. Spring concert
        iii. District music contest
            1. Choir and Show Choir received superior rating
            2. The Nesbitt duet received the outstanding performance awards

c. Band
    i. Mac music contest
    ii. Spring concert
    iii. District music contest
d. Quiz Bowl
    i. State
        1. Made it to final 6 but lost to Elkhorn
e. Golf
    i. Meet at Mitchel
    ii. Meet at Bridgeport
    iii. Meet at Morrill
    iv. Meet at Scottsbluff
    v. Mac Golf at south Platte
        1. 2nd as a team
        2. All conference: Matthew Applegate, Kalvin Perry, Conor Cochran
    vi. WTC golf at Grodan-Rushville
    vii. Golf at Creek Valley
    viii. Golf meet at Kimball
f. National Honor Society
    i. Induction of new members
g. Showcase
h. 6th grade shadow day
i. Prom
j. Elementary Spring Concert
k. National speed testing
l. School Physicals
m. FFA
    i. Spring banquet
    ii. National land judging with Cambree Schmaltz placing in the top 100
n. Elementary Showcase
o. Student council blood drive
p. Elementary Talent show

2. Other Pertinent Student Information/ Feedback from students
    a.

3. Progress on Student Board Representative Initiative
    a. I am looking into to getting 2 TVs with a chrome cast to go through the slideshow of School activities, like the TVs in the commons area. One will go down at Tiger Paws and the other will be at the Senior Center

Board of Education Regular Meeting

Monday, April 10, 2023 7:00 PM

Bayard High School Library
726 4th Avenue
Bayard, NE 69334

Carolyn Applegate:	Present
Joe Applegate:	Present
Kim Burry:	Present
Randy Eirich:	Present
Bill Ferrero:	Present
Donna Stuart:	Present

I. Opening the Meeting

I.A. Call to Order

The regular meeting of Bayard Public Schools Board of Education was called to order by President Stuart at 07:02p.m. President Stuart noted a copy of the Board Member Code of Ethics and the Annual Calendar of the Board of Education were included with the meeting materials for board members' reference.

I.B. Open Meetings Act

The Board President informed the audience that the Open Meetings Act was posted and informed the audience of the Board's policy and procedures regarding public comment.

I.C. Notice of Meeting

The public notice of the regular meeting of the Bayard Board of Education, Morrill County School District No. 21 was published in the Bayard Transcript in accordance with Board Policy No. 9238. The agenda remained on file at the office of the superintendent and was open for public inspection.

I.D. Roll Call

The following members were present: Carolyn Applegate, Kim Burry, Bill Ferrero, Randy Eirich, Joe Applegate, Donna Stuart Student Board Representative Nate Barker. Administrators present: Superintendent Olson, Principal Rice, Directors Nesbitt and Radford.

I.E. Status of Absent Board Members

II. Approval of Agenda

Motion Passed: Motion to approve the agenda passed with a motion by Kim Burry and a second by Carolyn Applegate.

Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Randy Eirich: Yea, Bill Ferrero: Yea, Donna Stuart: Yea

III. Introduction of Guests

Mr. Olson introduced Jacob Hurla, Community Building Solutions, to the board. The guests introduced themselves to the board.

IV. Public Comments

V. Recognition of Student Achievements

VI. Student Board Representative Report

Student Board Representative Nate Barker presented his report to the board.

VII. Invited Presentations and Discussions with Presenters

VIII. Board Committee Reports and Recommendations

IX. Action Items

IX.A. Consent Agenda

Motion Passed: Motion to approve the Consent Agenda passed with a motion by Kim Burry and a second by Carolyn Applegate.

Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Randy Eirich: Yea, Bill Ferrero: Yea, Donna Stuart: Yea

IX.A.1. Minutes of Previous Meeting

IX.A.2. Bills

IX.A.3. Board Member Reports

IX.A.4. Reports and Correspondence Requiring No Action

IX.A.4.a. General Reports and Financial Reports

IX.A.4.b. Reports for Information Only

IX.A.5. Adoption of Policies on First Reading

IX.A.6. Adoption of Policies on Second Reading

IX.A.7. Approval of Contracts within Policy Guidelines

IX.B. Discuss, Consider, and Take All Necessary Action to the Approval of FFA to Attend the National FFA Land Evaluation Competition in El Reno, OK May 2 through May 5th 2023.

Motion Passed: Motion to approve FFA to Attend the National FFA Land Evaluation Competition in El Reno, OK May 2 through May 5 2023 passed with a motion by Carolyn Applegate and a second by Randy Eirich.

VotesL Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Randy Eirich: Yea, Bill Ferrero: Yea, Donna Stuart: Yea

IX.C. Discuss, Consider, and Take All Necessary Action to the Approval of FFA Attending the National FFA Convention in Indianapolis, IN November 1st through November 4th 2023.

Motion Passed: Motion to approve the FFA to Attend the National FFA Convention in Indianapolis, IN November 1st through November 4 2023 passed with a motion by Kim Burry and a second by Joe Applegate.

Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Randy Eirich: Yea, Bill Ferrero: Yea, Donna Stuart: Yea

IX.D. Discuss, Consider, and Take All Necessary Action to the Approval of EdRising to Participate in the National EdRising Competition in Orlando, FL June 27th through July 2nd 2023.

Motion Passed: Motion to approve EdRising to Participate in the National EdRising Competition in Orlando, FL June 27 through July 2 2023 passed with a motion by Carolyn Applegate and a second by Joe Applegate.

Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Randy Eirich: Yea, Bill Ferrero: Yea, Donna Stuart: Yea

IX.E. Discuss, Consider, and Take All Necessary Action to the Acceptance of a Bid for the ESSER III HVAC Air Quality Improvement Project.

Motion Passed: Motion to accept the bid for the ESSER III Air Quality project from Building Solutions passed with a motion by Joe Applegate and a second by Randy Eirich.

Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Randy Eirich: Yea, Bill Ferrero: Yea, Donna Stuart: Yea

IX.F. Discuss, Consider, and Take All Necessary Action to Allow the ESSER III HVAC Air Quality Improvement Bid Winner Company to Move Forward with Subcontracts.

Motion Tabled: Motion Tabled until Special Meeting Scheduled for April 17th at 4:30p.m. with a motion by Kim Burry and a second by Carolyn Applegate.

Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Randy Eirich: Yea, Bill Ferrero: Yea, Donna Stuart: Yea

IX.G. Discuss, Consider, and Take All Necessary Action to the Approval of the InterLocal VALTS Agreement with ESU13 for the 2023-2024 School Term.

Motion Passed: Motion to Approve the InterLocal VALTS Agreement with ESU13 for the 2023-2024 School Term passed with a motion by Carolyn Applegate and a second by Kim Burry.

Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Randy Eirich: Yea, Bill Ferrero: Yea, Donna Stuart: Yea

IX.H. Discuss, Consider, and Take All Necessary Action to the Approval of the Annual Renewal of Service Agreement with Johnson Controls.

Motion Passed: Motion to Approve the Annual Renewal of Service Agreement with Johnson Controls passed with a motion by Kim Burry and a second by Joe Applegate.

Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Randy Eirich: Yea, Bill Ferrero: Yea, Donna Stuart: Yea

IX.I. Discuss, Consider, and Take All Necessary Action Regarding the Compensation of the Superintendent.

Motion Passed: Motion for Mr. Olson's compensation to stay the same passed with a motion by Joe Applegate and a second by Randy Eirich.

Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Randy Eirich: Yea, Bill Ferrero: Yea, Donna Stuart: Yea

IX.J. Discuss, Consider, and Take All Necessary Action to Approval of Certified Staff Resignation.

Motion Passed: Motion to approve the resignation of Dwight Malcolm and thank him for his 15 years of service passed with a motion by Carolyn Applegate and a second by Joe Applegate.

Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Randy Eirich: Yea, Bill Ferrero: Yea, Donna Stuart: Yea

IX.K. Discuss, Consider, and Take All Necessary Action in Regards to Classified Staff Compensation.

Motion Tabled: Motion to table Classified Staff Compensation until the May 8, 2023 Regular Board Meeting motion by Carolyn Applegate and a second by Joe Applegate.

Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Randy Eirich: Yea, Bill Ferrero: Yea, Donna Stuart: Yea

X. Discussion Items

X.A. Review and Discussion of Policies 2000 through 2113 in the 2000 series.

Mr. Olson discussed Board Policies 2000 through 2113 in the 2000 series.

XI. Reports

XI.A. Principals and District Administrators

Mrs. Ehler provided her report to the board. Academics: Our teachers have done a fantastic job utilizing the extended days to gain instructional time. Reading, Math, Science, Writing, Leader in Me, and test preparation were taught during this time. We are testing NSCAS, NWEA and DIBELs this month. We have seen increased test scores throughout this year and are excited to see the final results. Summer School planning has begun as well as Summer Pathfinders. We will have four groups in the morning for instruction on skills through problem-based learning. Academic scheduling and course planning is underway. The elementary is going to restructure intervention time in 4-6 to utilize every teacher during an intervention block. Leadership: Student showcase is coming up May 4. Each grade level and content area are planning displays or presentations. Plans for Community Clean Up day have begun, with an emphasis on our own school needs. Mrs. Schuller, Mr. Korell, and Mrs. Cochran attended a reunification training in Gering. They are continuing to help us adjust our safety practices to be most effective. Engagement: Bingo Night was another huge success. The Student Lighthouse team organized the event. UNL Extension put on another Babysitting Course on March 24. We had 18 students participate. Community: We held Kindergarten Round Up and Preschool Registration in March. Right now we have 16 preschoolers enrolled and 15 kindergarteners. We estimate at least 21 preschoolers and 21 kindergarteners based on this year's enrollment. Our partnership with Bayard Tiger Cub Childcare Center is already reaping benefits as we have enrolled three of their thirteen children in our preschool for next year.

Dr. Rice provided her report to the board. Academics: The Secondary Teachers have done an amazing job utilizing our extended day to make up for learning loss due to snow days. Scheduling for next year is still a work in progress as we are solidifying staffing for next year. Mrs. Rafferty is

working on notification letters for students not on track to graduate. The goal is to notify students and families by May 1 so that students have the opportunity to finish their work in advance. Our math instructors will attend several training sessions to help them become familiar with the new curriculum. Time will be spent becoming familiar with the platform as well as the curriculum prior to July 1st so teachers can build their pacing guides and lesson plans. The Juniors took the ACT on March 21st. Results are expected by the end of April. 81% of the secondary students have made the 3rd Quarter Honor Roll. 64 students were on the Principal's Honor Roll (95%-100%), 50 were on the High Honor Roll (90%-94.9%), and 18 were on Honor Roll (85%-89.5%) We have started the NWEA and NSCAS state testing. Our goal is to have testing completed prior to May 1st. Leadership: We are beginning to organize our community clean-up on May 12th. The staff members are collectively creating a list of projects that need to be completed in our buildings and throughout our campus. Mr. Rafferty and our Sophomore Ag class are to be commended for getting the greenhouse up and running. They will open their doors on May 5th during the BC-D Track Meet. We have met with Maurice Anderson from ALICAP about the stage floor in the auditorium. He spoke with an architect and confirmed that the masonite board is a quality option. We have asked Paul Marietta to provide a bid. Maurice is also working to provide a solution to the leaking roof issue. Engagement: The Secondary Student Showcase will be held on Tuesday, April 18th beginning at 5 PM. I would like to encourage our board members to attend and see the great things our students have accomplished throughout the year. The Secondary Music Concert will be held in conjunction with the Student Showcase on April 18th. Community: Mrs. Rafferty and Mrs. Ferguson took 40 sophomores and juniors on a two-day trip and visited 4 college campuses. Current in-house enrollment is 163 students at the secondary level.

Mr. Nesbitt provided his report to the board. Academics: Each week started checking the eligibility list, and so far, every student has been working hard to maintain their grades so they can participate. So far, all students have been trying to excel to the best of their abilities by working with teachers during intervention time. Leadership: FFA: State FFA was March 28th - 31st in Lincoln. Haley Edmunds- Bronze medal- Jr. Public Speaking Matt Applegate- Bronze medal- Cooperative Speaking Zach Araujo- Gold medal- Natural Resources Speaking Floriculture- Scarlett Norman- Purple ribbon individual Nursery Landscape- Kierra Miller- Blue ribbon individual Scarlett Norman- Blue ribbon individual Agricultural Demonstration- Gold Medal Plaque- 7th overall Cambree Schmaltz Riley Hopkins Kali Hopkins Agricultural Communications- 3rd Place overall. Awarded a plaque and 4 gold medals! Zach Araujo- 3rd high individual Emma Henkel- 5th high individual Cambree Schmaltz- 15th high individual Sharon Garza- 19th high individual 5 State Degree recipients- Cambree Schmaltz Matt Applegate Kierra Miller Zoie Clause Dugan Pafford CGD: County Government Day was March 7th in Bridgeport. Girls and Boys Track: Off to a good start, April 1st was our Bayard CD track meet. It went very well even starting a little later due to weather. The JH Track Meet is on April 11, 2023. We have 18 teams signed up so far. We will also be hosting the WTC track meet this year on April 15th. It will be JH/HS again this year and looking forward to a big crowd. We also have many track meets upcoming and have multiple athletes looking to qualify for the Best of the West meet in Scottsbluff on April 25th. Boy's Golf: Had to cancel our triangular due to weather with Bridgeport and Alliance. Dates for meets are as follows: April 11th at Mitchell, April 13th at Bridgeport, April 18th at Morrill, April 20th at Alliance, April 24th at Scottsbluff, April 25th MAC at Bayside golf course, April 29th WTC Golf at Gordon Rushville, May 2nd at

Chappell, May 4th at Kimball, Bayard Golf Meet will be on May 9th starting at 9 am. District golf May 15th at Kimball, NE. MAC Music was moved to April 12th due to the weather. They will be competing in Creek Valley. WTC Quiz Bowl was March 30th which we won again for the 2nd year straight. Hunter Miller was all-conference WTC this year and Logan Mascher was WTC honorable mention this year. We have the possibility to qualify for the state meet still which would be on April 26th. DI went to state on April 1st. It was a great experience District Music will be April 19th in Alliance. National Honor Society is on April 14th at 2 pm in the Auditorium. Engagement: We are utilizing social media to inform and have gotten great response for track help. Nate is working on his project for getting TV's to some of our local businesses that would get more information to more community members. We are in the works with our new registration process that links to our contract system for activities. Also, this will link to our new free update to our activities webpages for activities. Community: Youth volleyball is up and running. They won all of their sets in Mitchell last weekend. They are having a ball. Sports Physicals with Doug Hadden May 2022. BCD Track Meet May 5th, 2023 along with our blood drive and opening of the greenhouse. JH/HS Spring Concert April 18th, 2023 6:30 pm with the showcase at 5 pm. Elementary Spring Concert is April 27th, 2023. The elementary show case is May 4th, 2023. Field days are as follows:l K-3 is on May 8th and 4-6 is on May 9th. We have backup dates if needed, but hoping won't have to use them. One Acts will be having there fundraiser which is a trivia night on April 14th, 2023. At this time we have raised $1350 for the track timing system with another possible donation coming in at $500 just over the weekend.
Dr. Radford provided her report to the board. Transportation: Working with Mrs. Gier on a paperless and effective bus request form for next year. Working with Mrs. Gier for a paperless effective bus attendance sheet for our routes and possible activities. Working to get the 14-passenger bus to use. 5 more individuals are able to drive a 14 or less passenger bus at this time. The long term goal may be to look at 14-passenger white vans we could use for smaller activity purposes. Camera system still in talks for the buses. Completed another bus evacuation day with all students at Bayard Public Schools on April 6th, 2023 just prior to Easter break. I plan to attend a transportation meeting in Kearney in early June to get more information on the inner workings of a bus barn, paperwork, and keeping up with compliance. Also, getting and retaining drivers is a focus of this conference.

Dr. Radford provided her report to the board. Academics: Case managers are meeting with students to set individual NSCAS goals and motivate them to work hard on the assessment. Leadership: I attended a TIP training provided by NDE in preparation of writing our TIP plan that is due by May 1 to NDE. I attended the monthly statewide special education webinar provided by NDE and shared new regulations and tools with the administrative team and special education teachers. Our special education policies were submitted to NDE for their review. They are requesting our special education procedures as well. These will be created next school year. Paraprofessional evaluations have all been completed and went really well. I received positive feedback about the new process and opportunities provided to set professional goals and attend additional training. Engagement: The NDE Special Education Parent Survey timeline ended March 31st. Our goal was to have 38% of our parents complete the survey. We ended up with 67% completion rate. THANK YOU TO ALL THE PARENTS WHO TOOK THE TIME TO COMPLETE THE SURVEY! Community: I amended our ARP grant to include the purchase of a life skills curriculum and supplies. This will enable us to better assess and teach to the needs of the whole child next year. ESU 13 and the Autism Spectrum Disorders team have both been

utilized this year to improve team planning and meeting the needs of the whole child. They will continue to be a part of our student teams next year as well.

XI.B. Superintendent

Mr. Olson provided an oral report to the board.

XII. Set Next Meeting Date

Special Meeting set for April 17, 2023 at 4:30p.m.

Next Regular meeting set for May 8th at 7:00p.m.

XIII. Adjournment

Motion Passed: Motion for adjournment at 8:22p.m. passed with a motion by Kim Burry an d a second by Carolyn Applegate

Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Randy Eirich: Yea, Bill Ferrero: Yea, Donna Stuart: Yea

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Secretary

Bayard Public Schools
5/8/2023
GENERAL FUND

Vendor Name	GL Acct #	Description	Amount
20/20 TECHNOLOGIES LLC	01 2660 352 000 000 0	A8105-E video door station	799.00
	01 2660 352 000 000 0	01507-001 AXIS A1601 Network Door	1,398.00
	01 2660 352 000 000 0	0879-020 AXIS Camera Station 5	237.00
	01 2660 352 000 000 0	Installation	1,500.00
	01 2660 352 000 000 0	Discount 15%	(365.00)
	TOTAL		**3,569.00**
ALARM SECURITY TECHNICIANS	01 2620 352 002 002 2	ast monitoring	28.95
	01 2620 352 001 001 1	ast monitoring	28.95
	TOTAL		**57.90**
Amazon Capital Services	01 6988 610 000 000 0	summer workbooks	1,148.52
	01 2410 610 002 002 2	Ehler & Nesbitt Signature stamp	37.98
	01 2610 610 002 002 2	sanitary napkin receptacle	74.85
	01 2610 610 002 002 2	microfiber cleaning cloths 100 pk	27.99
	01 1100 610 000 000 0	Ultra Flat surge/extension cord	37.36
	01 1100 610 000 000 0	70 piece cat ear head bands	19.99
	01 1100 610 000 000 0	https://www.amazon.	29.98
	01 1100 610 000 000 0	USB to VGA Adapter for Monitor	12.98
	01 1100 610 000 000 0	TP-Link TL-PoE170S 802.3at/af/bt Gigabit	98.98
	01 1100 610 000 000 0	USB to Ethernet Adapter, uni Driver Free	31.18
	TOTAL		**1,519.81**
B & C STEEL CORPORATION	01 2620 610 001 001 1	press box gaurd rails	304.05
	TOTAL		**304.05**
BAYARD AUTOMOTIVE	01 1100 610 001 001 1	zip ties for greenhouse shade	9.57
	TOTAL		**9.57**
BAYARD PUBLIC SCHOOLS - LUNCH	01 1160 610 000 000	apr 23 staff meals	1,065.50
	TOTAL		**1,065.50**
BAYARD TRANSCRIPT	01 2310 540 000 000 0	apr 23 publications	346.68
	TOTAL		**346.68**
BENZEL PEST CONTROL	01 2620 352 001 001 1	pest control	110.78
	01 2620 352 002 002 2	pest control	110.77
	TOTAL		**221.55**
BLACK HILLS ENERGY	01 2610 621 000 000 0	#267959 heating fuels	244.80
	01 2610 621 001 001 1	#242155 heating fuels	4,909.01
	01 2610 621 002 002 2	#462419 heating fuels	1,646.35
	TOTAL		**6,800.16**
BRADY, DEE	01 1100 352 001 001 1	accompianist	1,112.50
	01 1100 352 001 001 1	mileage	345.84
	TOTAL		**1,458.34**
CANNON FINANCIAL SERVICES	01 2510 610 000 000 0	copier rentals	259.00
	TOTAL		**259.00**
Capital One	01 6968 610 002 002 2	cooking and gardening club	141.41
	TOTAL		**141.41**
CARDMEMBER SERVICE	01 6992 610 004 000 0	13-inch MacBook Air: Apple M2 chip with	5,395.00
	01 1160 610 000 000	Custom stamp for ht/wt for school screen	32.27
	01 1100 610 001 001 1	Just Mercy by Bryan Stevenson	58.50
	01 1100 610 010 001 1	batteries	10.57
	01 2660 330 000 000 0	digital threat assessment training gier	199.00
	01 1160 330 000 000 0	nurse training jobman	195.00
	01 2510 580 000 000 0	naep meals fuel oliverius stuart	89.07
	01 2510 810 000 000 0	fees	141.03
	01 2510 810 000 000 0	mail chimp	13.00
	01 2510 531 000 000 0	postage	29.66
	01 2510 810 000 000 0	canva	107.99
	01 2710 610 000 000 0	tools parts	300.24
	01 3540 580 002 002 2	crssa meeting fuel	135.45
	01 3540 610 002 002 2	sams lakeshore	3,850.31
	01 1100 580 001 001 1	neta conf fuel meals lodginggier pieper	625.37
	TOTAL		**11,182.46**
CENTURY LINK	01 2510 382 000 000 0	#1785 telephone	473.84
	01 2510 382 000 000 0	#1510 telephone	165.45
	01 2510 382 000 000 0	#7931 telephone	197.69
	01 2510 382 000 000 0	#0450 telephone	171.66
	TOTAL		**1,008.64**
CITY OF BAYARD	01 2610 621 000 000 0	#31200 electric	37.00
	01 2610 621 001 001 1	#75400 electric	5,132.36
	01 2610 410 001 001 1	#75400 utilities	866.50
	01 2610 610 002 002 2	#75600 electric	2,809.44
	01 2610 410 002 002 2	#75600 utilities	1,156.75

	TOTAL		**10,002.05**
COMPUTER INFORMATION CONCEPTS	01 1100 810 001 001 1	student information software 23-24	4,111.50
	01 1100 810 002 002 2	student information software 23-24	4,111.50
	TOTAL		**8,223.00**
CONNECTING POINT	01 1100 352 001 001 1	copier service contract	623.24
	01 1100 352 002 002 2	copier service contract	623.24
	TOTAL		**1,246.48**
CULLIGAN WATER CONDITION	01 2610 610 001 001 1	apr 23 r/o	27.50
	01 2610 610 002 002 2	apr 23 r/o	109.90
	TOTAL		**137.40**
E3 DIAGNOSTICS	01 1160 591 000 000 0	Annual Audiometer Calibration	228.50
	TOTAL		**228.50**
EAKES OFFICE SOLUTIONS	01 3540 610 002 002 2	Kitchen paper towels	40.05
	01 2610 610 002 002 2	cleaning supplies	742.09
	01 2610 610 002 002 2	cleaning supplies	595.73
	01 2610 610 002 002 2	cleaning supplies	66.28
	TOTAL		**1,444.15**
EDUCATIONAL SERVICE UNIT #13	01 1200 591 003 002 2	panhandle beginnings	965.70
	01 2190 591 000 000 0	mips	140.00
	01 2140 591 002 002 2	counseling non sped elem	615.22
	01 2140 591 001 001 1	counseling non sped hs	3,537.48
	01 1100 382 001 001 1	dl	770.00
	01 1100 382 001 001 1	erate	350.00
	01 1160 591 000 000 0	neva	708.33
	01 1292 591 003 000 0	0-2 ot sup	13.82
	01 2153 591 003 000 0	0-2 speech	416.97
	01 2163 591 003 000 0	0-2 ot	172.80
	01 2171 591 003 001 1	secondary pt	127.80
	01 1200 330 003 000 0	sped inservice	69.30
	01 1200 591 003 002 2	sup elem ot	79.20
	01 1200 591 003 000	sup esu programs	423.28
	01 1200 591 003 001 1	sup secondary ot	14.98
	01 6408 591 004 000 0	meridian a	2,099.00
	01 1200 591 003 001 1	sup meridian speech	6.41
	01 1200 591 003 001 1	sup secondary pt	10.22
	01 1291 591 003 000 0	sup 3-5 ot	43.20
	01 1291 112 003 000 0	sup 3-5 esu programs	84.60
	01 2161 591 003 002 2	elem ot	990.00
	01 2161 591 003 001 1	secondary ot	187.20
	01 2162 591 003 000	3-5 ot	540.00
	01 2152 591 003 000 0	3-5 speech	1,057.54
	01 2151 591 003 001 1	secondary speech	334.02
	01 2151 591 003 002 2	elem speech	4,733.93
	01 2151 591 003 001 1	meridian speech	80.18
	01 2141 591 003 001 1	secondary psych counseling	153.80
	01 1292 591 003 000 0	0-2 sup esu programs	33.36
	TOTAL		**18,758.34**
FRANK PARTS COMPANY	01 2710 610 000 000 0	parts	23.40
	01 2710 610 000 000 0	credit	(3.02)
	TOTAL		**20.38**
GROSS, ALLEN	01 2660 352 000 000 0	22-23 safety review	300.00
	TOTAL		**300.00**
HULLINGER GLASS & LOCKS INC.	01 2660 610 000 000	master keys for law enforcement	75.00
	TOTAL		**75.00**
IDEAL LINEN SUPPLY	01 2610 610 002 002 2	mats mops rags	382.87
	01 2610 610 001 001 1	mats mops rags	290.78
	TOTAL		**673.65**
IDEAL/BLUFFS FACILITY SOLUTIONS	01 2610 610 002 002 2	vacuum cleaner head	168.00
	01 2610 610 002 002 2	toilet paper	336.00
	01 2610 610 001 001 1	tissue paper	764.00
	TOTAL		**1,268.00**
IMAGINE LEARNING	01 6998 610 000 000 0	Math Curriculum	22,079.00
	TOTAL		**22,079.00**
JIRDON AGRI CHEMICALS INC.	01 2620 610 001 001 1	fertilizer	694.26
	TOTAL		**694.26**
JONES SCHOOL SUPPLY CO. INC.	01 2410 610 001 001 1	Awards	75.00
	01 2410 610 001 001 1	SHIPPING	10.00
	01 2410 610 001 001 1	Awards	80.00
	01 2410 610 001 001 1	shipping	10.00
	TOTAL		**175.00**
KSB SCHOOL LAW	01 2330 317 000 000 0	legal services	55.00
	01 2330 317 000 000 0	legal services	495.00
	TOTAL		**550.00**
KUSKIE STATION LLC	01 2710 626 000 000	apr 23 bus fuel	3,338.93

	TOTAL		**3,338.93**
MATHEMATICS INSTITUTE OF WI, INC	01 1100 330 001 001 1	New Math Curriculum PD	2,400.00
	TOTAL		**2,400.00**
MATHESON TRI-GAS INC.	01 1100 610 001 001 1	3 used arc welders	1,950.00
	01 1100 610 001 001 1	plugs	116.59
	01 1100 610 001 001 1	welding gas	354.34
	TOTAL		**2,420.93**
MCGRAW-HILL	01 2410 610 001 001 1	aleks 6 yr subscription	231.38
	TOTAL		**231.38**
MCI COMM SERVICE	01 2510 382 000 000 0	telephone	29.53
	TOTAL		**29.53**
MENARDS	01 2620 610 001 001 1	press box supplies	33.79
	01 1100 610 001 001 1	Materials for 8th grade stools	300.26
	01 2610 610 001 001 1	spreader	169.99
	01 2610 610 002 002 2	salt	129.40
	01 2620 610 001 001 1	folding chair pads- used rebate card	0.00
	TOTAL		**633.44**
MID-AMERICAN RESEARCH CHEMICAL	01 2610 610 002 002 2	cleaning supplies	1,022.06
	TOTAL		**1,022.06**
MUSICIAN'S CHOICE, LLC, THE	01 1100 610 001 001 1	All-State Music	174.40
	01 1100 610 001 001 1	Shipping	23.51
	TOTAL		**197.91**
NE COLORADO CELLULAR, INC	01 1100 382 001 001 1	striv/hudl	286.29
	TOTAL		**286.29**
NE COUNCIL OF SCHOOL	01 2510 810 000 000 0	oliverius renewal	125.00
	01 2510 810 000 000 0	stuart renewal	660.00
	01 2510 330 000 000 0	NASBO State Convention for Bobbie and	360.00
	TOTAL		**1,145.00**
NE SAFETY CENTER	01 2710 330 000 000 0	level 1 distance ed pupil tansportatio	225.00
	TOTAL		**225.00**
NEBRASKA ASSOCIATION OF SCHOOL	01 2510 330 000 000 0	NAEP Conference-Oliverius	105.00
	TOTAL		**105.00**
ONE SOURCE	01 2510 810 000 000 0	background check on volunteer	32.50
	TOTAL		**32.50**
PRINT EXPRESS INC.	01 1100 610 001 001 1	nameplate	22.65
	TOTAL		**22.65**
PROTEX CENTRAL INC.	01 2620 352 001 001 1	fire alarm inspections	29.70
	01 2620 352 002 002 2	fire alarm inspections	29.70
	TOTAL		**59.40**
QUADIENT LEASING	01 2510 531 000 000 0	postage meter lease	158.97
	TOTAL		**158.97**
R & M PRODUCTIONS	01 2310 610 000 000 0	2 large 6 small chimney rock pictures	1,410.00
	TOTAL		**1,410.00**
RAMADA MIDTOWN-GRAND ISLAND	01 2510 330 000 000 0	naep conf lodging stuart oliverius	459.80
	TOTAL		**459.80**
SIMMONS OLSEN LAW FIRM P.C.	01 2330 317 000 000 0	legal fees	620.00
	TOTAL		**620.00**
SOAR PEDIATRIC THERAPY, LLC	01 2173 591 003 000 0	0-2 pt	532.82
	01 2172 591 003 000 0	3-5 pt	314.25
	01 2171 591 003 002 2	s/a pt	1,272.61
	TOTAL		**2,119.68**
STAPLES	01 2510 610 000 000 0	office suppolies	278.92
	TOTAL		**278.92**
STAR-HERALD	01 2310 540 000 000 0	notice	8.77
	01 2310 540 000 000 0	publication	12.40
	01 2310 540 000 000 0	publication	12.40
	TOTAL		**33.57**
STRIV, INC.	01 1100 610 001 001 1	jetflash slides 512 gb usb	51.64
	TOTAL		**51.64**
STUDENT ASSURANCE SERVICES, INC	01 1100 810 001 001 1	insurance	301.50
	01 1100 810 002 002 2	insurance	301.50
	TOTAL		**603.00**
TAESE/USU	01 1200 330 003 000 0	Saturday Mornings with NRCP (Lynelle)	125.00
	01 1200 330 003 000 0	Saturday Mornings with NRCP (Joe)	125.00
	01 1200 330 003 000 0	Saturday Mornings with NRCP (Brandy)	125.00
	TOTAL		**375.00**
TIME MANAGEMENT SYSTEMS	01 2510 810 000 000 0	timeclock	208.00
	TOTAL		**208.00**
UNL EXTENSION MORRILL COUNTY	01 6968 810 002 002 2	4H Registration Fees	125.00
	TOTAL		**125.00**
VERIZON	01 2710 610 000 000 0	bus gps	210.47
	TOTAL		**210.47**

WAGNER, MARK	01 2710 610 000 000 0	bus repairs	2,487.50
	TOTAL		**2,487.50**
RICE CONSTRUCTION COMPANY	03 4700 720 000 000	replacement of door	2,114.00
	TOTAL		**2,114.00**
		General Fund Total	**$115,110.85**
		Building Fund	**$2,114.00**
		Payroll	**$418,015.61**

Checking Account: 7 **Student Activity**

Check Number: 14416 Check Type: Check Check Date: 04/05/2023 Vendor: AHLERS Ahlers Baking Inc. Check Total: 152.95

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
268372	04/04/2023	23-000941	hospitality	07 2900 610 102 000 0	152.95

Check Number: 14417 Check Type: Check Check Date: 04/05/2023 Vendor: SYNCB Amazon Capital Services Check Total: 99.70

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
16qt-pyw1-3tgw	04/05/2023	23-000703	Rustic Entryway Hooks 12 pack	07 2900 610 126 000 0	19.96
16qt-pyw1-3tgw	04/05/2023	23-000703	10 Pack Black Wall Hooks	07 2900 610 126 000 0	29.97
1NCD-FKJH-MLDR	03/30/2023	23-000889	Walrus Cutting Board oil	07 2900 610 126 000 0	49.77

Check Number: 14418 Check Type: Check Check Date: 04/05/2023 Vendor: ANNGAR ANNABELL GARDENS Check Total: 4,392.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230405	04/05/2023		ffa lodging	07 2900 580 124 000 0	4,392.00

Check Number: 14419 Check Type: Check Check Date: 04/05/2023 Vendor: TIGERPAWS Bayard Tiger Paws Check Total: 760.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
1102552	03/20/2023	23-000810	3 pepperoni pizzas	07 2900 610 133 000 0	36.00
1103323	03/20/2023	23-000827	pizza	07 2900 610 102 000 0	252.00
1103323	03/20/2023	23-000827	chicken salad	07 2900 610 102 000 0	24.00
1103323	03/20/2023	23-000827	chef salad	07 2900 610 102 000 0	4.00
1103742	03/20/2023	23-000819	AR/Caught Being Good Parties	07 2900 610 122 000 0	36.00
1107300	03/30/2023	23-000877	quiz bowl pizza	07 2900 610 102 000 0	408.00

Check Number: 14420 Check Type: Check Check Date: 04/05/2023 Vendor: BAYATRAN BAYARD TRANSCRIPT Check Total: 69.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230405	04/05/2023	23-000845	BINGO Nigh AD	07 2900 610 146 000 0	69.00

Check Number: 14421 Check Type: Check Check Date: 04/05/2023 Vendor: BRISCH BRIDGEPORT PUBLIC SCHOOLS Check Total: 50.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230405	04/05/2023	23-000959	boys golf meet fee	07 2900 810 102 000 0	50.00

Check Number: 14422 Check Type: Check Check Date: 04/05/2023 Vendor: WALMARTC Capital One Check Total: 389.60

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230405	04/05/2023		quizbowl hospitality	07 2900 610 102 000 0	127.48
20230405	04/05/2023		ffa supplies	07 2900 610 124 000 0	227.84
20230405-0002	04/05/2023	23-000775	duct tape paint	07 2900 610 143 000 0	34.28

Check Number: 14423 Check Type: Check Check Date: 04/05/2023 Vendor: CARD CARDMEMBER SERVICE Check Total: 557.39

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230331-0002	03/31/2023	23-000832	Tomato seeds for greenhouse	07 2900 610 124 000 0	57.52
20230331-0006	03/31/2023	23-000753	Sub Sandwiches	07 2900 580 111 000 0	284.37
20230331-0007	03/31/2023	23-000795	meal - Taco Johns sidney	07 2900 610 114 000 0	6.01
20230331-0007	03/31/2023	23-000795	meal - Firehouse subs- Kearney	07 2900 610 114 000 0	9.09
20230331-0007	03/31/2023	23-000795	meal - Wendy's North Platte	07 2900 610 114 000 0	12.40

Checking Account: 7 Student Activity

20230331-0008	03/31/2023	23-000797	fuel	07 2900 580 111 000 0	50.00
20230331-0009	03/31/2023	23-000796	WTC meals conference meeting	07 2900 580 111 000 0	138.00

Check Number: 14424 Check Type: Check Check Date: 04/05/2023 Vendor: CARD CARDMEMBER SERVICE Check Total: 2,273.84

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230331-0010	03/31/2023	23-000800	concession	07 2900 610 118 000 0	178.97
20230331-0011	03/31/2023	23-000767	supplies dollar gen	07 2900 610 132 000 0	49.15
20230331-0011	03/31/2023	23-000767	Supplies hobby lobby	07 2900 610 132 000 0	75.69
20230405	04/05/2023	23-000772	Food	07 2900 610 103 000 0	138.57
mar23	03/31/2023		state wrestling travel	07 2900 580 111 000 0	1,131.41
mar23	03/31/2023		ffa travel	07 2900 580 124 000 0	508.91
mar23	03/31/2023		di supplies	07 2900 610 121 000 0	21.99
mar23	03/31/2023		state cheer	07 2900 610 132 000 0	169.15

Check Number: 14425 Check Type: Check Check Date: 04/05/2023 Vendor: CARD CARDMEMBER SERVICE Check Total: 662.16

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
mar23	03/31/2023		state wrestling	07 2900 580 155 000 0	59.37
mar23	03/31/2023		speech newsweek	07 2900 610 101 000 0	99.00
mar23	03/31/2023		speech newsweek refund	07 2900 610 101 000 0	(99.00)
mar23	03/31/2023		state wrestling	07 2900 610 105 000 0	307.57
mar23	03/31/2023		ed rising state	07 2900 610 152 000 0	295.22

Check Number: 14426 Check Type: Check Check Date: 04/05/2023 Vendor: CHADRON Chadron High School Check Total: 41.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230405	04/05/2023		speech fees	07 2900 810 102 000 0	41.00

Check Number: 14427 Check Type: Check Check Date: 04/05/2023 Vendor: CUTTCAMER CAMERON CUTTLERS Check Total: 550.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230405	04/05/2023	23-000954	track official fee	07 2900 352 102 000 0	450.00
20230405	04/05/2023	23-000954	mileage	07 2900 352 102 000 0	100.00

Check Number: 14428 Check Type: Check Check Date: 04/05/2023 Vendor: DUEKNEAL NEAL DUEKER Check Total: 379.90

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230330	03/30/2023		reimburse mileage mathcounts	07 2900 580 111 000 0	379.90

Check Number: 14429 Check Type: Check Check Date: 04/05/2023 Vendor: GARSPO GARRETSON'S SPORT CENTER Check Total: 1,547.50

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230330	03/30/2023	23-000893	Starting pistol blanks	07 2900 610 102 000 0	749.90
20230330	03/30/2023	23-000893	shipping	07 2900 610 102 000 0	23.85
8959	04/05/2023		starter blanks	07 2900 610 102 000 0	773.75
V*20230330	04/13/2023	23-000893	Starting pistol blanks	07 2900 610 102 000 0	(749.90)
V*20230330	04/13/2023	23-000893	shipping	07 2900 610 102 000 0	(23.85)
V*8959	04/13/2023		starter blanks	07 2900 610 102 000 0	(773.75)

Checking Account: 7 Student Activity

Check Number: 14430	Check Type: Check	Check Date: 04/05/2023	Vendor: NEBFFA	GRAFTON & ASSOCIATES, PC	Check Total:	442.00
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
2119	04/05/2023	23-000960	Convention Registration	07 2900 810 124 000 0	442.00	
Check Number: 14431	Check Type: Check	Check Date: 04/05/2023	Vendor: GUERUEJ	Josh Guerue	Check Total:	250.00
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
20230405	04/05/2023	23-000956	lynx timing consultant timing	07 2900 352 102 000 0	250.00	
Check Number: 14432	Check Type: Check	Check Date: 04/05/2023	Vendor: MANLEYCRAI	CRAIG MANLEY	Check Total:	250.00
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
20230405	04/05/2023	23-000962	lynx consultant	07 2900 352 124 000 0	250.00	
Check Number: 14433	Check Type: Check	Check Date: 04/05/2023	Vendor: MEN	MENARDS	Check Total:	436.70
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
75625	03/30/2023	23-000725	Various Supplies for Classes	07 2900 610 126 000 0	373.66	
75858	03/30/2023	23-000863	Greenhouse supplies	07 2900 610 124 000 0	49.06	
76459	04/04/2023	23-000915	totes	07 2900 610 102 000 0	13.98	
Check Number: 14434	Check Type: Check	Check Date: 04/05/2023	Vendor: MITCHELL	Mitchell Public Schools	Check Total:	60.00
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
20230405	04/05/2023	23-000958	boys golf meet fee	07 2900 810 102 000 0	60.00	
Check Number: 14435	Check Type: Check	Check Date: 04/05/2023	Vendor: NEWVICTORI	New Victorian Inn & Suites	Check Total:	909.86
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
17453	03/30/2023		college visit lodging	07 2900 580 147 000 0	909.86	
Check Number: 14436	Check Type: Check	Check Date: 04/05/2023	Vendor: PEPSI	Pepsi-Cola of Western NE	Check Total:	833.50
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
5100108661	03/30/2023		soda	07 2900 610 133 000 0	87.43	
5100108662	03/30/2023		soda	07 2900 610 122 000 0	62.45	
5100108666	03/30/2023		gatorade soda water	07 2900 610 118 000 0	683.62	
Check Number: 14437	Check Type: Check	Check Date: 04/05/2023	Vendor: PITSCO	PITSCO	Check Total:	170.94
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
23-000008408	04/05/2023	23-000907	Dragster Kit	07 2900 610 126 000 0	170.94	
Check Number: 14438	Check Type: Check	Check Date: 04/05/2023	Vendor: SOUTHVALLE	SOUTHERN VALLEY SCHOOLS	Check Total:	85.00
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
20230405	04/05/2023	23-000957	tourney fee	07 2900 810 102 000 0	85.00	
Check Number: 14439	Check Type: Check	Check Date: 04/05/2023	Vendor: UNLCAREER	UNIVERSITY OF NEBRASKA LINCOLN	Check Total:	120.00
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
20230405	04/05/2023	23-000961	State FFA contest registration	07 2900 810 124 000 0	120.00	
Check Number: 14440	Check Type: Check	Check Date: 04/05/2023	Vendor: VAULT	THE VAULT	Check Total:	75.00
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	

Checking Account: 7 Student Activity

20230405	04/05/2023	23-000964	5 gift cards	07 2900 610 155 000	75.00

Check Number: 14441 Check Type: Check Check Date: 04/05/2023 Vendor: WEBERTOM THOMAS WEBER Check Total: 550.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230405	04/05/2023	23-000955	JH track official fee	07 2900 352 102 000 0	450.00
20230405	04/05/2023	23-000955	mileage	07 2900 352 102 000 0	100.00

Check Number: 14442 Check Type: Check Check Date: 04/13/2023 Vendor: AHLERS Ahlers Baking Inc. Check Total: 189.94

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
268377	04/13/2023	23-000982	hospitality	07 2900 610 102 000 0	189.94

Check Number: 14443 Check Type: Check Check Date: 04/13/2023 Vendor: SYNCB Amazon Capital Services Check Total: 2,783.83

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
1tmq-6ygd-4l64	04/13/2023	23-000754	Pitching Machine	07 2900 610 153 000 0	2,599.00
1tmq-6ygd-4L64 #2	04/13/2023	23-000765	Machine Balls	07 2900 610 153 000 0	139.90
1ypd-dv1x-mg69	04/13/2023	23-000945	Hex Pencils (Full Size Hex Pencil with #	07 2900 610 146 000 0	44.93

Check Number: 14444 Check Type: Check Check Date: 04/13/2023 Vendor: WESTATESBA CASH Check Total: 360.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230413	04/13/2023		petty cash got deposited with concession	07 2900 610 102 000 0	60.00
20230413-0001	04/13/2023	23-000978	cash for a gate box for trivia night(wtc	07 2900 610 131 000 0	300.00

Check Number: 14445 Check Type: Check Check Date: 04/13/2023 Vendor: GARSPO GARRETSON'S SPORT CENTER Check Total: 773.75

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
8959correction	04/13/2023	23-000893	Starting pistol blanks	07 2900 610 102 000 0	749.90
8959correction	04/13/2023	23-000893	shipping	07 2900 610 102 000 0	23.85

Check Number: 14446 Check Type: Check Check Date: 04/13/2023 Vendor: NORTHROCK NORTH OF THE ROCK DESIGNS Check Total: 780.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
190	04/13/2023	23-000974	t-shirts	07 2900 610 104 000 0	660.00
191	04/13/2023	23-000894	Team shirts for each student on the JH t	07 2900 610 143 000 0	120.00

Check Number: 14447 Check Type: Check Check Date: 04/13/2023 Vendor: QUALINNKEA QUALITY INN-KEARNEY Check Total: 855.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230413	04/13/2023		elem state di lodging	07 2900 610 121 000 0	427.50
20230413	04/13/2023		hs state di lodging	07 2900 610 143 000 0	427.50

Check Number: 14448 Check Type: Check Check Date: 04/13/2023 Vendor: TAMMYTILLM Tammy Tillman Check Total: 20.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230413	04/13/2023	23-000980	track tote	07 2900 610 102 000 0	12.00
20230413	04/13/2023	23-000980	track basket	07 2900 610 102 000 0	8.00

Check Number: 14449 Check Type: Check Check Date: 04/18/2023 Vendor: AHLERS Ahlers Baking Inc. Check Total: 189.94

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
268379	04/18/2023	23-001009	hospitality	07 2900 610 102 000 0	189.94

Checking Account: 7 **Student Activity**

Check Number: 14450	Check Type: Check	Check Date: 04/18/2023	Vendor: GUERUEJ	Josh Guerue	Check Total:	250.00
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
20230418	04/18/2023	23-001010	lynx consultant	07 2900 352 102 000 0	250.00	
Check Number: 14451	Check Type: Check	Check Date: 04/18/2023	Vendor: MANLEYCRAI	CRAIG MANLEY	Check Total:	250.00
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
20230418	04/18/2023	23-001011	lynx consultant	07 2900 352 102 000 0	250.00	
Check Number: 14452	Check Type: Check	Check Date: 04/18/2023	Vendor: WESTTRAIL	Western Trails Conference	Check Total:	2,868.00
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	
20230418	04/18/2023		wtc track gate	07 1710 0102	2,868.00	

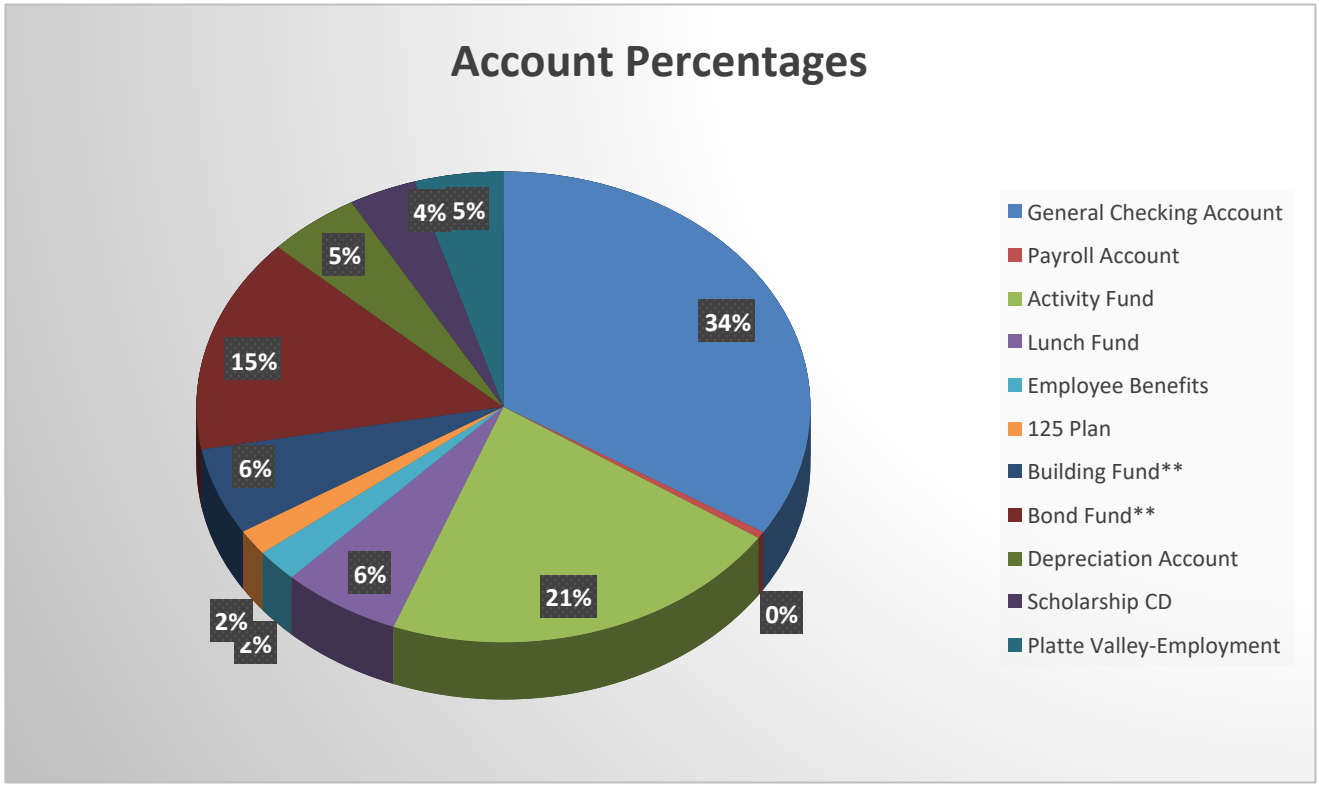
*Denotes Expensed Invoice Item

Checking Account ID: 7

Total without Voids: 23,881.00

BAYARD PUBLIC SCHOOL
TREASURER REPORT
BANK STATEMENT BALANCES as of April 2023

General Checking Account	$	585,004.26
Payroll Account	$	7,812.34
Activity Fund	$	369,409.75
Lunch Fund	$	108,378.94
Employee Benefits	$	38,534.31
125 Plan	$	30,493.03
Building Fund**	$	103,231.78
Bond Fund**	$	254,348.22
Depreciation Account	$	84,479.33
Scholarship CD	$	61,396.71
Platte Valley-Employment	$	80,537.10
	$	1,723,625.77

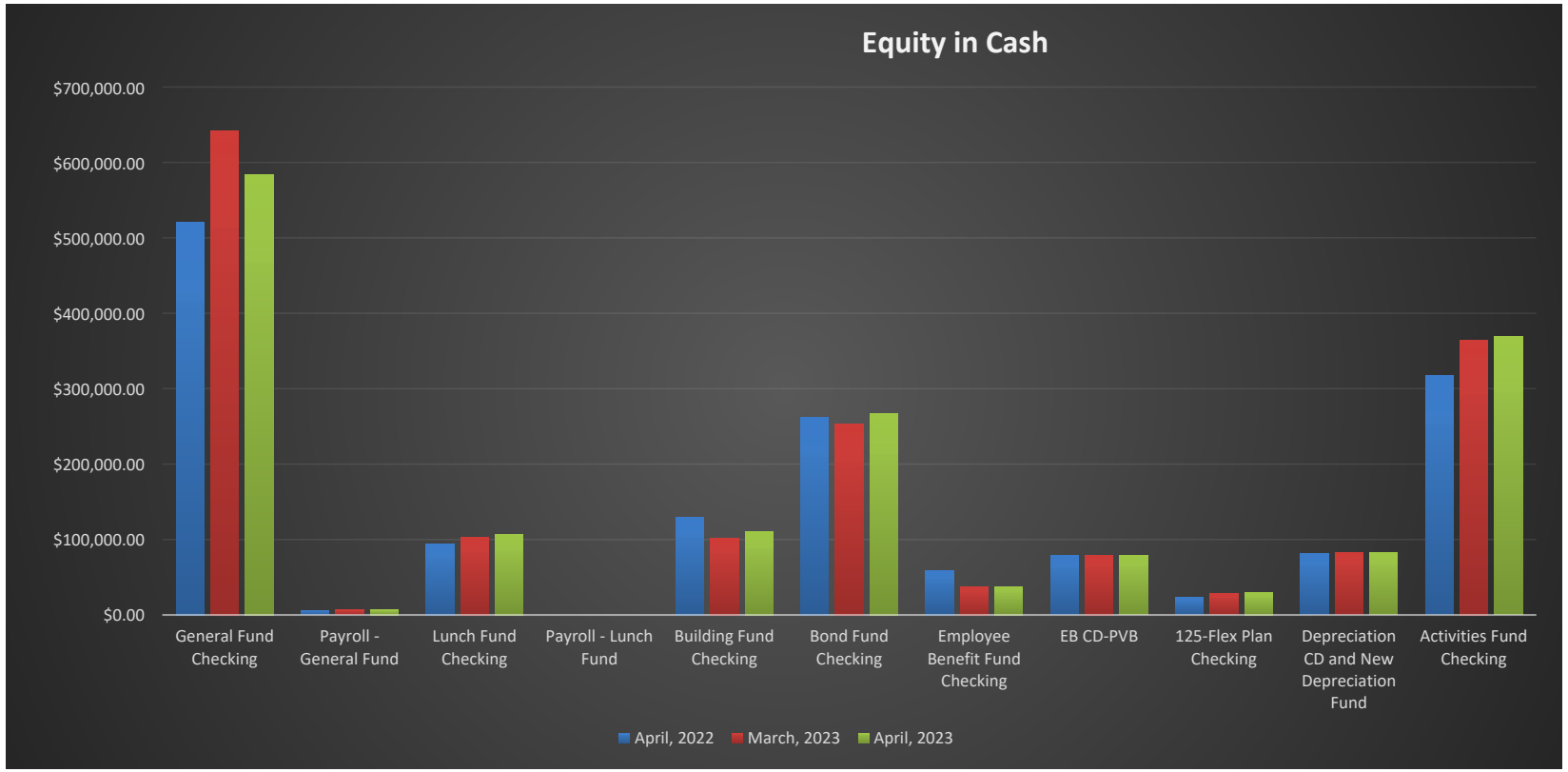


Bayard Public Schools

Equity in Cash

April 30, 2023

Fund	Fund #	April, 2022 PRIOR YEAR BALANCE	March, 2023 PRIOR MONTH BALALANCE	March, 2023 REVENUES	April, 2023 EXPENSES	April, 2023 ENDING BALANCE
General Fund Checking	01-101	$521,270.49	643,092.17	478,668.61	(536,756.52)	$585,004.26
Payroll - General Fund	01-104	$6,791.72	$ 7,812.34	426,746.64	(426,746.64)	$ 7,812.34
Lunch Fund Checking	02-101	$95,685.01	104,673.80	33,837.51	(30,132.37)	$108,378.94
Payroll - Lunch Fund	02-104	$0.00	0.00	11,531.91	(11,531.91)	$0.00
Building Fund Checking	03-101	$130,873.26	103,231.78	8,097.36	0.00	$111,329.14
Bond Fund Checking	04-101	$263,155.14	254,348.22	13,122.42	0.00	$267,470.64
Employee Benefit Fund Checking	05-101	$60,235.52	38,481.04	72.14	(18.87)	$38,534.31
EB CD-PVB	05-106-1000	$80,134.14	80,537.10	0.00	0.00	$80,537.10
125-Flex Plan Checking	05-107	$25,159.60	29,802.16	3,864.50	(3,173.63)	$30,493.03
Depreciation CD and New Depreciation Fund	06-101	$83,010.89	84,358.00	121.33	0.00	$84,479.33
Activities Fund Checking	07-101	$318,407.05	364,812.94	30,124.00	(24,564.42)	$370,372.52
Scholarship CD	07-114	$66,139.83	61,396.71	0.00	0.00	$61,396.71
TOTAL		$1,650,862.65	$ 1,772,546.26	$ 1,006,186.42	$ (1,032,924.36)	$1,745,808.32



NASB LEGISLATIVE NOTES

TRACKING THE 2023 LEGISLATURE FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS

1,960,000 Nebraskans 324,000 Students 1,700 Locally Elected School Board Members 260 Member Districts/ESUs ONE NEBRASKA

108th Legislature, 1st Session - May 1, 2023 - Day 70 of 90 is tomorrow, May 2nd

YOUR 2023-24 EDUCATION COMMITTEE

SEN. DAVE MURMAN, CHAIR
SEN. JONI ALBRECHT
SEN. TOM BRIESE
SEN. DANIELLE CONRAD
SEN. LOU ANN LINEHAN
SEN. RITA SANDERS
SEN. LYNNE WALZ
SEN. JUSTIN WAYNE

YOUR 2023-24 REVENUE COMMITTEE

SEN. LOU ANN LINEHAN, CHAIR
SEN. JONI ALBRECHT
SEN. ELIOT BOSTAR
SEN. TOM BRIESE
SEN. GEORGE DUNGAN
SEN. KATHLEEN KAUTH
SEN. DAVE MURMAN
SEN. BRAD VON GILLERN

LAWMAKING IN NEBRASKA

INTRODUCTION ... COMMITTEE ...
GENERAL FILE ... SELECT FILE ...
FINAL READING ... GOVERNOR

SHARE YOUR STORY

KNOW YOUR DISTRICT'S DATA

UNDERSTAND THE DATA THAT WILL MAKE A DIFFERENCE

YOUR NASB LEGISLATIVE TEAM
COLBY COASH, JOHN SPATZ,
MATT BELKA & LINDSEY WOOTON

CHRISTMAS TREES, OH CHRISTMAS TREES ...

Christmas in May??? With less than 20 days left in the session, Senators have been putting together their Christmas Trees, Committee Priority Bills with other bills (ornaments) hung on them.

It's a common practice and the way the legislature can pass several bills at once. NASB now knows the makeup of the Education Committee's "Christmas Tree" and it has 17 ornaments.

The Committee is attempting to address several issues through this committee package including: Educational workforce (385, 603, 724, 762), STEM education (520, 787), Special Education (153, 414), Home school student/extracurricular activities (372), Option enrollment (414), School Safety (516), Student Discipline (632), Textbook loan program (647), Allocation of lottery dollars (705), and several bills included which were brought on behalf of higher education.

As you can see, there are both bills NASB supports and opposes within this package. We continue to work on improving those bills we oppose and supporting others.

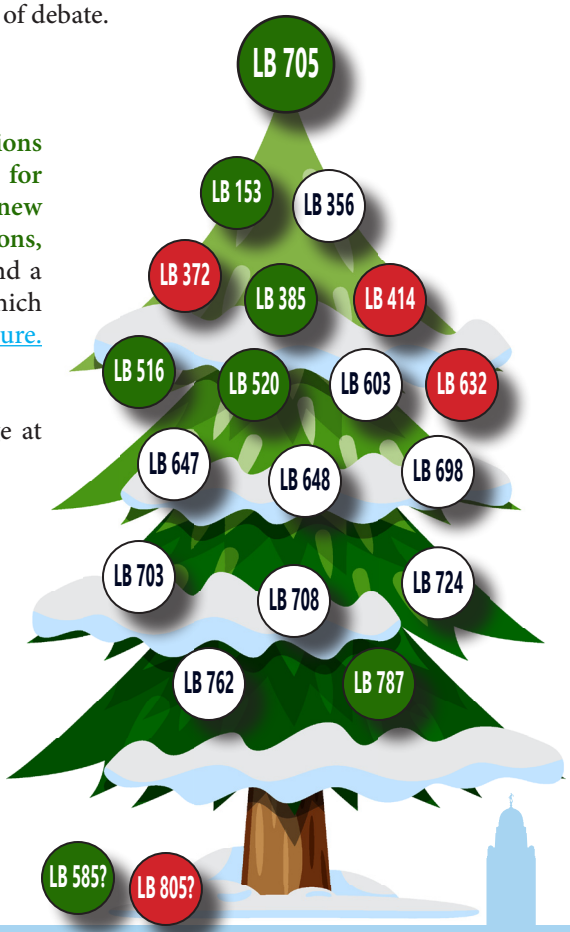
We anticipate other bills being hung as ornaments throughout the first rounds of debate. Watch for LBs 585 and 805 to be hung in subsequent days of debate.

THE TREE ...

The "Tree" is **LB 705 (Murman) - Change provisions for the distribution of lottery funds used for education, transfer powers and duties, create new acts and funds, and change education provisions, with AM 1468**. Here are the 17 ornaments, and a breakdowns from the Committee Statement which has more detail on all (https://nebraskalegislature.gov/FloorDocs/108/PDF/CS/LB705.pdf).

You can also see more on the NASB bills page at https://nasb.enviseams.com/legislative-bills.

- **LB 153 (amended)**
- LB 356
- **LB 372 (amended)***
- **LB 385 (amended)**
- **LB 414 (amended)***
- **LB 516 (amended)**
- **LB 520**
- LB 603 (amended)
- **LB 632 (amended)**



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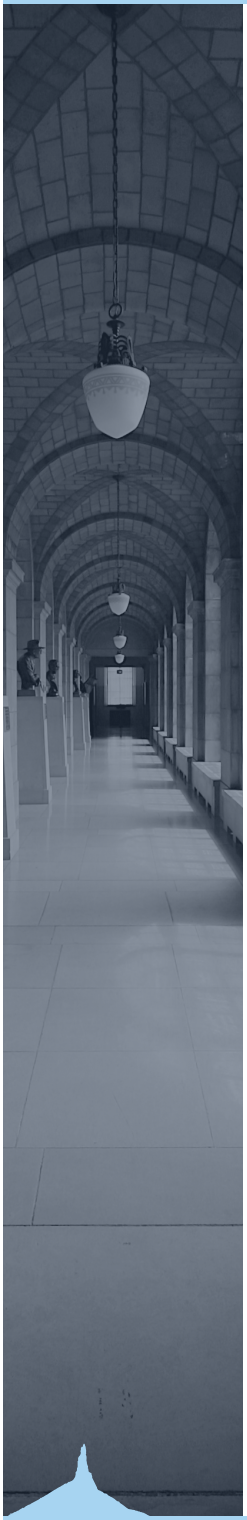

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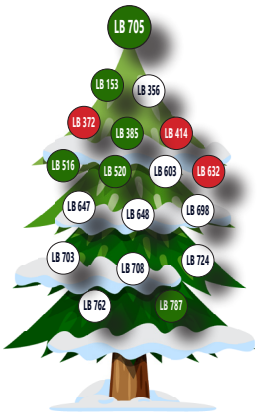
- LB 647
- LB 648 (amended)
- LB 698
- LB 703 (amended)
- LB 708
- LB 724 (amended)
- LB 762 (amended)
- **LB 787 (amended)**

Per the Committee Statement, AM 1468 incorporates the provisions of seventeen other education bills into LB 705. The Committee voted to adopt AM 1468 on an 8-0-0-0 vote.



AM 1468 also amends or introduces other programs found in LB 705, to include:

- The College Pathway Program Act and the College Pathway Program Cash Fund are created to serve low income and underrepresented students by providing grants to service providers who help qualifying applicants in a variety of services such as completing applications for college, completing the FAFSA, choosing correct course work to pursue a particular field of study.
- Distance education initiatives shall be funded through 2023-24 from the Nebraska Education Improvement Fund. Such initiatives shall be funded from 2024-29 from transfers pursuant to section 1 of this act (lottery revenue allocations).
- The Career Readiness and Dual Credit Education Grant is established and shall be administered by the Coordinating Commission for Postsecondary Education. Grants shall be provided to teachers enrolled in education pathways leading to qualification to teach dual-credit courses and career and technical education courses.
- Expanded Learning Opportunity Grant shall receive one percent of funds from the Nebraska Education Improvement Fund for fiscal year 2023-24. Going forward, funding shall be 1.5% of funds from transfers pursuant to section 1 of this act (lottery revenue allocations).
- 8 percent will be used for training teachers in safe behavioral management strategies, tactics, and de-escalation procedures. Funding for the training courses will be in coordination with the Nebraska Department of Education's model behavioral management policy found in AM 1468.

LB 153 (as amended by AM 1421) - Would create the Extraordinary Increase in Special Education Expenditures Fund which shall be funded by two million five hundred thousand dollars from the Education Future Fund for fiscal year 2023-24 to carry out the Extraordinary Increase in Special Education Expenditures Act.

LB 356 - Redefines terms under the Nebraska Opportunity Grant Act.

LB 372 (as amended by AM 1231) - Allows homeschooled students to participate in extracurricular activities in the school district in which they reside and directs school boards in their policy to require a homeschooled student to enroll in not more and no less than five credit hours offered by the school in any semester. ***Tell your Senator that it is important to keep a nexus with any student who is going to represent your school.***

NASB Nebraska Association of SCHOOL BOARDS

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CONTINUED ON PAGE 3

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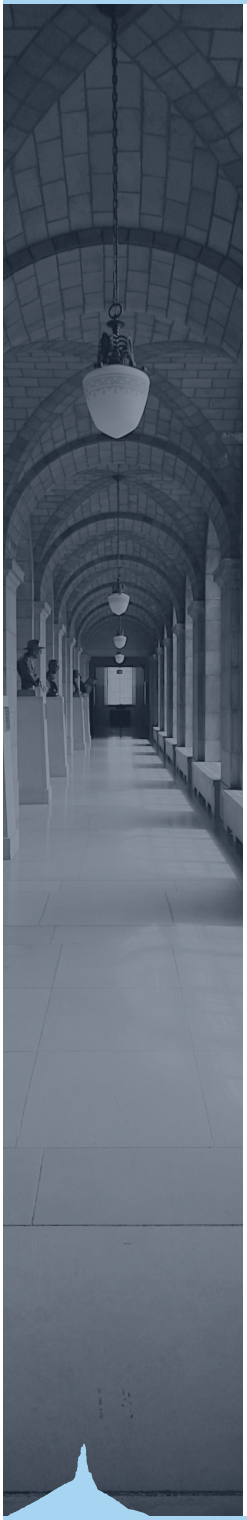

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LB 385 (as amended by AM 1397) - Creates the Nebraska Teacher Recruitment and Retention Act, which is funded by the Education Future Fund. The purpose of the act is to incentivize the recruitment and retention of new teachers and teachers with a high-need certification. New teachers would be eligible for a two thousand five-hundred-dollar grant at the beginning of years two, four, and six. Teachers with a high-need certification will be eligible for a one-time grant worth five thousand dollars at the beginning of a school year in which such high-need subjects are taught by the grant recipient.

LB 414 (as amended by AM 689) - Would provide standards and practices for public school's option enrollment program in order to ensure that children with special needs are not disqualified due to their special needs. AM 689 offers clarifying language to address standards by which a school district may determine the manner in which they manage option student applications, and also directs the school district in reporting requirements to the DOE regarding how option student applications are handled. *Tell your Senator to adjust the date for identifying Special Ed capacities to April 1.*

LB 516 (as amended by AM 1442) - Appropriates eight hundred seventy thousand dollars from the General Fund each fiscal year to carry out the School Safety and Security Reporting Act in order to continue serving Nebraska citizens via the Safe2HelpNE hotline.

LB 520 - Change provisions relating to high school graduation requirements and academic content standards and the Computer Science and Technology Education Act

LB 603 (as amended by AM 1392) - Would incentivize the recruitment of public-school teachers by allowing persons who possess a bachelor's degree and have been certified to teach through alternative organizations to become certified to teach in Nebraska after participating in a school district clinical experience for one semester in such individual's first semester of employment.

LB 632 (as amended by AM 1208) - Would prohibit a school in a city of the metropolitan class from suspending a student in Pre-K through second grade. Exceptions are granted if such student brings a deadly weapon on school grounds, or to a school-sponsored activity or athletic event, or in a vehicle being used for a school purpose or by a school employee.

LB 647 - Change provisions relating to the purchase and loan of textbooks for children enrolled in kindergarten to grade twelve of a private school.

LB 648 (as amended by AM 814) - Creates the High School Equivalency Grant Fund and appropriates seven hundred fifty thousand dollars from the General Fund to provide assistance to institutions that offer high school equivalency programs and for expanding services and programs to support the completion of the general education test.

LB 698 - Change provisions relating to residency for enrollment in a public college or university.

CONTINUED ON PAGE 4

The Nebraska Association of School Boards provides programs, services and advocacy to strengthen public education for all Nebraskans. Learn more at www.NASBonline.org

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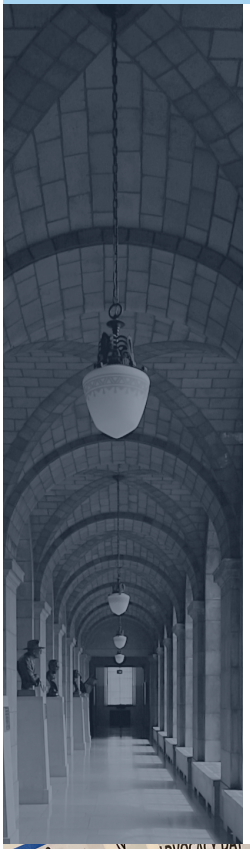
108th Legislature, 1st Session - May 1, 2023 - Day 70 of 90 is tomorrow, May 2nd



CONTINUED FROM PAGE 3

LB 703 (as amended by AM 1409) - Authorizes the Nebraska State College System, and the University of Nebraska System, to liquidate surplus property under its own authority.

LB 708 - Require the Office of Probation Administration, the State Court Administrator, the State Department of Education, and the Department of Health and Human Services to enter into a memorandum of understanding for the sharing of data regarding data relevant to students who are under the jurisdiction of the juvenile court.

LB 724 (as amended by AM 1235) - Addresses the on-going teacher shortage in Nebraska by removing basic skills testing from certification requirements, while retaining content knowledge testing requirements.

LB 762 (as amended by AM 1399) - Creates the Nebraska Paraprofessional to Teacher Program in order to increase the number of teachers in Nebraska by assisting individuals employed as a paraprofessional or paraeducator. Such participants may receive a grant of up to three thousand dollars per semester to fund educational expenses such as tuition, books, or other materials as required to receive a teaching certification. The act creates the Paraprofessional to Teacher Program Fund and directs the legislature to transfer one million dollars each fiscal year from the Education Future Fund to carry out this program.

LB 787 (as amended by AM 1453) - Creates the STEEM (Science, Technology, Engineering, Entrepreneurship, Mathematics) Development Act using funds from the DOE Innovative Grant Fund. Such grants are to be used for developers to create learning platforms which provide game-based interaction to develop students in the fields of STEEM.

NASB'S LEGISLATIVE ADVOCACY DAY - APRIL 17 ...

NASB Monthly Update for Board Meeting Agenda Item

May 2023

Monthly Agenda Video Updates

https://members.nasbonline.org/news-resources/video-library

(www.NASBonline.org - News & Resources – Video Library)

Latest 'Board Notes' – Monthly Newsletters

https://members.nasbonline.org/news-resources/board-notes-newsletter

(www.NASBonline.org - News & Resources - Board Notes)

- *'Organized Chaos:' Celebrating Corky's Spark and Passion in Pender*
- *At The Board Table*
- *Strengthening Democracy at GIPS*
- *NASB Legislative Advocacy Day: In Pictures*
- *National Walk at Lunch Day – April 26*
- *Annual NASB Member Golf Outing*
- *NAEP State Convention Reaches New Heights*
- *School Leaders & Law*
- *Your 2023 NASB Affiliates*
- *This Month In ... And Much More!*

Government Relations & Advocacy

https://members.nasbonline.org/government-relations

(www.NASBonline.org – Government Relations)

- 1st Day of the 108th Legislature, 1st Session began Wednesday, January 4, 2023
    - *(This will be a 90-Day Session ending roughly June 9th)*

- NASB held its inaugural Legislative Advocacy Day on April 17 in Lincoln
- **843 Bills & Measures were introduced … NASB is following roughly 120**
    - *Check out a number of video updates at frequent NASB's Bills Page, which is always updated and sortable at*
    - *https://members.nasbonline.org/government-relations*
    - *https://nasb.enviseams.com/legislative-bills*

"NASB Update – Annual Board Calendar Summary"

View the full detailed calendar at: https://members.nasbonline.org/board-leadership/resources
(www.NASBonline.org – Board Leadership – Resources)

May Board Agenda Items

In addition to routine agenda items, time sensitive topics include:

- Advocacy - Review NASB Website: NASB 2023 Legislative Bills to Watch: https://nasb.enviseams.com/legislative-bills
- Policy – Student Discipline/Law Enforcement-review attendance policy, absence, and work with county attorney before August 1.
- Student Accountability – Each school district will file a report with end-of-the-school-year annual summary including (a) the number of children attending school during the year under five years of age, (b) the length of time the school has been taught during the year by a qualified teacher, (c) the length of time taught by each substitute teacher.
- Budget - NSAA Cooperative Sponsorship Agreement submit request for new program or renewals to NSAA on or before July 1 for fall Activities, September 1 for winter and January 1 for spring.

Review the full May Agenda on page 25 of the 2023 NASB Board Meeting Guide & Annual Board Calendar

Board Retreat

To support our members who did not have the opportunity to participate in the New Board Member Workshops consider a Board Retreat to engage with your newly elected board members as they continue to transition into their new role. Please contact Marcia Herring, NASB Director of Board Leadership at mherring@NASBonline.org or 402-817-0296 to schedule a board retreat or private sessions through Microsoft Teams to review the board role and responsibilities.

Upcoming NASB Board Leadership Events

Board President Circle Team Meeting – Favorable feedback warrants that we continue to provide the lunch and learn Board President Circle. Join us on Wednesday, May 3, 2023, at 12:00 PM CT and again at 12:00 PM MT. We will provide a common link to allow you as board president to participate as time allows. Please take advantage of the time slots and if you would like to set in on the CT and MT, please feel free to do so.

NASB Leadership Workshop – June 7 and 8, 2023 – Join the NASB Board Leadership Team at the Cornhusker Marriott, Lincoln for a working retreat to further develop the Superintendent/ESU Administrator, Board President, and Vice President leadership team. The day and a half agenda will include team building activities addressing a Superintendent/ESU Administrator-board governance audit, healthy leadership working relationships, meeting protocols including the agenda and minutes, committee structure, Open Meetings Law, scenarios, goal planning, and more. Access the registration information at http://members.nasbonline.org/index.php/nasb-leadership-workshop

NASB's Video Resources

https://members.nasbonline.org/news-resources/video-library
(www.NASBonline.org – News & Resources – Videos)

- Legal Resources, NASB's Live & Learn Series, Member Zoom's, Q&A's with the Governor and Commissioner Blomstedt, EHA Updates, Advocacy breakdowns, Monthly Board Agendas, and MUCH more!

Networking & Events … Register Now

https://members.nasbonline.org/events

(www.NASBonline.org – Events)

All Dates & Locations Tentative & Subject to Change

- **Leadership Workshop**
  - June 7-8 – Lincoln
  - https://members.nasbonline.org/events/nasb-leadership-workshop
- **NASB Member Golf Outing**
  - June 14 – Kearney
- **School Leaders & Law Conference**
  - June 14-15 – Kearney
  - https://members.nasbonline.org/events/school-leaders-and-law-conference
- **ALICAP Summer Workshops**
  - July 10 - Gering
  - July 11 - Kearney
  - July 12 - Lincoln
- ***AREA MEMBERSHIP MEETINGS BEGIN AUGUST 22***

NASB Member Virtuals

https://members.nasbonline.org/events/nasb-member-virtuals

(www.NASBonline.org – Events – NASB Member Virtuals)

- Previous Member Virtuals Available to Watch Include:
  - Gubernatorial Candidates Q&A w/ Blood & Pillen
  - 2022 Legislative Recap & Look Ahead
  - Tough Times & Tough Meetings: The Board's Role in Navigating Hot Button Issues
  - NASB Member Virtuals w/ Commissioner Blomstedt & Dr. Jeffrey Gold of UNMC, Bryce Wilson of NDE on Cares Act Funds Q&A for School Boards, and More …

Follow NASB on twitter at www.twitter.com/NASBonline using the hashtag #liveNASB
and on Facebook at www.facebook.com/NASBonline

Watch all of the NASB videos at **https://members.nasbonline.org/news-resources/video-library**

(www.NASBonline.org – News & Resources – Videos)

To see a quick glimpse at the various items the NASB is involved in, check out pages 10 & 11 each month in the Board Notes newsletter for "This Month In …" To access the latest newsletter, click here:

https://members.nasbonline.org/news-resources/board-notes-newsletter

(www.NASBonline.org - News & Resources - Board Notes)

NASB BOARD NOTES

APRIL 2023

A MONTHLY PUBLICATION FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS

NASB Nebraska Association of SCHOOL BOARDS

Leadership Innovation Vision Engagement #liveNASB #weLIVEhere

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'ORGANIZED CHAOS:' CELEBRATING CORKY'S SPARK AND PASSION IN PENDER

Article by: Michael Wunder, Nebraska Community Foundation - Video by: Brian Kreikemeier, B&B Video Productions - https://www.nebcommfound.org/

Much like the observable universe, CoraLynn "Corky" Malmberg's love for Pender continues to expand. But where astronomers measure cosmic expansion by studying the ever-increasing distance between galaxies, Pender residents measure Corky's impact by investigating the ways it brings the community closer together.

The raucous cheers of 450 K-12 students indicated the community was closer than ever during the inaugural Corky Malmberg Annual Science Day, held March 31 in Pender. Each student wore a T-shirt bearing an outline of Corky's smiling face, a common sight during her 34 years of teaching science at Pender Public Schools. Organizers conceived the event as a celebration and continuation of her passion for teaching and learning, emphasizing activities for students of all ages and culminating with a paper rocket building and launching competition that found high schoolers cooperating with elementary students.

"Today is all about celebrating the spark Corky wanted to bring to science education," said Jennifer Davis, a science teacher at Pender Public Schools. "It's about trying to help the kids see how incredible our world is."

The day brought an armadillo, a planetarium, volcanos, (toy) dinosaurs, a young kangaroo and more to Pender. When Adam Davis, a professor of physics at Wayne State University, asked the 450 students if they wanted to do a couple explosions, he was met with thundering affirmation. Many students said his demonstration was their favorite part of the day—even if they were initially startled by the booming ball of fire.

It was "organized chaos," said Pender Public Schools Principal Kelly Ballinger. Corky would not have had it any other way. Corky went above and beyond in her efforts to make science come to life for her students. She loved messy experiments, and her ability to turn her entire classroom into a papier-mâché rainforest was a particularly potent memory for past students.

"If she could see today, she would know that her life was well lived," said Corky's daughter, Julie Grawe.

CONTINUED ON PAGE 3

TRAINING, NETWORKING, ENGAGEMENT & EVENTS

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http://members.nasbonline.org/index.php/events

Your Monthly Board Agenda Update Video Links from NASB

http://members.nasbonline.org/index.php/news-resources/videos

NASB Leadership Workshop - June 7-8 - Lincoln

Team Building - Self-Assessment - Discussion - Networking - Meeting Protocols/Agendas & Minutes - Policy Review

FORE!

NASB Member Golf Outing - June 14 - Kearney Country Club

School Leaders & Law Conference & Networking Reception - June 14-15 - Kearney

ALICAP Summer Workshops - July 10 - Gering

ALICAP Summer Workshops - July 11 - Kearney

ALICAP Summer Workshops - July 12 - Lincoln

JOIN US!

Area Membership Meetings Begin August 22nd!!!

AUGUST 22 - VALENTINE AUGUST 23 - GERING AUGUST 24 - YORK AUGUST 29 - NORTH PLATTE SEPTEMBER 6 - NORFOLK

SEPTEMBER 13 - KEARNEY SEPTEMBER 19 - LA VISTA SEPTEMBER 20 - NEBRASKA CITY SEPTEMBER 27 - FREMONT

To register for an NASB event, click on the 'My Membership' link, then navigate to the 'Events' dropdown and select 'Register'. If you do not have an email and password to log in or have forgotten it, please contact NASB at 800-422-4572 for assistance.

CELEBRATING CORKY'S SPARK (CONTINUED)

CONTINUED FROM PAGE 1

Julie and her brother, Sam Malmberg, traveled from Fort Collins, Colorado to witness the day, made possible through the collaborative work of the school, volunteers, and Pender-Thurston Education and Community Foundation Fund (PTECFF), an affiliated fund of Nebraska Community Foundation (NCF). When Sam and Julie created the Corky Malmberg Science Education Endowment, an account through PTECFF, they aimed to create learning opportunities which cultivate a love of science in students. By all measures, the Corky Malmberg Annual Science Day was a sterling example of mission fulfillment.

Corky's children choosing the Pender-Thurston Education and Community Foundation Fund as a place to house the endowment made sense, said Katie Gutzmann, a member of the fund advisory committee (FAC). Corky was a longtime member of the FAC, and her commitment to making her community a better place to live matched her fervor for education. The endowment in her name is organized around flexibility, enabling volunteers to use funding for events, equipment, travel opportunities and much more.

"Toward the end of her life, Corky wanted to figure out a way to carry on her love for science," Gutzmann said. "I really love how Sam and Julie didn't just want to do a traditional scholarship. It was really meaningful for them to think about how they could make it a little more fluid, have a little more options so it wasn't so restricted."

The day's impact was apparent on students' faces and their enthusiasm to be part of a vibrant learning experience. With every new opportunity to volunteer – whether to hold a boa constrictor or to help ignite a hydrogen-filled balloon – hands shot up with increasing vigor from the stands. Students jumped out of their seats for a chance to participate in the controlled scientific pandemonium.

Pender Public Schools

BOARD OF EDUCATION
Matt Peters, President
Matt Heineman
Mandy Johnson
Jean Karlen
JJ Maise
Jason Roth
Jason Dolliver, Superintendent

NASB Region #11

https://www.penderschools.org/

When not gathered in the event center, the students rotated through stations located throughout the school and down the street at the Pender Community Center. They learned about dinosaurs, crawled into an inflatable planetarium, learned their blood type and mashed together homemade slime, the blue or green dye staining their palms and, on more than one occasion, their faces. One student said she had never been more excited about science.

That's what Corky cherished most about teaching – students finding their own spark, their own personal big bang introduction to the wonders of the universe. Through Corky's enthusiastic, ever-expanding tending, those sparks ignite lifelong passions for learning.

"All humans want to keep learning, it's just life gets in the way of that, and we forget," Sam said. "My mom never forgot about that. Kids remember that."

WATCH: CELEBRATING CORKY'S PASSION FOR PENDER
https://vimeo.com/816605447?embedded=true&source=vimeo_logo&owner=4620608

"The inaugural Corky Malmberg Science Day was an extremely meaningful event to honor someone who had such a tremendous impact on our students, school and community. When her children came to us and wanted to do something outside of the box to honor their mother and provide a learning experience like no other to PPS students, we were excited. The kids (and adults) absolutely loved it!" Jason Dolliver, Superintendent

AT THE BOARD TABLE

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BOARD CALENDAR AGENDA ITEMS FOR YOUR MAY MEETINGS

http://members.nasbonline.org/index.php/board-leadership

Each month, this space reflects recommended regular board meeting agenda items to include in the upcoming board meeting agenda. Please contact Marcia at mherring@NASBonline.org if you have questions or recommendations for improving the Board Meeting Annual Calendar. View the full calendar at: http://members.nasbonline.org/index.php/resources

MAY BOARD AGENDA ITEMS

In addition to routine agenda items, time sensitive topics include:

- Advocacy - Review NASB Website: NASB 2023 Legislative Bills to Watch: https://nasb.enviseams.com/legislative-bills
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UPCOMING NASB BOARD LEADERSHIP EVENTS

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Worrying about the budget pinch? By next school year, be a member of NJUMP/CJUMP. Contact Jim Luebbe at jluebbe@NASBonline.org to learn more!

STRENGTHENING DEMOCRACY AT GIPS

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Earlier this month a current and former member of the Grand Island Public Schools Board of Education were recognized at the 2023 Strengthening Democracy Awards banquet held in Omaha on April 13.

ERIC GARCIA-MENDEZ was honored by Civic Nebraska with the 2023 Community Builder Award for his work to elevate and advocate for underrepresented voices in his community. Eric is in his first term as a member of the GIPS School Board.

KENDALL BARTLING was honored by Civic Nebraska as the 2023 Young Civic Leader in Nebraska for inspiring young people to participate in democracy. During high school, Bartling was a student representative on the GIPS School Board, and is now a Sophomore at the University of Nebraska - Lincoln.

Pictured left to right are Eric, fellow GIPS Board Member Lisa Albers, and Kendall.

To learn more, visit https://www.civicnebraska.org/

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NASB LEGISLATIVE ADVOCACY DAY: IN PICTURES

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http://members.nasbonline.org/index.php/legislative-advocacy-day

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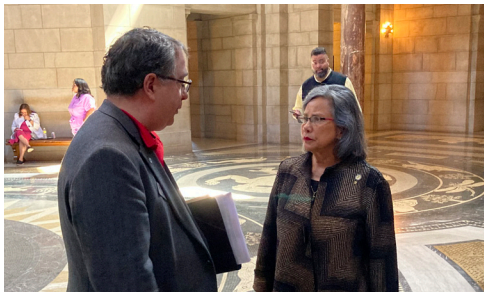

Searching for a new Superintendent? Contact Shari Becker at 800-422-4572 or visit www.NASBsuptsearch.org

NATIONAL WALK AT LUNCH DAY - APRIL 26

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ANNUAL NASB MEMBER GOLF OUTING

JUNE 14 - KEARNEY COUNTRY CLUB

EMAIL SENDORF@NASBONLINE.ORG TO PARTICIPATE

NAEP STATE CONVENTION REACHES NEW HEIGHTS

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http://members.nasbonline.org/index.php/naep-state-convention

115 Administrative Assistants, Board Secretaries, and Bookkeepers from 84 districts across the state gathered once again for the 2023 NAEP State Convention in Grand Island for a day and a half of professional and personal development. Aside from the networking opportunities and conversations with other peer professionals, the robust agenda included breakout sessions covering purposeful planning for board meetings, open meetings law FAQ, communication with L. Jake Jacobsen, FMLA and FLSA with Cline Williams, Gallup StrengthsFinder, and SPARQ Meetings and NASB online services. The keynote speaker, Jake Jacobsen (UNK Senior Lecturer) provided an inspirational message on Navigating the Journey where members had the opportunity to develop a personal mission statement. For questions or to become a member of the NAEP community, please feel free to reach out to Katie Coble, NASB Board Leadership Associate at kcoble@NASBonline.org or Marcia Herring, NASB Director of Board Leadership at mherring@NASBonline.org.

SCHOOL LEADERS & LAW - JUNE 14-15 - KEARNEY

http://members.nasbonline.org/index.php/school-leaders-law-conference

See how Sparq Data Solutions can make your life easier at www.sparqdata.com

THIS MONTH IN ...

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... SEARCH, STRENGTHS & AWARDS

GALLUP STRENGTHSFINDER

Do you have any of these rare pairings in your top 5? Adaptability – Focus; Positivity – Command; Woo – Deliberative; Empathy – Self-Assurance; Ideation – Discipline. Call Shari to hear more about these unusual combinations.

EDUCATION LEADERSHIP SEARCH SERVICE

It is not too early to request a proposal if you have a superintendent retiring in June of 2024. Contact us for questions on protocol, procedures, or a proposal.

AWARDS OF ACHIEVEMENT

An email reminder will be coming in May to check points.

Contact Shari at sbecker@NASBonline.org for these programs/services!

... ALICAP & INSURANCE

It's renewal time with ALICAP! All ALICAP members are busy completing their renewal questionnaires online. NASB & ALICAP are thankful for all 185 member schools/ESUs across this great state! Let's make the 23-24 year another great year!

Thanks, Megan!

... DATA ANALYTICS

If your board is looking ahead to consider the possibility of consolidation with neighboring districts, NASB can help to explore the consequences of a merger. We can provide a great deal of useful analysis relating to demographic trends, prospective levies, facilities, student achievement, and other factors worth considering. We make no recommendations since that is the responsibility of the boards involved, but we can provide the basis for constructive deliberations about your district's many options.

Contact Jim to learn more!

... BOARD LEADERSHIP

Check out "At the Board Table" on page 4.

NASB LEADERSHIP RETREAT

June 7-8

Marcia, Kari, Katie, Caden & Stacie

... TECHNOLOGY

Welcome New Subscribers

Platte County

ESU 13

Darion - dmilller@NASBonline.org

Nicole - nkobus@NASBonline.org

www.sparqdata.com

... ADVOCACY & GOVERNMENT RELATIONS

Two-thirds of the way done with this year's 90-Day Session ...

NASB's Legislative Advocacy Day was a HUGE success, thanks to all who joined us.

Bookmark and frequent NASB's Bills Page now at https://nasb.enviseams.com/legislative-bills as it is continually updated!

CALL FOR PROPOSALS

NASB's Call for Legislative Proposals is due July 1 ... start thinking of items you and your board might like to submit.

Call Colby & Matt with any questions!

... POLICY

As the school year winds down and some of the federal or state grant programs are nearing completion, it's worth revisiting the terms of each program regarding disposal of any properties acquired under that grant. Those items should be inventoried, with records kept of any property sold or disposed of in the event of future audits. Your individual district should have a policy dealing with this procedure and it's necessary to be familiar with any additional details listed there.

Contact Jim to learn more!

THIS MONTH IN ...

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... MEMBER ENGAGEMENT

It was great to see so many of you at the National Conference in Orlando and the NASB Legislative Advocacy Day!

Sharon presented at the Dorchester Public Schools board meeting this month. We look forward to seeing you at a number of events and opportunities in the coming months!

Contact Sharon with any questions.

... ENERGY PURCHASING

Our natural gas purchasing consortiums, NJUMP and CJUMP, have already locked in prices on some of their gas needs for next winter even as prices seem to be heading upward again due to the increase in liquid natural gas exports and the economy staying surprisingly strong. We have several new members for next winter who will be enjoying the advantages of price certainty for budgeting and competitive rates in these programs.

Contact Jim to learn more!

Paul Grieger
Managing Director,
Public Finance
402-392-7986
pgrieger@dadco.com

Cody Wickham
Senior Vice President,
Public Finance
402-392-7989
cwickham@dadco.com

Andy Forney
Senior Vice President,
Public Finance
402-392-7988
aforney@dadco.com

Building a Better Future with Nebraska's Public Finance Partner

D.A. Davidson & Co. has long been a leader in innovative debt financing for school districts. What we're most proud of are the relationships we've nourished and the strong community improvements that are made as a result.

Our public finance professionals take a personal interest and a hands-on approach, carrying our deals from start to finish. Because you deserve solutions tailored to fit you.

- School Bond Issues
- Tax Anticipation / Construction Notes
- Lease-Purchase Financing
- QCPUF Bonds
- Refinancing Bond Issues

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Matt Belka, Editor - John Spatz, Publisher

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http://members.nasbonline.org/index.php/brdofdirectors

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Bayard

Sandy Noffsinger - President-Elect
Dundy County Stratton

Stacy Jolley - Vice President
Millard

Brad Wilkins - Past President
Ainsworth

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http://members.nasbonline.org/index.php/brdofdirectors

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HTRS

Region 2 - Sarah Centineo
Bellevue

Region 3 - Renee Vokt
Elkhorn

Region 4 - Elizabeth Kumru
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Region 5 - Shavonna Holman
Omaha

Region 6 - Ricky Smith
Omaha

Region 7 - Tracy Casady
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Region 8 - Bob Rauner
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Region 9 - Annie Mumgaard
Lincoln

Region 10 -Ed Swotek
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Region 11 - Jim Vlach
Lyons-Decatur Northeast

Region 12 - Lisa Wagner
Central City

Region 13 - Marilyn Bohn
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Region 14 - Steve Koch
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Region 15 - Joel Carlson
Cozad

Region 16 - Stephanie Summers
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Region 17 - Michelle Reikofski
Osmond

Region 18 - Susan Ernest
Leyton

Region 19 - Amanda McGill Johnson
Millard

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http://members.nasbonline.org/index.php/nasb-staff

John Spatz
Executive Director

Megan Boldt
Associate Executive Director/
Director of ALICAP

Katie Coble
Board Leadership Associate

Stacie Higgins
Board Leadership Associate

Kem Loecker
Executive Administrative
Assistant

Makenzie Barry
ALICAP Data &
Financial Specialist

Craig Caples
Director of Technology

Sharon Endorf
Director of
Member Engagement

Sallie Horky
Chief Operating Officer

Jim Luebbe
Director of Policy Services

Shari Becker
Director of Education
Leadership Search Service

Abi Carlson
Event & Search Service
Associate

Caden Frank
Board Leadership Associate

Rachel Horstman
Business Manager

Kari Stephens
Board Leadership Associate

Matt Belka
Director of Marketing,
Communications & Advocacy

Colby Coash
Associate Executive Director/
Dir. of Government Relations

Marcia Herring
Director of Board Leadership

Nicole Kraus
Events & Engagement
Associate

Lindsey Wooton
Administrative Specialist

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YOUR 2023 PLATINUM & GOLD AFFILIATES

ACCOUNTING

Watts and Hershberger, P.C. - Jim Watts - 402-483-7512 - jw1cpa@aol.com - https://gowh.com/ - (CPA, Accounting)

ARCHITECTS

BCDM Architects - Pat Carson - 402-384-6422 - pcarson@bcdm.net - www.bcdm.net - (Creating environments that form people) - PLATINUM LEVEL AFFILIATE

BVH Architecture - Cleve Reeves - 402-475-4551 - creeves@bvh.com - www.bvh.com - (We are a design-centered critical practice. We embrace a creative and collaborative process to design architecture that enhances the community in which it serves.) - PLATINUM LEVEL AFFILIATE

Clark & Enersen - Steve Miller - 402-477-9291 - steve.miller@clarkenersen.com - www.clarkenersen.com - (From the very beginning, partnership has defined us. We're continuing that tradition through our new brand by returning to our original name with a refreshed look.) PLATINUM LEVEL AFFILIATE

CMBA Architects - Jim Brisnehan - 308-384-4444 - brisnehan.j@cmbaarchitects.com - Troy Keilig - 308-384-4444 - keilig.t@cmbaarchitects.com - Courtney Koch - 308-384-4444 - koch.c@cmbaarchitects.com - www.cmbaarchitects.com - (Architecture, Master Planning, Interiors, Bond Assistance/Community Engagement) - PLATINUM LEVEL AFFILIATE

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ARCHITECTS (CONTINUED)

Carlson West Povondra Architects - Jamie Eckmann - 402-551-1500 jeckmann@cwparchitects.com - www.cwparchitects.com - (Architecture, planning, feasibility studies) - GOLD LEVEL AFFILIATE

DLR Group - Vanessa Schutte - 402-393-4100 - vschutte@dlrgroup.com www.dlrgroup.com - (Architecture, engineering, Ed. facility planning)

Wilkins Architecture Design Planning - Jacob Sertich jsertich@wilkinsadp.com - 308-237-5787 - www.wilkinsadp.com - Our success is based on a "yes, and..." approach. Our clients believe in us because we're collaborative, adaptive, innovative, and genuine. - PLATINUM LEVEL AFFILIATE

AWARDS & PLAQUES

Awards Unlimited - Tim Moravec - 402-474-0815 tmoravec@awardsunlimited.com - www.awardsunlimited.com (Trophies, awards, plaques, etc.)

CONSTRUCTION SERVICES

BD Construction - Marsha Wilkerson - 308-234-1836 mwilkerson@bdconstruction.com - www.BDconstruction.com - (Construction Management at Risk and as Agent, Facility Planning, Site Selection, Pre-bond Community Education, Stakeholder Engagement) - GOLD LEVEL AFFILIATE

Boyd Jones Construction - Emily Bannick - 402-550-1808 ebannick@boydjones.biz - www.boydjones.biz - (Construction Management, Pre-Bond, Pre-Construction, Facility Evaluation, Early Stage Planning) PLATINUM LEVEL AFFILIATE

Cheever Construction - Douglas Klute - 402-477-6745 dklute@cheeverconstruction.com - www.cheeverconstruction.com GOLD LEVEL AFFILIATE

Global Roofing Company - Job LeRay - 800-257-3758 leray@globalroofingcompany.com - www.globalroofingcompany.com/ (Full service roofing company specializing in commercial, industrial, and multi-family re-roofing installations with a focus on flat, low sloped, and metal re-roofing applications.) - PLATINUM LEVEL AFFILIATE

Hausmann Construction - Ashley Abramson - 402-438-3230 ashleya@hausmannconstruction.com - https://hausmannconstruction.com/ PLATINUM LEVEL AFFILIATE

MCL Construction - Heather Fredrick - 402-339-2221 haf@mclconstruction.com - www.mclconstruction.com - (Navigating the entire construction process) GOLD LEVEL AFFILIATE

Project Control - Adam Hoebelheinrich - ahoebelheinrich@projectcontrol.com Caleb Swanson - cswanson@projectcontrol.com - Justin Short jshort@projectcontrol.com - Patti McAtee - pmcatee@projectcontrol.com 402-477-0487 - https://projectcontrol.com/ - (With over 1,000 completed school projects, Project Control provides public and private schools expertise in managing capital projects, from non-bond large capital improvement planning and budgeting, bond preparation, and facility assessments through design and construction to occupancy.) - GOLD LEVEL AFFILIATE

Sampson Construction, Co., Inc. - Bob Everitt - 402-434-5450 bob.everitt@sampson-construction.com - https://www.sampson-construction.com/ (With over six decades of professional construction expertise and knowledge, quality is an uncompromising standard.) - PLATINUM LEVEL AFFILIATE

CONSULTING

Akagi Consulting LLC - Mark Akagi - markakagi3@gmail.com

DATA SECURITY, VIDEO & COMMUNICATIONS

Filament Essential Services - Lisa Lewis - 402-479-6661 - lisal@fes.org www.filamentservices.org - (SOCS websites+apps, Marketing/Branding/Video, Data. Filament Essential Services is a new division of FES) PLATINUM LEVEL AFFILIATE

DESIGN BUILD

Ayars & Ayars, Inc. - Darl Naumann - 402-435-8600 - 402-570-9214 dnaumann@ayarsayars.com - www.ayarsayars.com - (Design-build leader focused on creating opportunities by building beneficial relationships, processes, and projects) - GOLD LEVEL AFFILIATE

ENERGY SERVICES

Community Building Solutions - Jacob Hurla - 785-580-3014 jhurla@communitybuildingsolutions.com - (Providing a cost-effective avenue for school districts to address outdated equipment, resolve comfort challenges, and reduce energy and maintenance costs. Serving underserved rural communities cost-effectively is the core of our mission.) PLATINUM LEVEL AFFILIATE

Facility Advocates - Dave Raymond - 402-206-8777 draymond@facilityadvocates.com - www.facilityadvocates.com - (Building Construction & Energy Services) - GOLD LEVEL AFFILIATE

Navitas - Ryan Terry - 402-840-0370 - rterry@navitas.us.com https://navitas.us.com/ - (Energy Savings, Building Construction, Energy Management, Guaranteed Results) - GOLD LEVEL AFFILIATE

TRANE - Matt Foertsch - 402-596-8007 - mfoertsch@trane.com www.trane.com/omaha - (Building Construction & Energy Services. A global provider of indoor comfort syste) - GOLD LEVEL AFFILIATE

FINANCIAL SERVICES

D.A. Davidson & Co. - Paul Grieger - 402-392-7986 - pgrieger@dadco.com Cody Wickham - 402-392-7989 - cwickham@dadco.com - Andy Forney 402-392-7988 - aforney@dadco.com - www.dadavidson.com - (Bonds/ Election Services, Lease Purchase) - PLATINUM LEVEL AFFILIATE

First National Capital Markets - Tobin Buchanan - 308-352-8328 tbuchanan@fnni.com - Carl Dietz - 308-289-3920 carldietz@fnni.com www.fncapitalmarkets.com (Public Finance, Election Guidance) GOLD LEVEL AFFILIATE

Nebraska Liquid Asset Fund - NLAF - Barry Ballou - 402-705-0350 - balloub@pfmam.com - www.NLAFpool.org - (Liquid Asset Fund, financing programs) - PLATINUM LEVEL AFFILIATE

Piper Sandler - Jay Spearman - 402-599-0307 jay.spearman@psc.com - (Financing for Capital Construction Products, Bonds, Refunding Bonds, Notes, NASB Lease Purchase) - PLATINUM LEVEL AFFILIATE

FOOD SERVICE

Lunchtime Solutions - Susan Gracey - 402-984-4546 s.gracey@lunchtimesolutions.com - www.lunchtimesolutions.com (Progressive Food Service Management) - GOLD LEVEL AFFILIATE

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FOOD SERVICE

Opaa! Food Management of Nebraska - Greg Frost - 816-210 -9359
gfrost@opaafod.com - www.opaafood.com - (Contract Food Service Management)

FUNDRAISING

Omaha Public Schools Foundation - Toba Cohen-Dunning - 402-502-3003
toba.cohendunning@ops.org - https://omahapublicschoolsfoundation.org
(The Omaha Public Schools Foundation enriches students' lives by funding opportunities for success.) - Silver Level Affiliate

INSURANCE SERVICES

American Fidelity - Stacey Anderson - 402-432-2251
Stacey.anderson@americanfidelity.com - www.americanfidelity.com/nebraska
(Solutions built for the education community) - PLATINUM LEVEL AFFILIATE

Blue Cross Blue Shield of Nebraska - Brett Young - 402-630-5117
brett.young@nebraskablue.com - www.nebraskablue.com
(Group health insurance) - GOLD LEVEL AFFILIATE

National Insurance Services - Megan Ware - 402-506-2170
mware@nisbenefits.com - www.nisbenefits.com
(Group LTD, Life, Vision, Special Pay Plans, HRA's)

Public Risk Management - Sheri Shonka - 402-884-3751
sheri.shonka@prmne.com - www.alicap.org - (ALICAP, Insurance services)
PLATINUM LEVEL AFFILIATE

LEGAL SERVICES

Mueller Robak, LLC - William Mueller - 402-434-3399
mueller@muellerrobak.com - (Lobby firm)

MENTORING

TeamMates Mentoring - Hannah Miller - 319-610-8538
hannah@teammates.org - www.teammates.org
(Together we transform lives) - Silver Level Affiliate

PLAYGROUND/SCOREBOARDS/SURFACING

Creative Sites, LLC - Julie Kutilek - 402-614-4606 - 800-266-1250
julie@creativesitesllc.com - (Playground equipment and site furnishings)
GOLD LEVEL AFFILIATE

Crouch Recreation - Eric Crouch - 402-496-2669 - eric@crouchrec.com
www.crouchrec.com - (Playgrounds, Shelters, Scoreboards, Safety Surfacing & Site Amenities Manufacturers Rep) - PLATINUM LEVEL AFFILIATE

Fisher Tracks, Inc. - Jordan Fisher - 800-432-3191 - 515-432-3191
jfisher@fishertracks.com - www.fishertracks.com - (Installation, Refurbishment & Design Build of All-Weather Running Tracks)

Outdoor Recreation Products - Don Wilson - 402-289-0400
don@outdoorrec.net - www.outdoorrecreationproducts.com
(We help consult and guide school districts in the best commercial grade playground equipment, shade, surfacing, site furnishings, and splash pads that fits their budget.) - GOLD LEVEL AFFILIATE

SAFETY & SECURITY SERVICES

One Source The Background Check Company - Neal Josten - 402-933-9999
njosten@onesourcebackground.com - www.onesourcebackground.com
(Employment, Volunteer, Contractor Screening) - GOLD LEVEL AFFILIATE

TECHNOLOGY CONSULTING

PRISM advisors - Jason Richards - 402-593-8911
jprichards@prism-advisors.com - www.prism-advisors.com
(PEOPLE, PROCESS & SYSTEMS. IT strategic planning and project management through RFP to implementation)

TECHNOLOGY/SOFTWARE

Hamilton - Megan Anderson - 402.694.5101
megan.anderson@hamiltontel.com - https://hamiltontel.com/
(Connecting Your World - Telecommunications and Technology Solutions)
PLATINUM LEVEL AFFILIATE

Renaissance - https://www.renaissance.com/
Valerie Vallejo - 480-329-0398 - valerie.vallejo@renaisssance.com
Sparkle Oehlert - 928-514-2901 - Sparkle.oehlert@renaissance.com
Mark Kessler - 503-616-6246 - Mark.kessler@renaissance.com
(Continually innovating with bold, connected products ... Insights and actions for education) - PLATINUM LEVEL AFFILIATE

Sparq Data Solutions - Craig Caples - 402-423-4951
ccaples@sparqdata.com - www.sparqdata.com - (Paperless Board Meetings, Teacher Negotiations, Public Document Management, Document Imaging & Scanning) - PLATINUM LEVEL AFFILIATE

TRANSPORTATION

Cornhusker International - Russ Folts - 402-466-8461 ext 206
russ.folts@cornhuskerinternational.com - www.cornhuskerinternational.com
(With six locations across Nebraska, Cornhusker International offers your best choice in new and pre-owned School Buses, Compliant Activity Buses, plus full parts and service for all makes and models) - GOLD LEVEL AFFILIATE

Master's Transportation - Mariya Goodbrake - 800-783-3613
mgoodbrake@masterstransportation.com - www.masterstransportation.com
(Your trusted source for safe, reliable, and innovative group transportation solutions.) - GOLD LEVEL AFFILIATE

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NASB BOARD NOTES

APRIL 2023

A MONTHLY PUBLICATION FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS

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1,960,000 Nebraskans 324,000 Students 1,700 Locally Elected School Board Members 260 Member Districts/ESUs ONE NEBRASKA

'ORGANIZED CHAOS:' CELEBRATING CORKY'S SPARK AND PASSION IN PENDER
AT THE BOARD TABLE
STRENGTHENING DEMOCRACY AT GIPS
NASB LEGISLATIVE ADVOCACY DAY: IN PICTURES
NATIONAL WALK AT LUNCH DAY - APRIL 26
ANNUAL NASB MEMBER GOLF OUTING
NAEP STATE CONVENTION REACHES NEW HEIGHTS
SCHOOL LEADERS & LAW
YOUR 2023 NASB AFFILIATES
THIS MONTH IN ... AND MUCH MORE!

The Nebraska Association of School Boards provides programs, services and advocacy to strengthen public education for all Nebraskans. Learn more at www.NASBonline.org

April 14, 2023

Rod Olson, Superintendent
Bayard Public Schools
P.O. Box 607
Bayard, NE 69334

Dear Rod

Copies of the annual review of the Safety Procedures for Bayard Public Schools are enclosed.

The Bayard School District continues to provide an excellent learning environment for students and staff. The district has excellent plans and procedures in place. Facilities are upgraded on a regular basis. Training for staff is excellent. All staff and students practice drills to prepare them if a crisis should occur. Communication concerning safety for students and staff appears to be excellent between all parties involved in the district operations.

I appreciate you allowing me to conduct the annual review. If I can be of any further assistance or you have any questions concerning the review, please do not hesitate to contact me at your convenience.

Sincerely

Allen D. Gross

Enclosure

ANNUAL REVIEW

OF

SAFETY PROCEDURES

FOR

BAYARD PUBLIC SCHOOLS

BAYARD, NEBRASKA

April 14, 2023

OVERVIEW OF REVIEW PROCEDURE

The annual review of the Safety Procedures for Bayard Public Schools was completed on April 14, 2023. Allen Gross conducted the review. This review is required by Rule 10, Section 011.01D of the Nebraska Department of Education.

The review consisted of an onsite visit on April 13, 2023. During the visit the current safety procedures were discussed. The review included a walk-through of educational facilities located in Bayard, Nebraska

Safety Committee Chairperson Bobbi Stuart, Elementary Principal Candace Ehler, and Secondary Principal Kelley Rice assisted during the visit and answered questions pertaining to the safety procedures. Superintendent Rod Olson and Activities Director Zachary Nesbitt were present for the walk-through of the facilities.

SAFETY PROCEDURES PLAN

Bayard Public Schools has a Safety Plan and Safety Procedure in place. The procedures are aligned with the Standard Response Protocol recommended by the Nebraska Department of Education. The procedures address safety and security concerns for students, staff, and visitors. The district has an Emergency Operations Plan and a Reunification Plan in place. The procedures are reviewed and revised as deemed necessary.

SAFETY AND SECURITY COMMITTEE

The Bayard School District has a safety committee in place. The committee is comprised of parents, school personnel, law enforcement personnel, and community members. The Safety Committee continues to meet at least quarterly during the year. The committee considers changes or additions to the safety procedures on a regular basis.

POLICY REQUIREMENTS

The Bayard School District has Board Policies in place to meet the requirements of Rule 10- Section 11 dealing with School Environment. These policies are reviewed annually.

SUMMARY OF FINDINGS

FACILITIES

1. The South end of the secondary building was stabilized. This portion of the facilities had been settling for an extended period. The stage in the Auditorium was leveled. Sidewalks in this area were replaced. This upgrade is a significant improvement.
2. Video cameras were updated at the elementary facility.
3. The telephone intercom system was upgraded. The elementary building and the secondary buildings are now on the same intercom system.
4. Windows were replaced at the secondary facility.
5. The fire alarm system of the buildings is now connected with the communication center of the county.
6. The Bayard Police Department and the Morrill County Sheriffs Office have master keys to the facilities.
7. AED devices are found in buildings.
8. Landline telephones were placed next to the Life Safety Stations in the buildings.
9. Playground equipment is inspected on a regular basis. Records of the inspections are kept.
10. Entry doors to the facilities are locked during the school day. Entry is controlled by authorized school personnel.

11. Vaping detectors are in the rest rooms and locker rooms of the secondary building.
12. A flashing sign was installed at the crosswalk area between the two facilities.
13. Raised decks and handrails were installed in the press box area of the football/track stadium.
14. The district is planning to replace the HVAC system at the elementary facility during the summer of 2023.
15. New ADA compliant locksets are to be installed at the elementary facility before the start of the 2023/2024 school term.

TRAINING

The Bayard Public School District provides training in safety procedures for staff. Staff receive training in the following areas.

1. The procedures of the Standard Response Protocol.
2. The Asthma Protocol of the district.
3. Blood-borne Pathogens
4. The use of Epi-Pens.
5. Suicide Awareness
6. Dating Violence
7. Bullying
8. The use of the AED machines in the facilities.
9. Training in concussion management, heat illness, and sudden cardiac arrest.
10. First Aid and CPR
11. Crisis Team and Safety Committee members have been trained in Threat Assessment.
12. The Reunification Process.
13. Digital Threat Assessment
14. Records are kept of all staff training.

PROCEDURE PRACTICE

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

Drills practiced included:

1. Fire drills
2. Evacuation drills
3. Lockdown drills
4. Secure drills
5. Shelter/Tornado – practiced at least two times per
6. Bus evacuation drills
7. Records are kept of all drills and procedures that are practiced.

OTHER RELATED ITEMS

1. The district is using the Navigate 360 Safety App. and the Safe 2 Help App. to notify others of a safety issue.
2. AED devices are checked on a regular basis by school personnel.
3. Digital citizenship is included in the curriculum.
4. The district provides services in mental health to students and staff.
5. The district uses computer software to monitor student use of internet sites on school owned devices.
6. All buses have backup cameras and are equipped with first aid kits.
7. Route buses have binders containing pertinent student passenger information.
8. District employees a full-time nurse.

9. After safety drills or other occurrences, the safety committee seeks comments from participants concerning issues that may have occurred. This information can help to improve or revise current practice.

STRENGTHS OF THE PROCEDURES

1. The facilities of the district are well maintained and clean.
2. Faculty and staff are trained annually in the Standard Response Protocol.
3. Safety related drills are practiced with students and staff taking part.
4. Periodic inspection of facilities including playground equipment is standard practice.
5. The district has limited access points into the buildings which are controlled through the use of electronic locks.
6. The Safety Committee and the administration are very pro active in the promotion of safety for students and staff.
7. Communication within the district concerning safety issues appears to be excellent.
8. The Safety Committee continues to meet and discuss safety issues as they arise.
9. Constant review of procedures by safety committee.
10. Chemicals and cleaning items are stored properly.
11. Teaching of Digital Citizenship in the curriculum.
12. Designated EpiPen locations
13. Exits are clearly marked.
14. The availability of mental health services is positive.
15. Availability of first aid kit on all buses.
16. Utilization of software to monitor student internet usage.

17. Emergency buckets in classrooms could be beneficial in times of crisis.
18. Use of videos provided by Safe Schools is a great way to provide training.
19. Availability of Life Safety Stations in buildings and on the activity bus.
20. Availability of landline telephones next to Life Safety Stations in the buildings is an excellent idea.
21. Signs alerting students not to open doors for anyone are good.
22. School employees a full-time nurse.
23. Vaping detectors are a good preventative measure.
24. Fire extinguishers were checked as required.

ITEMS FOR CONSIDERATION

1. Consider replacing or repairing the entry doors on the west side of the secondary facility. There are times when the doors do not close and lock properly.
2. Consider practicing an alternate site evacuation drill. The Safety Committee has had discussion concerning this drill.
3. Consider utilizing drug dogs at the facilities. This is a good preventative measure.
4. The playground gates on the west and north side of the elementary playground were open on the day of the visit. Consider closing and locking these gates. This may be inconvenient, but locking the gates would provide a better measure of safety.
5. Some exterior doors at the secondary facility were propped open and unattended on the day of the visit. Continue to stress to all that this is not a good safety practice.

SUMMARY

The district continues to do an excellent job of providing a safe environment for students and staff. Staff members receive safety training which allows them to act in times of crisis. Drills are practiced with students and staff taking part. Facility improvements are made on a continual basis. Policies are reviewed and revised as necessary to keep up with the changing school climate. The Safety Committee does an excellent job of recognizing hazards and works to eliminate these hazards. A safe and positive learning environment exists through the work and cooperation of the Board of Education, administration, faculty, staff, and patrons of the district.

The Bayard School District has had their safety plan and program reviewed each year as required by the Nebraska Department of Education Rule 10.

Bayard Tiger Cub Preschool Parent Handbook

2022-2023 School Year
Bayard Tiger Cub Preschool
A Collaboration between Bayard Public Schools &
Educational Service Unit #13 Head Start

Bayard Tiger Cub Preschool is a partnership between Bayard Public Schools and Educational Service Unit #13 Head Start. Our aim is to provide a quality preschool experience for children in the community of Bayard.

Bayard Tiger Cub Preschool is governed by the Bayard Board of Education. The Bayard Tiger Cub Preschool follows all federal, state, and local regulations and the Head Start Performance Standards.

Administration

Bayard Public Schools
Superintendent Mr. Rodney Olson 586-1325
Elementary Principal Mrs. Ehler 586-1211
Special Ed Director Dr. Jessica Radford 586-1700
Preschool Teachers Mrs. Shawna Reish & Ms. April Halverson 586-1211

Bayard Tiger Cub Preschool

726 4th Ave.
Bayard, NE 69334
586-1211

Monday-Friday

Morning Session: 8:00 a.m. – 11:30 a.m.

Afternoon Session: 12:00 p.m. – 3:30 p.m.

Full Day Session: 8:00 a.m. - 3:30 p.m.

Statement of Non-Discrimination

The Bayard Tiger Cub Preschool does not discriminate on the basis of race, color, national origin, gender, or handicap in admission or access to, or treatment, or employment of its programs or activities. The Bayard Tiger Cub Preschool complies with Section 504 of the Rehabilitation Act of 1973 and the Family Educational Rights and Privacy Act. If you have questions or concerns about these acts, or feel that you or your child has been discriminated against, please contact an administrator listed above.

Letter from the Teachers

Hello,

We would like to take this opportunity to welcome you to the Bayard Tiger Cub Preschool. We are excited to be a part of this collaboration and to be your child's teacher for the upcoming school year. We can't wait to meet each and every one of you.

We believe that learning happens best when children are actively involved and enthusiastic about what they are learning. Our goal is to provide a preschool experience that will be both interesting and exciting for each child. There will be much to learn, share, and experience together. We also know that as parents you are your child's first and best teacher. You are as important to their success in education as any other part of the process. By working together, as parents and staff in our preschool, we can make this a wonderful experience for your child.

If you ever have any questions, suggestions, or concerns, please feel that you can always share them with me. We value you and your knowledge of your child and welcome any and all comments. We am looking forward to working with you and your child this year.

Sincerely,

Mrs. Shawna Reish and Ms. April Halverson

Enrollment

Priority enrollment selection criteria that have been adopted by the Board of Education are used to make enrollment decisions for the Bayard Tiger Cub Preschool. A child will be eligible for admission into preschool at the beginning of the school year if the child is three years old or will be three years old on or before July 31 of the calendar year in which the school year for which the child is seeking admission begins.

Fees

The fees to attend Bayard Tiger Cub Preschool will be determined by the free and reduced lunch schedule.

When Children Qualify for The Family Pays

Half Day Enrollment:	**Full Day Enrollment:**
Head Start $0.00*	Head Start $0.00
Reduced/Free lunches $30.00/month*	Reduced/Free lunches: $60.00/month
Full Priced lunches $80.00/month*	Full Priced Lunches: $120.00/month

*Meals and snacks are included in the monthly fees.

A payment agreement must be signed and followed for all paying students. Any non payment of fees will be collected under school district Policy No. 5110.

Pick-Up/Drop-off Points

Please pick up and drop off preschool students at the front entrance of the building along the south side by the playground (726 4th Ave.). Parents/caregivers will need to sign in and out preschool

students each day. These guidelines are established for student safety. Please use crosswalks when dropping off and picking up your child.

School Hours

The first preschool session begins at 8:00 A.M. Monday – Friday and ends at 11:30 A.M. The second preschool session will begin at 12:00 P.M. and end at 3:30 P.M. Full day sessions are from 8:00 a.m.-3:30p.m. We ask that students not come to school before 7:55 A.M. unless they are engaged in a special, supervised activity. We ask that your child is picked up by 3:35 P.M. **PLAYGROUNDS ARE NOT SUPERVISED BEFORE 8:00 A.M. AND AFTER SCHOOL. PLEASE DO NOT LEAVE YOUR PRESCHOOL STUDENT UNATTENDED.**

Meals and Snacks

Students in the morning preschool session will be offered breakfast and a morning snack. Students in the afternoon session of the preschool will be offered lunch and an afternoon snack.

Toilet Training

Children in our program must be toilet trained to attend school. Recognizing that occasionally accidents happen, they will be dealt with in a kind and loving fashion. Clothing soiled by urine or feces will be immediately put into a plastic bag (without rinsing or avoidable handling) and sent home for laundering.

A child who is toilet trained can:

- Avoid toilet accidents
- Ask to use a restroom
- Dress and Undress self
- Practice toilet hygiene
- Wash own hands

Checking Your Child's Backpack

Please check your child's backpack every night. They are excited about their work at this age and will be excited to share it with you. This is the best way for me to communicate with you. Also, please make sure that they have a backpack daily to carry their work home.

Parent Engagement

The Bayard Tiger Cub Preschool is founded on the belief that a child's parents will make a lifelong impact on a child's desire to learn, view of the world, and self-esteem. Tiger Cub Preschool provides parents with a variety of opportunities for positive involvement in their child's education, including opportunities for decision-making within the program. Each parent chooses to participate in activities that fit individual needs, schedules and interests. The classroom setting is age appropriate for all enrolled children, and focuses on the individual needs of each child. Our priority is to partner with parents in order to provide the highest quality of services to children.

Parent Visitations

Parents are encouraged to visit children's classrooms at any time. **PARENT VISITS WITH THE EXCEPTION OF SCHOOL PARTIES, ARE LIMITED TO 30 MINUTES PER VISIT.** If you wish to confer with a teacher, please arrange for an appointment at a time outside regular class hours. All visitors must report to the school office before going to the classroom.

Center Meal Policy for Volunteers

Bayard Tiger Cub Preschool welcomes volunteers, but must limit those adults eating with the children to a reasonable number. Each preschool class can serve meals to an average of two volunteers per day. By notifying the teacher and adding your name to the preschool calendar for lunch, you can assist staff members in planning. Please let a staff member know, as soon as possible, if you plan to stay for lunch, so appropriate accommodations can be made.

Addressing Concerns

We try hard to meet the needs of each child and family. We strive to work with parents to provide quality services to children and families. If you have a concern with our program, we need to work out a satisfactory solution. We ask that parents solve problems with the program by using the following procedure:

1. Please contact the teacher and visit with her about your questions and concerns.
2. General questions – ask your preschool teacher or family advocate.
3. Speak with the building principal
4. If you need further assistance, please contact Bayard Public Schools Superintendent.

When concerns arise, both staff and parents are better able to work together when they keep from looking at the situation with an "us against them" frame of mind. Instead of making assumptions, we all need to ask questions for more information. When learning more about our program, you will find that behind most of our decisions there are Performance Standards or licensing rules that we must follow. By viewing each other as teammates, we can positively resolve any problem that comes our way for the benefit of the program and more importantly for the benefit of the children we are all responsible for teaching.

Screening

One of our first opportunities to meet parents is at the preschool screening. This screening is required for all Head Start students, but is optional for all other students. As a parent, you have valuable information to share with us about your child and your family so that we can better serve you. Your preschool teacher will visit with you about the scheduled date and the specific time for you to come. You will meet one on-one with several people as you move from table to table. You will be asked many questions including information about your child's health history, things that your child likes to do, activities that you would like to volunteer for, topics of interest to you for further information, and your child's favorite foods. The time needed to complete the screening is approximately 1½ hours. If your child has a special need, health condition, or food allergy, please let your preschool teacher know immediately and then share the information at the screening as well. We really appreciate your time and patience in helping us gather important and required information. We'll see you there!

** If your child is enrolled AFTER the set screening dates have passed, you MUST complete orientation and screening paperwork BEFORE your child can begin attending classes.

Home Visits

Home visits are a requirement for the Bayard Tiger Cub Preschool. Tips for successful

home visits are as follows:

Notify your teacher, Family Advocate or other visiting staff member of changes or cancellations of visits. If you are unable to keep a scheduled visit due to an emergency, please contact the expected staff member to cancel the visit. If you do not have a phone available, please leave a note on your door letting that person know your plan for contacting her/him, or note an alternative time when you will be available to meet.

Please notify your visiting staff member of any upcoming changes in your address or phone number.

Consider scheduling appointments for the same time of the day and same day of the week, making appointments easier to remember.

Home visits can take place in an alternate location.

By working together we can make home visits a learning experience that is beneficial to your family and to staff.

Family Gatherings

Parents of children enrolled in the Bayard Tiger Cub Preschool will have many opportunities during the year to get to know each other and to learn together. These activity-based gatherings include a snack, parent-child activities, leadership opportunities, potential outings, and/or craft projects. Input from parents about their interests will make these gatherings informative and fun.

1) Tiger Cub Preschool will provide opportunities for parents to attend four family gatherings during the year.
    a) Preschool will use the Winter Celebration theme if parents wish a special event during the month of December.
    b) Family Gatherings are to include a business meeting (usually no more than a 15-minute meeting is needed for business). Included in the Family Gathering will be a parent-child activity for you to enjoy as a family.
    c) Families are encouraged to attend all Family Gatherings scheduled by their preschool Parent Group. Events are to include both parents and their children. A snack will be provided during your time together. This is your opportunity to network with staff and parents. Please make the most of these opportunities.
    d) Child care will be provided at all family gatherings.
2) The Bayard Tiger Cub Preschool will elect the following officers for their parent group:
    a) Parent Group Chairperson
    b) Parent Group Vice-Chairperson
    c) Parent Group Secretary and Treasurer (may be two different offices) d) Policy Council Representative
3) Policy Council Representatives are to be elected by October 15, so that they can receive training later that month. An alternative training may be offered in November for those unable to attend the October training depending on the need. The training is open to Parent Group Officers as well.

The responsibilities of each of the elected positions will be explained prior to elections.

Policy Council

Policy Council is a decision-making board that is similar to a school board. Members participate in budget planning, program planning, problem solving, and other functions described in the Performance Standards. Every Head Start program is required to have a Policy Council in place; a foundation of the program that supports parent involvement in the decision making process.

1. Bayard Tiger Cub Preschool will be represented on Policy Council.
2. Our representative will attend monthly Policy Council meetings. If unable to attend a meeting, the representative may arrange for a proxy to attend in his or her place.
3. The Tiger Cub Preschool representative will report back at family gatherings about the Policy Council.

Volunteering

There are many opportunities for you to volunteer in the program, both in and out of the classroom, and during a variety of time frames. Volunteering is a great way to support the Bayard Tiger Cub Preschool program, and enhance your own learning and skills. Some ways parents can volunteer are to serve as an officer of the parent group, become a policy council representative, help in the classroom, assist with fieldtrips or special events, prepare classroom materials, and help with classroom repairs or maintenance**.** Visit with the teacher or other staff members if you have a special interest or would like to help.

🖍 Families are encouraged to provide volunteer service in or for the preschool at least once a month. Our goal is to have two parents volunteering in or outside of the classroom every day. Volunteering is not a requirement of your child's enrollment, but it is very beneficial to your child and yourself.
🖍 While in the preschool classroom, a volunteer can participate in classroom activities, observe children's interactions with others or assist with decorating bulletin boards or other tasks as needed by the teacher.
🖍 Volunteering for tasks outside of the preschool time is just as important and counts in the same way as volunteering during classroom time. If your schedule does not allow for much time during the day, please visit with the teacher for some ideas for volunteer service during other time frames.
🖍 Each time you volunteer, please sign the Volunteer Sheet provide by your classroom teacher. Remember to keep track of your volunteer hours at home and submit those as well. Recognition of volunteers is given throughout the year in a variety of ways for volunteer services.
🖍 Sign the classroom calendar to volunteer to help in the classroom, assist with field trips, assist with office work, etc.
🖍 Each classroom will be working on Community Projects during the year. If you enjoy leadership roles, please consider assisting with community projects. Leadership is also involved when serving as a Parent Group Officer or as a Policy Council Representative.
🖍 Let your opinion be known! As a Policy Council representative from your preschool you can speak for the parents and impact program operations.

Our preschool staff deeply appreciates the time and experience that you offer as a volunteer. We hope to see you often!

EDUCATION

Bayard Tiger Cub Preschool uses the Creative Curriculum along with the Teaching Strategies Gold Assessment. We know that children learn best when they are actively engaged and involved in interaction with people and materials in their environment.

The objectives for children and/or parents in our program are:

• To develop a positive self-image.
• To learn how to get along with children of their own age.

• To shift gradually from a family circle to a wider school circle.
• To have a wide range of experiences.
• To become a secure and independent person.
• To take responsibility for their own well-being
• To respect and care for our classroom
• To communicate his/her ideas to both adults and other children using words and expanded sentences
• To develop and coordinate large and small muscles.
• To apply knowledge or experiences to new situations
• To express themselves in a variety of creative areas including art, dramatic, music & literature.
• To develop visual perception and auditory discrimination. skills
• To enjoy and value reading
• To demonstrate knowledge of the alphabet
• To understand the purpose of writing
• To be excited about learning
• TO HAVE FUN AND MUCH, MUCH MORE!!!!

Bayard Tiger Cub Preschool provides the following educational services to all families:

• All families will be offered home visits throughout the year.
• All families will have the opportunity to attend 2 parent/teacher conferences a year.
• The Ages and Stages Screening Tool is administered to all children after entering the program
• An individual ongoing assessment for each child will be used

Although home visits and parent/teacher conferences are set up for parent and teacher communication, feel free to contact the teacher as needed.

7 Ways Parents Can Help in Their Child's Educational Experience

1. Volunteer in the classroom or with special projects
2. Give input into curriculum and lesson plans.
3. Share your culture and family traditions.
4. Help with activities such as field trips, celebrations and special events.
5. TALK with your child about his/her experiences at preschool
6. Read to your child at least 15 minutes daily
7. Make sure that your child gets enough sleep and is physically ready to learn.

<u>Celebration Policy</u>

The Bayard Tiger Cub Preschool program believes that all families are unique and that their beliefs and culture should be respected. Keeping this in mind, the program has developed a policy for staff to use when working with children and families.

Guidelines:
1. Each parent will complete a parent questionnaire on what their beliefs are in regards to holidays/celebrations and how they would like them to be celebrated.

2. All families' cultural and religious beliefs will be respected.
(All early childhood programs that receive public funding and/or are affiliated with any public organizations must comply with the First Amendment of the
Constitution of the United States, which guarantees the separation of church and state.)
3. All activities will be developmentally as well as age appropriate.
4. Activities will be based on children's interests.
5. All children will be able to participate in any activity that takes place in our program. Children will always be accepted.
6. Foods and snacks served will follow Performance Standard guidelines which state: all federal, state and local food sanitation and safety laws must be followed; foods are purchased only from licensed vendors and foods and beverages are high in nutrition and low in sugar, salt and fat.

Biting Policy

For safety and health concerns, we take biting seriously. When it happens, it's very scary, frustrating, and stressful for children, parents, and teachers. It is also not something to blame on children, parents, or teachers, and there are no quick and easy solutions to it. Children bite for a variety of reasons: simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results: the desired toy, excitement, attention. Knowing that the effect of their biting will hurt another person is not yet a part of a child of the ages' mindset, so the "cause-effect" relationship is not internalized. Our teachers plan activities and supervise carefully in order for biting not to happen. There are times, however, when everyone cannot be within immediate reach to prevent a bite.

Our policy for handling a biting incident is as follows:

- The biter is immediately removed from the group with a firm NO. The bitten child is consoled and the bitten area washed with soap and water. If necessary, ice is applied to reduce any swelling or bruising. The biter is not allowed to return to play and is talked to on a level that he/she can understand, then redirected.
- A written incident report is given to the parents of all children involved when they are picked up that day.
- The name of the biting child is not released because it serves no useful purpose and can make an already difficult situation more difficult.
- We look intensively at the context of each biting incident for pattern, in an effort to prevent further biting behavior. Staff will complete the "biting information form" and send to the Behavioral Health Coordinator. This information is used to look for a pattern and develop a prevention plan.
- We work with each biting child on resolving conflict or frustration in an appropriate manner.
- We try to adapt the environment and work with parents to reduce any child stress. We make special efforts to protect potential victims.
- We try to make every effort to extinguish the behavior quickly and to balance our commitment to the family of the biting child to that of other families.

Health Policies

When a student has a disease, illness or health condition, the chart below may be followed to determine when he/she may return to school:

- Fever – temperature has been below 100 degrees for at least 24 hours
- Vomiting/Diarrhea – last episode more than 24 hours previous to return, and student is eating normally
- Chicken Pox – when all scabs have dried up or disappeared
- Pink Eye – 24 hours after antibiotic started, and no more drainage
- Impetigo – 24 hours after antibiotic started, and sores are decreasing in size
- Ringworm – must remain out of school until under treatment
- Head lice – after the hair is treated for lice, all nits (lice eggs) removed, and first cleaning completed. Students who have had lice will be checked for a minimum of 14 days after the first treatment.

If a student is absent due to illness or injury for more than five (5) consecutive days, a note from a physician stating the student's fitness to return to school is required.

If your child is ill, please keep them home.

Procedure in case of an accident or illness

1. The parents/guardians will be notified if the student needs to go home and/or a health care provider needs to be consulted. It is expected that the student will be picked up as quickly as possible.
2. Students needing to go home will be cared for and made as comfortable as possible until someone arrives to pick them up.
3. If necessary and circumstances warrant, the student will be taken to the hospital via the rescue squad. Attempts will be made to contact a parent/guardian prior to the student being transported.

Each family must complete an emergency card for office use to inform the school of how and who to contact in case of an emergency. **Parents/guardians are expected to update emergency cards annually and when changes occur.**

Students should not be sent to school and will be sent home if any of the following conditions exist.

1. Student has a temperature of 100 degrees or more.
2. Student is experiencing vomiting, severe headache or cough etc.
3. Student has a suspicious contagion, rash or discharge.

No student will be sent home until a parent, guardian, or responsible adult has been contacted.

Medications

Most medications, including those prescribed three times daily, are most safely and easily given at home. For those few students requiring medications during school hours, the physician and parent must complete the Bayard School Medication Permission Form. Medications will be given as ordered by the physician. Only FDA approved medications will be administered. Medication Permission Forms expire at the end of each school year or sooner, depending on the physician's order.

Medications must be in a pharmacy container labeled with the name of the student, medication, dose and frequency ordered, and the physician's name. When requested, most pharmacies will provide a second labeled bottle of medication to take to the school if needed.

The school can make no changes in the amount of medicine given or when the medicine is given, without a written order from the physician.

FAMILY SERVICES

Family Advocate Services

The Bayard Tiger Cub Preschool has been assigned a family advocate to work with Head Start families, or any that would like this service. Advocates are an additional resource for families and can be of assistance during times of family crisis. They will support you in setting and reaching family goals, will serve as a source of information on a wide variety of topics and can assist you in finding needed resources for your family. Family advocates generally visit with families at least three times per program year, but are available for additional home visits on an as needed basis. They can accompany you to other agencies as you seek resources. Advocates may provide transportation if the transportation is required to meet immediate basic needs including health needs. Your family advocate can be reached through your teacher.

Family Development Profile/Matrix

The purpose of the Family Development Profile/Matrix is to identify your family's strengths in a variety of areas as well as any needs that you may have. The Family Development Profile is used to assist families in setting goals and is completed in partnership with a family advocate. Families are able to use these tools for goal planning. Family and/or individual goals will be the focus, and family advocates will follow up throughout the year to encourage and support you in obtaining your goals.

Attendance Policy

During childhood, children are learning a number of skills that will serve them for a lifetime. By having your child in the classroom as consistently as possible you are teaching the value of learning, and are increasing the chance of your child's success in school. Please contact the classroom teacher if you child is going to be absent. Also, notify the teacher if the child is going to be absent for extensive circumstances (like a death in the family).

Absences from School - Definitions. An absence from school will be reported as: (a) Unverified, (b) Absent, (c) Verified, (d) Activity, (e) Exempt.
The following codes will be assigned to student absences for the following reasons:

Unverified (UNV): The student is absent and the school has not received any notification pertaining to the student's whereabouts from a parent/guardian.

Absent (A): A parent/guardian has called to let the school know their child will not be in school, but the absence does not qualify as an EXC, EXP, ACT as defined below.

Verified (VER): A parent/guardian has called to let the school know their child will not be in school due to illness, a medical appointment, or family trips in which the student accompanies the parent/guardian. Even though an absence is verified, it does count toward the total number of absences for purposes of credit loss and truancy reporting.

Exempted (EXP): A parent/guardian has called to let the school know their child will not be in school for a purpose deemed by the Principal as an extenuating circumstance. The student's absence will not count against them due to the extenuating circumstance. An Exempted absence may include absences for reasons such as

the attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents) counseling/therapy appointments, and court appearances that are required by a court order.

As a federally funded program, we are required to track attendance, and therefore must have an attendance policy. Attendance concerns will be addressed with the following steps:

1. Phone contact by the teacher/secretary is required following the first unexcused absence.

2. A home visit by the family advocate is required following the third unexcused absence to understand the reason for the absences and to discuss the attendance policy if needed.

3. Chronic absenteeism will also be cause for a referral to the family advocate for a home visit to initiate appropriate family support procedures, partnering with the family to resolve barriers that interfere with a child's attendance.

4. Continued absenteeism will result in a referral made to the Data Manager. This is to notify the family by phone or letter to insure that the family is still interested in continued enrollment in the Bayard Tiger Cub Preschool program and establish ways that the program can be supportive of the child's attendance. If there are barriers causing attendance concerns, the family advocate will follow up with the family to work together to resolve the concerns. An attendance plan and/or team meeting may be required.

5. If staff is unable to contact the family by phone, and the family does not respond to our letter by the deadline, or chronic absenteeism persists, the management team will meet to discuss the situation and try to resolve barriers before deciding to drop the child. If a plan is developed or a team meeting is held and the parents do not adhere to the guidelines set, we assume that the family is no longer interested in participating in the program and the child's name will be removed from active enrollment.

6. Those parents expressing interested in having their child participate in the program after the deadline will be required to have a written plan in place addressing the attendance concern. Once a child's name is removed from enrollment, the next child on the waiting list will be enrolled in his/her place. There is no guarantee that the program will have another available opening at the time that the request is made.

7. If a pattern of chronic absences are reported that are not consecutive days missed, the same steps will be followed with the family.

***Please advise the teacher and/or Data Manager of extenuating circumstances, such as a death in the family.**

<u>School Closing Information</u>

The importance of notifying employees, parents, and students when school will be delayed in opening, not opened at all, or be dismissed early is of prime concern. We will be using an automated voice messaging system which will allow the school to contact each family with regard to school closing and other notifications. This system is designed to call the phone number or numbers listed in your student's file. Please ensure that the school district is continually notified of any changes to your

contact information.

The school also uses local radio stations KMOR, KNEB, KOLT, and KDUH TV to inform staff, parents, and students of closing due to inclement weather. The school will make every effort to make this information available as soon as possible.

Inclement Weather

During inclement weather, outside play times may be reduced or eliminated. If the wind chill factor is below 15 degrees or the temperature is 15 degrees or lower, there will be no outside play time. Otherwise, children are expected to go outside during playtimes. If your child is to stay in during outside playtimes for health reasons, a note from a Doctor must be sent to school. If it is a "one time" occasion, a note from the parent is sufficient.

Emergency Number

It is important that we have an emergency phone number, other than your home phone number, on file with the teacher for your child. This emergency number should be a local number. Please make sure this number is kept up to date.

Emergency Drills

Fire drills are held once a month during the school year, and tornado drills are held once in the fall and once in the spring.

Nebraska school laws require that each school hold at least two fire drills the first two weeks of school and eight additional fire drills during the school year. The children are taught to leave the building quickly, quietly, and in a safe organized manner. Schools also engage in lock-down, state-wide tornado, and evacuation drills (bomb threats and other emergencies) during the school year. The evacuation drills could involve evacuation of students to the school's designated alternate site. Please call your building principal if you have questions about drills conducted at your school. These drills are conducted in an effort to achieve maximum preparedness in case of an emergency situation. Your school will also have an established student pick-up protocol in case of certain emergencies.

Emergency Procedures

The school district has developed a Crisis Response Plan that is designed to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of your children in the event of a crisis. In most emergencies, your children will remain and be cared for at the school they attend. In the rare event of an emergency affecting the school your child attends that prohibits reentry to the building (such as a broken gas or water main, a fire, or toxic spill), elementary students will be cared for in accordance with the school district's emergency procedures.

We ask that you follow the procedure below if you hear of any school emergency:

1. Turn on the radio or television. We will keep the media informed of any emergency.
2. Please do not telephone the school. We have limited phone lines. These MUST be used to respond to the emergency.
3. Please do not come to the school unless required to pick up your child. Any

emergency involving your child's school may mean emergency vehicles and workers must be able to get to the building. If the emergency necessitates relocation of staff and students, you will be informed via the media.

In Kind

Every year Bayard Tiger Cub Preschool receives grant money from the Federal Government through a partnership with Head Start. Twenty-five percent of what we receive must be matched with in-kind or donations from parents and other community people. Some things that count toward in-kind are:

- Completing and submitting a Family Activity Calendar
- Volunteering in the center
- Preparing classroom materials
- Attending family gatherings
- Working on community projects as a parent group
- Attending Policy Council meetings
- Donated items

Check with your teacher about other ways you can help with In-Kind.

Reporting Child Abuse / Neglect

The Bayard Tiger Cub Preschool's procedure in reporting child abuse and neglect is based on the Nebraska Statute 28-711 Reporting Law. In the case of suspected child abuse or neglect staff members are to follow the procedure by reporting to the Child Abuse Hotline at 1-800-652-1999. Our primary concern is the safety of children, and the well-being of their families.

Our policy is that staff will not discuss child abuse reports with parents. If you have questions about child abuse reporting, you are welcome to speak to the teacher or other administrator. The Bayard Tiger Cub Preschool can make referrals to help families struggling with abuse/neglect issues and/or to provide support as the family works with other systems.

Applicable Nebraska Statutes regarding child abuse and neglect are as follows:

1. Any person who has reasonable cause to believe that a child is being subjected to conditions which would result in neglect or abuse is required by law (Nebraska Rev. Stat. 28-711, Reissue 1989) to report such an incident to the proper law enforcement agency, i.e. the police department, sheriff's office, or the Nebraska Department of Social Services.

2. Any person reporting a child who is being subjected to abuse or neglect is immune from any liability, civil or criminal, that might otherwise be incurred or imposed, except for maliciously false statements (Neb. Rev. Stat. 28-716, reissue 1989), and will also be immune from discharge, retaliation, or other disciplinary action solely on the basis of having made a child abuse report.

If you know of a child that is being harmed in any way, please remember that all Nebraska residents are to report suspected child abuse and neglect. You can report suspected abuse/neglect to the Department of Health and Human Services Hotline (1-800-652-1999) or to the appropriate law enforcement agency. Please remember that we are all responsible for the safety of our nation's children.

Student Records

Records are maintained on all students. The records for your child are open for your review at any time. The records include the student's academic and testing record. An appointment to review the records should be made in advance so the teacher will be available to answer any questions.

Confidentiality

Families have the right to protection of personal information. Bayard Tiger Cub Preschool operates under the following principles:

1. Parents should be the primary source of information about themselves, and Information sought from them should be limited to that which is essential for services.

2. Parents and other volunteers are prohibited from reviewing records other than those of their own children.

3. Health, education, and social service records for children/families are open only to staff and consultants on a "need to know" basis to the extent necessary to provide services, or assess the effectiveness of the services that are being offered.

4. *Information is not to be released to anyone outside the program without Written consent from the family.

5. Other agencies and individuals are to be consulted only with the family's consent and within the limits of that consent.

6. Information recorded and records maintained are to be limited to those essential for providing services. Children's files and other information will be stored in locked files to insure confidentiality at each site.

*Exceptions to the above include child abuse/neglect reporting, and persons at risk of harming self or others.

Please note that **confidentiality also applies to you.** While volunteering in the center, you may hear or see something regarding the child of another family. If you have specific concerns, please address them appropriately with staff. Respect the rights of families served in our program and do not discuss information with others.

Health Services

Dental Health Examinations:

Every child must have a complete oral exam during his/her first 90 days of enrollment in the program. This exam should be completed by a dentist**. The Bayard Tiger Cub Preschool would like the oral exam to be completed prior to enrollment in the program.**

Well-Child Examinations (Physical Exam):

Every child shall be up to date on his/her well-child examinations within 30 days of the start of the program. Please notify the teacher if you need assistance in finding a health care provider in the area you would like your child to see. **The Bayard Tiger Cub Preschool would like the physical exam to be completed prior to enrollment in the program.**

Immunizations:
Every child is required to be up-to-date on his/her immunization series. If your child is not up-to-date on immunizations, within 30 days of enrollment, he/she will not be able to attend the center unless the immunizations are in the process of being updated. **Bayard Tiger Cub Preschool requires that a copy of the immunization record be submitted prior to enrollment in the program.** If you need assistance in scheduling immunizations for your child please contact the teacher as soon as possible. If your child does not receive immunizations for personal or religious practices please notify the teacher to complete all necessary paperwork.

Vision Screening:
Every child will complete a visual acuity screening within 45 days of the start of the program. A nurse will be conducting this screening. Your child may be referred to a local eye doctor of your choice for follow-up treatment depending on the results of the completed screening.

Growth Assessments:
Every child will complete a height and weight measurement within 45 days of the start of the program and periodically throughout his/her enrollment. A nurse will be conducting this screening. This information will help us monitor your child's growth pattern throughout his/her participation in the program.

Lead Testing: Any child can be poisoned by lead with no symptoms at all until the poisoning is severe. Lead screening is typically completed in conjunction with your child's well child exam at 12 and 24 months of age. A copy of those results needs to be included in your child's file with the preschool. You can obtain a copy from your doctor. If the test has never been done, ask your doctor to do the test now.

Behavioral Health

Behavioral Health or social-emotional development refers to how children get along with others and how they learn to express their emotions in healthy ways.

A behavioral health professional (Licensed Mental Health Practitioner) is available to provide direct and indirect services to families.

Direct services are provided by observing children in classrooms, (at the request of the teacher or parent), consulting with parents, speaking to parent groups, and providing crisis intervention.
Indirect services are provided by consulting with staff and then staff provides information to parents.

Head Start students will complete the behavioral screening, or Social-Emotional Questionnaire, within 45 days of the child's enrollment. Parents are asked to answer questions about their child's behavior, or social-emotional development.

Staff and classroom volunteers are expected to follow the Behavior Guidance Policy, which promotes positive behavior support. Please let your teacher know if you would like a copy of the policy for your reference.

When parents are concerned about their child's behavior, contact the teacher or family advocate. The staff will contact the Behavior Health Coordinator, as needed, for consultation and/or to meet with parent and staff.

A safe classroom is a must for learning to take place. Therefore, if a child is hurting other children or staff, or threatens to hurt others, the parent/s will be asked to meet with the staff and the Behavior Health Coordinator to make a behavior plan. The Family Advocates and the Behavior Health Coordinator will work with parents who request mental health services.

Disabilities

• The Ages & Stages Questionnaire will be completed within 45 calendar days of enrollment to screen the child's development in the areas of Communication, Gross Motor, Fine Motor, Problem-Solving and Personal Social.
• Speech and hearing screenings will be done within 45 calendar days of enrollment.
• Parents will be notified of screening results.
• If developmental concerns exist, staff will contact the parents. Parental permission must be given before a child is referred for further testing by the school district.
• After an evaluation, a meeting called the Multi-Disciplinary Team (MDT) meeting is held to go over the evaluation with the parents.
• During the MDT meeting, if it is determined that the child needs special services, another meeting is held called the Individual Education Program (IEP). This meeting will include the parents and the team will develop a plan in which goals and objectives are established for the child.
Disabilities Service Plans, which provide strategies for meeting the special needs of children with disabilities and their parents, is updated annually.

Child Find

Child find is a community-wide effort to provide opportunities for children with disabilities. Parents, educators and members of the medical community take part in the program to locate children who may have a disability.
Parents/Community members who contact Child Find may have concerns about the child's development in the areas of:

• Hearing
• Vision
• Speech/language skills
• Motor skills
• Thinking skills
• Emotional/social skills

Child Find provides developmental screening and, when appropriate, a comprehensive, multi-disciplinary evaluation for children from birth to kindergarten age.

If you live within the Bayard School District and have, or know of a child who may have a disability,

contact the Special Services Director at 586-1700 (high school) or 586-1211 (elementary)

Nutrition

Our preschool program receives federal cash assistance to serve healthy meals to your children.

• The children will receive nutritious meals and snacks. The menus will follow the *Dietary Guidelines for Americans* that say that the foods must be high in nutrients and low in fat, sugar and salt. Menus at parent activities will follow the same guidelines.

• Foods served to the children must be commercially prepared or inspected. The only foods which may be donated to the program are raw fruits and vegetables, and prepared foods. This is to assure the health and safety of children and staff in the center.

• Diet prescription for food allergies, milk intolerance or other special diets is required to be submitted before the child attends preschool. In addition, when an enrolled child is placed on a diet in the middle of the school year, a written diet prescription signed by a physician is also required. The diet prescription **should include** the diagnosis and symptoms, along with suggested acceptable foods. The parents are encouraged to work closely with the staff to find acceptable substitutes for problem foods.

• Food experiences are used throughout the year to introduce new foods to the children, along with familiar foods served in a different way. Through cooking,
children learn many concepts, including science, math, language, and social and motor skills. Good nutrition is discussed using the food pyramid. • Effective dental hygiene is practiced after meals at the preschool. • Physical activity is encouraged each day.

• Parents will be provided through parent meetings, community meetings and newsletters various nutritional information for the family.

• A Registered Dietitian is available to the program for consultation.

Asbestos

The Institute for Environmental Assessment was requested by the Bayard Public Schools to review and prepare an asbestos management plan, identifying the presence of asbestos within District school buildings. After reviewing the characteristics of District buildings, a management plan was prepared for each building, a copy of which is maintained at the administrative office for each major building, describing the asbestos plan and the intended response. Under the present management plan, the asbestos should not present a detectable risk to any building occupant. The District conducts periodic surveillance to provide a continuous assessment of asbestos-containing materials.

The detailed plan and updated information for each building, or for the entire district, is open to public review and is located in the office of each building. If you have any questions, please contact the District's administration.

Fire and Tornado Drills

Fire drills are required each month. The purpose of the drills are to help children evacuate the building orderly and safely under all circumstances. Tornado drills are practiced two times during the year. All of the drill procedures are reviewed with the students during the school year.

Discipline: Definitions and Procedures

State law gives the administrations and teaching personnel in the school the responsibility of maintaining good order and discipline. Those in charge of the classrooms and activities may take such actions as are necessary regarding student behavior, including but not limited to: counseling, parent conferences, and/or requirements that a student remain in school before or after regular hours to do additional work.

The teachers, aides, custodians, and all other staff members have the responsibility and authority to insist upon good discipline in the classrooms, school building, on the school grounds, and at school activities. Staff members who supervise students in the classroom, cafeteria, and the playground will work to reward positive behavior when students exhibit it.

When students exhibit inappropriate behavior the families will be consulted and worked with in order to ensure safety for all children.

Good discipline begins in the home where a child learns from his/her parents at an early age to develop self-control. This will carry directly into his/her school behavior. Students are expected to conduct themselves in a manner which is in keeping with the activity in which they are involved, respect the rights of others, and obey safety rules and regulations.

Disciplinary action may be taken in accordance with the Bayard Public Schools Student/Parent Handbook procedures and Board Policy.

No Child Left Behind Act of 2001

Notice Concerning Staff Qualifications:

The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Bayard Public Schools will give parents the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria For the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher.
4. Information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree; and
5. We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Bayard Public Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the NCLB Act of 2001.

RESOURCE GUIDE

Western Nebraska Resource Guide https://panhandlepartnership.com/directory/

Bayard Tiger Cub Preschool
ESU#13 Child Development Programs
Parent Handbook
Acknowledgement & Agreement

Signing this Acknowledgement & Agreement will confirm two very important responsibilities that you take on as a Parent & Parents or Guardians.

First: you acknowledge that you received your copy of the Parent Handbook.

Sign_____Date_____
Sign_____Date_____

Second: you agree to follow the guidelines and policy out-lined in this Parent Handbook.

Sign_____Date_____
Sign_____Date_____

CLASSIFIED STAFF HANDBOOK

Bayard Public Schools 2023-2024

Every Person, Every Day. It's a FACT!

Acknowledgement for Receipt of

Bayard Public Schools

"CLASSIFIED STAFF HANDBOOK"

I, _____ (your name) acknowledge that I was issued a copy of the Classified Staff Handbook for Bayard Public Schools for the school year 2022-2023.

I was given an overview of the contents of the handbook by the Bayard Public Schools Administration. I am responsible for familiarizing myself with the contents of the Classified Staff Handbook. My signature on this form indicates that I have read and intend to comply with the contents of the Classified Staff Handbook.

_____ _____

Date your signature

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ORGANIZATION

STATEMENT OF EDUCATIONAL PHILOSOPHY
BAYARD PUBLIC SCHOOLS

Education is the systematic guiding and directing of a child's experiences from the time he/she enters school until he/she completes his/her formal education. The teacher is the director and guide. Administrative and supervisory personnel exist to serve the teacher, who in turn, serves the children.

Although the primary function of school is to provide and stimulate mental growth and development, the nature of human growth and development is such that all phases of the child's nature must be taken into consideration. Thus, the school program needs to provide for primary emphasis on mental development with simultaneous attention in proper balance to physical, emotional, social, and spiritual needs.

Great differences in talent, intelligence, and ability exist among the children who enroll in a school. Equally great differences are found in economic, cultural, and racial backgrounds. The educational program should be planned and executed with sufficient flexibility so that it provides challenge for all from the most academically talented to the least talented or educationally handicapped youngster.

Much of the real value of the educative process comes from the person-to-person relationships between teacher and pupils. The school needs to be constantly alert to the danger of losing this personal touch, especially as it grows larger and more specialized in its service. Organization, administration, and instruction always need to be planned in such a way so as to preserve the human touch and to give a high priority to the importance of the individual. Respect for the individual is a basic American value and schools must encourage that development of individual capacities which will enable each human being to become the best person he is capable of becoming.

To this end, the Bayard Board of Education, the administration, the teachers, and staff will strive through their individual or collective action:

1. To guarantee equal educational opportunities for each child according to his/her needs and capabilities.

2. To provide each child through experience in democratic living an understanding and appreciation of our forms of government, our country, and its history, a realization of the duties and obligations of citizenship, and a sense of social responsibility.

3. To develop in children an understanding of, and a respect for, all people.

4. To develop in all, ethical character with respect for moral and spiritual values.

5. To provide children with the opportunity for an increasing mastery of the basic skills which are needed for intelligent participation in the modern world.

6. To place the emphasis in the classroom on the application of learning rather than just on mastery of facts.

7. To promote good mental, social, emotional, and physical growth in all youngsters.

8. To provide opportunities for individual guidance and counseling.

9. To develop in individuals an understanding and appreciation of the sciences and the creative arts in the modern world.

10. To develop in students initiative, a desire to learn, and an appreciation of their educational opportunities.

11. To promote participation in community living by providing the opportunity to share in leadership and helpful service.

MISSION STATEMENT
BAYARD PUBLIC SCHOOLS

The mission of Bayard Public Schools is to partner with parents to provide a successful educational experience and diverse opportunities.

VISION STATEMENT
BAYARD PUBLIC SCHOOLS

Bayard Public Schools will effectively provide and adapt its programs to meet the needs of its students, today and in the future.

CORE COVENANTS
BAYARD PUBLIC SCHOOLS

Focused on the Student
- Positive Interactions and Relationships
- Focus On Student Potential
- Diverse Opportunities
- Unconditional Acceptance

Attitude of Excellence
- Act With Integrity
- Expect To Be Great
- Accept Daily Challenges & Setbacks
- Think "Big Picture"

Community
- Support Each Other
- Set Aside Self For Benefit Of The Group
- Respect Everyone
- Be A Wing, Not A Weight

Tiger Way!

Every Person, Every Day. It's a **FACT**!

STUDENT EXPECTATIONS
BAYARD PUBLIC SCHOOLS

1. Bayard students respect the rights and property of others and are courteous and polite in action and language.
2. Bayard students display good sportsmanship in representing the school and community.
3. Bayard students strive for honesty and accept responsibility for both their successes and their failures.
4. Bayard students strive for high academic achievement in such a manner that it brings respect to themselves and the school.
5. Bayard students avoid alcohol and drugs.

ACADEMIC SEAL OF BAYARD PUBLIC SCHOOLS

At the center of the seal is an image of Chimney Rock. This historic landmark was used by the first Americans and, later, by the pioneers as a guide on their epic journeys. Chimney Rock continues to inspire countless travelers and residents alike. Chimney Rock enhances our sense of place and instills pride, as the landmark prominently stands above the fertile North Platte River Valley.

The phrase, ***Every Person, Every Day*****,** which is derived from the Core Covenants of Bayard Public Schools, reminds us of the dignity and value of every member of our school community. Every person matters for the future of our school and community, and every day is an opportunity to make a contribution to our greater well-being.

Surrounding the central ring are academic pillars and six icons describing our enduring strengths, values, and aspirations.

Academics: At the top of the seal is a Book of Knowledge, symbolizing academics as our highest institutional value and first priority.

Athletics and Arts: Flanking the Book of Knowledge on the left is the school's Tiger mascot, representing athletics and the fiercely competitive nature of our student-athletes. Flanking the Book of Knowledge on the right is an artists' palette and musical notes, representing the arts and the creative talents of our student performers. Athletics and arts support and enhance the academic and personal development of our students.

Community: The efforts of the school are supported by the entire community. Regular interactions between the faculty, staff, students, parents, and patrons are essential to a vibrant community and a strong school.

Opportunity: Two keys and a lock represent the importance of opportunity. Education provides a key to unlocking many opportunities for our students. Equally important, providing our students with many opportunities is key to their development.

Agriculture: Our community and economy are supported by an agricultural base. The plow symbolizes agriculture and the strong agrarian work ethic of our community and our students.

PURPOSE

This handbook is prepared for the purpose of providing information on customs and policies pertaining to the Bayard Schools. It is intended for use by the staff as a guide in developing a well-coordinated instructional support program. It is hoped the statements set forth

in this handbook will improve understanding and cooperation among all school personnel in the coming school year.

It is the purpose of this handbook to establish uniformity of operation. It will be supplemented from time to time as board policy, superintendent policy or the principals' policies are changed.

The quality of educational achievement is directly related to the employees of the school district. Each employee has been selected to provide for a certain phase of the child's needs as he/she grows in the educational program. As we coordinate our work and as each school employee grows professionally in his effectiveness, so grows the Bayard Schools as a more effective school system.

WORK AGREEMENT AND RELATED ITEMS

Classified school employees are appointed to their position by the Superintendent. They are directly responsible, in coordination with the school's certificated staff, for the welfare of the

students under their control, which includes the development of the child's capacities in all phases: mental, physical, social, and moral.

Classified school employees are jointly responsible to the superintendent of schools, the principals, and their immediate supervisors in accordance with Board of Education Policy. School employees are expected to carry out the policies of the Board of Education.

EMPLOYMENT

Classified employees are "at-will" employees, and may be terminated at any time by the school district.

ASSIGNMENT

The duties to be performed are subject to assignment by the administration and your supervisor. Job descriptions, where available, provide additional information about the position duties.
Employees are expected to devote full time during days of school to their work and to diligently and faithfully perform the assigned duties to the best of the employee's ability

PERSONNEL FILE

The District will follow the requirements of state and federal law and regulation with regard to an employee's personnel file. If an employee elects to view their file, it will be under the supervision of the Superintendent or their designee.

GRIEVANCES AND COMPLAINTS

Employee grievances or complaints shall be addressed through the administrative chain of command following the process set forth in Board Policy 8305/8305-A.

PAYMENT

Payroll periods begin with the first workday of the month and end with the last workday of the month. Pay for the work period is made on the 20th following the previous month's last workday. The September payroll will reflect days worked in August. The check will be small for staff that did not work all possible August days.

VOLUNTEER WORK

Any individual volunteering will not be compensated nor receive compensatory time. Volunteer work at the building level is permitted so long as the duties to be performed are: (1) not similar in nature to the duties being performed for paid time and (2) the volunteer work does not continue in the same building during duty hours of the individual.

BENEFITS

Classified employees are provided benefits in accordance with their employment classification and Board Policy No. 4019 and Policy No. 4046. Annual fringe benefit elections are to be made by September 1 of each school year. Should an employee fail to make such election, the employee election from the immediately preceding school and contract year shall be continued. Employees are responsible for informing the school bookkeeper in writing of any changes in benefit status.

PAYROLL

Payroll deductions are made in accordance with the law and elections made by employees. Before a new employee can be eligible to receive the first paycheck, all necessary forms must be completed. Employee start date will be at least two working days after required documentation is received by the district central office. Those documents include, but are not limited to:

- I-9
- W-4
- Direct deposit form (see details below)
- Nebraska State Retirement System Application (if applicable)
- Criminal History Background Check
- Physical, if required
- Signed Classified Employee Handbook Sign off Sheet, verifying receipt and compliance with handbook

DIRECT DEPOSIT

The district shall pay all wages by manner of direct deposit to a checking or savings account with a financial institution identified and authorized in writing by the particular employee. The employee shall have two weeks from the commencement of employment to return a completed direct deposit form to the payroll department to ensure timely automatic deposit of the employee's wages. The returned form shall include documents that corroborate the relevant routing and bank account number. Once the payroll department receives and verifies all necessary information and forms, payroll will be released on the 20th calendar day of the following month in which wages are earned. Any subsequent changes to an employee's direct deposit information must be submitted before the 10th calendar day in the month in which wages are to be paid through payroll and can be done in Weblink.

ADDRESS CHANGE

If an employee's address or phone number changes at any time during employment with the District, the employee must contact ~~the school bookkeeper as soon as possible. Maintaining accurate employee information is a requirement for all school districts.~~ make necessary changes in Weblink.

PAYROLL DEDUCTIONS

Employees will have payroll deductions of federal tax, state tax, FICA and any other deductions required by law or authorized by an employee on the appropriate sheet in compliance with applicable laws.

Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available.

RETIREMENT

Bayard Public Schools employees over the age of 18 who work twenty (20) or more hours per week are required to join the Nebraska Public Employees' Retirement System.

All members of the Nebraska Public Employees' Retirement System must contribute a percentage of their gross salary to the retirement fund through payroll deduction. The school district is required by law to match the cost at 101%. Any member who terminates employment with Bayard Public Schools may:

1) Leave the account on an inactive basis in order to draw a retirement benefit. The employee must have five years of creditable service.

2) Receive a refund or make inquiries to:

Nebraska Retirement System
PO Box 94816
Lincoln, NE 68509
1-800-245-5712

TAX-SHELTERED ANNUITY

All classified employees can have a payroll deduction toward a selected tax-sheltered annuity.

OVERTIME OR COMP TIME

Overtime is paid to classified employees in accordance with the Fair Labor Standards Act (FLSA). A publication provided by the federal government which provides more information about the FLSA is displayed at your workplace or a copy is available from the Human Resources Department. The District may provide compensatory time in lieu of overtime pay to employees, at the Superintendent's discretion on a case by case basis, in accordance with applicable law. ALL overtime and comp time must be pre-approved by supervisor.

The regular workweek for overtime purposes is from 12:00 a.m. on Sunday through 11:59 p.m. on Saturday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Employees will be expected to accurately report hours worked through district software used for time reporting. Falsification of time worked is a serious offense.

Employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees will be paid overtime rates for each hour worked in excess of 40 hours in a workweek and are expected to accurately and timely report overtime hours to their supervisor.

Overtime calculations do not include payment for idle hours when the employee is not at work. Idle hours include vacation, holiday, sick time, and all other types of leave offered to classified employees. Employees who use leave during a week will not be compensated for overtime until time actually worked exceeds 40 hours in the same workweek. For example, if an employee uses eight hours of personal leave on Monday and then works 44 hours between Tuesday and Saturday, only four hours will be considered overtime for that workweek.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1½ times the employee's regular rate of pay for hours worked in excess of the 40 hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Superintendent or designee will agree upon the overtime rate in compliance with FLSA regulations.

A non-exempt employee may request or the district may provide compensatory time in lieu of overtime pay, with prior written approval of the Superintendent, with the rate figured as 1½ times the number of hours worked in excess of 40 hours in any work week. Compensatory time must be used within a month of earning the time. Extended time for using compensatory time must be approved by the Superintendent on a case by case basis.

The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a "salaried basis" test for the overtime exemption to be applicable. An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

DISCIPLINARY SUSPENSION

The District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance.

WORKER'S COMPENSATION

All employees come under the provisions of the Nebraska Workers' Compensation law. Injuries on district-owned grounds or in district-owned buildings or that happen during job duties off premises, no matter how minor, should be reported immediately to the supervisor or principal.
The principal will work the employee to provide the forms and direct the employee on how to complete the proper incident forms.

Employee's eligible for worker's compensation can receive up to 66 2/3% of their wages from the worker's compensation insurer. The District will then use the employee's available sick and vacation leave time to compensate the employee for the remaining portion of their wages. Once the employee's sick and vacation leave are used up, the district paid portion of their wages will cease and the employee will only receive the amount paid by the worker's compensation insurer. No leave accruals will occur while an employee is on worker's compensation leave.

Once an employee is eligible for worker's compensation, the employee's time off will be treated as allowable time off under the Family Medical Leave Act (FMLA). See Article 3, Section 8 for FMLA details.

ABSENCE PROCEDURES

Once the employee has used all of his/her allotted leave in any category, absent without pay is the only option available.

REQUESTING LEAVE

An employee who wants to use available leave is to submit a leave request through the Weblink online leave system to the employee's supervisor. Leave requests are to be submitted in a timely fashion to the supervisor. The supervisor may require that more advance notice be given depending on the nature of the employee's duties or the need to schedule a substitute. Absence requests must be submitted in the month they occur or before, in order to be paid for the time. Vacation leave, if applicable, must be approved by the Superintendent.

REPORTING LEAVE

Employees must report leave through the Weblink online leave system to the business office within three days of taking the leave. Employees must report leave in a timely fashion or the employee will not be compensated for the leave.

GIVING NOTICE OF UNSCHEDULED ABSENCES

An employee who is unable to request advance approval for an absence because of the nature of the circumstance requiring the absence (such as personal illness or unforeseen emergency) is to report the need to be absent as soon as the situation is known. To report the need to take a sick or bereavement leave, employees are to contact their building administrator or supervisor as soon as possible. Before the end of the day on the first day of the absence, and on each subsequent day of absence, the employee is to report to their building administrator or supervisor whether the employee will be able to return to work on the next duty day. For sick or bereavement leaves occurring in circumstances where the need for the leave can be determined in advance, the employee is to make a report of the need to take the leave as soon as possible.

RETURNING FROM ABSENCES

1. Justification for Absences Taken Without Prior Approval. If an employee is absent without advance approval either: (1) the day immediately preceding or immediately following a regularly scheduled school break (such as winter break, spring break, and quarter or semester breaks) or (2) during the first two weeks or the last two weeks of school (student contact days), the employee will be required to give verification (for example, a doctor's note) to establish that the employee was unable to work for an excusable condition or excusable reason.
2. Establishing Fitness for Duty. Employees must present a written statement from their physician or health care provider to their supervisor when absent for any period of time because of injury requiring care from a physician or health care provider, or absent from work for 5 days or more due to a personal health condition. The statement is to clearly verify that the employee is mentally and physically able to return to duty. This statement is to be presented in person to the employee's supervisor before the employee returns to duty in order that the readiness to perform work can be observed and discussed.

Employees are required to disclose any medical restrictions that limit their ability to perform the essential functions of their position to their supervisor and to request a meeting with the Superintendent to discuss the provision of reasonable accommodations. The District will not

discriminate against any employee due to disability and will provide reasonable accommodations. Information provided about medical conditions or disabilities shall be treated as confidential, as required by state and federal statutes, and will be divulged only to the extent necessary to provide reasonable accommodations.

PAID LEAVE

Employees are provided with paid sick and personal leaves (professional leaves, bereavement leaves, etc.) in accordance with their employment classification and Board policy. During such paid leaves, employees continue to receive their salary and fringe benefits.

The leaves provided by the District are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and will not be tolerated.

UNPAID LEAVES

The District complies with laws that require leaves to be allowed, such as for FMLA leaves, military service and jury duty. Should an employee be absent from work in excess of the employee's available paid leaves, the absence will be an unpaid leave except as may be required by law. The employee's salary and fringe benefits (including the cost of premiums for group health insurance) may be subject to reduction for the day or days of work missed.

JURY DUTY LEAVE

An employee who is summoned for jury service must promptly notify the employee's immediate supervisor. Compensation during jury duty will be handled as indicated in Policy 4019.

FAMILY MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires the District to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

• for incapacity due to pregnancy, prenatal medical care or child birth;
• to care for the employee's child after birth, or placement for adoption or foster care;
• to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
• for a serious health condition that makes the employee unable to perform the employee's job.

The 12 month period for the purposes of FMLA is the period ~~from June 1st through May 31st~~. requested date of FMLA and on a rolling calendar basis.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered

servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) 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.*

***The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protections

During FMLA leave, the District will maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Employees must continue to pay their share of any health insurance premium when they become due. If an employee does not return from FMLA leave, he or she will be required to reimburse the District for the District's share of health plan premiums during a period of unpaid FMLA leave unless the reason the employee does not return is due to the continuation, recurrence, or onset of either a serious health condition of the employee or the employee's family member, or a serious injury or illness of a covered servicemember, which would otherwise entitle the employee to leave under the FMLA, or due to other circumstances beyond the employee's control. An instructional employee who is on FMLA leave at the end of the school year must be provided with any benefits over the summer vacation that employees would normally receive if they had been working at the end of the school year. As used herein, "*instructional employees"* are those whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This term includes not only teachers, but also athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. It does not include, and the special rules do not apply to, teacher assistants or aides who do not have as their principal job actual teaching or instructing, nor does it include auxiliary personnel such as counselors, psychologists, or curriculum specialists. It also does not include cafeteria workers, maintenance workers, or bus drivers.

Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for the District for at least 12 months and have 1,250 hours of service in the previous 12 months.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health

care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary, as further provided below. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Leave taken for a period that ends with the school year and begins the next semester is leave taken consecutively rather than intermittently. The period during the summer vacation when the employee would not have been required to report for duty is not counted against the employee's FMLA leave entitlement.

If an eligible instructional employee needs intermittent leave or leave on a reduced leave schedule to care for a family member with a serious health condition, to care for a covered servicemember, or for the employee's own serious health condition, which is foreseeable based on planned medical treatment, and the employee would be on leave for more than 20 percent of the total number of working days over the period the leave would extend, the District may require the employee to choose either to:

- Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- Transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the employee's regular position

If an instructional employee does not give required notice of foreseeable FMLA leave to be taken intermittently or on a reduced leave schedule, the District may require the employee to take leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the District may require the employee to delay the taking of leave until the notice provision is met.

If an employee chooses to take leave for periods of a particular duration in the case of intermittent or reduced schedule leave, the entire period of leave taken will count as FMLA leave.

If an instructional employee begins leave more than five weeks before the end of a semester, then the District may require the employee to continue taking leave until the end of the semester if —

- The leave will last at least three weeks, and
- The employee would return to work during the three-week period before the end of the semester.

If an instructional employee begins leave during the five-week period before the end of a semester because of the birth of a son or daughter; the placement of a son or daughter for adoption or foster care; to care for a spouse, son, daughter, or parent with a serious health condition; or to care for a covered servicemember then the District may require the employee to continue taking leave until the end of the semester if—

- The leave will last more than two weeks, and
- The employee would return to work during the two-week period before the end of the semester.

If an instructional employee begins leave during the three-week period before the end of a semester because of the birth of a son or daughter; the placement of a son or daughter for adoption or foster care; to care for a spouse, son, daughter, or parent with a serious health condition; or to care for a covered servicemember, then the District may require the employee to continue taking leave until the end of the semester if the leave will last more than five working days.

In the case of an employee who is required to take leave until the end of a semester, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement. The District has the option not to require the employee to stay on leave until the end of the semester. Therefore, any additional leave required by the District to the end of the semester is not counted as FMLA leave; however, the District shall be required to maintain the employee's group health insurance (to the extent stated herein) and restore the employee to the same or equivalent job including other benefits at the conclusion of the leave.

Substitution of Paid Leave for Unpaid Leave

The District requires to use all accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the District’s normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the District’s normal call-in procedures. Employees must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the District if the requested leave is for a reason for which FMLA leave was previously

taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

As a condition of restoring an employee whose FMLA leave was occasioned by the employee's own serious health condition that made the employee unable to perform the employee's job, the District requires that all employees who take leave for such conditions to obtain and present certification from the employee's health care provider that the employee is able to resume work and perform the essential functions of the employee's job.

District Responsibilities

The District must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District must provide a reason for the ineligibility.

The District must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

• interfere with, restrain, or deny the exercise of any right provided under FMLA; and

• discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

The foregoing is a general overview of FMLA leave. For more information, please contact the Superintendent.

DUTIES AND RESPONSIBILITIES

HOURS OF WORK AND MEETINGS

Regular, dependable attendance at work is an essential function of a classified employee's employment position.

Employees are required to attend meetings called by the administration or their supervisors, except those meetings which are designated for optional attendance.

Classified employees are to utilize a method determined by the superintendent to record work time. Employees are to clock in and clock out at their scheduled work start and end times each day. Failure to do so may result in a review of the employee's work responsibilities and schedule. Non-compliance with assignments may result in termination of employment.

Classified Staff shall not read and respond to work emails or texts outside of regular work hours, unless specifically directed to by an administrator. In the event a classified staff member is directed to read and/or respond to an email or text outside of working hours, then the staff member shall record all time spent in doing so as time worked.

ARRIVAL TO DUTY ASSIGNMENTS

Classified employees' work assignments may or may not be related to the regular school day. Classified employees are expected to know their duty dates and times and to be on time for work. All duty times are subject to assignment by the direct supervisor, the building principal, and the superintendent.

LEAVING SCHOOL/ASSIGNMENT

Employees are to be on duty at all times during the assigned work day. Employees may not leave school or their assigned area during duty hours without approval of the Principal or their supervisor.

Employees who leave the school during their designated lunch period or for an approved absence must check out with the Principal's office or their supervisor when leaving and check back in upon return. Employees who need to leave during the school day for reason of illness or emergency are to make sure that a responsible person has been notified of their unexpected absence so work coverage may be provided. When employees leave school for any non-work reason, including lunch, they are to clock out before leaving and clock in upon return. If employees are on site and available/willing to work during the lunch period they may remain clocked in during their lunch time.

SCHOOL PROCEDURES

Employees are expected to adhere to the following school procedures in the performance of their duties:

1. Use of Cell Phones. Employees are to refrain from use of personal cell phones for non-school purposes during duty time.

1.a Employees are not to use cell phones or otherwise engage in distracted driving while transporting students or using school vehicles. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies. Employees will abide by all rules of the road and any applicable rules of the Nebraska

Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems are to be utilized by all occupants.

1.b Employees are not to use radar detectors, laser detectors, or similar devices while transporting students or using school vehicles.

2. Checking Out of Equipment. All equipment must be checked out through the appropriate office. School equipment may be used only for school purposes. School equipment and other resources may be used for personal purposes only as authorized by Board policy or contract.

3. Requisition of Equipment and Supplies. Books and supplies which are needed for instruction should be requested through the appropriate office. Employees shall not make purchases on behalf of the District without prior approval of the Superintendent.

4. E-mail. Use of the District's e-mail system for personal communications should be limited and is subject to the rules governing overall computer usage found in Board policy.

5. Employee Mail Box. Employees may be assigned a mailbox. Employees should check for mail upon arrival, in the course of the work day, if possible, and upon departure. If something requires an answer employees are responsible for responding promptly. Employee mail boxes are to be limited to communicate regarding school business.

SUPERVISION OF STUDENTS

Proper supervision of students is an important responsibility of all employees of the District. Employees responsible for student supervision are expected to meet the four "P's" for student supervision and safety. All employees of the school should be familiar with these principles to the extent they may be involved in supervision of students or interacting with students.

1. Proper Supervision

a. Report to all duty assignments on time.

b. Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.

c. Be vigilant while supervising students. Never leave your students unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave students who you are supervising, request that another nearby staff member provide supervision for you, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.

d. If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).

e. Be careful when physically contacting students. Physical contact with students should be limited to that necessary to protect the student. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.

f. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations.

g. Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

2. Proper Instructions

a. Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.

b. Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.

c. When you go over safety rules with students note it in your written records.

3. Proper Maintenance of Buildings, Grounds, and Equipment

a. Conduct periodic inspections of equipment under your control or in your area of supervision.

b. If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.

4. Proper Warnings

a. If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

Contact the Office for Assistance: The principal's office should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fights
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office can not be immediately located, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Student Searches: School staff members should notify the school principal of any situation in which a student is suspected of having an item in violation of school rules. Classified staff members are not to conduct searches of students or their belongings unless authorized to do so for a specific situation by the school administration. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Student Rights: Treat students fairly and consistently without consideration of race, color, religion, gender, or disability. Students who need special accommodations are to be given those accommodations as needed for them to participate in school and school activities.

Follow IEP and 504 Plans for the students for whom you are responsible. Be attentive and respond to "bullying." Maintain the confidentiality of student records. Student record information should be shared only with other school staff with a need to know the information to perform their duties.

DISPENSING MEDICATION

Employees are not permitted to give any medication to students unless trained under the Medication Aid Act. To ensure the proper care of our students, employees who are asked to take the medication training and administer medications shall do so.

Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the nurse's office; with the exception of students who have a diabetes self-management or asthma self-management plan. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission slips to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel are not to administer medicine, including over the counter medicine, without a signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: student's name, name of medication, dosage needed, and time of dispensing the medication.

REPORTING CHILD ABUSE

Employees are to be familiar with and follow the Child Abuse Policy No. 4105

PERSONAL AND PROFESSIONAL CONDUCT STANDARDS

ETHICS STANDARDS

Bayard Public Schools expects its classified employees to adhere to ethics standards which are modified from those established by the Nebraska Department of Education for certificated employees. The classified school employment job ethics standards which classified employees are expected to adhere to include those set forth below.

Principle I - Commitment as a School Employee: Employees shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.
In fulfillment of the employee's contractual and personal responsibilities, the employee:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or disability.
3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
5. Shall not exploit school relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not sexually harass students, parents or school patrons, employees, or board members.
7. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
8. Shall report to the Superintendent any known violation of paragraphs 1 through 7 above.
9. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:
Mindful that the employee's classified position exists for the purpose of serving the best interests of the school district's students and patrons, the classified employee shall perform his/her job duties with genuine interest, concern, and consideration for the student. The employee shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.
In fulfillment of the obligation to the student, the employee:

1. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
2. Shall keep in confidence personally identifiable information that has been obtained in the course of employment, unless disclosure is approved by the administration or is required by law.
3. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The classified employee bears responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.
In fulfillment of the obligation to the public, the employee:

1. Shall not misrepresent an institution with which the employee is affiliated, and shall take added precautions to distinguish between the employee's personal and institutional views.
2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
3. Shall neither offer nor accept gifts or favors that will impair judgment to be exercised in the course of employment.
4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
5. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
6. Shall, with reasonable diligence, attend to the duties of the employee's position.

Principle IV - Commitment to Classified Position Employment Practices:
The employee shall believe that sound personnel relationships with governing administration and board of education are built upon personal integrity, dignity, and mutual respect.
In fulfillment of the obligation to employment practices, the employee:

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.
2. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
3. Shall give prompt notice to the employer of any change in availability of service.
4. Shall conduct job related business through designated procedures, when available, that have been approved by the employing agency.
5. Shall not assign to unqualified personnel, tasks for which an employee is responsible.
6. Shall permit no commercial or personal exploitation of his or her employment position.
7. Shall use time on duty and leave time for the purpose for which intended.

COMPETENT PERFORMANCE

Employees must possess the abilities and skills necessary to accomplish the designated task.
Therefore, each employee shall:

1. Keep records for which he or she is responsible in accordance with law and policies of the school system;
2. Supervise others in accordance with law and policies of the District;
3. Recognize the role and function of community agencies and groups as they relate to the District and to his or her position, including but not limited to health and social services, employment services, community teaching resources, cultural opportunities, educational advisory committees, and parent organizations.

Each employee shall:

1. Utilize available materials and equipment necessary to accomplish the designated task;
2. Adhere to and enforce written and dated administrative policy of the District which has been communicated to the educator;

3. Use channels of communication when interacting with educators, community agencies, and groups, in accordance with policy.

Each supervisor shall:

1. Make reasonable assignment of tasks and duties in light of individual abilities and specialties and available personnel resources.

Communication Skills: In communicating with students and other employees, each employee, within the limits prescribed by his or her assignment and role, shall:

1. Utilize information and materials that are relevant to the designated task;
2. Use language and terminology which are relevant to the designated task;
3. Use language which reflects an understanding of the ability of the individual or group;
4. Assure that the designated task is understood;
5. Use feedback techniques which are relevant to the designated task;
6. Consider the entire context of the statements of others when making judgments about what others have said;
7. Encourage each individual to state his ideas clearly.

Management techniques: The employee shall:

1. Resolve discipline problems in accordance with law, board policy, and administrative regulations and policies;
2. Maintain consistency in the application of policy and practice;
3. Develop and maintain positive standards of conduct.

Human and Interpersonal Relationships: Employees shall possess effective human and interpersonal relations skills and therefore:

1. Shall allow others who hold and express differing opinions or ideas to freely express such ideas;
2. Shall not knowingly misinterpret the statement of others;
3. Shall not show disrespect for or lack of acceptance of others;
4. Shall provide leadership and direction for others by appropriate example;
5. Shall offer constructive criticism when necessary;
6. Shall comply with reasonable requests and orders given by and with proper authority;
7. Shall not assign unreasonable tasks;
8. Shall demonstrate self-confidence and self-sufficiency in exercising authority.

Personal Requirements: Each employee within the scope of delegated authority shall:

1. Be able to engage in physical activity, with or without a reasonable accommodation, appropriate to the designated task except for temporary disability;
2. Be able to communicate so effectively as to accomplish the designated task;
3. Appropriately control his or her emotions;
4. Possess and demonstrate sufficient intellectual ability to perform designated tasks.

ROLE MODEL

Employees serve as role models for students and their actions and conduct reflect on the school as a whole. Employees are in all respects to conduct themselves in a professional manner.

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- Engaging in social-networking friendships with a student on MySpace, Facebook, or other social networking site. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance – verbal, written, or physical – towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of familial relationships between employees and their children who are students in the District.

Employees who observe or become aware of a violation of the foregoing expectations by other employees are to report the matter to the Principal or the Superintendent.

RELATIONSHIPS

It is important for employees to maintain an effective working relationship with the administration and all co-workers. Employees are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties, gossiping, or spreading rumors about others.

CIVILITY

All employees shall behave with civility, fairness and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with the District. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, and email messages.

Any employee aware of another employee's uncivil behavior shall report the conduct to the employee's immediate supervisor or to the Superintendent. There will be no retaliation against a person for making the report.

GENERAL INFORMATION

BAD WEATHER/SCHOOL CLOSING

The importance of notifying employees, parents, and students when school will be delayed in opening, not opened at all, or be dismissed early is of prime concern. We will be using an automated voice messaging system which will allow the school to contact each family with regard to school closing and other notifications. This system is designed to call the phone number or numbers listed in your employment file. Please ensure that the school district is continually notified of any changes to your contact information.

The school also uses local radio stations KMOR, KNEB, KOLT, and KNEP TV to inform staff, parents, and students of closing due to inclement weather. The school will make every effort to make this information available as soon as possible.

COMMUNICATION

Employees of Bayard Public Schools are expected to utilize effective communication strategies and technological resources when appropriate to collaborate and engage with students, parents, families, and the community to create meaningful relationships that enhance the learning process.

In order to facilitate such communication between the school and homes, teachers are expected and directed to follow the communications plans and protocols developed at the school and district levels. Such communications plans will include directions for frequency, content, and method/mode of communication teachers will be expected to utilize.

COMMUNITY RELATIONS

The Board of Education, through the administration, demands dignity, neatness, and seriousness of purpose for its employees. The education profession, as a whole, is frequently and unjustly judged by the attitude and conduct of a single school employee. Since all are judged by what only a few may do, it is imperative that each of us give considerable thought to our actions as they relate to community customs.

School employees should regard the community in which they are employed as their home. You should be interested in its institutions, its worthwhile activities, and participate in those in which you have special interest and abilities. Good judgment should be used in all practices.

Poor public relations can ruin the finest faculty in a good school. It is imperative that we all use common sense and discretion in and out of school.

CONCESSIONS/CASH BOXES

Concessions and other cash boxes, such as gate receipts for athletic events, are to be counted and signed-off by two adults before the funds are remitted to the school administration and office staff.

CONCUSSIONS: RETURN TO LEARN

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

The school administration of Bayard Public Schools adopts the NDE Guidance entitled "Bridging the Gap from Concussion to the Classroom," and accompanying Appendix, as its return to learn protocol, with the recognition that each student who has sustained a concussion will require an individualized response.

CONFIDENTIALITY AND CONFIDENTIALITY OF RECORDS

Employees should not discuss school matters outside the job nor discuss confidential or personal information about students or staff. Requests from anyone, including fellow building staff members, for personal information about students or staff should be referred to the principal. School staff shall maintain student records in compliance with state and federal law.

COPYRIGHT AND FAIR USE POLICY

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

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

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

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

CRISIS SITUATIONS

Behavior in the first moments, by those actually involved in a crisis situation, will largely dictate the outcome. In the event of a crisis situation, Bayard School personnel are expected to follow the procedures as written in the ~~Emergency Crisis Procedures Guide~~. Emergency Operations Plan.

CUSTODIAL ASSISTANCE

Our custodians strive to keep the school neat, clean and functional. It is a difficult job, and we should all encourage students to conduct themselves in ways that contribute to an attractive and safe environment. If custodial assistance is needed, all requests must go through the building principal's office. Staff members who observe any areas of custodial/maintenance concern are expected to complete a Custodial/Maintenance Work Request Form and submit the form to the building principal.

DISCIPLINE

School employees are expected to support students in engaging in positive and appropriate behavior. Students should know what behaviors are expected, and these expectations should be firmly but fairly enforced. Discipline does not automatically mean punishment, but it does always mean encouraging a desired behavior. Threatening, yelling, criticism, sarcasm, etc. are questionable discipline techniques and often prove inadequate. The student's improper behavior should be the focus of the discipline and not the student's personality, family, dress, appearance, etc. Discipline that punishes all students for the wrong doing of a few is discouraged. The forms of discipline used by school employees should be consistent, reasonable, and fair.

Discipline is the responsibility of each individual school employee under the direction of the certificated staff and the principals. The principal's role is to assist and advise in the event of flagrant or continued misbehavior. Flagrant misbehavior should be brought to the attention of the principal immediately. A student shall not be sent to the office without an explanation of the offense. If assistance is needed in the removal of a student, the school employee is to send someone to the principal's office immediately for assistance. Each student dictates different strategies, but effective teaching and adequate preparation prevent many behavioral problems from occurring.

Corporal punishment shall not be administered. Students causing excessive discipline problems may be recommended to the Superintendent for discipline.

FORMS, REPORTS, AND RECORDS

The following items need to be supplied to the appropriate office as scheduled.

Superintendent's Office

New or changes on

1. W4's
2. Address
3. Telephone Number
4. Marital Status
5. Birth of a child

Payroll Deductions

1. Annuities
2. Health Insurance Coverage
3. Supplemental Insurance
4. Savings or Investment Plans

NOTE: All of the above are due prior to September 1st.

FUNDRAISERS AND ACTIVITIES ACCOUNTS

In order to ensure that the resources of the community are not strained as a result of multiple fundraisers occurring at simultaneously, all student organization fundraisers (other than the concession stand) must be approved by the organization's sponsor, the activities director, building principal, bookkeeper, and superintendent. When an organization wishes to engage in a fundraising activity the sponsor will need to complete a Fundraiser Request Sheet and submit the form to the Activities Director. Fundraising activities should not begin until the request has been approved by the superintendent.

Funds earned in the name of a school organization belong to the organization rather than to the individual student. When students engage in fundraising as a member of a school organization (such as activities, groups, teams, or clubs) the proceeds from the fundraising shall remain with the organization regardless of the continued participation status of the student in such organization. If organizations are disbanded all funds remaining with the organization will be transferred to the activity travel account.

Senior class funds remaining after graduation expenses are paid may be designated for a specific school project or activity by a majority vote of the senior class. If no project or activity is designated prior to graduation the remaining funds will be transferred to the secondary school account in the activities fund.

HALL SUPERVISION

School employees are expected to step into the hall between classes to help maintain order. Students must be supervised at all times when they are on school premises because of possible accidents and subsequent liability. School employees are to file all accident reports no matter how large or small. Lawsuits can happen several years later. A written record could be of great assistance in presenting requested testimony.

IDENTIFICATION BADGES/NAME TAGS

Bayard Public Schools employees may be required to wear identification badges, name tags, or similar items to improve security and increase visual identification to students, visitors, and community members.

INSTRUCTIONAL AND WORK AREAS

Each staff member is responsible for the appearance and organization of their assigned work areas. The appearance of the school and school grounds has an impact on the learning that occurs; therefore each staff member should devote time and energy to developing an attractive, stimulating, and orderly instructional setting. Take pride in your educational setting, as well as your work. Be an example for students. When a room is unoccupied, lock and shut doors behind you and shut off lights. ***School employees assigned to supervise students are expected to be with their students during the entire period for which their supervision is assigned.***

Occasionally school employees are required to share rooms. Upon leaving an area please insure that: a) materials and equipment are stored properly, b) chairs and desks are properly placed, c) the floor is free of litter. On leaving your room for a length of time or for the day, school employees will turn out all lights, close and lock all windows and close and lock all doors. School employees using the building after hours must check all lights and doors and see that all students are out of the building. Students are not to be left to close the building. Whenever the facility is being used, there must be a staff person present and directly supervising the students. Do not give your keys to students or any other person. Individuals and organizations wishing to use the school facilities must complete an Application for Facility Use and submit such application to the office for approval.

MUTUAL RESPECT

The Bayard Public Schools expects every staff member and student to be treated with respect and dignity.

OBSERVING AND ENFORCING RULES

It is the duty of each school employee to become familiar with the rules, regulations, and policies of the school and to do all that you can at all times to see that they are enforced. Ignorance of the rules does not excuse you.

PARKING AT THE ELEMENTARY SCHOOL

In order to provide a safe and invitational atmosphere to parents and visitors, staff members are to refrain from parking in the parking spaces located on the concrete on the south side of the elementary school. These spaces are to be reserved for parents and other visitors to the school.

PROFESSIONALISM AND CODE OF ETHICS

Professional deportment is expected from all personnel of Bayard Public Schools. This behavior is reflected in your dress and grooming, relationships with students and parents, and interaction with your peers. A positive school climate is critical to everyone's success. All classified employees must be familiar with and adhere to the Personal and Professional Conduct Standards section of this handbook.

PUBLICITY/PUBLICATIONS

Take pride in the school and be proud to tell about the positive elements of the school. Any items to be submitted to local papers or sent home to the parents should be appropriate and approved by the building principal. Any concerns should be presented to the principal in advance. The Secondary Principal shall serve as the editor of all student publications.

PURCHASING

Board Policy on Purchases: **Any employee who purchases supplies or equipment without expressed authorization of the Superintendent shall be personally liable for payment of the bill.** School Employees should make requests for supplies or equipment in sufficient time to allow for economical and wise purchasing.

Class and club sponsors will have responsibility for supplies ordered through their organizations. In many cases, items can be procured through regular school channels more economically. All purchases which are handled through the activity fund should be cleared through the Office of the Superintendent or the Activities Director.

All purchases charged to the school district or to any organization of the school will be accompanied by a requisition order approved through the Weblink online requisitioning system. Requisition Orders for a class or organization must be approved by the authorized personnel in the Office of the Superintendent or the Activities Director. No bills will be paid by the Board of Education or from the Activity Fund which have not been authorized.

RECORDS MANAGEMENT AND DISPOSITION – LITIGATION HOLDS OF ELECTRONIC MESSAGES

When litigation against the District or its employees is filed or threatened, the District will take all reasonable action to preserve all documents and records that pertain to the issue.
As soon as the District is made aware of pending or threatened litigation, a litigation hold directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue.

Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system; such messages are to be converted by the recipients of the litigation hold to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

No employee who has been notified of a litigation hold may alter or delete an electronic or other record that falls within the scope of the hold. Violation of the litigation hold may subject the employee to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

RADIOS AND OTHER COMMUNICATION DEVICES

In order to facilitate effective and timely communication, employees may be assigned to wear and use a handheld radio or similar communications device while on duty.

ROOM MAINTENANCE

Before leaving the work area each day, close windows, turn out all lights, and lock the room. Elementary staff members, please make sure your air-conditioners are turned off when you leave. When repairs are needed, notify the principal in order for arrangements to be made for the repair

SAFETY INSTRUCTIONS

All head coaches will conduct a safety lecture in regards to potential dangers that might be incurred by participating in that particular sport. All coaches will instruct participants in their sports in the correct fundamentals of the sport and will not teach fundamentals that have been determined as illegal or unsafe.

All other faculty members who supervise activities or classroom activities where a student could sustain an injury from the activity, will also conduct a class on the dangers and the safety precautions to be used during the activity or classroom sessions.

SCHOOL BOARD POLICIES

School Board policies are made available to the staff and to the public. Employees shall become familiar with Board policies. Please direct any questions about Board policy to the Superintendent.

SCHOOL LUNCH

School employees are strongly encouraged to utilize payroll deduction to pay for school lunches purchased by themselves and or members of their family. This ensures convenience for employees and timely payment of lunch bills to the school. Lunches must be paid for in advance. The school will not charge meals to employees or students with negative lunch account balances.

STUDENT CONDUCT

A student handbook will be used to familiarize students and parents or guardians with the school's practices and procedures. Students will be given a copy of the handbook, which will explain general regulations and requirements.

Students are expected to act, dress, and conduct themselves in the school building and at school sponsored events, in such a fashion that their behavior and dress will reflect favorably on the individual and on the school, will show consideration to fellow students, and will create a harmonious school atmosphere. All students must recognize their individual responsibilities and obligations, and discharge them in accordance with the school regulations.

All staff members are responsible for overseeing the conduct of students, both during school hours and at school sponsored events. In each instance in which an employee acts to help a student conduct him/herself properly, emphasis shall be placed upon the growth of the student and the ability to discipline him/herself.

SCHOOL KEYS

No key is to be duplicated without the Superintendent's written permission. **DO NOT GIVE YOUR KEYS TO ANY ONE ELSE TO USE.** Prior arrangements must be made if student managers use your keys. Staff members may be required to pay for the cost of lock/key replacement in the event that the staff member's keys are lost, misplaced, or stolen.

SCHOOL RESOURCE OFFICER (WHEN APPLICABLE)

In partnership with the City of Bayard the school district has access to the services of a School Resource Officer (SRO). As per agreement with the City of Bayard, the duties of the school resource officer shall be as follows:

a. Act as a resource to prevent delinquency and truancy.
b. Provide guidance on ethical issues in classroom settings.
c. Provide individual counseling for students.
d. Explain law enforcement's role in society to students.
e. Demonstrate the concern of the Bayard Police Department for youth.
f. Provide safety and security for the school campuses.

g. Create goodwill and increase the understanding of law enforcement within the school environment.
h. Strengthen student and police relationships.
i. Provide a forum where police, students, parents and faculty become acquainted and earn mutual respect.
j. Open lines of communication between public agencies and youth in the community.
k. Provide enforcement of all appropriate state statutes and city ordinances.
l. Assist instructors from time to time with reference to law enforcement related curriculum.

The school resource officer shall have no responsibility concerning enforcement of school codes of conduct or school administrative decisions involving student misconduct.

Teachers are encouraged to invite the school resource officer to help with instruction when the curriculum is aligned to the skills and knowledge of the officer. School employees are not to ask the school resource officer to "cover a class" and need to be present in the classroom for the duration of instructional sessions provided by the school resource officer.

SOCIAL ACTIVITIES

The class sponsor shall be responsible for the approval or disapproval and scheduling of the (7-12) social activities of classes and organizations with the scope of the regulations with the final decision resting with the administration.

School activities shall close at 12:00 midnight with the exception of Homecoming Dance and Junior Senior Prom which shall close at 1:00 a.m.

School activities shall not be permitted on Sunday unless religious in nature as they apply to the school. This includes practice for any activity. Practices are permitted on Sundays before district competition per NSAA rules.

School activities will not be permitted after 5:30 p.m. on Wednesday evening. Buildings must be cleared by 6:00 p.m.

SPONSOR/CHAPERONE DUTIES

Most employees, in addition to their regular assignments, are asked to sponsor a class or organization.

At the first meeting of the year, students in each class or organization should elect officers, and determine projected plans for activities and fund raising activities. Projects must be approved by the principal and scheduled by the activity director to avoid conflicts with other organizations and competition with local businesses. Parliamentary Procedure will be used in all class meetings.

If a project involves the use of the cafeteria and/or kitchen, the head cook must be consulted. If a cook needs to be present at the project, the organizer will be billed for that individual's time. If a janitor is asked to do the cleaning, make prior arrangements and be prepared to pay that individual for the services.

The sponsor is responsible for the financial records for each class or organization. They should review the records with the treasurer of the organization and the district bookkeeper at least once a month.

No students are to be in the building during a project or event unless a sponsor is present. Sponsors should check to see that lights are off and doors locked when they leave. The facilities should be left in a clean condition.

No organization is to meet at the school or any other location for any purpose without prior clearance from the principal. Sponsors are also to be aware that any money earned from fundraisers is to be used to benefit the school or community or for a growth experience. Using the school's name to raise money for a party is prohibited.

STAFF DRESS

School employees should be conscious of the importance of attractiveness, appropriateness, and neatness in dress and grooming. Set a positive example about the importance of school. Business casual attire is appropriate. Leggings and yoga pants are not considered business casual and are not appropriate for the instructional staff in the school. Staff attire needs to be compliant with expectations for student dress.

STAFF WELLNESS

Bayard Public School District highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. Staff members are expected to serve as role models for students in the area of wellness. BPS staff members are encouraged to serve as healthy role models for students.

STUDENT DRESS CODE

The school administration and teachers encourage everyone to behave and dress in a fashion reflecting good taste and in a style appropriate for a school day or school activity. An individual's dress, personal appearance, and cleanliness, like his/her behavior, should reflect sensitivity to and a respect for others.

Student dress and personal appearance that disrupts or distracts from the educational environment of the school, is offensive, in violation of any statute, or is a health or safety hazard is not acceptable and is not permitted.

Examples of inappropriate dress: midriff blouses; low cut blouses; hats; caps; headbands; chains or straps on pants; articles displaying obscene or vulgar writing or symbols; articles displaying tobacco, alcohol, or drug advertisement; jewelry with potentially harmful accessories; any clothing in reference to membership in gangs: bandanna; sagging clothes; or tagging with gang signs or letters. Any type of shorts worn to school will reach to the middle of the thigh. Shoes and socks must be worn.

School employees will send students to the office, or notify the office, if a student's clothing or dress is questionable. The final decision will rest with the administration.

If students are participating in extra-curricular activities or school-sponsored activities, their dress or appearance will be the responsibility of the coach or sponsors.

STUDENT ERRANDS

Students are not to be sent on errands during the school hours unless by permission of the principal. Students are entrusted to our care, therefore, it is essential that we know where they are at all times. Notify the principal well in advance when you desire to go with your groups during school time on class trips.

STUDENT HANDBOOK

All staff members should be familiar with and know the student handbook, encouraging students to know and follow its guidelines and regulations, too.

SUMMER BUILDING ACCESS

In order to provide a safe and efficient process for summer custodial and maintenance services staff members are encouraged to plan on the school buildings being closed during the month of July. Additional closures are possible as circumstances may dictate throughout the summer and during breaks in the school term. Staff members are encouraged to have any summer work completed by the end of June and to plan on access to the school buildings for the next year at the beginning of August.

SUPERVISION OF STUDENTS

Proper supervision of students is an important responsibility for teachers and other adults responsible for our students. Teachers and other adults responsible for student supervision are expected to meet the following:

Proper Supervision

1. Report to all duty assignments on time.
2. Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
3. Be vigilant while supervising students. **Never leave your students unattended**; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students are doing.
4. If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs.
5. Be careful with touching students. Use of corporal punishment is prohibited at Bayard Public Schools. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment), and that which professional educators determine appropriate for purposes of proper student relationships.
6. Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to the administration.

Proper Instructions

1. Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
2. Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
3. When you go over safety rules with students, note it in your written records (e.g., your lesson plan book or daily reports).
4. Review playground and classroom safety rules with students at least once each semester, and note when you do it in your written records. Also, if any students are absent when you review the rules; contact the student(s) to review the same information and also note that contact in your written records.

Contact the Principal for Assistance

The principal should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

1. Student fight
2. Student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office can not be immediately located, call 911 if the problem appears to be of immediate and serious concern
3. Reported incident or a suspicion that a student has a weapon or other dangerous item(s), drugs, alcohol, or other illegal substances
4. Presence of an intruder (a non-student or staff member who refuses to go to the office)

Student Searches

School staff members should notify the school principal of any situation in which a student is suspected of having an item in violation of school rules. School staff members are not to conduct searches of students or their belongings unless authorized to do so for a specific situation by the school administration.

Student Rights

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

WORK ROOM

The work room is to be kept as neat as possible. Avoid discussing individual students in the workroom. Additionally, ensure that communications in the work room are positive and conducive to a productive and effective school climate. Parents and community members often form impressions of our schools based upon the professionalism exhibited in the school offices and in the work room and break room. Your assistance in this is greatly appreciated.

TELEPHONE

School employees are welcome to use the school telephone. The school telephones are not to be used for personal long distance calls. School telephones are tax exempt and are to be used for official school business only. School employees who have student supervision responsibilities **will not** be called to the telephone except in case of emergency.

VIDEO SURVEILLANCE

The Board of Education has authorized the use of video cameras on Bayard School District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property; and to safeguard District facilities and equipment; and to further the educational process. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies. Teachers may videotape instruction and other classroom activities to make available to students who were absent or who would like to otherwise review such content.

VISITORS

All visitors are to be directed to the principal's office. This is for the preservation of classroom order as well as to protect students and staff.

Parental interest and concern should be welcomed. However, if a visitation becomes hostile, a teacher or an administrator should be present. Students and school employees are not to open any doors for non-school personnel, as visitors must enter through the main doors to the building and check-in at the office. School employees have the responsibility and the right to question visitors in the building.

WORK AREA SAFETY AND ACCIDENT REPORTING

All employees share in the responsibility for maintaining a safe and healthy school environment. All staff members shall avail themselves of every possible opportunity to instruct students in the safe use and handling of any school property or equipment that could cause injury to students or school personnel. Any unsafe or unhealthy conditions in the immediate work area, building, or on the school campus should be reported immediately to the school principal. In the event of an accident to an employee, student, or visitor, the safety and care of the injured individual should be of primary concern. A written report of the incident should be made to the principal within 24 hours, if not sooner. An incident which requires the attention of medical personnel and any other incident deemed important by the principal, should be reported to the superintendent of schools.

Instructors or sponsors of groups using laboratories, including science, art or shop areas will be responsible for seeing that individuals or groups working with the following materials or in the following areas will wear the appropriate eye and/or face protection or other protective gear deemed appropriate:

1. Hot molten materials.
2. Heat treatment, tempering, or kiln firing of any metal or other materials.
3. Milling, sawing, turning, shaping, cutting, grinding or stamping of solid materials.
4. Gas or electric arc welding or other welding processes.
5. Repair or servicing of any vehicles.
6. Caustic or explosive materials.
7. Hot liquids or solids, injurious radiation or other hazardous materials.

"WORK FROM HOME" EXPECTATIONS

In the event work from home is needed, (such as during a pandemic or due to other circumstances, the district may employ personnel in work from home. It is essential that remote staff members understand the District's expectations for those staff members while they are "on duty." When work from home is authorized, the following expectations apply to all staff members working remotely during the workday and during working hours:

1. If a staff member will appear via videoconference (such as Zoom), the staff member must be dressed professionally and in the same manner expected as if the staff member reported to work in-person. A staff member appearing by videoconference is expected to minimize background noise (such as a dog barking) that may interfere with the communication, and be in a professional setting (such as at a table or in a home office—not in bed).
2. Staff members should respond promptly to school-related communications. "Promptly" will depend on the context but, as a general matter, staff members who are not teachers will be expected to respond to phone calls within 15 minutes of receiving such calls. Teachers who receive a phone call or other school-related communication (such as an email) will be expected to respond after their teaching assignments, but not later than the end of the workday. We understand that staff members may be engaged during the workday with webinars, teaching, holding office hours, talking with colleagues or parents, and so forth. As such, each staff member's situation will depend on the circumstances. However, generally, all staff members (including teachers) are expected to be checking their phone and email during the workday and responding in a timely manner. The intent of this rule is to ensure that no staff member who is being paid during working hours is misusing worktime by not working.
3. During working hours, all staff members are bound by the same computer and Internet expectations as if they were in the physical classroom. This expectation includes not watching shows or movies, shopping for personal items, browsing social media, and so forth. Staff members who use District-owned devices may be subject to a search of their Internet browsing history. Staff members' District-owned email accounts may also be searched. We would prefer not to have to use these options, so please use work time for work purposes only.
4. All staff members continue to be bound by the applicable professional boundaries policy and/or rules. Staff members will not communicate directly with students via texting, social media or one-on-one Zoom sessions, unless the staff member has received approval in advance from a school administrator.

5. Hourly staff members must keep track of their work time. Hourly staff members must receive prior approval from their immediate supervisor before working overtime. The District may review each hourly staff member's Internet browsing history and/or email history to determine whether a staff member was working during their claimed work time. Hourly staff members must keep current a detailed log of the time they spent on work-related items and the time that they spent working on such items.

6. All staff members must communicate in a professional manner. Although much communication may be accomplished via electronic means, all staff members need to remember that communications should be professional and avoid inappropriate or vulgar language.
7. Staff members should refrain from communicating with each other about non-school business during the workday. For instance, calling or emailing other staff members during worktime to gossip is not an appropriate use of the workday.
8. Staff members should coordinate with their immediate supervisor on clock-in/clock-out procedures so that your immediate supervisor ensures that you are working that workday. If you need to miss work during a workday, you must contact your immediate supervisor as soon as practicable.
9. Each staff member's duty hours will be determined by each staff member's immediate supervisor. As a result, staff members are expected to maintain regular communication with their immediate supervisor about the upcoming workweek.
10. Staff members will comply with the recommendations of the Instructional Technology Coordinator with regards to secure technology arrangements.
11. Staff members are expected to follow all other directives from their supervisors in a positive and professional manner.
12. A staff member who repeatedly violates these expectations may be subject to discipline.
13. All other provisions of board policy and the staff handbook remain in effect.

If a staff member has any questions or needs clarification, they should contact their supervisor in advance for clarification. Please know that these expectations are subject to change and may be modified by the Superintendent or Superintendent's designee.

SELECTED BOARD POLICIES

POLICY NO. 4105
Page 1

REPORTING Child Abuse OR NEGLECT

It is mandatory that every employee of Bayard Public Schools report child abuse and neglect as set forth in this policy.

A. Child Abuse or Neglect Defined

As used herein, "child abuse or neglect" means knowingly, intentionally, or negligently causing or permitting a minor child 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 minor child is six years of age or younger;
5. Sexually abused; or
6. Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

The foregoing definition shall apply regardless of whether the perpetrator or perpetrators are student(s), school employee(s), the child's parent(s), or any other person.

B. Reporting

1. **Mandatory Employee Reporting to Law Enforcement**: If any school employee has reasonable cause to believe that a child has been subjected to child abuse or neglect or observes such child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect, then the employee shall immediately report such incident to the Bayard Police Department, the Morrill County Sheriff's Department, the Nebraska State Patrol, or the Nebraska Department of Health and Human Services.

2. **Substance of Report**: A report to a proper law enforcement agency or the Department of Health and Human Services may be made orally by telephone with the caller giving his or her name and address and shall be followed by a written report, and to the extent available shall contain the address and age of the abused or neglected child, the address of the person or persons having custody of the abused or neglected child, the nature and extent of the child abuse or neglect or the conditions and circumstances which would reasonably result in such child abuse or neglect, any evidence of previous child abuse or neglect including the nature and extent, and any other information which in the opinion

of the reporter may be helpful in establishing the cause of such child abuse or neglect and the identity of the perpetrator or perpetrators.

3. **Reporting to Principal**: After an employee makes an oral report as set forth above, the employee shall immediately notify a principal of the report. The employee shall then, within 24 hours, draft a written

report as required above and provide the written report to a principal. The principal shall include in the report any additional information known by the principal and submit the form to the proper law enforcement agency or the Department of Health and Human Services. The principal shall also provide a copy of the report to the Superintendent of Schools. If there is no principal available within 24 hours, then the employee shall provide his or her report directly to the proper law enforcement agency or the Department of Health and Human Services and provide a copy of the report to the Superintendent.

4. **Uncertainty**. ***Any uncertainty as to whether reasonable cause exists shall be resolved in favor of making a report to the proper law enforcement agency or the Department of Health and Human Services.*** An employee is not obligated to "prove" that child abuse or neglect has occurred or could occur. Having reasonable cause to believe could include having information as minor as an allegation. Employees should not take it upon themselves to investigate the case or contact the family of the child. Law enforcement and the Department of Health and Human Services are responsible for investigating.

5. **Record Keeping**. All employees shall keep written records of information obtained and reports made pursuant hereto.

6. **No Retaliation**. No employee shall be retaliated against for making a report hereunder.

7. **Immunity**. Any employee making a report under this policy is immune from civil or criminal liability, except for in the case of making maliciously false statements.

Legal Reference: Neb. Rev. Stat. 28-710 *et seq.*

Adopted: 8-11-86
Reviewed: 5-10-10
Revised: 1-9-12; 11-11-13

RESTRAINT AND SECLUSION

Restraint and seclusion (as further described in this policy) are behavioral and/or safety interventions and shall only be used in accordance with this policy.

1. General Guidelines

A. Restraint and/or seclusion should not be used as a first method of safety intervention, except in emergency situations. When used as a safety intervention, other de-escalation efforts such as voice commands should used prior to using restraint or seclusion.
B. Restraint and/or seclusion shall never be used as a form of discipline or for retaliation or convenience.
C. Restraint or seclusion should only be used when and to the extent reasonably necessary to maintain order or prevent a student from causing physical harm to himself or herself or others.
D. School personnel shall continuously monitor a student's status during periods of restraint or seclusion.
E. This policy does not apply to physical interventions which a student's health care provider has indicated are medically necessary for the treatment or protection of the student.
F. Nothing in this policy shall prevent a staff member from using restraint and seclusion as provided for in a student's IEP, 504 plan, or behavior intervention plan.
G. If student develops a pattern of behavior which requires or is anticipated to require a recurring pattern of restraint and/or seclusion, the school should conduct a functional behavioral assessment or call a meeting of the student's IEP team to develop or revise a plan to reduce or eliminate the need for restraint or seclusion.
H. Nothing in this policy shall allow a staff member to use restraint or seclusion which is unreasonable in duration and/or intensity considering the circumstances and school administration shall at all times maintain the authority to discipline a staff member if the administration deems unreasonable the staff member's use of restraint or seclusion.

2. Restraint

A. Physical Restraint. Physical restraint means the use of physical force to restrict significantly the student's movement. The following circumstances are examples when physical restraint is appropriate:

A. To obtain possession of weapons or other dangerous objects.
B. To prevent or break up a fight.
C. As self-defense or in defense of others.
D. To escort a student from one area to another in the interest of safety or to maintain order.
E. To calm or comfort a student.
F. To prevent self-injurious behavior.
G. As reasonably necessary to prevent imminent, severe destruction to school or another person's property.

B. Mechanical Restraint.

i. Mechanical restraint means the use of any device or material attached or adjacent to a student's body that restricts freedom of movement or normal access to any portion of the student's body and that the student cannot easily remove. Mechanical restraint includes the tying down, taping, or strapping down of a student.

ii. Mechanical restraints do not include adaptive or protective devices used as recommended by the student's health care provider or safety equipment used as intended by the general population (e.g. seatbelts).

iii. Mechanical restraints should only be used in the case of an emergency to prevent imminent danger to the student or others when physical restraint or seclusion would not be effective or is not possible.

C. Chemical Restraint.

i. Chemical restraint is the administration of medication for the purpose of restraint.

ii. Chemical restraint does not include medication as prescribed by and administered in accordance with the student's health care provider.

iii. Chemical restraints of students are not permissible under any circumstances.

3. Seclusion

A. Definition. Seclusion is the confinement of a student in a room or other space from which the student is physically prevented from or incapable of leaving. Behavior interventions and/or disciplinary methods which do not restrict the student's physical movement or ability to leave are not considered to be seclusion. Examples of behavior interventions and/or disciplinary methods which are not considered seclusion are as follows:

i. Timeout: Timeout means a behavior management technique in which a student is separated from other students for a limited period of time in a monitored setting.

ii. In-school suspension.

iii. Detention.

B. When Permissible. Seclusion is only appropriate when a student is displaying physical behavior that presents a risk of injury to the student or others and the threat could be diminished if the student is secluded in a safe environment. Seclusion should only be employed as a last resort after other methods of intervention have been attempted without success or would be inappropriate under the circumstances. Seclusion is inappropriate for students who are severely self-injurious or suicidal.

C. Duration. Seclusion should only be used as long as necessary to present the risk of injury.

D. Supervision/Observation. When a student is secluded a staff member or the school's resource officer shall continually monitor and supervise the student and shall immediately notify an administrator as to where and why the student is being secluded. The staff member monitoring the student in seclusion should document all observations.

E. Area of Seclusion. A student in seclusion must be able to exit the room or area if the supervising adult becomes incapacitated or leaves the area. The room or area used for seclusion must have adequate space, lighting, ventilation, heating/cooling for the safety of the student and must be free of objects that could be harmfully used by the student.

4. Documentation/Notices

A. Reporting. A Restraint or Seclusion Report must be completed for each incident of restraint or seclusion and shall include:

- Name of the student
- Name of the staff member(s) administering the restraint or seclusion;
- Date of the incident and the time the restraint or seclusion began and ended;
- Location of the restraint or seclusion;
- A description of the restraint or seclusion;
- A description of the student's activity immediately preceding the behavior that prompted the use of restraint or seclusion;
- A description of the behavior that prompted the use of restraint or seclusion;
- Efforts to de-escalate the situation and alternatives to restraint or seclusion that were attempted; and

- Information documenting parent contact and notification.

B. Notice to Administrators. The building principal and Superintendent shall be notified of the restraint and seclusion incident as soon as possible.

C. Notice to Parents. The building principal, Superintendent, or their designee shall attempt notify the student's parent or guardian of the restraint or seclusion incident as soon as possible after it commences.

D. Written Report to Parents. Within a reasonable period of time not to exceed 30 days after the incident, building principal or Superintendent shall also provide the parent or guardian with a written incident report. This report must include the following:

i. the date, time of day, location, duration, and description of the incident and interventions;
ii. the events or events that led up to the incident;
iii. the nature and extent of any injury to the student; and
iv. the name of a school employee the parent or guardian can contact regarding the incident.

5. Training.

A. Distribution of Policy. This policy shall be distributed to staff members on an annual basis.

B. Staff Training. Staff members who are reasonably anticipated to use restraint and/or seclusion on a regular basis shall be trained in the proper and safe use of restraint and seclusion.

Adopted: 3-12-12
Revised: 10-9-17

DRUG FREE SCHOOL AND COMMUNITY POLICY

Bayard Public School District is committed to providing an employment environment that is safe and provides appropriate motivation to ensure a creative and productive work force. To this end, the District unequivocally endorses the philosophy that the workplace should be free from the detrimental effects of illicit drugs and alcohol.

It is unlawful and, therefore, absolutely prohibited for any employee of the District to engage in the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of the school's activities.

DEFINITIONS

As used in this policy, prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of the school's activities shall mean, but not be limited to the following:

1. The unlawful possession, use, or distribution of any substance which is declared by the State of Nebraska or any other applicable law to be an illicit substance.

2. The possession, use, or distribution of alcohol on school premises or as a part of the school's activities.

As used herein, the term "school premises" shall mean any property owned, or in the other manner under the control of the Board of Education of the District.

As used herein, the phrase "as a part of the school's activities" shall mean any activity or enterprise carried out in whole or in part under the auspices of the District when supervising students or students are present.

PROCEDURES

1. All employees and each new employee will receive a copy of this policy.

2. Each employee will acknowledge receipt of this policy and will sign such form acknowledging receipt and acknowledging the District's policy of absolutely prohibiting conduct as set forth in this policy (Policy #4109), and further acknowledging that serious sanctions can and will be taken against and employee, including termination of employment and referral for prosecution for any failure to comply with the above stated standards of conduct and further acknowledging that such compliance is mandatory, and further acknowledging that this policy is adopted

pursuant to P.L. 101-226, C.F.R., Part 86, and other applicable statutes, and will further acknowledge that failure to comply with such federal requirements may be the District's receipt of federal funds in jeopardy

DRUG FREE SCHOOL AND COMMUNITY POLICY

3. In the event the employee does not understand the terms and conditions of this policy, it shall be the duty of the employee to ask for such points of clarification of the Superintendent of Schools or his/her designee at the time this policy is distributed to the employee. If no questions is directed by an employee to the Superintendent of Schools or his/her designee it shall be the legal position of the District to presume that the employee has understood and will abide by this policy.

4. In the event of any non-compliance by any employee with this policy, it shall be the duty of the Superintendent of Schools or his/her designee to inform any employee not in compliance about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to employees within fifty (50) miles of the administrative offices of the District. If no such programs are available within 50 miles, then such other programs as may exist in the State of Nebraska shall be made known to such employee. The Superintendent or his/her designee shall maintain a list of such available services and shall from time to time update such list.

5. Sanctions which may be taken against an employee for non-compliance with this policy may be any one or more of the following:
    a. An oral reprimand.
    b. A written reprimand.
    c. Suspension with pay.
    d. Suspension without pay.
    e. Termination of employment.
    f. Cancellation of employment.
    g. Non-renewal of employment.
    h. Referral to appropriate authorities for criminal prosecution.
    i. Mandatory enrollment in in-patient care or otherwise as a term and condition to any continuing employment by the District.
    j. Mandatory enrollment in any training programs that are may be provided by the District or others relating to any of the activities prohibited by this policy.

6. Disciplinary action sought to be imposed by the Superintendent or his/her designee shall be carried out in accordance with the established policies of the District. However, nothing in this policy shall be construed to vest any right in any employee beyond that required by law and the manner in which each case shall be handled in the sole discretion of the Superintendent or his/her Designee subject to the

Superintendent's approval, provided only that such action shall be carried out within the bounds of applicable law.

DRUG FREE SCHOOL AND COMMUNITY POLICY

7. Conviction of an employee of the District of any criminal statute relating to the unlawful use, possession, or distribution, of any controlled substance or alcohol, may result in disciplinary action being taken against such employee. When such conviction shall come to the attention of the Superintendent or other official of the District, an employee convicted as above described may be disciplined in any manner provided by statute, the contract of the employee, any existing policy of the District or any other applicable body of law. As used herein "applicable body of law" shall mean, but shall not be limited to, state and federal statutes, state and federal regulations, and any applicable case law.

8. As an alternative to discipline or as a concurrent requirement to the disciplinary action less severe than the maximum disciplinary action that may be carried out against an employee as referred to in the immediately preceding paragraph, the District, by and through its Superintendent or his/her designee may require the employee to successfully finish a drug abuse program. As used herein, the term "drug abuse program" shall mean a drug abuse program sponsored by an approved private or governmental institution. The Superintendent or his/her designee has written documentation satisfactory to the Superintendent or his designee that the employee has successfully finished such program. If aftercare is recommended by such institution, then the Superintendent or his/her designee in his/her sole discretion may require the employee to enroll such aftercare program and to participate in a manner satisfactory to the provider of such aftercare program. The Superintendent or his/her designee may require an employee to participate in aftercare in the same manner and under the same terms as may be required by the Superintendent or his/her designee. The Superintendent or his/her designee may require ongoing reporting of such participation as a term and condition of continuing employment by such employee at the District.

Adopted: 8-13-90

POLICY NO. 4115

EMPLOYEE USE OF ELECTRONIC COMMUNICATIONS DEVICES

The Board recognizes that employees may carry electronic communications devices and hereby adopts this policy.

District-Issued Communications Devices

The District may elect to issue certain communications devices to employees in order to increase the efficiency of District operations. Issuance and use of District equipment shall be subject to rules promulgated by the Superintendent.

Personally Owned Communications Devices

Employees may carry and use personally owned cellular telephones or pagers/beepers on school property subject to rules and regulations promulgated by the Superintendent.

Visible possession of all cell phones is prohibited in any area where there is an expectation of privacy.

Adopted: 4-10-2006

PROFESSIONAL BOUNDARIES BETWEEN EMPLOYEES AND STUDENTS

All employees (which for purposes of this policy includes student teachers and interns) are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions which the board deems unacceptable and will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging, social networking sites, or any other type of personal communication system to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).

- Engaging in social-networking friendships with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend or follow students on any social networking site.

- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.

- Making any sexual advance - verbal, written, or physical - towards a student.

- Showing sexually inappropriate materials or objects to a student.

- Discussing with a student sexual topics that are not related to a specific curriculum.

- Telling sexual jokes to a student.

- Invading a student's physical privacy (e.g., walking in on the student in a restroom).

- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.

- Being overly "touchy" with a specific student.

- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.

- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).

-

- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.

- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.

- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.

- Going to the student's home when the student's parent or a proper chaperone is not present.

- Giving gifts of a personal nature to a specific student.

- Discussing alcohol, tobacco or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.

- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.

- "Grooming," which includes building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District. A staff member seeking an exception must receive advance approval from his or her administrator. If a staff member is unable to communicate with an administrator

in advance (such as in the event of an emergency), the staff member must notify the administrator as soon as possible, but not later than 24 hours immediately following the event.

Any person who suspects a District employee of engaging in any prohibited conduct under this policy, including grooming, should contact the Superintendent or other administrator immediately.

An employee who violates this policy may face discipline, up to and including termination of employment, and may be referred to the appropriate certification or credentialing agencies for further discipline.

A violation of this policy will result in referral to the Department of Health and Human Services, law enforcement, or both.

Each school year, all employees shall sign a certification verifying that this policy was received and understood.

Legal Reference: LB 1080 (2020)

Adopted: 10-12-09

Revised: 1-11-21

Reviewed: 5-10-10

POLICY NO. 5114

Network Acceptable Use and Internet Safety Policy

Bayard Public Schools recognizes the value of computer and other electric resources to improve student learning and enhance the administration and operation of its schools. To this end, the Bayard Public Schools encourages the responsible use of computers; computer networks (including the Internet), and other electronic resources in support of the mission and goals of the Bayard Public Schools.

It is the policy of Bayard Public Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA).

It is the policy of the Bayard Public Schools to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, Bayard Public Schools recognizes its legal and ethical obligation to protect the well-being of students in its charge.

The following uses of school-provided electronic resources, including Internet and e-mail, are not permitted:

a. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;

b. to transmit obscene, abusive, sexually explicit, or threatening language;

c. to violate any local, state, or federal statute;

d. to vandalize, damage, or disable the property of another individual or organization;

e. to access another individual's materials, information, or files without permission;

f. to violate copyright or otherwise use the intellectual property of another individual or organization without permission; and

g. to distribute or forward "chain letters" via email.

Any violation of District policy and rules may result in loss of District-provided access to the Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Students may…

- Design and post web pages and other material from school resources.
- Use direct communications such as e-mail, online chat, or instant messaging with a teacher's permission.
- Use the resources for any educational purpose.

Consequences for Violation: Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Supervision and Monitoring: School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Enforcement of Policy:

- To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.
- Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.
- Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.
- A Bayard Public Schools staff member may override the technology protection measure that blocks or filters Internet access for a student to access a site with legitimate educational value that is wrongly blocked by the technology protection measure that blocks or filters Internet access.

- Bayard Public Schools staff will monitor students' use of the Internet by either direct supervision or by monitoring Internet use history to ensure enforcement of policy.

COPPA Notification Statement

Dear parents/legal guardians of school-aged children under the age of 13,

Our district utilizes several computer software applications and web-based services, operated not by this district, but by third parties. These include Teach TCI, Big Ideas Math, Amplify Science, Google Apps for Education, Clever, Remind, MobyMax, Pearson, Khan Academy and similar educational programs. A list of the possible sites and programs used in our classrooms with the privacy policy for each can be found on our district website's Instructional Technology page. Web-based educational programs and services may be added during the upcoming academic year as needed.

In order for our students to use these programs and services, certain personal identifying information - generally the student's name and school email address - must be provided to the website operator. By law, the operator may only use this information for educational purposes. Under federal law entitled the Children's Online Privacy Protection Act (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits districts/schools such as ours to consent to the collection of personal information on behalf of all its students, thereby eliminating the need for individual parental consent given directly to the website operator.

For more information on COPPA, please visit http:www.ftc.gov/privacy/coppafaqs.shtm.

Inappropriate Network Usage: To the extent practical, steps shall be taken to promote the safety and security of users of Bayard Public Schools online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking," and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring: It shall be the responsibility of all members of Bayard Public Schools staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Bayard Public Schools will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and

cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.

Disclaimers:

- Bayard Public Schools and its individual schools, administrators, faculty, and staff thereof, make no warranties of any kind for the service provided and will not be held responsible for any damage suffered by users. This includes the loss of data resulting from delays, non-deliveries, and intrusion by computer virus, or service interruption.
- Use of any information obtained via network access is at the risk of the user, and Bayard Public Schools specifically denies any responsibility for the accuracy or quality of the information obtained.
- Bayard Public Schools cannot guarantee complete protection from inappropriate material. Furthermore, it is impossible for the district or content filter to reflect each individual or family's opinions of what constitutes "inappropriate material." If a student mistakenly accesses inappropriate information, he/she should immediately notify a district staff member.
- Bayard Public Schools is not liable for an individual's inappropriate use of district's electronic communications systems or violations of copyright restrictions or other laws, or other costs incurred by users through use of Bayard Public Schools' electronic communication systems.
- The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's electronic communication systems.

CIPA Definition of Terms:

Minor: The term "minor" means any individual who has not attained the age of 17 years.

Technology Protection Measure: The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **Obscene,** as that term is defined in section 1460 of title 18, United States Code;
2. **Child Pornography,** as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

Harmful to Minors: The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Sexual Act; Sexual Contact: The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

Bayard Public Schools

Network Acceptable Use and Internet Safety Policy

Employee's Agreement

By signing this form, I acknowledge receipt of, understand, and agree to abide by the rules and standards set forth in the Bayard Public Schools Network Acceptable Use and Internet Safety Policy. I understand that to gain or retain access to the Bayard Public Schools computer network systems, I must sign and submit this form as directed. I further understand that any violation of the Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, monetary liability may be incurred, school disciplinary and/or appropriate legal action may be taken. I as a staff member agree to abide by the rules and standards addressed in this policy as it pertains to me and to help ensure that students also abide by these rules and standards as well. I understand that this agreement will be in effect for the duration of my employment with the district or until the policy is revised.

(Printed) Staff Member Name _____

Staff Member Signature _____

Date _____

Bayard Public Schools

Network Acceptable Use and Internet Safety Policy

Student's Agreement

By signing this form, I acknowledge receipt of, understand, and agree to abide by the rules and standards set forth in the Bayard Public Schools Network Acceptable Use and Internet Safety Policy. I understand that to gain access to the Bayard Public Schools computer network systems, I must return this form signed by me and my parent or legal guardian. I further understand that any violation of the Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, monetary liability may be incurred, school disciplinary and/or appropriate legal action may be taken. I understand that this agreement will be in effect for one school year and must be re-signed in subsequent years.

Teachers or media specialists who are exploring digital content with a class do not need special parental permission for such activity if the teacher or media specialist is in control of the navigation to known educational sites. A student accessing digital content at the constant direction of the teacher is not working independently. This circumstance does not require special parental permission. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

In addition, this form, when completed below and on file with the district, will constitute consent for our schools to provide personal identifying information for your child consisting of first name, last name, school email address and username (for educational use only) to the following web operators: Teach TCI, Big Ideas Math, Amplify Science, Google Apps for Education, Clever, Remind, MobyMax, Pearson, Khan Academy and to the operators of any additional web-based educational programs and services which our schools may add during the upcoming academic year.

(Printed) Student Name _____

Student Signature _____

Date _____

Bayard Public Schools

Network Acceptable Use and Internet Safety Policy

Parent or Legal Guardian's Agreement

I have read, understand, and agree with the Bayard Public Schools Network Acceptable Use and Internet Safety Policy. I understand that by signing this form I give permission for Bayard Public Schools to grant access to district electronic communication systems, including the Internet. I understand that this access is designed for educational purposes. I understand that Bayard Public Schools has taken reasonable precautions to eliminate access to inappropriate material and I will not hold the district or staff members responsible if inappropriate material is inadvertently accessed. I understand that this agreement will be in effect for one school year and must be re-signed in subsequent years.

Teachers or media specialists who are exploring digital content with a class do not need special parental permission for such activity if the teacher or media specialist is in control of the navigation to known educational sites. A student accessing digital content at the constant direction of the teacher is not working independently. This circumstance does not require special parental permission. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

In addition, this form, when completed below and on file with the district, will constitute consent for our schools to provide personal identifying information for your child consisting of first name, last name, school email address and username (for educational use only) to the following web operators: Teach TCI, Big Ideas Math, Amplify Science, Google Apps for Education, Clever, Remind, MobyMax, Pearson, Khan Academy and to the operators of any additional web-based educational programs and services which our schools may add during the upcoming academic year.

(Printed) Parent Name _____

Parent Signature _____

Date _____

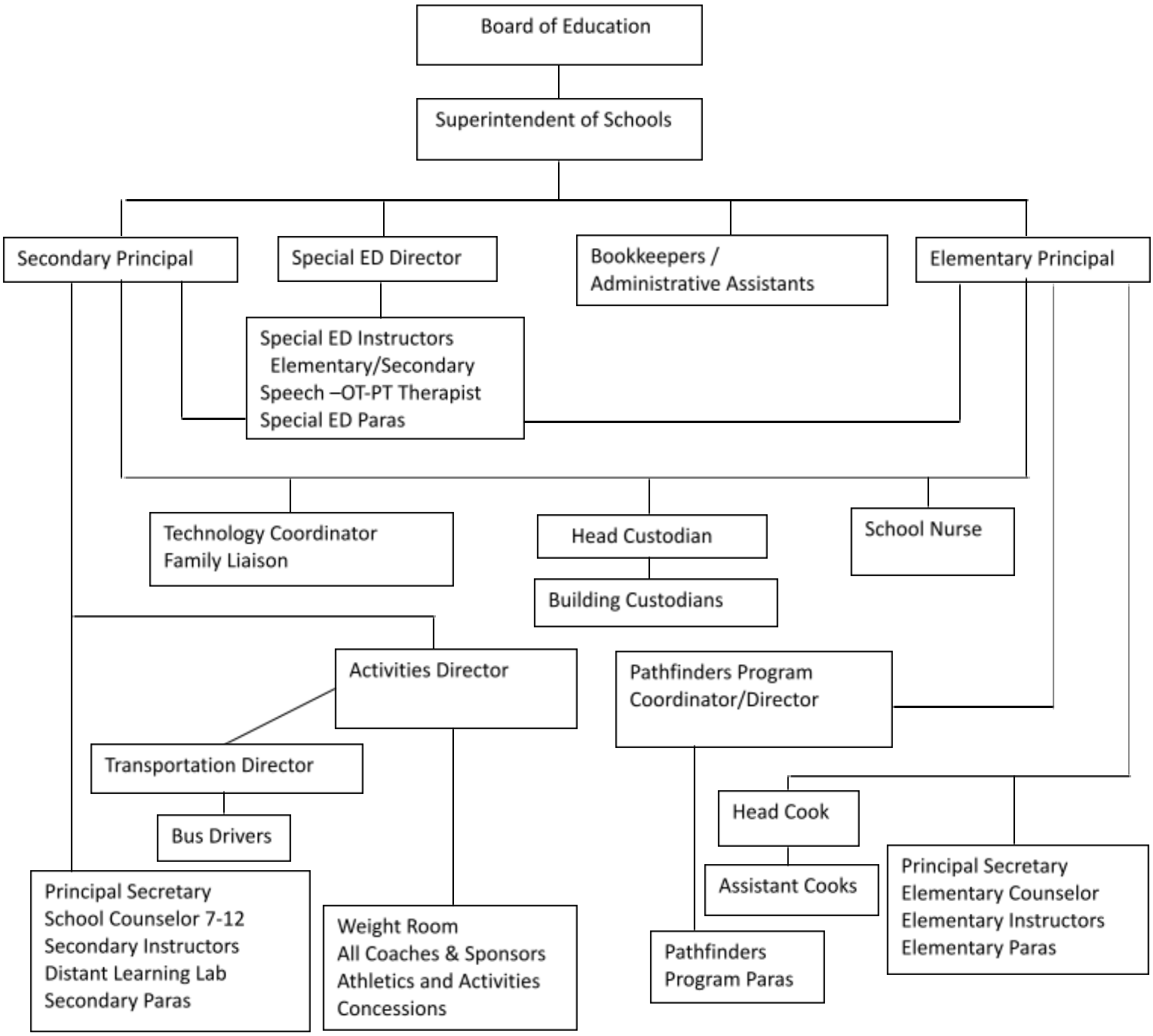
Adopted: 2-10-97

Reviewed: 7-12-10

Revised: 6-11-12, 6-8-20

Appendix A

BAYARD PUBLIC SCHOOLS
Chain of Command



Revised May 2021

Appendix B

Sick Leave Bank Request Form
Bayard Public Schools
Guidelines and Limitations to the Use of the Sick Bank

Membership

Any employee wishing to be eligible to receive days from the sick leave bank must donate one full day of sick leave or PTO to the sick leave bank to initiate membership. Membership will be taken only during the first five days of a contracted year. The maximum number of days in the bank will not exceed 180 days for carryover. Donated days may not be withdrawn if membership is dropped. No bank member shall be required, for purposes of maintaining status as a member in the sick leave bank, to contribute more sick leave or PTO days than other members. Members may donate up to a total of 10 PTO or sick leave days at the beginning of the year. Members may donate more than one day at other times when needed, upon agreement of BEA Executive Committee and Superintendent. An employee or his/her designee must request leave from the bank by completing this form and submitting it to the Superintendent. Valid applications for sick bank leave will be acted upon by the BEA Executive Committee and the Superintendent. A majority agreement is needed for sick bank leave approval. Sick bank leave will be acted upon as needed throughout the year. Days requested from the sick bank will be considered in chronological order.

Guidelines and Limitations

____A. Any member who has used up the entire amount of their accumulated PTO and sick days may request additional days of sick leave from the bank. Members must use all sick days, PTO, vacation, and personal days before requesting from the bank.

_____B. Days may be granted for such situations as extended personal illness, serious illness of a spouse or a child, unusual need for bereavement days, or emergency situations in the family.

_____C. The sick leave bank is not intended to cover routine appointments of a non emergency nature.

_____D. A maximum of 20 days may be used for normal pregnancy and delivery. Additional days for complicating conditions from pregnancy or childbirth may be covered under guideline letter B.

_____E. Employees are limited to a maximum of 30 days per year. The Committee and Superintendent reserve the right to allow additional days under extreme or unusual circumstances.

_____ F. Employees eligible for or receiving workers compensation benefits for a work-related injury will not be able to draw days from the sick bank for absences due to such injury.

_____G. An employee must incur two absences per year without pay before being entitled to use of the sick leave bank. The committee reserves the right to waive this provision under extreme or unusual circumstances.

_____I. No employee who is eligible for or receiving long term disability benefits may receive days from the sick bank.

Dates Requested_____

State your reasons for the request. You should also attach supporting documentation for the dates requested.

By signing I certify that the above statements are true and I authorize the committee to check my history of sick bank leave requests.

Signature_____ Date_____

BAYARD SCHOOL SONG

We're here to boost you, Bayard High, here's to you.
The school we love the best of all.
Our colors proudly waving never fall,
We'll carry on and fight, fight, fight, forever more.
And when the victory you have won again,
We will salute your loyal men.
We'll rally 'round your colors, Bayard High,
And always FIGHT, FIGHT, FIGHT.

Bayard Public Schools Pathfinders Program

2022-2023

Handbook

Dear Parents, Families, and Community Members:

Welcome to the Pathfinders Afterschool Program at Bayard Public Schools!

The Pathfinders Program is a 21st Century Learning Center located at Bayard Elementary School. In partnership with the University of Nebraska Extension Center and Morrill County 4-H the program provides a high quality after school program that supports excellence for all participants.

The Pathfinders Program provides services to students Kindergarten through sixth grade, families, and community members as they work to achieve their greatest potential. Participants have the opportunity to engage in educational programming and productive behaviors that promote well-rounded development in academic, career, leadership, and life skills. This program promotes the development of the individual and the community as a whole.

This handbook is designed to give a helpful insight into the after school program offered by the Bayard Public Schools. It includes detailed information about after school program activities, procedures, and policies. Please read this handbook carefully and keep it in a safe place for easy reference during the school year.

The Pathfinders Program strives to provide an atmosphere where children can enjoy, grow, and learn. The staff welcomes suggestions and ideas that will help to make students' time at the after school program beneficial and rewarding. Parents are encouraged to share thoughts and ideas for the program with the Pathfinders staff.

Students in the Pathfinders Program are invited to strive for excellence and navigate individual paths to a successful future. Along the way, Pathfinders students are encouraged to be cognizant of the mission, vision, and core covenants of Bayard Public Schools.

> **Mission:** *The mission of Bayard Public Schools is to partner with parents to provide a successful educational experience and diverse opportunities.*

Vision: *Bayard Public Schools will effectively provide and adapt its programs to meet the needs of its students, today and in the future.*

Core Covenants:

***F**ocused on the Student*
Positive Interactions and Relationships
Focus On Student Potential
Diverse Opportunities
Unconditional Acceptance
***A**ttitude of Excellence*
Act With Integrity
Expect To Be Great
Accept Daily Challenges & Setbacks
Think "Big Picture"
***C**ommunity*
Support Each Other
Set Aside Self For Benefit Of The Group
Respect Everyone
Be A Wing, Not A Weight
***T**iger Way!*
*Every Person, Every Day. It's a **FACT**!*

PATHFINDERS PROGRAM
HANDBOOK
2023-2024

The following information should help answer most questions about the program. Please read through this handbook carefully and keep it for future reference. If you have any further questions, please contact the program director or the building principal.

APPLICATION/REGISTRATION:

A. Forms are available on-line, in the elementary school office and at the end of this handbook. All students are accepted into the Pathfinders Program. If there is a problem or concern with the registration, we will work with you to find a solution. Please pay close attention to the medical information and emergency contacts. **We must be able to reach a parent or parent-designated person in case of an emergency**.

B. All paperwork must be completed before a child may attend the after school program.

DROP-OFF and PICK-UP PROCEDURES:

A. The Pathfinders Program begins when school is dismissed and ends promptly at 6:00 pm. Parents or parent-designated person may sign their student out at any time. Please arrange to pick up your child no later than 6:00 pm. If your child is not picked up, law enforcement will be called.

B. Children should come to the designated location immediately upon dismissal from school in the Elementary Gym/Multi-Purpose Room. From time to time the Elementary

Gym/Multi-Purpose Room may be used by other groups. When this occurs, the children will be directed to an alternative location in the school. Attendance will be taken promptly at 3:30 p.m by the Pathfinders Program staff.

C. If you want your student to walk/bike home from the Pathfinders Program, please, indicate this on the enrollment form.

D. For your child's safety NO CHILD will be released to any person other than their parent/guardian or parent-designated person. If a questionable situation arises staffmay request identification for proper release of the student.

E. The Pathfinders Program follows the school calendar and will be open on all the regular full school days. It is not open on early dismissal days, half days or vacation days.

F. In the event we need to cancel the after school program parents will be notified in the same manner as for other school cancellations.

G. Awritten, dated, and signed (by parent or legal guardian)note is needed to change parent designated pick up people or walking/biking permission.

PAYMENT:

A. Bayard Public Schools and Pathfinders Program is proud to initially offer this program at no cost to our families and community members. Our program is fully funded through the Nebraska Department of Education's 21st Century Learning Centers Grant as well as through our partnership with the University of Nebraska Panhandle Research and Extension Center.

PROGRAM ACTIVITIES:

A. Each day will include unstructured outdoor play, a healthy snack, a structured activity, supervised free time and homework time. These activities will be planned according to the age, interests, and number

of participants. Extended learning opportunities are offered during the after school program.

GOALS OF PROGRAM:

A. Improve student learning performance in one or more academic areas.

B. Increase student leadership skills, social benefits and positive behavioral changes.

C. Increase family and community engagement in supporting students' education.

STAFF AND PERSONNEL:

A. Problems should first be directed to the Pathfinders Program director. The Pathfinders Program director and staffare directly responsible for the program. If a problem persists, contact the building principal.

B. Staffmembers will be required to have current CPR and First Aid training.

VOLUNTEERING:

A. We encourage all parents and community members to be involved in our program. If you are interested in volunteering or sponsoring one of our clubs please visit with the program director. All volunteers need to pick up and complete a volunteer application form in the elementary office.

WHAT NOT TO BRING:

A. Any weapons whether real or a toy will not be tolerated. Please do not send money or valuables. Any items the child brings need to be marked with his/her name.

B. The program and/or staffwill not be responsible for the damage or loss of any items.

RULES OF CONDUCT/STUDENT EXPECTATIONS:

Pathfinders Program will incorporate the behavioral expectations of Bayard Elementary School's **ROARS** Program. Under the ROARS Program students are expected to engage in actions exemplifying **R**espect, **O**wnership, **A**ttitude, **R**esponsibility and **S**afety.

Respect

- Take care of school property and equipment
- Respect and care for the personal property of yourself and others
- Borrow things only after receiving permission
- If you break someone's property, fix or replace it
- Cooperate with others
- Work and play without disrupting others
- Use positive words and actions
- Show courtesy towards others

Ownership

- Accept responsibility and consequences for your actions
- Use an "I" message and say "I'm sorry" for your mistakes
- Participate
- Keep your school and work area clean and neat

Attitude

- Use kind words and actions towards others and self
- Have a "can do" attitude
- Believe in yourself

- Its ok to let adults be in charge
- Say please and thank you
- Be helpful

- Work Together
- Be a good sport
- Use a positive greeting either verbal or silent

Responsibility

- Be a good listener
- Set a good example for others
- Be on time
- Work hard and do your best
- Ask permission
- Make smart choices
- Immediately and accurately report problems

Safety

- Be kind with words and actions
- Use furniture and equipment properly
- Walk in the building
- Use playground equipment properly
- Keep hands and feet to self

DISCIPLINE PROCEDURES:

A. Infraction of the above rules will result in a referral and the parent will be notified. Severe misbehavior may result in exclusion from the program and additional student discipline sanctions in accordance with Board Policy and the Student/Parent Handbook.

B. Once 3 referrals are received, the program director will meet with the parent. The student may be suspended from the program for 1 day or more.

C. Subsequent referrals may result in additional days of suspension. As a general guideline, a 2nd suspension will be for 3 days.

D. After two suspensions, if continued infractions occur, students may be excluded from the program for the safety of others. A

meeting will occur with the program director, parent, and building principal.

**** Serious infraction will result in an automatic suspension or exclusion pending meeting with the parent, program director, and the building principal.

A. Serious infraction may include – harming another child or staff member, stealing, damaging property, using foul language, and being totally disruptive and uncontrollable in the group.

PROBLEM SITUATIONS:

A. Please let our staffknow if your child is having a problem during the after school program. We will do our best to help your child get along, but we need to work together.

B. If your child is witnessed damaging school property you will be asked to pay for the repair or replacement of the item. This is a serious infraction.

SUGGESTIONS:

A. Please be sure all outerwear is marked with the child's name.
B. Be sure your child/ren is dressed appropriately for outdoor play.
C. Put any transportation changes in writing.
D. Please put into writing any information that needs to be shared with the staff.
E. If a child is ill, the child will not be allowed in the program.

PATHFINDERS PROGRAM CONTACT INFORMATION:

Bayard Elementary School
726 4th Avenue
P.O. Box 607
Bayard, NE 69334

For concerns about your child and/or questions about schedules, policies, or staffing, please call the Elementary School at **308-586-1211.**

To report an absence, a change of pickup information, or a pickup delay, please call **308-586-1211**.

COMMUNICATION:

Pathfinders Program maintains an open door policy. Please feel free to direct suggestions for programming, questions, or concerns related to the program to the program director at any time.

PATHFINDERS- PARENT HANDBOOK RECEIPT AND REGISTRATION FORM

I, _____, have received the Pathfinders Program Handbook for the 2022-2023 school year. This receipt acknowledges that my child and I have read and understand the contents of the handbook. By signing this receipt, my child and I agree to follow all school policies and Pathfinders program policies and rules of conduct. I understand that failure to abide by the expectations of the program may result in discipline including exclusion from the Pathfinders Program and additional discipline in accordance with the Bayard Public Schools Student/Parent Handbook.

I want my student included in any publicity that the Pathfinders Program may receive including Bayard Public School Website, social media, newspaper, and others.

_____**YES** _____**NO**

Parent/Guardian Signature: _____ Date: _____

Phone: Best contact number_____ Alternate number:_____

Address: _____

Emergency Contacts: _____

How will your child get home? Who can pick up your child?

Walk with _____

Ride with _____

Which days are your children attending Pathfinders Afterschool Program? (circle)

Child#1 _____ Varies Monday Tuesday Wednesday Thursday Friday

Child#2 _____ Varies Monday Tuesday Wednesday Thursday Friday

Child#3 _____ Varies Monday Tuesday Wednesday Thursday Friday

Child#4 _____ Varies Monday Tuesday Wednesday Thursday Friday

Child#5 _____ Varies Monday Tuesday Wednesday Thursday Friday

Comments (other information we should know):

STUDENT PARENT HANDBOOK

Bayard Public Schools
2023-2024

Every Person, Every Day. It's a FACT!

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General Information

BAYARD PUBLIC SCHOOLS
Student-Parent Handbook
2023-2024

This student handbook is Board of Education policy, and in the event there are inconsistencies or conflicts with any other rules or regulations, the board policies and regulations as they appear in this handbook will regulate.

INTRODUCTION

The purpose of this booklet is to help the parents and students of Bayard Public Schools to understand the philosophy, practices, policies, and regulations of the school. It is designed to help students choose courses and classes which will benefit them later for a life after graduation. If you have questions or concerns about these matters, or any other facet of your education, please contact an administrator at any time.

The experience of school is of critical importance. Not only do students learn the academic skills of reading, writing, calculating, thinking, and speaking; but they also learn who they are and how to deal with and relate to fellow students and adults. For these reasons, it is of paramount importance that the school environment be supportive of the students, offering encouragement, acceptance, and genuine concern for the individual student. The school, along with parents, family, and community must teach the students that all people have value and dignity. They must also strive to teach the values of honesty, respect for others, personal integrity, individual achievement, cooperation, self-discipline, a sense of humor, and good citizenship.

The classroom should be a very special environment. It must be stimulating and challenging, and at the same time, warm and supportive. Discipline should be present to enhance learning and engender proper academic and social development. It should not, however, be so rigid as to stifle individual creativity. It must foster self-worth and respect for the rights of other individuals and build a positive relationship between the student and the teacher. We believe in firm, fair, and consistent discipline that is built on sound educational principles. We also believe that all students are special and can succeed to the level of their abilities. There should be a real joy in learning, and students should be encouraged and rewarded for their many successes.

We hope that this school year will be exciting and rewarding, and we look forward to the opportunity of helping each student become the very best that they can become

VISION STATEMENT

Bayard Public Schools will effectively provide and adapt its programs to meet the needs of its students, today and in the future.

MISSION STATEMENT

The mission of Bayard Public Schools is to partner with parents to provide a successful educational experience and diverse opportunities.

"A NATION AT RISK"

"When you work to your full capacity, you can hope to attain the knowledge and skills that will enable you to create your future and control your destiny. If you do not, you will have your future thrust on others. Take hold of your life, apply your gifts and talents, and work with dedication and self-discipline. Have high expectations for yourself and convert every challenge into an opportunity."

WELCOME TO BAYARD PUBLIC SCHOOLS

PRINCIPALS' MESSAGE

Dear Parents and Students:

Welcome! We are looking ahead to an exciting year of learning and growing. Your cooperation and full participation will help us to reach that goal.

It is our greatest hope that everyone will get excited about learning and come to appreciate the endless possibilities of a trained mind. We can do it together – you, the student; your teachers; and myself, the principal; and your parents! All of us, working together in a positive manner can, and will, achieve another highly productive and successful school year.

Our focus this year will be on effective communication and to improve educational opportunities. Your focus for the future will hopefully be on learning; not just memorizing a head full of interesting facts, but learning how to be a self-directed learner – a life-long learner.

Your parents have given you the love and security to know that they dream big dreams for you. The staff is committed to supplying you abundant time, talent, and energy to underwrite your success. You, in turn, must supply the effort necessary to make the dreams a reality.

Don't accept second best for yourself. Be everything you ever dreamed you could be. Be committed! Be determined!

We'd like to share the following poem found in a magazine several years ago. We hope it tells you that we are here for you.

Love Me When I'm Most Unlovable
There's a time for us in life that no one understands.
We grow and change in many ways and later find out why.
We face new problems everyday, and sometimes it's just so unbearable
We have to break down and cry.
During these times there are good and bad,
And we hope our parents will just understand,
For what is happening to us cannot be controlled,
No matter what we are told.
So bear with us, grow with us, and learn to love us through it.

Parents are encouraged to come to school or call the school if you have questions, suggestions, or comments.

Your Principals,

Mrs. Candace Ehler, Elementary Principal
Dr. Kelley Rice, Jr./Sr. High School Principal

Student Conduct

BAYARD PUBLIC SCHOOLS STUDENT EXPECTATIONS

1. Bayard students respect the rights and property of others and are courteous and polite in action and language.
2. Bayard students display good sportsmanship in representing the school and community.
3. Bayard students strive for honesty and accept responsibility for both their successes and their failures.
4. Bayard students strive for high academic achievement in such a manner that it brings respect to themselves and the school.
5. Bayard students avoid alcohol and drugs.

MUTUAL RESPECT

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

GUM, FOOD AND DRINKS

While gum is allowed in classrooms, it should be disposed of properly. Candy may be allowed on occasion when it is permitted by the teacher. Certain elementary grades and secondary courses, such as band and choir may restrict the use of gum and candy for safety and equipment reasons. Snacks that follow the school's wellness policy are permitted in the classroom. Large bags of food or candy, along with sugary drinks and energy drinks are a distraction from the educational environment for students and are not appropriate for the classroom setting.

ELEMENTARY MESSAGES

Students will be asked to carry messages, announcements, bulletins, newsletters, and calendars home to parents. Please be sure to look for and read messages.

We urge parents to make arrangements for after-school activities and relate pertinent information to students before they come to school. If it does become necessary to get in touch with your child, the secretary will deliver messages approximately five minutes before school is dismissed for the day.

ELEMENTARY PARTIES AND TREATS

Party invitations will NOT be distributed at school unless the entire class is included. When bringing treats, students must bring enough treats for all members of the classroom. The school cannot hand out or make invitations to private activities.

Classroom parties can contribute to the education of school children when they are part of a learning situation. Time will be provided during the school day for parties to observe Halloween, Christmas,

and Valentine's Day. Parents are encouraged to help with these parties if asked by a classroom teacher. On special occasions, other parties may be held with administrative authorization.

ELEMENTARY/PETS

Pets can be a nuisance and a real problem on a school playground. A friendly pet often becomes vicious when excited by many children. Please see that dogs and other pets are kept home and not allowed to follow pupils to school.
Teachers may give special permission for pets to be brought to school for show and tell or as part of an activity. At this time, parents are asked to bring the pet(s) and stay long enough to take the pet(s) back home. Under NO circumstances is a potentially dangerous pet to be brought to school.

DISCIPLINE

Good discipline begins in the home where a child learns from his/her parents at an early age to develop self-control. This will carry directly into his/her school behavior. Students are expected to conduct themselves in a manner which is in keeping with the activity in which they are involved, respect the rights of others, and obey safety rules and regulations.

When discipline is used, it will be of a positive nature and will be in the best interest of the student involved. Discipline is used to develop self-control, instill self-discipline, and to assist the student in developing a positive decision-making process.

Each teacher has a set of discipline steps, which he/she will follow. Teachers are to have control of their classrooms at all times and are encouraged to handle the day-to-day discipline problems. If there is a student that constantly hinders the educational process in the classroom for other students, that child will be sent to the principal's office for disciplinary action.

The teachers, paraprofessionals, custodians, and all other staff members have the responsibility and authority to insist upon good discipline in the classrooms, school building, on the school grounds, and at school activities. This discipline plan is not intended to be exclusive or all-inclusive. Modifications will be made if necessary. The administration reserves the right to respond to any inappropriate behavior with immediate suspension of the child, with the child being reinstated only through a parent, teacher, and principal meeting scheduled by the school.

SUSPENSION AND EXPULSION

A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

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

a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or

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

The following process will apply to short-term suspensions:

a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.

c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.

d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.

e. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

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

3. Expulsion:

a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parent(s)/guardian(s) when the Principal recommends an

expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.
4. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not 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. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

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

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

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance including tobacco as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance, tobacco or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct.
9. 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 or on paper or other digital or physical media format.

10. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
11. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
12. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
13. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
14. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
15. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
16. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
17. Willfully violating the behavioral expectations for riding school buses or vehicles.
18. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

    a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or

    b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

19. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive

device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

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

D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

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

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

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the

student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

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

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

2. Academic Integrity.

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

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

b. Definitions: The following definitions provide a guide to the standards of academic integrity:

(1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others.

Cheating includes, but is not limited to:

(a) Tests (includes tests, quizzes and other examinations or academic performances):

(1) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(2) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(3) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

(4) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(5) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

(1) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(2) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(3) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(4) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(5) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

(3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require

the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

(2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

(3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Electronic Devices

a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

b. Definitions. "Electronic devices," include, but are not limited to, cell phones, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

c. Possession and Use of Electronic Devices.

(1) Students are not permitted to visibly possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.

(2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (4)(a). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

(3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).

(4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

(1) Students shall not use electronic devices at any time or place for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; or (f) activities

which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Electronic devices used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

(3) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.

(4) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/ her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(5) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(6) Subsequent Violations: Students who are repeat offenders of this policy shall be subject to the imposition of any appropriate disciplinary action, which may include suspension and expulsion from school.

e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

E. <u>Inappropriate Public Displays of Affection (IPDA):</u> Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others.

Students will face the following consequences for IPDA:

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

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

F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Students in the hallway during class time must have a pass with them, and may not leave class without permission.
2. Sunflower seeds, etc. are not allowed in the school building or classrooms.
3. Lunches are to be eaten in the cafeteria unless special permission is granted.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.
9. Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
10. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Throwing snow is prohibited.
13. Students are not to be in the school facilities without supervision.
14. Lying or otherwise deceiving staff or administration.

G. Law Violations

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student’s parents or guardian as soon as possible.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor’s parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the District’s policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
    (a) Knowingly possessing illegal drugs or alcohol.
    (b) Aggravated or felonious assault.
    (c) Vandalism resulting in significant property damage.
    (d) Theft of school or personal property of a significant nature.
    (e) Automobile accident.
    (f) Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law.

When appropriate, it shall be the responsibility of the referring administrator to contact the student’s parent of the fact that the referral to legal authorities has been or will be made.

RESTRAINT (definition)

The act of controlling the actions of pupil(s) when such actions may inflict harm to others or to himself/herself. School personnel must feel free to use whatever reasonable means are appropriate at the moment, if it is necessary, to prevent a pupil from harming others or himself/herself.

VIDEO SURVEILLANCE

The Board of Education has authorized the use of video cameras on Bayard School District property to ensure the health, welfare and safety of all staff, students and visitors to District property; and to safeguard District facilities and equipment; and to further the educational process. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies. Teachers may videotape instruction and other classroom activities to make available to students who were absent or who would like to otherwise review such content.

DISCIPLINE AND SOCIAL EMOTIONAL LEARNING

Students who have engaged in violations of school rules and behavioral expectations may be required by the principal to complete additional educational activities and/or training in order to have the opportunity to learn proper conduct prior to returning to regular classroom attendance. These assignments may include requiring students to complete Social Emotional Learning (SEL) Modules through the Odysseyware BASE program, Skills Streaming, or other programs as determined by the principal or his/her designee to be necessary for the development of the student. Failure to complete these assigned tasks will be considered to be a violation of a reasonable directive subject to additional discipline in accordance with this handbook and school policy.

Students who violate school rules regarding possession of illicit or prohibitive substances may, at the discretion of the principal, be required to complete additional educational activities to promote an understanding of healthy and safe behaviors prior to returning to regular classroom attendance. These assignments may include completion of an educational program to reduce the use of an illegal or addictive substance, consultation with the school nurse, or additional meetings between the student, the student's parents/guardians, and substance abuse professionals.

ALCOHOL TESTS

It is a violation of Board Policy and school rules for a student to use or be under the influence of alcohol while on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school sponsored activity or athletic event.

The Superintendent of Schools or his or her designee may require students to consent and submit to a breath test to determine the presence of alcohol or similar alcohol sensor (a "Test") as a prerequisite for admittance to any voluntary school event or activity if the Superintendent determines that such practice is necessary for the safety of students at such event or will prevent interference with school purposes. If the Test reveals that a student is under the influence of alcohol or the student

refuses to submit to the Test, then the student may be denied admittance to the event (in addition to being subject to further discipline as allowed by law, school rules, and Board Policy).

The Superintendent of Schools or his or her designee may require a student to submit to a Test at any time while 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 if the Superintendent or his or her designee reasonably suspects that the student is under the influence of alcohol.

STUDENT ATTENDANCE AND EXCESSIVE ABSENTEEISM

Regular and punctual student attendance is required. The Board's policies require such attendance, the administration is responsible for developing further attendance rules and regulations, and students and parents are responsible for developing behaviors which will result in regular and punctual student attendance. Bayard Schools are required to maintain an accurate record of student attendance.

Compulsory Attendance: Except for those students exempted by law, this school district expects all children living within the boundaries of the school district and those currently enrolled in the school district and who are between the ages of seven and eighteen, to be in attendance every day that school is in session unless they have been excused by the school administration.

A. Attendance and Absences.
1. Absences from School - Definitions. An absence from school will be reported as: (a) Unverified, (b) Absent, (c) Verified, (d) Activity, (e) Exempt.
The following codes will be assigned to student absences for the following reasons:

Unverified (UNV): The student is absent and the school has not received any notification pertaining to the student's whereabouts from a parent/guardian.

Absent (A): A parent/guardian has called to let the school know their child will not be in school, but the absence does not qualify as an EXC, EXP, ACT as defined below.

Verified (VER): A parent/guardian has called to let the school know their child will not be in school due to illness, a medical appointment, or family trips in which the student accompanies the parent/guardian. Even though an absence is verified, it does count toward the total number of absences for purposes of credit loss and truancy reporting.

Exempted (EXP): A parent/guardian has called to let the school know their child will not be in school for a purpose deemed by the Principal as an extenuating circumstance. The student's absence will not count against them due to the extenuating circumstance. An Exempted absence may include absences for reasons such as the attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents) counseling/therapy appointments, and court appearances that are required by a court order.

Activity (ACT): The student is absent from school due to participation in a school-sponsored event.

Only when specifically authorized by the principal for health or other reasons, students may be granted permission to attend class via electronic means. Student attendance will be marked the same regardless of virtual or in-person attendance.

The following attendance codes WILL contribute to the accumulated absences for the semester: UNV, VER, A, . After 9 absences, the student will lose credit for the class(es) in which they are not in attendance.

The following attendance codes WILL NOT contribute to the accumulated absences for the semester and will not count against credit loss: EXP, ACT.

Exempted Absences must be cleared through the Principal's office by the student's parent/guardian in advance whenever possible. An absence or tardy, even if verified by a parent/guardian, may not be ~~or~~ exempted, except as described above. All absences, except for illness, death in the family or other absences where advance notice is not possible, require advance approval.

The Principal shall have the discretion to deny or approve the verified or exempt status of absences depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

A student who engages in excessive absences may be considered truant as per state law Neb. Rev. Stat. 79-201. Truancy is a violation of school rules. The consequence of such action may require the student to make up the time missed through Academic Intervention. Students who leave the school premises without permission during the school day will be considered truant.

2. Absence Procedure.
Make-up work may be assigned for each day missed regardless of the type of absence, school activity or otherwise. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed will be determined by the teacher, with two days per each excused absence the general rule. The student has the responsibility to contact teachers, initially, regarding make-up assignments.

B. Mandatory Ages of Attendance. The mandatory ages of attendances for truancy purposes are age 6 (as of January 1 of the then-current school year) to age 18. Attendance is also not mandatory for a child who has reached the age of 6 years of age prior January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements, and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 18 years, and such child's parent or guardian has signed a notarized release discontinuing the enrollment of the child on a form provided by the school.

C. Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw

such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in Bayard Public Schools or resides in Bayard Public Schools and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

D. Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent. The superintendent shall immediately cause an investigation into any such report to be made. The superintendent shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed under the “Excessive Absenteeism” and “Reporting Excessive Absenteeism” policies.

E. Excessive Absenteeism. Students who accumulate five (5) absences in a quarter shall be deemed to have “excessive absences.” Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

after 5 absences – first communication from the principal.
6 and 7 absences – further written communication or phone call from principal is possible.
8 absences – call and letter to meet with the principal.
9 and 10 absences – meeting should have been held with the principal.
11 or more absences – possible notification to county attorney.

F. Reporting Excessive Absenteeism to the County Attorney.

a. Twenty Absences. If a student accumulates more than twenty (20) absences per year and all of the absences are due to documented illness that makes attendance impossible or impracticable or are otherwise excused by school authorities, the attendance officer may report such information to the county attorney of the county in which the person having control of the student resides.

b. Twenty Absences. If a student accumulates more than twenty (20) absences per year, the attendance officer shall file a report with the county attorney of the county in which the person having control of the student resides. The report shall be made on a form which includes the following two statements, one of which must be designated by the school representative signing the report: (a) The school representative requests additional time to work with the student prior to intervention by the county attorney; and (b) the school representative believes that the school has used all reasonable efforts to resolve the student’s excessive absenteeism without success and recommends county attorney intervention. If further action is necessary to address the child’s attendance, the initial meeting between the parent or guardian of the child, the school, and the county attorney or his or her designee shall be at a location determined by the school.

c. Other. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

G. Reporting to the Commissioner. The Superintendent or designee shall report on a monthly basis to the Commissioner of Education as directed by the Commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials (other than law enforcement officials employed by or contracted with by the District as school resource officers) by the District relative to a student enrolled in the District.

ELEMENTARY - ARRIVAL AND DISMISSAL

Please make every effort to have your student arrive at school no earlier than 7:55 A.M., unless previous arrangements have been made with the principal's office. Students must leave the building when dismissed in the afternoon, unless they are given permission to remain and are supervised by a staff member. Students will be asked to leave the school grounds after school is dismissed, unless arrangements have been made previously with the parent(s) or guardian(s). The playground is not supervised before 8:00 A.M. or after 3:30 P.M.

ELEMENTARY ABSENTEES AND TARDIES

Bayard Elementary Start and End Times:

Begin: 8:00 am
Dismiss: 3:25 pm

Students should plan to report to school between 7:55 A.M. and 8:00 A.M. so they will not be counted tardy. Tardiness is reported from 8:00 A.M. to 10:00 A.M. and from when class starts after lunch to 2:00 P.M. A student leaving school after 10:00 A.M. or after 2:00 P.M. will not be counted absent for that half day respectively. Otherwise, the student is determined to be present.

Students are expected to be in class on time. Tardies will be monitored by individual teaching staff and the principal's office. Each teacher will post rules and consequences regarding tardies in their individual classrooms. Failure to meet school/teachers' rules and expectations regarding tardiness during the year will result in disciplinary action.

Elementary students will not be dismissed from the regular school day to attend junior high or high school events unless a parent or other authorized adult personally checks the student out of school.

JUNIOR HIGH/HIGH SCHOOL ABSENTEES AND TARDIES

Bayard Jr./Sr. High School Regular Schedule Start and End Times:

Begin: 8:00 am
Dismiss: 3:31 pm

Students are expected to be in class on time and in attendance every class period (See SCHOOL BUILDING HOURS AND BELL SCHEDULE for start and end times for each period). Other than emergencies, students will not be allowed in the halls and must have a hall pass.
Unexcused tardies will be monitored by individual teaching staff and the principal's office. Each teacher will post rules and punishment regarding tardies in their individual classrooms.

I. Failure to meet school/teachers' rules and expectations regarding tardiness during the semester will result in disciplinary action.

II. If a student's absence is unexcused, the student may receive zeros for any class work missed during the absence, and may be required to make-up work and the time missed

III. Accumulation of three absences in a semester, which are not verified by the student's parents with a phone call, note or doctor's slip shall be considered truant and may result in disciplinary action. Continued unverified absences will result in additional disciplinary action and reported as excessive absenteeism.

All students grades 7-12 will be allowed up to nine (9) excused absences per semester. After the 9th absence, credit will be deducted as follows:

0-9 days absent 0 credit deducted per course
10-15 absences 1 credit deducted per course
16-20 absences 2 credits deducted per course
21-25 absences 3 credits deducted per course
25-30 absences 4 credits deducted per course
31+ absences 5 credits deducted per course

To receive full credit for a class in which a student has been absent in excess of nine periods, the student will be given the opportunity to make up the time missed. Teachers will provide make-up (or extra credit work) to be done during the make-up period. The student will be supervised during the make-up time by the school principal or by an assigned detention teacher. The student must serve the same number of make-up minutes (per missed class) as the class was originally scheduled to meet, in order to receive full credit for making up a period. Scheduling of the make-up time will be done by the school principal. The make-up time may be scheduled before school, after school, or on weekends, but it must be served within 30 days of the completion of the semester as the absent day it is being served to make up. Absences for school-sponsored activities are not to be included in the nine-day absence policy.

Students who lose credit will be given the opportunity for credit recovery during summer school.

The administration reserves the right to subtract from the number of absences those occasions which a student is hospitalized, prescribed bed rest by a physician, or gone due to a family emergency. (Family emergencies may include by not limited to accidents funerals, etc.) The school administration will require written documentation from a hospital or a physician for absences due to prescribed bed rest. It is important to note that while absences impacting credit loss are semester based (start over each semester), absences counting toward truancy accrue throughout the entire school year.

TRUANCY

Truant students will make up twice the time missed from school for the first offense, and their parents will be contacted. For the second offense, the parents will be called in to work out an appropriate agreement. Students truant more than three times while in junior and senior high school will be suspended from school until such time as the problem has been resolved to the satisfaction of the parents and administration.

ELEMENTARY CLOSED CAMPUS / RELEASE OF A STUDENT DURING THE DAY

Students will not be permitted to leave school grounds during the school day without permission from the office and accompanied by a designated adult.
In recognition of the responsibility of the district to parents for health, welfare, and safety of students, the school will not release a student during the school day except to a student's lawful custodian as defined by law and whose identification is verified to the satisfaction of the administration. The name, address, and telephone number of the lawful custodian shall be entered on the permanent record of

the student. If a lawful custodian wishes to have a stranger pick up their child during the school day, permission must be given to the school prior to the child being released.

If, in the granting of a release of a student, a change in the record of the student's lawful custodian(s) becomes apparent and is verified to the satisfaction of the administration, such change shall immediately be entered on the student's permanent record.

JUNIOR/SENIOR HIGH SCHOOL CLOSED CAMPUS / RELEASE OF A STUDENT DURING THE DAY

Students who must leave school for any reason must check out of the office before leaving. Students leaving must be cleared in advance by a note or phone call from the student's parent or guardian. In the event that school personnel are unable to contact a parent or guardian the school principal or superintendent will make an in loco parentis decision about whether or not a student will be permitted to leave school. Students will be dismissed from the classroom once the parent has signed the child out in the office.

Bayard Junior/Senior High School will have closed campus for grades seven, eight, and nine. If necessary, special arrangements to leave campus can be made with the principal. Parents may not excuse their student from closed campus for more than one day at a time. If students must be excused for extended periods, parents need to request a meeting with the principal. Students tardy three times will face disciplinary action up to and including loss of open campus privileges.

ELEMENTARY CELLULAR PHONES

For the safety of students and to eliminate disruptions in the learning environment, all students in grades K-6 who bring cell phones to school are to place them in a box with their classroom teacher immediately when they enter the classroom during regular school hours. Students will pick up their phones on the way out the door at the conclusion of each school day or when they are leaving for the day.

The box of cell phones will be kept in a safe place to eliminate theft problems. If a student does not place his/her cell phone in the box, and it is seen or heard during regular school hours, the phone will be confiscated by the teacher or principal, and it will be kept according to the violations listed in the Rules and Regulations section of the student handbook. There will be no exceptions or excuses. If a student has an emergency, they will be allowed to use a phone. If you need to contact your student, please call the elementary office, and a message will be given to the student. No one will ever turn your student's cell phone on unless he/she is present.

The administration shall promulgate rules to enforce this policy at the building level.

JUNIOR/SENIOR HIGH STUDENTS CELLULAR PHONE AND ELECTRONIC DEVICE USE

Students may be in possession of a cellular telephone subject to the terms of Board Policy #5133 and the administrative rules of the District. Use of the device shall be limited to the period before classes begin in the morning, during the student's lunch period and after the student's last class in the afternoon. Such devices shall not be used during instructional time, which includes all class time, unless there is a bona fide health or safety emergency.

Visible possession of all cell phones is prohibited in any area where there is an expectation of privacy.

Students violating this policy may be subject to disciplinary action; i.e., detention, suspension and/or expulsion.

The administration shall promulgate rules to enforce the policy at the building level.

Bayard Jr./Sr. High School students need to be responsible users of technology. The school firmly believes in protecting instructional time in classrooms; therefore, electronic devices should not be seen, heard, or used during the time allotted for each of the instructional periods throughout the day. This applies to anywhere on campus, including hallways, restrooms, main office, media center, etc. during any scheduled instructional period (including TAPs).

Students are permitted to use electronic devices before and after school, during their scheduled lunch, and during passing periods. Because school issued devices are available to all students, other personal electronic devices and cell phones are not to be used during instructional periods and study halls. Student use of personal devices can diminish the available internet bandwidth and diminishes the quality of the educational environment for other students and staff.

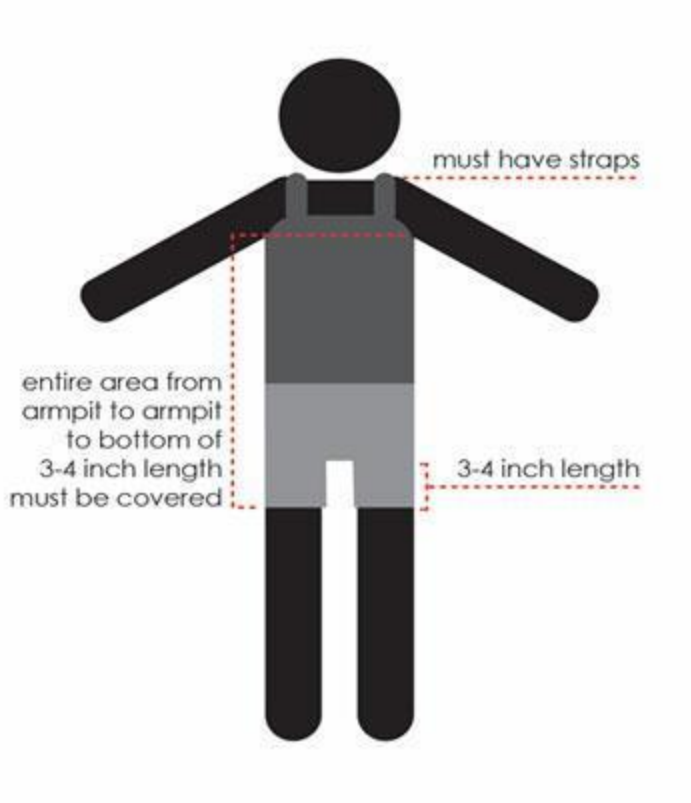
To maintain the expected learning environment in the classroom, students who violate the electronic device policy will be subject to disciplinary actions. Once a referral has been sent to the office, the following consequences can be utilized to solve the problem:

1st Offense- Electronic device will be confiscated until the end of the school day.
2nd Offense- Electronic device will be confiscated until a parent/guardian picks up the device
3rd Offense- Student will serve detention, plus the electronic device will be confiscated until a parent/guardian picks up the device
4th Offense - Student will serve detention, plus the electronic device will be confiscated until a parent/guardian picks up the device, and the student must turn the device in at the start of the school day for a specific amount of time determined by the administration.

As part of being a responsible user of technology, students are directed to not use their electronic devices to bully, intimidate, or harass. Violators will be subject to disciplinary actions from the administration.

STUDENT DRESS CODE

Bayard Public Schools respects students' rights to express themselves in the way they dress. All students who attend Bayard Public Schools are also expected to respect the school community by dressing appropriately for a K-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.



Minimum Requirements:

1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see images below). Tops must have shoulder straps. Rips or tears in clothing should be lower than the 3 to 4 inches in length.
2. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).
3. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
4. Headgear including hats, hoodies, and caps are not allowed unless permitted for religious, medical, or other reason by school administration.
5. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Additional Requirements:

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict or imply pornography, nudity, or sexual acts.
3. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
4. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
5. Sunglasses may not be worn inside the building.
6. Clothing and accessories that endanger student or staff safety may not be worn.
7. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

Teachers will send students to the office, or notify the office if a student's clothing or dress is questionable.

The administration reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

STUDENT GRIEVANCE PROCEDURE

The grievance procedure for students is published in the district student handbook and publications that reach all students including those in special education. The procedure, along with explanations, due process, and directions are available for inspection in the following offices: Superintendent of Schools and building principals. Inquiries can also be directed to the Director of Region VII Office for Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri 64153 or call (816) 891-8026.

It is the policy of this district that all grievances be resolved quickly and at the lowest step possible.

EXPLANATIONS

1. Grievance

A grievance is a difference of opinion raised by a student or a group of students involving: 1) the meaning, interpretation, or application of established policies; 2) difference of treatment; or 3) application of the legal requirements of civil rights legislation.

2. Grievant

Any student or group of students submitting a grievance in their own behalf.

3. Days

Days when school is in session.

DUE PROCESS

1. Right to Representation

A grievant(s) may choose to be represented by an attorney or other persons of their own choosing, such as a relative or advocate. Issues of ordinary school operation should, however, be resolved as informally as possible.

2. Right to Present Witnesses and Evidence

Grievant(s) shall be allowed to present the grievance with relevant evidence and pertinent witnesses. Both parties shall have the opportunity for hearing and questioning witnesses.

3. Time Limits

All participants shall adhere to the time limits prescribed for each level. Failure by the administration at any step of the procedure to communicate the decision on the grievance within the specified time limit shall permit the grievant(s) to proceed to the next step. Failure on the part of the grievant(s) to appeal the decision to the next step within the specified time limits shall be deemed to be an acceptance of the decision rendered at that step.

4. Right to Information

Unless state laws and right-to-privacy laws are violated, all relevant records with names and identifying information must be made available to the grievant(s) for use as evidence in the grievance issue.

5. Privacy

During the grievance procedure, except at Step IV, the grievant(s) shall have the right to designate whether the procedure and meetings will be confidential, including names and related information.

6. Reprisals-Retaliation

Participants in a grievance submitted in this district shall not be subjected to reprisals, retaliation, or different treatment because of such participation. Participation shall not be recorded in the student file(s) or used to affect equal opportunity for access and equity in educational programs and services.

DIRECTIONS:
Each step of authority shall acknowledge in writing the date of receipt of the written grievance with the statement that the issue will be considered promptly.

By Step III the grievance must be submitted in writing, dated, and signed with the name of the attendance center and the grade level of the grievant(s). The issue should be described as specifically and completely as possible. The name of anyone who will represent the grievant(s) should be included. A statement of possible relief necessary to resolve the issue should be offered.

If the issue is of the type that would require a decision from higher authority, the facts surrounding the grievance should be compiled in writing and submitted to the proper level of authority, operating through appropriate channels. All levels of authority shall give immediate attention to the grievance issue, being aware of the specified timelines. Copies of the written answers to the grievant(s) shall be submitted to the superintendent and/or building principal. This response shall contain a summary of the evidence determined; the conclusion(s) reached, with reasons, and shall be delivered to each grievant(s). If hand delivery with receipt cannot be made, registered mail will be used.

HAZING

Hazing by classes, clubs, athletic teams or other student organizations are prohibited. No student, teacher, administrator or other school district employee, contractor or volunteer shall plan, direct, encourage, aid or engage in hazing. No student, teacher, administrator or other school district employee, contractor or volunteer shall permit, condone or tolerate hazing. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act. This policy applies to hazing behavior that occurs on or off school property, during and after school hours and covers periods when school is not in session. The school district will act to investigate and/or report to law enforcement all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator or other school district employee, contractor or volunteer who is found to have violated this policy.

For purposes of this section, hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any organization.

Such hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person,
a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act which endangers the physical or mental health or safety of any person.

Policies and Procedures

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

It is the policy of the Bayard Public Schools not to discriminate on the basis of race, color, national origin, creed, age, marital status, sex, or disability in its educational programs, activities, or employment policies, as required by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, the Section 504 Rehabilitation Act of 1973, and the Nebraska Equal Educational Opportunity Act. Any person who believes she or he has been discriminated against, denied a benefit, or been excluded from participation in any district education program or activity on the basis of sex, race, or handicap, in violation of this policy, may grieve such matters using the adopted grievance procedures of this district. Such procedures shall provide for prompt and equitable resolution of complaints alleging acts of discrimination. Inquiries regarding compliance with Title IX, Section 504, Title VI of the Nebraska Equal Opportunity in Education Act may be directed to the High School Principal, Bayard High School, (308) 586-1700, or in the case of Title IX and Section 504 Rehabilitation Act, to the Director of the Region VII Office for Civil Rights, 10220 North Executive Hills Boulevard,
8th Floor, Kansas City, Missouri 64153, or call (816) 891-8026.

POLICY ENFORCEMENT:

To ensure compliance with this policy, the superintendent shall:
I. Designate a member of the administrative staff:

A. To coordinate efforts of the district to comply with this policy;
B. To develop and ensure maintenance of a filing system to keep records required under this policy;
C. To investigate any complaints of violations of this policy;
D. To administer the grievance procedure established in this policy;
E. To develop affirmative action programs, as appropriate;

II. Provide for the publication of this policy on an ongoing basis to students, parents, employees, prospective employees, and district employee unions or organizations, with such publication including the name, office address, and telephone number of the compliance administrator designated, pursuant to this policy in paragraph C., 1. above.

GRIEVANCE PROCEDURE:

Any student or employee of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participation, in any district education
program or activity, on the basis of sex, in violation of this policy, may file a written complaint with the compliance administrator designated in Paragraph C, 1, of this policy, above. The compliance administrator shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten (10) working days after receipt of the written complaint. A copy of the written complaint and the compliance administrator's response shall be provided each member of the Board of Education. If the complainant is not satisfied with such response, he or she may submit a written appeal to the Board of Education, indicating with particularity the nature of disagreement with the response and his or her underlying disagreement. The Board of Education shall consider the appeal at its next regularly scheduled board meeting, following receipt of the response.

The Board of Education shall permit the complainant to address the board in public or closed session, as appropriate and lawful, concerning his or her complaint and shall provide

the complainant with its written decision on the matter as expeditiously as possible following completion of the hearing.

The designated administrator for Title IX is: Dr. Kelley Rice, 726 4th Avenue, Box 607, Bayard, Nebraska 69334. 308-586-1700. A complete copy of Title IX and Assurance of Compliance under Title IX of the Education Amendments of 1972 was posted for the students' use on Nov. 3, 1972.

ACCIDENT INSURANCE

Accident insurance covering students, while they are at or traveling to or from school or participating in school activities is offered for a nominal cost at the beginning of the school year. Membership is optional. Information pertaining to this policy is made available to all students at the beginning of the school year.

CAFETERIA RULES AND LUNCH ACCOUNT PROCEDURES

Bayard Public Schools participates in the National School Lunch Program and meets eligibility guidelines. A supervised lunchroom is maintained for students who eat hot or cold meals at school. One carton of milk is included with each meal, or juice will be substituted in place of the milk for those children who bring a note from a physician. An additional carton of milk may be purchased if desired. Water is provided in the lunchroom. Students who bring lunches from home may buy milk. Pop or other drinks that do not meet healthy foods guidelines will not be allowed in the lunchroom while meals are being served.

In compliance with Federal regulations to serve lunches free of charge or at reduced price to all children who are determined to be in need of them, we encourage all families to apply for free or reduced meals (breakfast and lunch). An application form for fee or reduced price meals will be sent to each household at the beginning of each school year. Application forms may also be picked up in the principals' offices at any time during the school year. The income scale prepared by the Office of Economic Opportunity shall be used as the guideline for determining if a family shall be eligible. Criteria used for consideration will include economic need as reflected by family income, including welfare payments, family size, and other family needs. This information will be kept confidential. All children will be provided meals if they wish to participate and have funds available to purchase a meal each day. Collections of payment shall be handled by school office personnel. All appeals from decision by the determination officer shall be reviewed by the Superintendent of Schools. Free and reduced meal numbers not only help you, but are beneficial to the school.

Bayard Public Schools has a computerized meal program, and the account balances and bookkeeping aspects of the program are beneficial to everyone concerned. Each student's account will show a running balance. It is the policy of the Bayard Public Schools that if a family has insufficient funds in the student's lunch account, the student will not be allowed to charge a meal from the school until the student's account has a positive balance. Notice will be given to students when they have a low balance. The program is designed that meals be paid for in advance so that situations like this do not occur. It is not the desire of the school district to keep any child from a meal, nonetheless, it is the responsibility of the parent to provide the financial means for their children.

Refunds will be issued to graduating seniors with no siblings enrolled at Bayard Public Schools and families ceasing enrollment in the school district. Funds remaining in family accounts at the end of the year will be carried over to the following term. We offer a breakfast program to Bayard students starting at 7:45 A.M. in the Jr/Sr High School and 8:00 A.M. at the Elementary School. We encourage all students to eat breakfast.

LUNCH PROGRAM NON-DISCRIMINATION STATEMENT:

This explains what to do if you believe you have been treated unfairly.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

CHANGE OF ADDRESS/TELEPHONE

It is very important that every student maintain an up-to-date address and telephone number record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year.

CHECKING OUT/ UNENROLLMENT FROM DISTRICT

If a student leaves school during the year, he must obtain a check-out form from the principal and get the signatures of his teachers and coaches or sponsors that he has had during the year.

OPTION STUDENTS

The Bayard Public schools will accept students who elect to attend Bayard Schools under the guidelines of the State of Nebraska School Option Program.

STUDENT GUESTS

Personal guests of students (other than parents or guardians) are not allowed in school during school hours. This will help prevent unnecessary disruptions in the school day. In the very rare case that a guest must be in the building, special arrangements must be made through the principal.

LOST AND FOUND PROCEDURE

The purpose of this section is to provide procedures for handling lost and found articles.

In order to help the school return lost items to students, coats, backpacks, and other personal items should be labeled with the student or staff member's name. All items presumed to be lost or misplaced by students, staff members, and visitors will be placed in the Bayard Public Schools Lost and Found. Items that remain unclaimed will be sold, donated, or discarded at the discretion of the principal in each building.

Items will be sold, donated, or discarded on a timetable set by the administration. Notice will be provided via the Remind system at least two weeks prior to items being removed from the lost and found. All items that remain unclaimed after two weeks will be donated to local charities, sold as a fundraiser for the TigerCARE program or school programs, or discarded. The school assumes no responsibility for lost or misplaced items.

STUDENT VALUABLES

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the

school office for temporary and safekeeping. Bayard Schools is not responsible for students' property that is subject to loss, theft, or damage.

JUNIOR/SENIOR HIGH VALUABLES, SAFETY HOOKS, BACKPACKS, AND LOCKERS

Students are directed to not bring valuables to school.

Safety hooks are installed outside of each classroom. Students are expected to carry their backpack from class to class utilizing the hooks while inside the classroom. (Backpacks are not to be taken into classrooms.)

Gym lockers are available upon request if the student does not participate in athletics or PE. Lockers are provided for all students of Bayard Jr. /Sr. High School to store their personal belongings. They are issued at the beginning of the school year. Students are not to change lockers after assignments have been made in the fall, unless the office has been notified, and approval given.

Do not leave valuables such as calculators, money, or personal irreplaceable property in your backpacks or lockers. The school cannot be responsible for theft or damage to such possessions. Students are directed to keep lockers locked. Upon request, the school may check-out a lock to students for this purpose.

PERMANENT RECORD FOLDER

A record folder is kept in the principal's office for every student who is a student at Bayard Public Schools. Information recorded includes attendance, classes taken, grades, and test scores. This information is frequently used when answering inquiries from parents, other educational institutions, and prospective employers. Students and parents may request principals or counselors to show them this information.

SCHOOL PROPERTY USE

The property furnished for use by the pupils, including books, desks, furniture, equipment of all kinds, and buildings, shall be used and handled with reasonable care. Any pupil(s) who intentionally, willfully, or maliciously lose, damage, deface or destroy property of the school shall pay the cost of replacement or repair of such property. All teachers and employees shall at once report any such loss, damage, destruction, or defacement of school property to the principal and/or the superintendent, who shall investigate the matter and require payment if necessary.

STUDENT DIRECTORY INFORMATION

Student directory information is designed to be used internally within the school district. Directory information shall be defined in the annual notice. It may include the student's name, address, telephone number, date and place of birth, major field of student, participation in officially recognized activities and sports, weight and height of members of athletic teams, student created work (including writing, video production, artwork, industrial technology creations and others), dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, photograph and other likeness, and other similar information.
Prior to developing a student directory or to giving general information to the public, parents will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

Please notify the principal's office in writing if you do not want your child's information included in the directory.

ELEMENTARY TELEPHONE MESSAGES

The school telephone is a business phone and is not to be used by student(s) except in special cases. Students must receive permission from their teacher to use the phone. Students are not allowed to use the phone to make personal arrangements such as requesting permission to go to another student's home after school.

In order to keep classroom interruptions at a minimum, we are requesting that parents phone the school and leave messages for their children unless it is an emergency. If it is an emergency, we will get the student out of class.

A teacher will not be called out of the classroom during school hours except in emergency situations. A message will be placed in the teacher's mailbox to return the call at a time when he or she is free.

JUNIOR/SENIOR HIGH TELEPHONE MESSAGES

The school telephone is a business phone and is not to be used by student(s) except in special cases. In order to keep classroom interruptions at a minimum, we are requesting that parents do not phone the school to leave messages for their children unless it is an emergency. If it is an emergency, we will try our best to deliver the message. Nonemergency messages will be kept in the office, and students will be notified at an appropriate time. It is the students' responsibility to report for messages when notified.

Please refrain from calling your child's cell phone during school hours. If there is an emergency and you need to get in touch with your child, please call the office. Students are instructed to refrain from using their phones during class time to avoid disruptions to the learning process. Regardless of the source of any cellphone-related disruptions, classroom and schoolwide cellphone policies and consequences will apply. Students will not be excused from consequences for violations of cellphone policies on the basis of parents/guardians/etc. initiating classroom disruptions.

POLICIES AND PROCEDURES FOR MOBILE DEVICE PROGRAM

Bayard Public Schools is proud to offer our Bayard High School students mobile devices for use at school and at home. The 1:1 Mobile Device Program, which provides mobile computing and wireless technology to all Bayard High School students, has been designed to enhance the delivery and individualization of instruction.
The following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving a mobile device.

- Students will receive instruction from school district staff on the proper use of the mobile device.
- Students in grades 7-12 will be able to take the mobile device home during the school year if the student and parent/guardian signs the Student Acceptable Use of Technology, and Mobile Device Consent sheets. Students in grades K-6 will be able to take the mobile device home during the school year in the event of a school closure if the student and parent/guardian signs the Student Acceptable Use of Technology, and Mobile Device Consent sheets.
- Students are expected to treat the mobile device as a valuable piece of equipment.

- Students must take all precautions to prevent theft; for example, do not leave the mobile device unattended or in the passenger area of a car.
- Students must take precautions to prevent damage to the mobile device; for example, do not leave the mobile device where there is danger of coming in contact with moisture or excessive heat. This would include protecting the machine from inclement weather.
- The district will provide educational apps.
- Students are to use the mobile device to access only socially and educationally appropriate materials and websites.
- Students must not use the mobile device to purchase goods and services via the Internet while on school grounds or at school functions. (Parents/Guardians/Students are charged with full responsibilities for any financial obligations incurred from the inappropriate use of the mobile device.)
- Students are to use the mobile device in accordance with the Bayard Public Schools Student Internet and Computer Access Policies Regulations and to maintain the mobile device in accordance with the procedures and information provided.
- Mobile devices and mobile device accessories are the property of Bayard Public Schools and must be returned at the end of the academic year, upon withdrawal from Bayard Public Schools, or at the request of a teacher or administrator. Willful failure to return the mobile device in accordance with the stated conditions will result in criminal prosecution.
- Since the mobile devices are the property of Bayard Public Schools, officials of the school have the right to review all material stored on or accessed by any mobile device.
- School officials may revoke a student's mobile device use privileges for misuse or violation of policies.

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Section 1: Mobile Device Specifications

Mobile device devices issued will be of specifications determined by the school district.

Section 2: Receiving Your Mobile Device

Mobile devices will be distributed according by a process determined by the school district. Students must attend and parents are encouraged to attend a yearly Information Session. Before receiving the mobile device, students and parents must sign and return these forms/agreements:

1. The Bayard Public Schools Technology/Internet Acceptable Use Agreement (which is a part of the Parent/Student Handbook.)
2. The Mobile Device Consent Form

Section 3: Taking Care of Your Mobile Device and Mobile Device Accessories

Students are responsible for the general care of the mobile device and accessories they have been issued by the school. If the mobile device is lost or damaged, school office personnel must be informed at the earliest opportunity during normal school hours. Bayard Public Schools is the sole

agent authorized to undertake repair or replacement of the device. At the time of notification, the school will repair or provide a suitable replacement device to the student.

General Precautions

The mobile device is school property. All users will follow these expectations and the Student Internet and Computer Access Policy for technology.

- Only use a clean, soft cloth to clean the screen, no cleansers of any type. **Do not use Clorox wipes or similar products.**
- Cords and cables must be inserted carefully into the mobile device to prevent damage.
- Mobile device and its case (if applicable) must remain free of any writing, drawing, stickers, or labels that are not the property of the Bayard Public School District.
- No stickers may be put on school issued mobile devices.
- Mobile devices must never be left unsupervised.
- Students are responsible for keeping their mobile device's battery charged for school each day.

Carrying Mobile Devices

The protective cases provided with the mobile devices have padding to protect the mobile device from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Mobile devices must always be within a school issued or school approved protective case if one is provided.
- Carrying cases (i.e. backpacks) can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the mobile device screen.

Screen Care

The mobile device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the mobile device when it is closed.
- Do not place anything near the mobile device that could put pressure on the screen.
- Do not place anything in the carrying case (if provided) that will press against the cover.
- Clean the screen with a soft, dry microfiber cloth or antistatic cloth. Use of harsh chemicals WILL damage the screen. **Do not use Clorox wipes or similar products.**
- Do not "bump" the mobile device against lockers, walls, car doors, floors, etc. as it could break the screen.

Section 4: Using Your Mobile Device at School

Mobile devices are intended for use at school each day. Students are responsible for bringing their charged mobile device to all classes. Only charge your mobile device with the provided charger.

Mobile device cameras are not to be used without permission from school officials.

Mobile Devices Undergoing Repair

Loaner mobile devices may be issued to students when they leave their mobile devices for repair at the designated school office. This will be at the discretion of the principal.
At the discretion of the principal, students may be expected to return the loaner mobile device by the end of the school day to their respective school location. Students are subject to consequences for failure to return a loaner mobile device to the office.

Screensavers and Backgrounds
Only school appropriate backgrounds and screensavers may be used on the mobile devices. Examples of inappropriate backgrounds include the presence of weapons related materials, pornographic materials, inappropriate language, alcohol, drug, gang related symbols, etc... These types of pictures on the mobile device or within its files will result in disciplinary action, and where appropriate, referral to law enforcement.
Passwords on screen savers are to be used. The mobile device is the property of the school district. Therefore, school staff members have the right to check any material stored on a student's mobile device, including the screensaver at any time.
Sound
Students are encouraged to have personal ear buds to listen to audio. Sound must be muted unless permission is obtained from the teacher for instructional purposes.
Printing
No printing is allowed on school issued mobile devices without authorization from school staff.

Section 5: Managing Your Files and Saving Your Work
It is the student's responsibility to ensure that work is not lost due to technical failure or accidental deletion. Mobile device malfunctions are not an acceptable excuse for not submitting work. Students are encouraged to complete assignments well in advance of due dates. If technological issues impede student completion of work students have the option to complete assignments on paper under the same due dates.
Section 6: Mobile Device Apps
The apps originally installed by Bayard Public Schools must remain on the mobile device in usable condition and be easily accessible at all times.

Security
Student mobile devices will be filtered through the district's Internet content filter at school. Parents/Guardians are responsible for mobile device security after school hours.
Inspection
Students may be selected at random to provide their school issued mobile device for inspection without notice by Administration and/or their designee.

Section 7: Protecting and Storing Your Mobile Device
Mobile Device Identification
Student mobile devices will be labeled in the manner specified by the school. Under no circumstances are students to modify, remove, or destroy these labels.
If you find an unattended mobile device please turn it to the designated school office.

Password Protection
Students are required to set a pass code on their mobile device to protect student information . Tampering with machine security measures is forbidden. Violations of this requirement will result in disciplinary action. If tampering results in the inability of the district to access the mobile device, the student/family will pay the full cost of device replacement.

Section 8: Acceptable Use Guidelines
Students are responsible for their ethical, socially appropriate and educational use of the technology resources of the Bayard Public Schools. Under no circumstances should the mobile device be opened or mobile device turned on while in the locker room or restroom areas.
Access to the Bayard Public Schools technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the Bayard Public Schools Student Internet and Computer Access Policy.
Transmission of any material that is in violation of any law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and mobile device viruses.
Any attempt to alter data, the configuration of a mobile device, or the files of another user, without the consent of the building principal or his/her designee(s), will be considered an act of vandalism and subject to disciplinary action in accordance with the district Student Internet and Computer Access Policies. Students who violate this may also be referred to law enforcement for criminal prosecution as appropriate.

Integrity and Civility
In addition to any standard or rules established by the schools, the following behaviors are specifically prohibited as they violate the standard of integrity and civility.

- Cheating
- Plagiarizing
- Falsifying Information
- Violating Copyright Law
- “Hacking” or Gaining unauthorized access to any network or mobile device

Email
The only email account that students are allowed to access while using a school issued mobile device is that student’s Bayard Public Schools Google account (bayardtigers.org). Please note that emails sent via the Google server and accessed on school issued devices are not private and may be reviewed at any time and without notice.

Students are prohibited from using their bayardtigers.org email address to create accounts for any application or website not approved by the technology coordinator or administration.

The following rules will apply when using an email account:

- Always use appropriate language.
- Do not transmit language/material that is profane, sexual, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam. Students should maintain high integrity with regard to email content.
- No private chatting during class without permission.

Section 9: Precautions and Consequences
Under no circumstances should mobile devices or other technology equipment be left in unsupervised areas. Unsupervised areas include, but are not limited to: the school grounds and campus, computer

labs, break areas, unlocked classrooms or lockers, bathrooms, buses and hallways. Any mobile device left in these areas is in danger of being stolen.
* Lockers are to be locked when storing any technology equipment. This includes, but is not limited to: power cords and mobile device.
* Unsupervised mobile devices will be confiscated by staff and taken to the administrative office. Each student is responsible for his or her mobile device once it has been issued.

Cost to Student
Noncompliance with the policies of the Bayard Public Schools Student/Parent Handbook or school district policies will result in loss of privileges, disciplinary action, and/or criminal prosecution as deemed appropriate.
For devices which need professional repair or replacement, a $200 deductible per incident will be charged. In the case of theft or accidental breakage in the course of normal, educational use, the administration of Bayard Public Schools may elect to waive the deductible for the first incident. ALL further such incidents within a given school year and summer will require that the parent or student pay the full cost of repair or replacement. Take home privileges are only allowed for students with no outstanding fees or deductible charges.
Electronic mail, network usage, and all files stored on a school issued mobile device is not to be considered confidential and may be monitored at any time by designated Bayard Public Schools staff. The district will refer student misconduct to law enforcement and will cooperate fully with local, state, or federal officials in any criminal investigation, particularly those concerning or relating to violations of computer crime laws.

Mobile Device Use
The consequences for students who abuse their mobile device privileges are as follows:
Mobile Device Suspensions Violation

A. Unattended mobile device
B. Inappropriate/unauthorized apps or device usage
C. Inappropriate Music (Administrative Discretion)
D. Inappropriate Voice Recording
E. Abuse of mobile device and Accessories
F. Inappropriate Pictures
G. Inappropriate Internet Site

The administration retains the right to suspend the student or suspend student's mobile device access if the offense warrants or for any offense not listed on this sheet. This includes suspending the mobile device for the remainder of the semester or school year. Suspension days are school days. All Student Handbook procedures will apply.
The Bayard School District is not liable for and disclaims any liability arising from any injury or damage caused by or stemming from unauthorized access to the network or inappropriate use of authorized access to the network.
A student and the student's parents or guardians, by submitting the Mobile Device Agreement Form with their respective signatures in order to gain access to the mobile device network, agree to release the School District from any liability for physical or emotional harm or damage resulting to the student that is caused by or related to the inappropriate use of the mobile device network.

Acceptable Use
Students may use the Internet to conduct research assigned by teachers. Students may use the Internet to conduct research for classroom projects. Students may use the Internet to gain access to

information about current events. Students may use the Internet to conduct research for school related activities. Students may use the Internet for appropriate educational purposes.

Policy Reference: Policy No. 5114 – Network Acceptable Use and Internet Safety Policy
Policy No. 5110 – Student Fees, Fines and Charges

STUDENT ADMISSION REQUIREMENTS

Minimum Age:

A child shall be eligible for admission into kindergarten at the beginning of the school year if the child is five years of age or will be five years of age on or before July 31 of the calendar year in which the school year for which the child is seeking admission begins. The School Board may admit a child who will reach the age of five years on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (i) the child attended kindergarten in another jurisdiction in the current school year; (ii) the family anticipates a relocation to another jurisdiction that would allow admission within the current year; or (iii) the child has demonstrated through a recognized assessment procedure approved by the School Board that the child is capable of carrying the work of kindergarten.

Early Admission to Kindergarten:

The following assessment procedure for determining if a child is capable of carrying the work of kindergarten is approved and shall be made available to interested persons:

The kindergarten early entrance assessment procedures are designed to identify and place in kindergarten those children who:

a. will turn 5 years of age between August 1 and October 15;
b. are deemed by parents or guardians as being intellectually advanced and likely to benefit from advanced grade placement; and
c. are selected on the basis of testing by professionals trained to administer the assessments that will produce evidence of strength determined by:

1. achieving a score at the 25th percentile or greater on a composite of all subtests of the Pre-Kindergarten Screen (PKS). Skills assessed by the PKS-Pre-Kindergarten Screen include fine- and gross-motor development, understanding of verbal directions, visual perception and discrimination, rudimentary letter and number identification, and impulse control; or
2. achieving a total of standard scores equal to or greater than 500 on the Young Children's Achievement Test (YCAT). This test assesses General Information, Reading, Writing, Mathematics, and Spoken Language.

The assessment(s) may be administered by the School District's professional staff, or the parents or guardians may, at their own expense, have one of the required assessments completed by reputable professionals and submit the results of such assessments to the School District.

Parents will be notified in writing of the results of the Early Kindergarten Entrance assessment procedures and the determination of the School District in a timely fashion; not to exceed three weeks after the assessments are completed.

Families who seek early admission of their child into kindergarten must obtain an Early Entrance to Kindergarten Packet from the School District Administrative Office. The Early Entrance to Kindergarten Packet must be completed and returned to the School District Administrative Office no later than June 1st of the spring before fall enrollment to allow summer assessment to be completed. The Superintendent may grant an extension of this deadline at his or her discretion.

Admission to First Grade:

A child may be eligible to enter first grade, even if the child has not attended kindergarten, if the child is six years of age or will be six years of age on or before October 15 of the current school year, and school officials determine that first grade is the appropriate placement for the child.

Graduates:

A student who has received a high school diploma or received a General Equivalency Diploma shall not be eligible for admission or continued enrollment at Bayard Public Schools.

Age 21:

A student shall not be admitted or continued in enrollment after the end of the school year in which the student reaches the age of 21. The school year for this purpose ends at the last day of instruction for graduating seniors.

Birth Certificate, Physical, Visual Evaluation and Immunization:

The parents or legal guardian shall furnish:

(1) A certified copy of the student's birth certificate issued by the state in which the child was born, upon admission of a child for the first time, shall be provided within 30 days of enrollment. Other reliable proof of the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. (Failure to provide the birth certificate does not result in non-enrollment or disenrollment, but does result in a referral to local law enforcement for investigation).

(2) Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.

(3) Evidence of a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.

(4) Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox), and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement that establishes that an exception to the immunization requirements are met.

(5) Every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine which meets the standards approved by the United States Public Health Service for such biological products, as such standards existed on January 1, 2009.

The Superintendent or Superintendent's designee shall notify the parent or guardian in writing of the foregoing requirements and of the right to submit affidavits or statements to object to the requirements, as applicable. The Superintendent or Superintendent's designee shall also provide a telephone number or other contact information to assist the parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify.

A student who fails to meet the foregoing requirements shall not be permitted to enroll or to enter school, or if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given.

Enrollment of Expelled Students

If a student has been expelled from any public school district in any state or from a private, denominational, or parochial school in any state, and the student has not completed the terms or time period of the expulsion, the student shall not be permitted to enroll in this school district until the expulsion period from such other school has expired, unless the School Board of this school district in its sole and absolute discretion upon a proper application approves by a majority vote the enrollment of such student prior to expiration of the expulsion period. As a condition of enrollment, the School Board may require attendance in an alternative school, class or educational program pursuant to Nebraska law until the terms or time period of the original underlying expulsion are completed. A student expelled from a private, denominational, or parochial school or from any public school in another state, will not be prohibited from enrolling in the public school district in which the student resides or in which the student has been accepted pursuant to the enrollment option program for any period of time beyond the time limits placed on expulsion, pursuant to the Student Discipline Act, or for any expulsion for an offense for which expulsion is not authorized for a public school student under such Act. For purposes of this policy, the term expulsion or expelled includes any removal from any school for a period in excess of twenty (20) school days.

ABSENCE VERIFICATION

Anytime a student is absent from school, they must have their parent or guardian call or send an excuse note to the Principal's office, stating why they were absent either the day(s) the absence occurs or upon returning to school, or it will be counted as unexcused or a skip. The school will contact parents as soon as possible when an unverified absence has been reported. Students with unexcused or skip absences will be disciplined according to the Student Handbook (see ABSENTEES AND TARDIES).

PERMIT TO RE-ENTER

Any student who is absent for five consecutive school days due to either illness or contagious disease, may be required to have a permit to re-enter school, signed by a physician.

CHILD FIND PROGRAMS

Child find is a community-wide effort to provide opportunities for children with disabilities. Parents, educators and members of the medical community take part in the program to locate children who may have a disability.

Parents/Community members who contact Child Find may have concerns about the child's development in the areas of:

- Hearing
- Vision

- Speech/language skills
- Motor skills
- Thinking skills
- Emotional/social skills

Child Find provides developmental screening and, when appropriate, a comprehensive, multi-disciplinary evaluation for children from birth to kindergarten age.

If you live within the Bayard School District and have, or know of a child who may have a disability, contact the Bayard School Office (308-586-1425) from 9 am to 3 pm or write to:

Special Education Department
PO Box 607
Bayard, NE 69334

Links to: Developmental Milestones: http://www.answers4famillies.org/developmentstages/

STUDENT FEES

The Board of Education adopts the following student fees policy in accordance with the Nebraska Public Elementary and Secondary Student Fee Authorization Act. The District's general policy is to provide for free instruction in accordance with the Nebraska State Constitution. 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" shall mean students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" shall mean 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" shall mean 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. They are also responsible 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 will 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.*
Teachers may not require students to supply various personal or consumable items for use in courses. However, they may state that students are asked but not required to bring certain items for use in school. The school must supply any items required for course work but not

brought by students. The district may set reasonable general guidelines on the use of consumables to avoid abuse and unnecessary waste of district resources. The district may require students to provide such personal and consumable items for extracurricular activities such as reeds for musical instruments, protective mouthpieces, and blank tapes for audio or video recording.

4. *Materials Required for Course Projects.*

Students in some courses produce a project that becomes their property at the end of the course. In those circumstances, students must either furnish or pay for the reasonable cost of any materials required for the course project; otherwise the project remains in the ownership of the school district.

5. *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. The coach or sponsor will provide students with 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.

6. *Post-secondary Education Costs.*

Some students enroll in post-secondary 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 both high school and post-secondary education 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, except tuition and other fees associated with obtaining credits from a post-secondary educational institution.

7. *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.

8*. Copies of Student Files or Reports.*

The District will charge a fee for making copies of a student's files or records for the parents or guardians of such students. 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 student's files or records without the payment of a fee, and no fee shall be charged to search for or retrieve any student's files or records.

9. *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 statue.

10. *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.

11. *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 charges 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, a vending machine, a booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

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 and (2) 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 waiver provided in this section. The District is not obligated to provide any particular type or quality of equipment or other materials to eligible students.

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.

STUDENT FEE WAIVER PROCEDURES

The Board recognizes that while certain fees, specialized equipment, specialized attire, or project materials are appropriate and authorized, some students and their families are not financially able to afford them. The school district will grant waivers upon request to the students of families eligible for free or reduced priced meals under the federal Child Nutrition Program.

Waivers must be requested prior to the waiver deadlines as listed below. Waivers will not be approved retroactively for fees previously paid or specialized items, attire or project materials purchased by students. Only those fees and items eligible for waivers as required by state statute shall be waived.
The following deadlines will apply to requests for waivers:

1. Extracurricular Activity Participating Fees – The end of the first week of practice for a particular sport or activity.
2. Extracurricular Activity Specialized Equipment and Attire – The end of the first week of practice for a particular sport or activity.

Parents or students eligible for waivers shall make an application on the form provided by the school district at the end of this handbook. Applications may be made at any time but must be renewed annually. Denial of a waiver may be appealed to the superintendent, but eligibility is strictly dependent upon meeting financial guidelines established by the Child Nutrition program.
The school district will treat the application and waiver process, as any other student record and student confidentiality and access provisions will be followed.

The school district will annually notify parents and students of the waiver. The student fee policy and guidelines will be published annually in the Student Handbook.

STUDENT FEE ASSESSMENTS

The following fees, charges or fines will be assessed during the school year for students involved in the activities described.
Students may apply for waivers of some fees under district waiver guidelines. The student fee policy and guidelines will be published annually in the Student Handbook.

ACTIVITY	**COST**
Lunch	Price established for the year.
Band Uniform Cleaning Fees	$10.00
FFA	As set by the organization.

Cheerleading Clinic	As set by sponsoring group.
Miscellaneous Fees:	
Lost textbooks and library books.	Cost to replace.
Damaged textbooks and library books.	Cost to repair or replace.
Lost school or athletic equipment.	Cost to replace.
Broken or destroyed school or athletic equipment.	Cost to repair or replace.

STATE AND FEDERAL PROGRAMS

NOTICE TO PARENTS OF RIGHTS AFFORDED BY SECTION 504 OF THE REHABILITATION ACT OF 1973

The following is a description of the rights granted by federal law to qualifying students with disabilities. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
11. File a local grievance.

NOTICE CONCERNING DIRECTORY INFORMATION

The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous educational agency or institution attended. A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not

want any or all of those types of information about the student designated as directory information are as follows: two weeks from the time this information
is first received. The district may disclose information about former students without meeting the conditions in this section.

ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

The district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff,such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The district does not either approve or disapprove such teaching practices, and designates such student work as directory information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the district in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:
1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible.

Contractors, consultants and volunteers are permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible.

The District forwards education records (may include academic, health and discipline records) to schools that have requested the records and in which the student seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

UNIVERSAL SCREENING

All students in grades K-12 will participate in universal screening to identify student needs, provide prevention, and/or positive supports and intervention. The survey will be administered in the Fall (September) to identify and provide the opportunity to meet needs early in the year. The teachers of students in grades K-12 will complete a screener on the behaviors and attitudes they see in the classroom. Each child will be screened by one teacher. Students in grades 3-12 will also complete a self-screener on their own beliefs or feelings. The information from these screeners will help us identify children who may be at risk of developing academic or other school-related concerns. This survey will also help promote social emotional well-being for all students. If you do not want your child screened, you must submit it in writing to the counselor in your child's building by Sept. 15.

HOMELESS CHILDREN AND YOUTH

Students defined in state law as homeless children shall be admitted without payment of tuition. 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.

NOTICE CONCERNING DESIGNATION OF LAW ENFORCEMENT UNIT

The District designates the Bayard Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining

the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

• Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parents;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents;
8. Income, other than as required by law to determine program eligibility.

• Receive notice and an opportunity to opt a student out of-

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law;
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

• Inspect, upon request and before administration or use-

1. protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes;
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

Bayard Public Schools has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Bayard Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Bayard Public Schools will also directly notify, such as through U.S. Mail or automated voice messaging, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Bayard Public Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement;

• Collection, disclosure, or use of personal information for marketing, sales, or other distribution.

• Administration of any protected information survey not funded in whole or in part by ED.
• Any non-emergency, invasive physical examination or screening as described above.
Parents who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office
U.S. Department of Education
4009 Maryland Avenue, SW
Washington, D.C. 20202-5920

NOTICE CONCERNING DISCLOSURE OF STUDENT

RECRUITING INFORMATION

The Federal Law Act of 2001 requires Bayard Public Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Bayard Public Schools not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Bayard Public Schools will comply with any such request.

Academic and Course Information

SCHOOL BUILDING HOURS AND BELL SCHEDULE

Unless special activities or an early morning class make it necessary, students should not be in the buildings before 7:40 A.M. Students entering the building prior to 7:40 A.M. for a special meeting are to remain in their meeting room until 7:40 A.M. Students who are not involved in special activities or meeting with a staff member are directed to leave the building immediately following their last assigned class. Students may work in classrooms or the library as long as supervision is present. Practices, rehearsals, or meetings in school buildings WITHOUT A SPONSOR BEING PRESENT, are not permitted.

Bayard Jr./Sr. High School Bell Schedule

Zero Hour: 7:11 – 7:57
1st period: 8:00 – 8:48
2nd period: 8:51 – 9:37
3rd period: 9:40 – 10:26
4th period: 10:29 – 11:15
5th period: 11:18 – 12:34
Lunch A: 11:15 – 11:45
5th A: 11:48 – 12:34
5th B: 11:18–12:04
Lunch B: 12:04 – 12:34
6th period: 12:37 – 1:23
7th period: 1:26 – 2:12
8th period – Leadership Development: 2:15 – 2:42
9th period: 2:45 – 3:31

Bayard Elementary School Schedule

Begin: 8:00 am
Dismiss: 3:25 pm

GRADES AND REPORT CARDS

Report cards will be provided at the end of each quarter. The grading system used is as follows:

Kindergarten S – Strong Progress
N – Normal Progress
I – Improving
U – Unsatisfactory

Grades 1–12 94% - 100% = A
86% - 93% = B
78% - 85% = C
70% - 77% = D
Below 70% = F

Parents may ask for a progress report on their child at anytime. No pupil may be penalized for discipline by or through his/her grades. Parents are encouraged to utilize the school district's InfiniteCampus student information system to keep track of student grades. For help with setting up an account, parents can contact the school's technology teacher for account access and help.

GRADING PRACTICES TO SUPPORT LEARNING

Teachers are expected to utilize the following grading practices to support student learning.

- 60/40 weighted grades: Assessment (60%)/Daily work(40%)
- Minimum Daily Grades: Teachers will plan and assess an average of 3 grades per week, approximately 25 grades per quarter.
- Minimum Number of Assessments: 3 assessments per quarter.
- Performance Classes: Students are unable to improve unless they participate so these classes may utilize participation grades. Alternatives/additional opportunities to make-up missed performances will be provided to ensure students have the opportunity to demonstrate their learning.
- Management of Late Work (if excused absences, students will continue to get 2 days for every day absent before this management procedure takes effect):
    - Assignments are due on the date assigned by the teacher. A 5% deduction will be taken off each school day until the assignment is turned in.
    - On school day 6 the highest grade possible is 70% of the earned score.
- All work is due on the last day of the quarter unless arrangements have been made ahead of time. Incompletes may be granted at the discretion of the principal. the principal.
    - Students will be encouraged to utilize planners or Google calendar to practice organizational/planning skills.
- Redo Policy:
    - Daily work and tests redone will be accepted at a 5% deduction for each redo completed.

- Tests can only be retaken if the student has completed all daily work for that chapter. Redos will follow late work policy.

- Students may use a peer tutor but the student and teacher must have a conversation/check-in to make sure concepts were learned.

- Teachers will implement the use of a Google sheet to keep track of which teachers the students are spending time learning from during academic intervention and provide documentation that parents were contacted or if a student "no-shows."

- InfiniteCampus can be configured to send an automatic email/text contact each week if student averages fall below 75% as an automated academic contact to parents.

GRADES FOR DISTANCE LEARNING AND DUAL CREDIT COURSES

For grading and transcript recording purposes, the grades of students who take distance learning courses and dual credit courses, the grading scale of the originating institution will be considered, and grades will be adjusted to reflect Bayard High School's grading scale.

HIGH SCHOOL GRADUATION

A commencement service will be held for each graduating class of seniors. All graduating seniors are expected to attend graduation exercises in cap and gown, unless excused by the superintendent. The top 10% of the graduating class will be publicly honored at the graduating exercises. Commencement services will be held in the auditorium. No senior will be allowed to take part in graduation exercises if they have not met all the requirements of graduation.

Bayard High School will use the cum laude system to recognize academic excellence at graduation with the following GPA standards for levels of achievement and recognition after 8 successful semesters of high school attendance:
97% and above = Summa Cum Laude
95-96% = Magna Cum Laude
93-94% = Cum Laude

Beginning with the 2020 graduating class, valedictorian and salutatorian will no longer be determined or recognized.

EDUCATIONAL REQUIREMENTS FOR GRADUATION

Graduation Requirements for Bayard High School are the successful completion of 260 semester hours.

The total number of credits must include at least the number of semester hours listed in the following areas:

English – 40 semester hours
Mathematics – 30 semester hours
Science – 30 semester hours

Social Science – 30 semester hours
Physical Education – 10 credit hours
Community Service – 8 hours Junior Year and 8 hours Senior Year

Preferred Sequence of Core and Technical Classes for Graduation Progress:

Freshman Year
English I
Math I
Physical Science
World Geography

Sophomore Year
English II
Math II
Biology
World History
8 hours Community Service

Junior Year
English III
American History
Math III
Science III
8 hours Community Service

Senior Year
College English
or
English IV
American Government
8 hours Community Service

A student who has earned all required credits may graduate early. Students who graduate early may choose to have their diplomas awarded at the time of completion or the student may participate in the spring commencement activities.

JUNIOR/SENIOR HIGH FINAL TEST EXPLANATION

Semester tests may be given. To prepare students for the expectations of college, semester exams can be comprehensive or be in the form of a project or paper that demonstrates the semester's learning.

HIGH SCHOOL ACADEMIC LETTER

Bayard High School will award Academic Letters. Students who earn this award will be recognized at the beginning of each year at the high school student meeting.
Qualifications:

1. Students must have a Grade Point Average of 94% or higher for the previous school term.
2. Students must have zero unverified absences, no more than eight verified absences, and less than 8 tardies for the previous school term.
3. The student must not receive any semester grade lower than an 86%.
4. The student must be enrolled in at least five courses, four of those courses from the core areas of Math, Science, Social Studies, and English.
5. The students must not be sent to the office for a major infraction at anytime during the school term.
6. The student must be enrolled at Bayard High School for at least 90 days of the previous year.
7. The student must achieve and maintain this standard for two consecutive semesters of the same school year. (Fall Semester and Spring Semester)

JUNIOR/SENIOR HIGH AWARDS ASSEMBLY

During the last weeks of school, an awards assembly is held to recognize students who have made outstanding contributions to the school.

Citizenship awards are given to one boy and one girl in each class. These students are chosen by a vote from the faculty members.

Scholastic recognition is given to the top two students in each class. This is determined by their grade point average. To be eligible, the student must have been in the Bayard Junior/Senior High School system the entire year.

Perhaps the most important features of the awards assembly are handing down the traditions of Bayard High School by members of the Senior Class to members of the Junior Class.

The Book of Knowledge, which is held by the graduating senior who received it before, is passed down to the junior who ranks highest in his/her class in scholastic ability.

The graduating Senior Class president hands down the honor yoke to the newly elected senior class president.

The graduating Senior Class selects by nomination from the Junior Class, six candidates: three for the school spirit award and three for the athletic letter. These nominations are approved by the administration and returned to the seniors for the final vote. The winners will receive these traditions, which they will pass on, the following year, in like manner.

The Hall of Fame is composed of graduating students, who, through their years of high school, have contributed the most to their school in the line of scholarship, activities, citizenship, and the general welfare of the student body. Four boys and four girls are nominated by the seniors and placed on the ballot in the general election, in which all high school classes vote. The names of the two boys and two girls who receive the most votes are then placed in the Hall of Fame.

CONFERENCES

Individual conferences with parents will be requested by the teacher whenever necessary. Parents are encouraged to arrange for conferences with teachers whenever a problem appears or whenever a problem seems about to develop.

Regularly scheduled parent-teacher conferences will be held during the first and third nine-week periods. Additional conferences can be held at any time with the teacher and/or administration.

COPYRIGHT

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

ELEMENTARY HOMEWORK CLUB

To assist students, teachers, and parents when a student is at academic risk, we are implementing an after school Homework Club where students will be able to receive assistance. Students attending

the after school Homework Club will have access to support, encouragement, structure, and resources to complete their assigned learning tasks.

Homework Club will take place every week from Monday thru Thursday when school is in session for the full day. It will begin immediately following dismissal time at 3:25 until
4:15. At that time, please be sure that you have made arrangements for your child to get home safely. Any student is welcome to attend Homework Club and is encouraged to come in for extra help if needed. However, if you child has either a missing assignment or an incomplete assignment twice in one week, they well be required to come to Homework Club.

We hope that you will see Homework Club as a benefit for your child, as it is our goal to provide the best possible learning opportunities for all of our students.

JUNIOR/SENIOR HIGH HONOR ROLL

An honor roll will be figured and published for the Junior High and High School after each of the four nine-week grading periods and each of the two semester grading periods. All full-credit courses are used in this computation. Nine-week grades will be used for the quarter honor roll and semester grades will be used for the semester honor roll. Honor Roll shall consist of a Principal's List (4.0) High Honor Roll (3.5) and Honor Roll (3.0)

ELEMENTARY AND SECONDARY LIBRARIES

The elementary and secondary school libraries are open on a regularly scheduled basis and are supervised by the librarian. Library classes are held for grades K-6 and for special classes in the secondary school for the purpose of library instruction as well as for the enjoyment of the materials and books.

Students are allowed to use the libraries during library hours with the permission of their classroom teacher. They may use the libraries to read, check out books, return books, use audio-visual materials, do reference work, and work on special projects. Each student may check out books for a period of one week. There is no fine for overdue books, but lost or damaged books must be paid for.

The library collections are constantly updated and expanded. Books are chosen for either their educational or recreational value. A variety of audio-visual materials is available through the libraries for teacher use in the classroom.

ELEMENTARY PHYSICAL EDUCATION

The school does not expect all students to wear the same PE uniform. Regular school clothes will be worn by elementary students, and time does not allow for students to shower. However, YOU MUST WEAR A PAIR OF TENNIS SHOES AT LEAST DURING PE TIME. Because of safety factors, staff members discourage students from wearing only stockings as footwear. Boots and hard-soled shoes will not be allowed on either wooden gym floor. If a student continually forgets to have a pair of tennis shoes, other arrangements will have to be made.

The staff at Bayard Elementary School believes that physical education is an important part of the educational experience. The development and maintenance of a healthy body is essential for physical well-being and good mental health. We also believe that attitude development is an important part of education. We attempt to create an atmosphere for the development of leadership, sportsmanship, and congeniality through our physical education program.

If your physician prohibits participation in physical education, please have the doctor send a statement to the classroom teacher and the PE teacher. If a student does not participate in physical education class, then the student will not be able to participate during recess.

ELEMENTARY RESPONSE to INTERVENTION

The goal of Response to Intervention (RtI) is to ensure all students are successful. RtI is a model that enables all educators to put in place practices and procedures to improve achievement. The problem-solving process inherent to the RtI initiative involves identifying and defining the issue, creating an intervention that is based on what each child needs, implementing the intervention, collecting data to monitor progress and making adjustments to the intervention based on the data. RtI becomes a model for intervening early on behalf of any child who is having difficulty. RtI is focused primarily on effective instruction to enhance student growth and is intended to help as many students as possible meet proficiency standards.

STUDY SKILLS

Specific skills and techniques can make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

1. Come to class prepared with all necessary materials.
2. Be an ACTIVE PARTICIPANT in class. Listen well and take part in class.
3. Ask questions to clarify problems.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible. Just 'getting by' is not a worthwhile goal.

ELEMENTARY/TATTOOS AND STICKERS

Only those tattoos that are permanent (hopefully with parent permission) will be allowed at Bayard Elementary School. If a student has a tattoo or sticker that is visible and is not permanent on their body, the child will be asked to remove it with lotion, soap and water. If they choose to not remove the tattoo or sticker they will be sent home until it is removed. These items can be dangerous if they contain drugs or poisons and are disruptive to the learning environment.

TEACHER SCHEDULE

Teachers are responsible for providing basic knowledge, direction, and motivation. With this properly accomplished, the student's degree of success is an individual matter. Sometimes it is difficult for an instructor to spend the necessary class time to resolve an individual student academic problem. Students are encouraged to make arrangements with their teachers for conference and special help during a teacher's planning period or before or after school. A teacher's daily schedule will be posted in the classroom. Consult these schedules and feel free to ask the teachers for time to discuss any problems you might have pertaining to classes.

HIGH SCHOOL TESTING PROGRAM

Pursuant to Nebraska Department of Education requirements, all juniors will take the ACT at the school on the dates set by NDE. The ACT is also available for all students to take on national test dates. Students may also take the SAT. College admissions officials and scholarship program sponsors use the test scores, your school record, and other criteria to assess your ability to do college work to assist in placement in an appropriate program of study on campus. To decide if you

should take one or more of these tests, you must know the test requirements of the college and scholarship programs in which you are interested. The Counselor or District Assessment Contact will help you find this information, or you may write directly to the colleges or scholarship program sponsors.
These tests can taken in grades 9 through 12 and students are encouraged to take the tests more than once. Full information about these tests, including fees and location of test centers, can be obtained from the Counselor or or District Assessment Contact. Students who qualify for free lunches may apply for a waiver of the testing fee for the ACT college entrance examination if they choose to take the ACT in addition to the free ACT given to all juniors. Contact the Counselor or District Assessment Contact for testing dates and registration forms.

ELEMENTARY TITLE I SCHOOLWIDE PROGRAM

Title I Schoolwide Programs enable schools to provide opportunities for children served to meet challenging content and performance standards developed for children by:

1. High standards for all children
2. Enriched and accelerated educational programs
3. Effective instructional strategies and challenging academic content
4. Quality professional development
5. Coordinating services with other educational services
6. Quality parent and community involvement
7. Distribution of resources
8. Improving accountability
9. Greater decision-making and flexibility

ALTERNATE LEARNING ENVIRONMENT

When authorized by the Principal for health or other reasons, students may be granted permission to attend class via electronic means.

Virtual Attendance Expectations

Expectations for students:

1. Students will log in at the expected time. Should students be unable to do so, they will contact their teacher via Remind or email as soon as they are able and check Google Classroom for any missed assignments.
2. Students will be dressed appropriately, sit up during the lesson and participate in class discussions via audio, video and/or chat.
3. Students will complete all assignments in a timely manner and seek help by emailing their teacher or attending scheduled office hours.
4. Students will make certain their Remind accounts are active and that they are receiving notifications either through the app, text messages and/or emails.
5. Students will check their email twice daily.
6. Students will contact the designated technology representative if they are having issues with their devices either through Remind or through email.

Expectations for parents/guardians:

1. Parents/guardians will verify their students are participating in our alternate learning environment by observing the above rules daily.

2. Parents/guardians will make certain their Remind accounts are active and that they are receiving notifications either through the app, text messages and/or emails.
3. Parents/guardians will check their Remind and/or emails daily and check for updates from teachers and administrators.

Expectations for teachers:

1. Teachers will post all assignments and activities on Google Classroom in a timely manner.
2. Teachers will post lessons on Google Classroom when new content is taught This may include videos, weblinks, slideshows or other types of documents to ensure access to the information.
3. Teachers will contact parents/guardians and students when a student's grade falls below passing.
4. Teachers will log into their Zoom sessions at the appointed times, including office hours. If a teacher is unable to do so, they will contact their class via Remind and add an announcement in Google Classroom as soon as they are able.

ACADEMIC INTERVENTION/ACADEMIC DETENTION

Academic Intervention is established with the purpose of facilitating opportunities for the professional teachers of the district to help their students succeed in each content area. In the event that a student is failing any course, the expectation is for the teacher of the course to work with the student and parent to schedule academic intervention to stay and work on their assignments with direct instruction from the classroom teacher. Academic Intervention will be available every regular school day from 3:30-4:30.

Teachers who have students failing any courses along with other staff members who assign Academic Intervention are expected to provide instruction and supervision to the student until 4:30 pm (4:00 for those teachers who have coaching assignments the same day). In the event the student has successfully completed the work before 4:30 and the student's course average grade is at least a 70%, the teacher may dismiss the student early. Teachers are expected to utilize academic intervention to assist students seeking to improve their learning and grades in accordance with the grading procedures of the school district.

The school administration may assign students to attend the academic intervention program. Additionally, teachers may issue academic detention during the academic intervention period to students to provide for support and supplemental instructional time as needed to help students learn material and complete assigned learning tasks.

Students will be assigned to the academic intervention program on a mandatory basis when the following factors place them at academic risk:

A current failing grade in any class.
Missing/Late assignments.
Risk of course failure.

Students attending the academic intervention program are supervised by both certificated and non-certificated staff members. Students attending the academic intervention program have access to support, encouragement, structure, and resources to complete their assigned learning tasks.

When students are assigned to participate in the academic intervention program, failure to attend will be considered truancy. Students who are assigned to the academic intervention program are

directed to avoid scheduling medical and other appointments for times when academic intervention is in session. In instances when no alternative scheduling options exists, the school administration reserves the right to grant a make-up attendance time to be decided by the assigning administrator.

Although attendance is mandatory when assigned, the academic intervention program is open to all students in grades 7-12 who need additional work time, support, or access to learning technology.

Student failures are often (but not always) the result of not turning work in or late work. One of the best ways that parents/guardians can help students be successful is by providing time and structure at home for students to complete all of their assignments. Parents can monitor their students' grades, assignments, and attendance via the Infinite Campus online student information system.

Teachers who have students meeting the qualifications for participation in the academic intervention period are required to provide supervision and instructional support to these students for the entire duration of the academic intervention period. When circumstances arise where teachers are assigned to other duties during the academic intervention period the teachers involved are to work with the principal to ensure that students are supervised and have the opportunity to receive academic support. It is the responsibility of the classroom teacher to communicate with students, parents, and the principal when students have missing or late assignments or are otherwise at risk of course failure.

JUNIOR HIGH REQUIREMENTS - SUMMER SCHOOL

Junior high students (7-8) must pass a minimum of six (6) academic subjects (English, Math, Science, Social Studies, Reading) for the year (three per semester) to be considered for advancement. Social promotion may be considered after a conference with the principal, parents, and the student. These students will be placed on probationary status for one full semester. Failure to maintain passing grades during the probationary period may result in a change of enrollment, back to the previous grade, for the remainder of the school year. If summer school is offered, junior high students could be required to attend if grades indicate a need for remediation.

HIGH SCHOOL REQUIREMENTS – SUMMER CREDIT RECOVERY

High school students will be required to attend summer school in order to recover credits for failed courses and/or excessive absences at the discretion of the principal. Typically the students are required to retake the class during the next available semester with the teacher before Credit recovery is considered. Credit recovery will be based on (at or near) perfect attendance and completion of all assignments and assessments with at least 70% proficiency. The student will be completing coursework from Odysseyware Online or Edgenuity. There may be additional coursework as assigned by the regular education teacher that, if assigned, will need to be completed at 70% proficiency as well. Poor attendance and behavior will result in immediate removal from the summer credit recovery opportunity and students may be required to retake the class the following year.

SUGGESTED PERSONAL OR CONSUMABLE ITEMS

Teachers may suggest students to supply various personal or consumable items for use in school. The following list provides an example of the types of items that may be considered personal or consumable. Teachers shall furnish the principal with a list of all items suggested prior to the beginning of the school year. This will allow students and parents time to purchase them.

Pencils
Colored Pencils
Pens
Paper
Graph Paper
Tablets
Notebooks
Organizers
Planners
Make-up kits for Drama
Protective Mouthpiece for Sports
Erasers
Elmer's Glue (other types may create usage difficulties)
Markers (no neon or glitter)
Highlighters
Activity Calendars
Compass
Protractor
Calculator
White Out
Reeds for Musical Instruments
Scissors
Glue Stick
Ear buds

WESTERN NEBRASKA DISTANCE LEARNING CONSORTIUM CLASSROOM DISCIPLINE PROCEDURE

The Western Nebraska Distance Learning Consortium two-way interactive television classes are provided to enhance and enrich the curriculum. Behavioral and academic expectations of students in WNDLC classes are high.

These high expectations are mandatory as we attempt to use a unique technology to meet the appropriate educational needs of students. The participating schools have adopted the following rules and discipline procedures.

Classroom Rules:

1. I will not disrupt teaching or learning in WNDLC classrooms; insubordination of any kind will not be tolerated.
2. I will not use language or gestures generally agreed upon as suggestive, derogatory or abusive in nature.
3. I can be recorded (video or audio) at any time without specific pre-warning.
4. I will position myself in the classroom to be in camera view at all times.
5. I will not manipulate equipment in the classroom without express direction from facilitator or instructor.
6. I will conform to any additional rules as specified orally or in writing by the instructor or the facilitator.
7. I understand that the host schools' sexual harassment policy will take precedence over all complaints and incidents of sexual harassment.
8. I will not cheat.

I understand that if I am found to be in violation of any of the above policies, I will be subject to disciplinary action.

It should be understood that the principal at the school in which the student attends reserves the right to remove students in their school for any action that they deem inappropriate.

Transportation

Inasmuch as Nebraska school laws do not specifically state the policies under which the school board is obligated to provide transportation, the following policy will prevail but may be changed at any time as a result of Board Action:

I. The area to be excluded from bus transportation is inside the Bayard City limits.

II. In establishing bus routes the following factors will be considered:

A. Routes will be laid out on hard-surfaced roads wherever and whenever possible.

B. The bus will not enter a private drive for the purpose of picking up a student unless for safety reasons it becomes necessary.

C. No backing of a school bus onto a highway or public road will be permitted. In all cases where it is not possible to have a satisfactory turn-around, bus service will not be provided.

D. Students will be let out or picked up at a point near their home. This point will be determined by the superintendent, taking the above factors into consideration.

III. Bus transportation will be provided for field trips which are considered to be a part of the regular educational program of the school.

IV. Except when rented, no person will be carried as a passenger on a school bus who is not a regularly attending student of this school district or an employee or an adult acting as an authorized sponsor of this district.

BUS RULES

The safety of our children is of prime importance. All students living outside the city limits of Bayard are eligible to ride the bus. Bus rules concerning regular bus routes or activity trips are as follows:

I. Previous to Loading (on the road and at school)

A. Be on time at the designated school bus stop to keep the bus on schedule.

B. Stay off the road at all times while waiting for the bus. Bus passengers must conduct themselves in a safe manner while waiting.

C. Do not move toward the bus at loading zones until the buses have been brought to a complete stop.

D. After the bus comes to complete stop, take your seat without delay.

II. While on the Bus:

A. Students will sit where assigned by the driver or the activity sponsor.

B. Keep hands and head inside the bus at all times after entering the bus.

C. Windows will be kept closed - heat and ventilation will be controlled by the driver.

D. No gum, food, or drink will be allowed on route buses without the bus driver's permission.

E. Assist in keeping the bus safe and sanitary at all times.

F. Remember that loud talking and laughing or unnecessary confusion diverts the attention of the bus driver.

G. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.

H. Never tamper with the bus or any of its equipment.

I. Leave no books, lunches, or other articles on the bus.

J. Keep books, packages, coats, and all other objects out of the aisles.

K. Remain in the bus in case of a road emergency, unless directed by the driver to do otherwise.

L. Keep ABSOLUTELY QUIET when approaching a railroad crossing.
M. Do not throw anything out of the bus windows.
N. Remain in seats while bus is in motion (NO STANDING).
O. Be courteous to fellow pupils, the bus driver, and the driver's assistants.
P. Parents will be notified if there is misconduct on the bus. The bus rider may be denied the privilege of riding.
Q. While on the bus, you are in the driver's charge, and you must obey him/her promptly and cheerfully; as well as, any student assistant that is officially designated.
R. Inform the driver, if possible, when a rider will be absent.
S. All school rules, regulations, and policies apply to all students while riding school buses.

III. After Leaving the Bus

A. Cross the road, when necessary, after getting off the bus (at least 12 feet in front of the bus) but only after looking to be sure that no traffic is approaching from either direction.
B. Help look after the safety and comfort of small children.
C. Be alert to the danger signal from the driver.
D. Do not get off the bus at places other than the regular bus stop, unless proper authorization has been given in advance by parent and school officials.

IV. Extra-Curricular Trips

The bus rules and regulations would apply to any trip under school sponsorship. Pupils shall respect the wishes of a competent chaperone appointed by the school.

V. Unsatisfactory Bus Conduct

Bus drivers will report unacceptable bus conduct to the supervisor of transportation or the principal for students who fail to abide by the rules and regulations concerning bus transportation. Unacceptable bus conduct may result in the loss of bus riding privileges. Additionally, the student may face detention, suspension or expulsion in accordance with established policies, for flagrant violation of school bus rider conduct regulations or conduct detrimental to the safe operation of the bus.

RIDING THE BUS IS A PRIVILEGE.

JUNIOR/SENIOR HIGH PUPIL DRIVING, PARKING, AND TRAFFIC RULES

Pupils driving cars to school are to park in the designated student parking area in an orderly fashion. The student parking area has open parking. Slots are available on a first come – first serve basis. Students are required to park only where there is a guardrail present. Students that park where there is no guardrail may be disciplined by the office and the police.

General driving of automobiles by students, except during their lunch period, is prohibited. It shall be the responsibility of all faculty and school employees to report any violation of traffic laws or any improper conduct of student drivers to the principal (with a signed complaint from the school employee) who will (a.) require the student to check in his/her keys at the principal's office from 8:30 a.m.-3:30 p.m. for one (1) week or (b.) file a civil legal action to be brought against the student.

VEHICLE PARKING RULES

1. Faculty parking in front of the main building and to the north end of the lot across from the main building is not to be used by students.
2. To facilitate identification, automobiles are to be parked front end in first; only one stall per car.
3. All students must be licensed and covered by insurance. The school is not responsible for the automobile or its contents.

4. Parking regulations are strictly enforced. It is considered a privilege to park on school grounds. Students will be expected to follow general traffic regulations. Suspension of driving privileges, towing of vehicles, and/or suspension from school may occur when violations of these regulations occur.

TRAFFIC RULES

1. No vehicle may be operated on the parking lot at a speed greater than that which is reasonable.
2. No vehicle may be operated on the parking lot in a negligent, reckless, or willfully reckless manner.
3. No person shall ride on the top, hood, or fenders of a vehicle. It is unlawful for the vehicle operator to allow such vehicle operation.
4. Drivers must not back up, unless it can be done in a safe manner.
5. Drivers must stop following an accident, and report it to the police.

CONTINUED PARKING/TRAFFIC VIOLATIONS WILL RESULT IN THE FOLLOWING DISCIPLINE

1. 1st offense: The student will receive detention and parents will be notified.
2. 2nd offense or more: The student will face further disciplinary action and parents as well as the police will be notified.
3. Students choosing to violate the stated regulations will be dealt with by the school and/or the Bayard Police. The privilege to use the B.H.S. parking lot could be taken away.

VEHICLES ON SCHOOL PROPERTY

Pupils driving cars to school are required to park them in the designated area upon arrival at school. The school assumes no liability for pupils driving motor vehicles. It shall be the responsibility of all faculty and school employees to report any violation of traffic laws or any improper conduct of student drivers to the principal.

The Board adopts the following rules regarding parking and driving on School District property.

Parking

1. The Superintendent may designate certain areas of the parking lots as staff only parking. Any areas designated as staff only parking may not be used by students or visitors.
2. Only one vehicle may be parked in a parking stall. Vehicles must be parked in a stall front-end first.
3. Administration may request that any vehicle parked in violation of this policy be towed at the vehicle owner's expense.
4. Students shall have no expectation of privacy regarding vehicles they bring on to School District property. School personnel may search the contents of any vehicle driven or parked on School District property by a student.

Driving/Vehicles

1. All vehicles on School District property must be licensed, registered, and insured according to law. The Administration may report to law enforcement any vehicle suspected to be unlicensed, unregistered or uninsured according to law.
2. Anyone operating a vehicle on School District property must hold the requisite license to operate such vehicle and be covered by insurance as required by law. The Administration may report to law enforcement any suspected violations.

3. No ATVs, UTVs, golf carts, dirt bikes, or similar vehicles may be operated on School District property, unless they meet all of the requirements in item 1 above except by school employees in the course of their employment or as specifically authorized in advance by the Superintendent.
4. Operating a vehicle beyond the established parking lots and driveways of the school is prohibited.
5. Operating a vehicle in an unsafe or reckless manner is prohibited.
6. Anyone operating a vehicle on School District property shall follow all general traffic and driving laws and regulations.
7. Vehicles driven or parked on School District property shall not display images or messages that contain profanity, that are sexual in nature, or that are obscene, vulgar, or offensive. This shall include, but not be limited to decals, bumper stickers, flags, accessories, and license plates.

Any student, staff member, or patron who repeatedly violates this policy may lose his or her right to drive and/or park on School District property. Any student or staff member who violates this policy may be disciplined at the discretion of the Superintendent.

Health and Safety

SEVERE WEATHER/SCHOOL CLOSING

The importance of notifying parents and students when school will be delayed in opening, not opened at all, or be dismissed early is of prime concern. We will be using an automated messaging system which will allow the school to contact each family with regard to school closing and other notifications. This system is designed to contact the phone number or numbers listed in your student's file. If you do not wish to be a part of the automated system, please notify the school and your name will be removed from the system.

The school will continue to use local radio stations KMOR, KNEB, KOLT, and KDUH TV to inform parents and students of closing due to inclement weather. The school will make every effort to make this information available as soon as possible.

CIVIL DEFENSE AND TORNADO DRILLS

Civil defense and tornado alert drills are conducted periodically to practice indoor survival procedures. Teachers will advise their classes concerning the area to which they will proceed.
The student should:
1. Walk quickly; do not run.
2. Remain alert for additional or changed instructions from a faculty member.
3. Proceed to the far end of an assembly area, so that entrances will not be blocked. In the event of a tornado ALERT, faculty and students will be notified and directions given for evacuating the most dangerous portions of the building. Escape plans are to move the entire student body into safe areas.

FIRE DRILLS

Fire drills are held at regular intervals throughout the school year. Directions posted in each room should be followed carefully. Every person in the building must leave promptly and quietly at the sound of the fire alarm.

The student should:
1. Walk quickly; do not run.
2. Walk in single file with classmates unless directed to do otherwise.
3. Not wait in line to use a specified exit if another is free.
4. Move away from the exit after leaving the building to make room for those following.
5. Return to the building when safe re-entry is announced.

Each class has special instructions to follow during a fire drill. Listen carefully to your teacher for additional directions. Students not in a supervised class area are to exit via the nearest door and join the rest of the student body. Doors to all rooms are to be left closed. Do not crowd or talk, and remain alert for additional directions. Do not attempt to take books or wraps with you. However, girls should take their purses. Once outside, remain out of the fire lanes and stay out of the path of any vehicles. You will be instructed when to re-enter the building.

HEALTH SERVICES

A registered nurse is on duty or on call during school hours. The nurse's office is located at the elementary building. If a student is ill, a student will need to either secure a pass from his or her teacher and report directly to the nurse's office or the office staff will contact the nurse.

If a student is seriously ill, the student should remain at home for proper treatment and care. The following list of communicable diseases should serve as a guideline to parents with regard to the amount of time a student should be kept out of school with a communicable disease:

A. Measles – one week and until symptom free
B. Three day measles (German measles) – until rash is gone
C. Mumps – one week and until swelling is gone on both sides
D. Chicken pox – one week after onset of rash and when all lesions are crusted and not weeping
E. Strep throat – may return to school 24 hours after being on antibiotic and without fever
F. Ringworm or impetigo – must remain out of school until under treatment.
G. Conjunctivitis (Pink eye) – may return to school 24 hours after treatment with prescribed eye drops.
H. COVID-19 – may return to school under the direction of current Centers of Disease Control and Prevention (CDC) and/or Panhandle Public Health Department (PPHD) guidelines.
I. RSV – until fever free and/or coughing has subsided.
J. Temperature – Any student with a temperature of 100 degrees or greater should remain home from school. Temperature must be normal 24 hours before returning to school without fever reducing medications, such as acetaminophen (Tylenol), Motrin, or Ibuprofen.

*This is not a complete list of communicable diseases and infections. The nurse will contract PPHD for recommendations and guidelines if there is a question on a student on his or her illness or presenting symptoms.

The school nurse will send students home if they are found to have a fever of 100 degrees or greater or if students have a contagious communicable disease i.e., pink eye, strep throat, chicken pox, suspicious rash, or vomiting. Students are also sent home when they have lice in their hair.

An ill or injured student may not leave school until permission of the parent, or person designated by the parent, has been received. Ill or injured students are not to leave the building without the knowledge of the nurse and without signing out properly in either the elementary or junior/senior high office.

A health record is on file for each student. Parents/guardians are required to keep this record up-to-date for their child by reporting to the nurse of any medical diagnosis, allergies, immunizations/booster shots, eye prescription changes, or any pertinent health information that should be recorded.

Medications

Students are not allowed to take any sort of medication during school hours that have not been cleared by the nurse. School hours are considered from "bell to bell." If a student takes a medication without permission, he or she may have consequences at the discretion of the appropriate principal. If a student needs to take a prescription medication during school hours, it is the student's responsibility to report to the nurse's office for medication administration unless otherwise specified. A medication administration form must be completed by a parent or guardian prior to taking a medication during school. If a student needs to take an over the counter medication during school hours, they must see the nurse at the elementary building or go to the junior/senior school office for assistance.

Nebraska State Law prevents over the counter and prescription medications being sent to school with students. Do not send medication(s) to school with the student or student sibling. The medication must be brought to the school by the parent(s)/guardian(s) or other specified designee and given to a certified medication Bayard Public School Staff member. Designated Bayard Public Schools personnel have been trained to accept student medications. These staff members are: principals, school secretaries, and school nurses. The medication must be given directly to Bayard Public School staff members and a verified count of the medication amount will be conducted together with the staff member and parent(s)/guardian(s) or other specified designee. All medications must be sent in their original container. Prescription medications must be sent in a prescription container with the proper prescription label secured to the container. Failing to do so will result in no medication administration. It is the sole responsibility of the parent(s)/guardian(s) to ensure that the student has their medication during school in its proper container.

If there is a medication change during school, documentation from a licensed healthcare professional must be provided with the medication change. If documentation is not provided, Bayard Public School Staff will not administer the medication to the student and must be done so by a parent or guardian until such documentation is obtained.

Medications cannot be altered by Bayard Public School Staff in any way. For example, if a student is to take a ½ a tablet of a medication, the medication must be halved prior to dropping off the medication at school.

Prescription medications must have a prescription label with the designated student's name, medication name, medication dosage, and directions for use. The prescription medication label must match what the licensed healthcare provider prescribes for administration. For example: if a student is to take 2 tablets of a medication but the prescription label states 1 tablet, documentation must be provided or the medication will not be administered.

Over the Counter Medications

Over the counter medications are offered in the nurse's office as well as the High School office. Over the counter medications that are supplied by Bayard Public Schools are: Acetaminophen (Tylenol), Ibuprofen, Calcium Carbonate (Tum's), and Cough Drops. An over the counter permission form must be signed by a parent/guardian and will be kept on file until the student graduates or transfers. If a permission form is not filled out, a parent/guardian will be called each time for consent of administration of medication. If any revision(s) occur in the over the counter permission form, a written statement must be submitted to the school nurse.

Over the counter medication dosage will be based on the medication recommendations (age and/or weight). Medications will only be administered at the discretion of the nurse or authorized personnel.

Immunizations

In the state of Nebraska, children **can't attend classes** in public or private school until the school has written proof of their immunization status.

NEBRASKA STATE LAW requires students to be immunization against the following diseases:

- Diphtheria, tetanus, and pertussis
- Polio
- Measles, mumps, and rubella
- Hepatitis B
- Varicella (chicken pox)

Student Age and Required Vaccines:

- Students entering school (Kindergarten or first time enrolled)
    - 3 doses of DTap, DTP, DT, or Td vaccine, one on or after the 4th birthday
    - 3 doses of Polio vaccine
    - 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age
    - 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month.
    - 2 doses of Varicella (chickenpox) vaccine, or MMRV given on or after 12 months of age. Written documentation (including year) of Varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
- Students entering 7th grade
    - Must be current with above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
- Students who are an out-of-state transfer at any grade level
    - Must be immunized appropriately according to the grade entered.

Any student who does not comply with one of the following will not be permitted to attend school until he or she is compliant:

1. Proof of up-to-date immunizations,
2. Have an upcoming scheduled appointment date to receive required immunization, or

3. Have a signed medical or religious waiver

Physicals and Eye Exams

Physical exams are required by Nebraska State law for any student to participate in any sport; any student entering Kindergarten or is a first time enrolled student; 7th grade student; or are an out-of-state transfer student. Eye exams are required by Nebraska State law for any student entering Kindergarten or are a first time enrolled student and any out-of-state transfer student. Eye exams must be completed by a certified ophthalmologist.

School Health/Speech Screenings

School health screenings will be conducted for all elementary students as well as 7th and 10th grade students. Depending on grade level, screening includes a student's: height, weight, vision, dental, and hearing. Kindergarten students will also participate in a Speech screening. Findings are recorded in the student's permanent record file. Screening does not replace a regular examination completed by a licensed healthcare professional. Parents/guardians will receive a notice of any unusual symptoms found and are urged to seek further medical help when necessary. If a parent/guardian wishes to refuse school health screening, a parent/guardian must submit written statement(s) from a qualified examiner that the child has received the minimum required screening within the past six months or the child will be screened at school.

Physical Education

Participation in the regular activities of the physical education program is expected from all students. Students who are temporarily (1 or 2 days) unable to participate in physical education must bring a written excuse from a parent or legal guardian. A longer absence from physical education requires a written excuse from a licensed healthcare provider. Any student who is absent for five consecutive days due to either illness or contagious disease, may be required to have a note to re enter school, signed by a physician. All excuses should include:

1. Reason for absence.
2. Length of time to be absent from physical education.
3. Activity modifications during treatment or upon return to class.

Junior/High School

All excuses must be in the principal's office before first-hour class. Students who must remain out of physical activities for more than two weeks may be withdrawn from the physical education class for the balance of the semester. The student's counselor and the nurse will review each situation before a determination is made.

Elementary

We are frequently asked to allow students to remain inside during recess. Recess times are scheduled both to allow students time to relax and to provide preparation time for teachers. For the aforementioned reasons, we are asking all students to participate in recess unless a note has been sent from home asking that the child not participate in recess activities.

CONCUSSION: RETURN TO LEARN PROTOCOL

A concussion must be diagnosed by a licensed healthcare professional. Students may be sent home if there is a concern for a concussion. If a student is diagnosed with a concussion, the student will need to complete the return to learn and return to play protocol. The return to learn and return to play are both informal or formal accommodations, modifications of curriculum, and

monitoring by medical or academic staff until the student is fully recovered. Bayard Public Schools has a specific concussion protocol that will be followed as well as any licensed healthcare professional recommendations and guidelines.

If a student is suspected of sustaining a concussion away from school, the student and his/her parent/guardian will need to notify the school so that the school nurse and activities director can ensure the concussion protocol is implemented and followed.

INITIATIONS

There shall be no initiation of any student(s) for any reason at Bayard Public Schools.

DATING VIOLENCE PREVENTION

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

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

The district will provide appropriate training to staff and incorporate within its educational program age-appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

SAFESCHOOLS DISTRICT TIP REPORTING SERVICE

Safety is one of our district's top priorities, that's why we're now using SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration five different ways:

1. App: Search for "SafeSchools Alert" in the App Store to download for free
2. Phone: 308.562.2024
3. Text: Text your tip to 308.562.2024
4. Email: 1767@alert1.us
5. Web: http://1767.alert1.us

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. Tips may be submitted anonymously too. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

DISPENSING PRESCRIPTION MEDICATION

To help insure the health and safety of children, school employees are not permitted to dispense prescription medications to students without full compliance with Board Policy which is as follows:

l. The parent or guardian of the student shall provide prior written authorization on the proper school form, to dispense prescription medication(s).

2. The parent or guardian of the student shall agree in writing to provide the prescription medication(s) to be dispensed in a prescription container with the child guard cap. The container shall have a glued label from the pharmacy which shall contain the child's name, physician's name, and directions for dispensing the medication.
3. The parent or guardian of the student shall agree in writing to consult the family physician as to any side effects of the medication being dispensed and to advise the school employee of the possible side effects and procedures to be followed should side effects occur.
4. Written authorization is limited to the medication(s) identified in writing on the form provided for that purpose. Should additional medication(s) be prescribed, additional written authorization will be required.
5. Written authorization shall be limited to the school year identified on the form provided.
6. The parent or guardian of the student shall notify the school in writing of the termination of the authorization to dispense the medication(s).
7. Modification of the dispensing instructions shall be communicated to the school employee by providing a new prescription container with a child-guard cap with glued label from the pharmacy, including student's name, physician's name, and instructions for dispensing.
8. The school employee cannot honor verbal instructions from the parent, or guardian, or student to modify or alter the directions for dispensing medication(s) as specified on the prescription container.
9. Employees of the school shall not be required to dispense prescription medication(s).
10. Prescription medication and any medical equipment needed to dispense medications delivered to school employees shall be identified and shall be kept locked in a cabinet or in a manner that will restrict access to only authorized employees.

NETWORK ACCEPTABLE USE AND INTERNET SAFETY POLICY

Bayard Public Schools recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools.
To this end, the Bayard Public Schools encourages the responsible use of computers; computer networks (including the Internet), and other electronic resources in support of the mission and goals of the Bayard Public Schools.

It is the policy of Bayard Public Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA).
It is the policy of the Bayard Public Schools to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, Bayard Public Schools recognizes its legal and ethical obligation to protect the well-being of students in its charge.

The following uses of school-provided electronic resources, including Internet and email, are not permitted:

a. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
b. to transmit obscene, abusive, sexually explicit, or threatening language;

c. to violate any local, state, or federal statute;
d. to vandalize, damage, or disable the property of another individual or organization;
e. to access another individual's materials, information, or files without permission;
f. to violate copyright or otherwise use the intellectual property of another individual or organization without permission; and
g. to distribute or forward "chain letters" via email.

Any violation of District policy and rules may result in loss of District-provided access to the Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Students may…

- Design and post web pages and other material from school resources.
- Use direct communications such as email, online chat, or instant messaging with a teacher's permission.
- Use the resources for any educational purpose.

Consequences for Violation: Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Supervision and Monitoring: School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Enforcement of Policy:

- To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.
- Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.
- Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.
- A Bayard Public Schools staff member may override the technology protection measure that blocks or filters Internet access for a student to access a site with legitimate educational value that is wrongly blocked by the technology protection measure that blocks or filters Internet access.
- Bayard Public Schools staff will monitor students' use of the Internet by either direct supervision or by monitoring Internet use history to ensure enforcement of policy.

Inappropriate Network Usage: To the extent practical, steps shall be taken to promote the safety and security of users of Bayard Public Schools' online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking," and other unlawful activities;

and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring: It shall be the responsibility of all members of Bayard Public Schools staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Bayard Public Schools will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.

Disclaimers:

- Bayard Public Schools and its individual schools, administrators, faculty, and staff thereof, make no warranties of any kind for the service provided and will not be held responsible for any damage suffered by users. This includes the loss of data resulting from delays, non-deliveries, and intrusion by computer virus, or service interruption.
- Use of any information obtained via network access is at the risk of the user, and Bayard Public Schools specifically denies any responsibility for the accuracy or quality of the information obtained.
- Bayard Public Schools cannot guarantee complete protection from inappropriate material. Furthermore, it is impossible for the district or content filter to reflect each individual or family's opinions of what constitutes "inappropriate material." If a student mistakenly accesses inappropriate information, he/she should immediately notify a district staff member.
- Bayard Public Schools is not liable for an individual's inappropriate use of district's electronic communications systems or violations of copyright restrictions or other laws, or other costs incurred by users through use of Bayard Public Schools' electronic communication systems.
- The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's electronic communication systems.

CIPA Definition of Terms:
Minor: The term "minor" means any individual who has not attained the age of 17 years.
Technology Protection Measure: The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. Obscene, as that term is defined in section 1460 of title 18, United States Code;
2. Child Pornography, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

Harmful to Minors: The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Sexual Act; Sexual Contact: The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

SEARCH AND SEIZURE

To maintain order and discipline in the school and to protect the safety and welfare of students and personnel, school authorities may search a student, or student lockers, under the circumstances outlined in SEARCHES-PERSONAL and may seize illegal, unauthorized, or contraband materials discovered in the search.

A student’s failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

DRUG DETECTION DOGS

As part of the district’s effort to keep the schools safe and free from illegal drugs, the school principal may authorize the use of law enforcement drug detection dogs to search school hallways, lockers and cars parked in the school parking lot under the following guidelines.

1. The dogs will be brought into the schools both during and after school hours. The school Principal shall determine when the drug detection dogs will be used. The dogs may perform searches at random times throughout the school year.
2. The dogs will search hallways, lockers and cars parked in the school parking lot only. Students will not be searched by drug detection dogs. While a sniff search is taking place during the regular school day, students will remain in their respective classrooms.
3. If the drug detection dog identifies personal effects (e.g., purse, book bag, etc.), locker, or car, then school officials and law enforcement personnel will search the area and conduct an investigation. Parents/guardians will be notified if illegal drugs or contraband are discovered in a students’ bags, locker or car. School penalties for possession of an illegal substance are governed by the school discipline code and may range from suspension to expulsion.
4. If an illegal drug is found, law enforcement will conduct a criminal investigation. If, during this investigation, probable cause exists to warrant an arrest, an arrest will be made.
5. If a student refuses to unlock a vehicle identified by a drug detection dog, the student will be subject to school sanctions for refusing to submit to a search. Law enforcement personnel will take appropriate action based on departmental policies.
6. Drug detection dog searches in the Bayard Public Schools may involve the Bayard Police Department, Morrill County Sheriff and/or the Nebraska State Patrol.

JUNIOR HIGH/HIGH SCHOOL SEARCHES - AUTOMOBILE

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of student’s automobile on the school premises may be searched if the school authority has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

ELEMENTARY SEARCHES – DESK

Student desks are school property and remain at all times under the control of the school. Periodic general inspections of desks may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.

JUNIOR HIGH/HIGH SCHOOL SEARCHES - LOCKER

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.

SEARCHES - PERSONAL

A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat-down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present.

SEIZURE OF ILLEGAL MATERIALS

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

SEXUAL/ETHNIC HARASSMENT POLICY

The Bayard Public School's Board of Education strongly endorses, and will comply with the provisions of Title VII of the Civil Rights Act of 1972, as amended; Title IX of the Education Amendments of 1972; and the Nebraska Equal Opportunity and Education Act. Therefore, it is the policy of the Bayard Public Schools to prohibit any and all discrimination based
on race, color, sex, or national origin.

Regarding school district employees, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature shall constitute "Quid Pro Quo" sexual harassment when:
I. Submission to sexual conduct is made either explicitly or implicitly a term or condition of an individual's employment.
II. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual.
III. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

It is also prohibited for any school district employee or student to verbalize on school district property any racial, ethnic, or gender-harassing jokes or stories, or to bring or store on school property any sexual, racial, or ethnic epitaphs or jokes. School district employees and students are also prohibited from defacing any school district property with any racial, ethnic, or sexual epitaphs or jokes.
If an individual's conduct, epitaphs, or jokes are so excessive, severe, or pervasive so as to create a threatening or uncomfortable working environment, and it adversely affects the ability of another employee to accomplish their work, that employee(s) shall have created and can be responsible for creating a "Hostile Environment" when:
I. The individual harassed belongs to a protected class;
II. The individual was subjected to unwelcome sexual/ethnic harassment;
III. The harassment was based upon sex, race, or national origin; or
IV. The harassment affected a term, condition, or privilege of employment.

Regarding students, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual/ethnic nature shall constitute sexual/ethnic harassment when:
I. Submission of such conduct is made either explicitly or implied a term or condition of an individual's enrollment, participation, or affiliation with a course, activity, or other school-sanctioned program.

II. Submission to or rejection of such conduct by individuals is used as a basis for any decision that may affect the educational standing of that individual.
III. Such conduct has the purpose or effect of unreasonable interference with an individual's educational performance or creating an intimidating, hostile, or offensive environment.

RESPONSIBILITY

All Bayard Public School employees and students shall have the responsibility of keeping school administrators informed, through the most confidential and direct means possible, of any alleged acts and/or complaints of sexual/ethnic harassment. It is the responsibility of each school district administrator, principal, department head, and supervisor to provide a working and academic environment free of sexual/ethnic harassment or sexual/ethnic intimidation. The school district will take prompt action to investigate an act upon all reported instances of alleged sexual/ethnic harassment.

All complaints and allegations of either sexual or ethnic harassment will be thoroughly investigated by a member of the Bayard Public Schools administrative team. That team shall consist of: Administrators: Principals and Assistant Principals, and the Superintendent. The Bayard Public Schools will utilize a three-phase process to investigate all allegations of sexual or ethnic harassment:

PHASE I: COMPLAINT

Any individual who believes that he or she has been either sexually or ethnically harassed, or any individual having knowledge of any incident of alleged sexual or ethnic harassment (hereinafter referred to as "complainant"), should notify a member of the administrative team. Such notification shall be by the most direct means possible and will be considered confidential. The complaint should be made as soon as possible after the alleged incident.

The administrative team member who receives a report of alleged sexual/ethnic harassment shall notify the Superintendent, unless the superintendent is alleged to be the school district employee engaged in sexual/ethnic harassment. If the complaint is made against the superintendent, the information is to be brought to the attention of the President of the Board of Education. He/she shall, in turn, contact the school district's attorney to conduct an investigation of the allegation.

If the complaint is made by a student, his or her parent(s) or legal guardian(s) shall be notified immediately in writing, by certified mail, by the individual assigned to conduct the investigation. If the person accused of sexual/ethnic harassment is a student, that student's parent(s) or legal guardian(s) will be notified both telephonically and in writing, by certified mail, of the alleged complaint, and they shall be present when the accused student is interviewed.

PHASE II: INVESTIGATION

Every effort shall be made to maintain full confidentiality throughout the entire investigation. The investigation phase will be directed towards securing signed statements about the complaint itself. Minimally, it shall include the name(s) of the complainant(s) and person(s) accused of sexual/racial harassment; the date(s), time(s), locations(s), description of the incident(s), witness(s), and the respective signed statement(s).

Additionally, signed statement(s) by the person(s) accused of sexual/ethnic harassment shall be obtained where possible. The person(s) accused of sexual/ethnic harassment will be advised of due process rights at the time of being informed of the allegation. The intent of this phase is to investigate all of the facts and to corroborate evidence either for or against the complainant.

PHASE III: ACTION TAKEN

In determining whether conduct constitutes sexual/ethnic harassment, the individual conducting the investigation will examine the record as a whole and the totality of the circumstances, such as the nature of the alleged sexual advancements and the context in which the alleged incident occurred. The determination will be on a case-by-case basis. The individual conducting the investigation will review all information with the superintendent. The superintendent may take whatever disciplinary action is deemed appropriate. In any case where the disciplinary action of a school employee or student is subject to the due process procedures set forth in law, they will be followed as required.

If the Superintendent is the alleged individual, the school district's attorney will provide the evidence to the Board of Education, and they will determine the action to be taken.

The Superintendent will inform all parties of any disciplinary action taken by the Superintendent. The record of the investigation will be kept in a confidential file. If the complaint involves the Superintendent, the file will be kept in the office of the school attorney. A simple statement indicating that a complaint has been filed and the action taken, if any, will be placed in the individual's personnel/student file. However, where the complaint is found to be without merit, the complaint will be placed in a separate sexual/ethnic harassment file, which shall be confidential and not placed in the individual's personnel/student file. If deemed necessary, the academic or employment situation of the complainant may be changed to provide for a non-intimidating or non-hostile atmosphere. These changes may occur but are not limited to: a transfer of work situations, change of instructor, and, if pertinent, waiver of academic requirements. Decisions concerning such action must consider that the complainant is not to be inadvertently or otherwise punished because he or she has allegedly been sexually/ethnically harassed.

Any employee who is found to have engaged in sexual/ethnic harassment of a subordinate, co-worker, or student will be subject to disciplinary sanctions, which may include, but are not limited to: written reprimand, probation, demotion, transfer, required professional counseling, or termination of employment. Where required by law, any disciplinary action taken shall be subject to the due process procedures set forth in Sections 79-12,107 to 79-12,121, as amended.

A student, who is found to have engaged in sexual/ethnic harassment against either an employee or another student, will be subject to disciplinary sanctions which may include, but are not limited to: written reprimand, disciplinary probation, suspension, and/or expulsion. Where required by law, any disciplinary action taken shall be subject to the due process procedures set forth in the Student Suspension or Expulsion Act, Sections 79-4,170 to 79-4,205, as amended.

If the complainant or accused is not satisfied with final action taken by the Superintendent, he/she may request that the Board of Education review the decision and action taken by placing it on the regular Board of Education meeting agenda as a personnel/student matter. Such a request will be held in executive Session unless the accused individual chooses otherwise. The decision by the Board of Education will be the final administrative act. Likewise, any person accused of sexual/ethnic harassment may appeal the Superintendent's disciplinary action taken by filing a grievance through the established grievance procedures of the Bayard Public Schools as specified in Board Policy.

RECORDING OF OTHERS

To ensure the privacy and confidentiality of student information, only persons authorized by the Superintendent, a Principal, or the Activities Director (each an “Administrator”) may record the sound or image of any person on school grounds during regular school time or at school activities which are not open to the general public (to include without limitation practices, during transportation to and from school activities, and during locker room or other preparation times before and after activities). An Administrator may authorize sound or image recording to be used in the media and on social media for the purpose of promoting student performances and educational activities and furthering classroom or educational purposes. Nothing in the provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

TOBACCO, ALCOHOLIC BEVERAGES, DRUGS AND CONTROLLED SUBSTANCES

Any Bayard School student engaging in the selling, using, smoking, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, drug paraphernalia, controlled substances, inhalants or being under the influence of any of the above; will be subject to the following disciplinary actions, providing the incident has been reported in one of the following ways:

1. ADMISSION by the participant involved.
2. WRITTEN STATEMENT of the violation from a certified staff member or coach.
3. WRITTEN STATEMENT of the violation from a parent/guardian of the participant.
4. CHARGED WITH OR CITED by law enforcement personnel or accepting a diversion program in lieu of charges being filed.

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. In addition, “possession” of alcohol or drugs will be considered to have occurred for purposes of school rules if the student is in such close proximity to alcohol or drug (for example, a student being in a car where alcohol is in the back seat and no adults are present in the car) or to others who are consuming alcohol or drugs (for example, being at a student party at which other students are drinking) that school officials may reasonably determine that the student was in “possession” of the items as well).

Students shall not possess cigarettes, vapor products, alternative nicotine products, lighters, cigarette packages, or chewing tobacco. These items will be confiscated and disciplinary action may result. Definition of smoking: smoking consists of being seen holding a lit or unlit cigarette, vapor, or alternative nicotine product or being seen throwing a cigarette or vapor or alternative nicotine product away or being seen with smoke coming out of the nose or mouth or admitting to having smoked on the school campus.

The following disciplinary actions for violations occurring while not on school property are based on self-reporting. The student must self-report any violations/possible violations within a 48-hour period from the time of violation to the administration, athletic director, or coach. If a student fails to self-report such violation and it is later learned that the violation took place, the discipline for the action will be doubled.

Violations occurring while not on school property – Violations not occurring on school property will result in the following discipline. The student shall not be allowed to participate in, but must still practice for the activity with the team or group, and shall not attend any school sponsored activity for fourteen (14) calendar days from the date of written notification and must complete a minimum of eight (8) hours of professional alcohol and or drug education and counseling. (The education course and or counseling will be the parents' or student's expense).

The eight (8) hours of professional education/counseling must be completed before the student can again begin participation in the activities program. Suspensions for violations occurring during the summer shall commence with the beginning of the next school year.
Violations occurring while on school property - Violations occurring on school property or while attending or participating in school related activities will result in the student being suspended or expelled from school. After the suspension, the student shall not be allowed to participate in, but must still practice for the activity with the team or group, and shall not attend any school sponsored activity for fourteen (14) calendar days from the date of written notification and must complete a minimum of eight (8) hours of professional alcohol and or drug education and counseling. (The education course and or counseling will be the parents' or student's expense.) The eight (8) hours of professional education/counseling must be completed before the student can again begin participation in the activities program.

If the disciplinary actions from any violation of this policy are not completed during the current school term, the following will apply: The number of days that remain to complete the suspension from activities will be completed during the next school term. The 8 hours of professional alcohol and or drug education must also be completed before the student can begin participation in the activities program the following year. Forfeiture of the right to hold honorary positions will not be carried forward to the next school term. In the case of violations occurring on school property, days suspended from school will not carry forward to the next school year.

A second violation of these rules and regulations during any one year period, whether occurring on or off school property, will result in the student being ineligible to compete in or participate in or attend any extracurricular activity for 12 months and is in effect beginning with the date of the first violation. These consequences will carry over from one school year to the next.

Any student who is suspended under this policy will forfeit their right to hold any of the following honorary positions during the year in which the suspension occurred. This includes: homecoming king or queen, winter royalty king or queen, prom king or queen, Citizenship Award, Book of Knowledge, Class Yoke, School Spirit Award, Athletic Letter
Award, current standing in the National Honor Society, prom server, class officer, student council officer, and nomination for any post season athletic awards including all conference, all district, all regional, and all state.

Any transfer student, who is under suspension at their previous school for alcohol and/or drug policy violations, may be required to complete their period of suspension prior to becoming eligible at Bayard Public Schools at the discretion of the superintendent.

Notice of the suspension hereunder shall be given to the student and the student's parents and the student and his or her parent shall have an opportunity to present his or
her version, however, the suspension shall take effect upon the delivery of the notice of suspension to the student.

This policy is in effect 12 months of the year, including both the school term and the summer months. The 12 months is in effect beginning with the date of the first violation. These consequences will carry over from one school year to the next.

Activities

SCHOOL ACTIVITIES

The class and/or activity sponsors shall be responsible for the approval or disapproval and scheduling of the social activities of classes and organizations within the scope of the regulations, with the final decision resting with the administration.

School activities shall close at 12:00 midnight. Exception to these times will be by administrators' discretion.

No school activities or practices will be permitted after 5:30 p.m. on Wednesday evenings. All students will leave school grounds prior to 6:00 p.m.

The school day for Junior High students participating in a sport (during that sport season) will end after 7th period. Students participating in a sport are required to attend the full duration of practice with their team. Junior High students not participating in a sport are required to attend homeroom and then physical education class. When students are not participating in a sport (such as the times of the school year that fall between sport seasons) they are required to attend homeroom and then physical education class.

ELEMENTARY STUDENT COUNCIL

The Bayard Elementary Student Council is a representative body with the purpose of fostering pride at Bayard Elementary School, developing and practicing leadership skills, building skills in responsible decision making, and planning and supporting service to the school and community. Students who will be enrolled in grades 3-6 in the fall must complete an application each year if they are interested in becoming a student council member. The application consists of parental consent, teacher verification, and student questions. Members of each respective class will vote on the applicants for that class once the sponsors have reviewed the applications. The student council will consist of four third graders, four fourth graders, four fifth graders, and four sixth graders. In the case of a tie vote, more students may be represented on the council. Officers are elected from the Student Council.

REGULATIONS FOR PROVIDING REQUIRED SPECIALIZED EQUIPMENT OR ATTIRE IN EXTRACURRICULAR ACTIVITIES

The following extracurricular activities require specialized equipment or specialized attire to be provided by participating students. Students qualifying for free or reduced price meals are eligible to apply for waivers under school policy.

ACTIVITY	DESCRIPTION
All Classes	No class dues will be assessed. All class money for class activities will be earned through fundraising activities. If you want to take part in the class activities you must work the fund raising projects.
Band	Instruments; meals during competition; band uniform cleaning fee; registrations fees (All-State, High Plains, etc.).

Choir	Registration fees (All-State, High Plains, etc.); meals at contests; folder for music (2-pocket); choir trip.
Elementary Music	Miscellaneous costumes and props for Elementary shows.
21st Century	Performance outfit (girls – dresses, briefs, shoes and nylons. Boys – shirt, pants, vest, black socks and shoes); white shirts for caroling; meals on competition days; miscellaneous costumes and props for annual show; 21st trip.
JR. High Swing Choir	T-shirt; meals for competitions.
FFA	Meals for trips, FFA jackets.
Library	LOST library material – pay the replacement cost of the item. If item is found, money is refunded. DAMAGED library material – if material is severely damaged, there will be a replacement cost charge. REPAIR of textbooks will be charged by the instructor.
National Honor Society	Each member is required to collect 5 pledges or donations for the bowl-a-thon fundraiser. Each member pays for the games they bowl (2-3 games).
One-Act Plays	Costumes.
Quiz Bowl	Meals at competition.
Senior Class	Class t-shirt; donating items for concessions, prom, etc.; flower for graduation if class funds are not available.
Speech	Meals at competition.
Cheerleading	Cheerleading uniform – cheerleader will conduct fundraisers to help with the cost of uniform. You must help with these activities in order to be a cheerleader.
Football	Football shoes.
Golf (Boys/Girls)	Golf clubs, bag, tees, balls.
Track (Boys/Girls)	Track shoes (running spikes, field event shoes, jumping event shoes, etc.); t-shirts/sweatshirts; gloves and cap; and meals on competition days.
Volleyball	Meals on competition days and black spandex shorts.
Wrestling	Shoes.
X-Country	T-shirt (optional), jacket (optional), shoes- spikes (optional), socks, running tights, one size fits all gloves, head bands (ear covers) and meals on competition days.
JR High Football	Football shoes (optional) may wear tennis shoes.
JR High Track (Boys/Girls)	Track shoes and meals on competition days.
JR High Volleyball	Shoes and black shorts.

This list is not all inclusive. Activities and items may be added during the year.

JUNIOR/SENIOR HIGH SCHOOL ATHLETIC INSURANCE

All pupils participating in interschool athletics (including practice) shall have athletic insurance. They may purchase school-sponsored insurance or sign a verification form, informing the school district that they have their own insurance carrier or a signed waiver from the parents relieving the school of all responsibility

HIGH SCHOOL ACTIVITIES

Digital Media
Boys Basketball
Boys Golf
Boys Track
Boys Cross Country
Wrestling
HOSA
eSports
Football
Girls Basketball
Girls Golf
Girls Track
Volleyball
Girls Cross Country
Educators Rising
Quiz Bowl
One-Act Plays
D.I.
Speech
FFA
Cheerleading
Skills USA

JUNIOR HIGH ACTIVITIES

Boys Basketball
Boys Track
Wrestling
Quiz Bowl
Football
Girls Basketball
Girls Track
FFA
Cross Country
Volleyball
D.I.

HIGH SCHOOL MUSIC

Concert Band
Marching Band
21st Century Singers
Pep Band
Mixed Choir

JUNIOR HIGH MUSIC

Concert Band
Marching Band
Swing Choir
JR. High Mixed Choir

APPEARANCES OF SCHOOL GROUPS

The following general policies should govern all appearances of school groups:

I. The amount of time taken from regular school duties should be kept to a minimum in every case. Directors and school administrators will be expected to deny requests for the services of the groups whenever such services will result in interference with normal school duties to any major extent.

II. The amount of time and effort required to prepare for the event should be taken into consideration. Appearances of the groups which require extensive extra practices or which consume undue amounts of the group's normal practice time are to be avoided.

With these two general policies in mind, the following procedures are recommended:

I. School groups shall appear in normal school activities (athletic contests, assemblies, school programs, etc.) at the discretion of the group directors and the school administrator.

II. School groups shall participate in civic occasions of a community-wide significance (such as Chamber of Commerce functions involving all merchants, county fairs, benefit events of community-wide importance, etc.) at the discretion of the group director and the school administrator. Fees received from any of these appearances shall be applied to the group's travel fund.

III. School groups may participate in all conference and state-sponsored activities. Additional contests must have administrative permission.

IV. School bands may participate in all conference and state-sponsored activities. Additional contests must have administrative permission.

V. Long trips out of state must be specifically approved by the Board of Education after a complete plan for such trip is presented by the group director. Only in rare and unusual circumstances should such a trip even be considered.

VI. School groups may not participate in events sponsored by individual merchants or small groups of merchants not under Chamber of Commerce sponsorships; in political rallies, parades, or meetings; or in events sponsored by private clubs, organizations, or societies without approval of the administration.

VII. Requests for use of the school groups should be submitted to the group director who will consult with his school administrator in deciding whether to accept the invitation.

VIII. The public school has neither legal nor moral hold on a student's time during holiday vacation periods; therefore, acceptance of requests for services of school bands will depend on voluntary agreement by participants to appear in such an event. After ascertaining the number of students available, the director must decide if the number is sufficient for the group to make a creditable showing.

IX. The above policies also apply to the following groups and their sponsors:

- FFA
- Chorus
- Jr. High music
- Elementary Music
- All school clubs and organizations

X. All athletics are governed by the rules and regulations as set forth by the Nebraska State Activity Association. These rules and regulations cover such items as number of contests, dates of practice, travel, etc.

XI. The administration has the right to deviate from any of the above standards with Board approval.

CONFLICTS IN EXTRACURRICULAR ACTIVITIES

An individual student who attempts to participate in several extracurricular activities will, undoubtedly, be in a position of a conflict of obligations.

The activity department recognizes that each student should have the opportunity for a broad range of experiences in the area of extracurricular activities and to this end, will attempt to schedule events in a manner so as to minimize conflicts.

Students have a responsibility to do everything they can to avoid continuous conflicts. This would include being cautious about becoming a member of too many activities where conflicts are bound to happen. It also means notifying the faculty sponsors involved immediately when a conflict does arise.

When conflicts do arise, the sponsors will get together and work out a solution so the student does not feel caught in the middle. If a solution cannot be found, the Activity Director or Principal will have to make the decision based on the following:

1. The relative importance of each event;
2. The importance of each event to the student;
3. The relative contribution the student can make;
4. How long each event has been scheduled;
5. Talk with parents.

Once the decision has been made and the student has followed that decision, he/she will not be penalized in any way by the faculty sponsor. If it becomes obvious that a student cannot fulfill the obligation of a school activity, he/she should withdraw from that activity.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

It is the goal of the Bayard Athletic Program to offer the opportunity of participation to every student who has the ability and desire to do so. Interscholastic athletics fosters competition and cooperation. It also represents an area of great potential for teaching dedication, perseverance, courage, poise

and for the pursuit of excellence, all traits that are essential ingredients in achieving a happy, successful life.

However, no student is obligated to take part in athletics nor is participation in athletics required for graduation. It is to be stressed that participation in the athletic program is a PRIVILEGE.

The Bayard Athletic Program is comprised of three seasons, fall, winter, and spring. Fall sports include Girls Golf, Girls Cross Country, Girls Volleyball, Boys Cross Country, and Boys Football. Winter sports include Girls Basketball, Wrestling, and Boys Basketball. Spring sports include Girls Track & Field, Boys Golf, and Boys Track & Field.

A student-athlete may not drop from a team after the first regular season contest and participate in another sport during the same season. Any student who moves into the School District will need to follow the transfer requirements set forth by the NSAA.

RANDOM DRUG TESTING FOR STUDENTS INVOLVED IN EXTRACURRICULAR ACTIVITIES

The Board of Education for Bayard Public Schools values students' participation in extracurricular activities. Such students, as role models for other students, are a key to our goal to provide the best possible educational program for our students. To achieve our goal and to maximize the skills and talents of our students, it is important that each student understands the dangers of drug and alcohol use. All students who participate in extracurricular activities in Bayard Public Schools must participate in our mandatory drug testing programs. Coaches/sponsors will distribute information and signature forms at the start of each season. Parents/guardians of students in grades 7 through 12 who do not participate in extracurricular activities may choose to opt their students into the program.

JUNIOR/SENIOR HIGH DANCES

When attending school-sponsored dances, students may dress casually, unless otherwise designated: however, blue jeans, muscle shirts, etc. are not acceptable attire. Students that elect to leave the dance, once it has started, will not be allowed to return. School-sponsored dances will be under the supervision of school employees or activity sponsors. Students that wish to bring dates from outside the Bayard School system may do so but must obtain permission from the principal. Students attending high school dances shall be no younger than a high school freshman or not above the age of 20. This applies to students from other schools as well as from Bayard. Persons who are not regularly enrolled in a high school or graduates of high school will not be approved by the principal.

Administrative Rules and Procedures Regarding High School Dances

The following rules and procedures have been developed in an attempt to provide a safe and enjoyable environment for all high school students to enjoy the dance activities.

General Rules

1. As per Board Policy – School activities shall close at 12:00 p.m. with the exception of the Junior-Senior Prom which shall close at 1:00 a.m. Any other exception to these times will be at the discretion of the Secondary Principal.

2. Students attending high school dances shall be no younger than a high school freshman or not above the age of 20. This applies to students and dates from other schools as well as from Bayard.
3. Homecoming, Winter Royalty, and Prom must be scheduled through the office of the Activity Director.

Rules Pertaining to Sponsors and Students

1. There will be a minimum of 5 sponsors at all dances. If a sponsor cannot be present at the dance, HE/SHE is responsible for finding a replacement. The name of the replacement is to be given to the secondary principal prior to the event. Homecoming dance will be sponsored by 2 student council sponsors and 3 sponsors from the freshman class. Winter Royalty will be sponsored by 2 student council sponsors and 3 sponsors from the sophomore class. Prom will be sponsored by 3 junior class sponsors and at least 2 sponsor volunteers. The secondary principal will arrange for the sponsor volunteers prior to the event. At all dances the secondary principal may ask parents to help supervise the event.
2. One of the school sponsors will be designated as the person in charge. This person will be responsible for calling parents and or police officers should the need arise.
3. All sponsors will remain at the dance for the entire duration of the event.
4. Hallways and corridors of the building are off limits during the dance. If possible gates will be closed to block access to these areas.
5. If a student becomes ill and needs to leave the dance – parents or guardians will be notified and asked to come to pick up the student.
6. If any of the sponsors suspect that a student is under the influence of drugs or alcohol the parents or guardians of the student will be called as well as the Bayard Police. These calls will be made by the person in charge.
7. At least 2 sponsors will be at the door for admittance of all students and their dates. One will be responsible for receiving admission if charged and the second to greet the students and visit to assure that no students are exhibiting suspicious behaviors. One sponsor will remain at the door at all times during the dance.
8. All students and dates that enter the dance will sign in and list a time of arrival. Students not wearing a bracelet will not be allowed to stay at the dance. All students and dates leaving the dance prior to its conclusion, will sign out when they leave the dance and list a time of departure.
9. If a student leaves the dance, they will not be re-admitted. No exceptions. Students who need to make a phone call will be given access to one of the phones in the school building.
10. Nothing should be brought into the dance by students. No food or drinks. All refreshments will be provided. Students will not be allowed to bring in backpacks or large bags. Purses will be allowed but will be checked by greeters as the students enter the dance. The refreshment table will be supervised by at least one sponsor at all times.
11. Bayard Board Policies regarding drug and alcohol use will be applied at all district activities.

ELIGIBILITY FOR ACTIVITIES – HIGH SCHOOL AND JUNIOR HIGH STUDENTS

I. Any student 7 - 12 who is on the failing list in 2 (two) or more subjects will be declared ineligible to participate in any extra-curricular activity in which he or she is involved. The ineligibility list will be distributed to staff and sponsors on Monday of each week. It is the responsibility of the staff and sponsors to notify students of their ineligible status. The student can remove himself/herself from the ineligibility list when work is completed and an

Ineligibility list Removal Form is handed into the Activities Director's Office. Students who are failing any classes will be required to attend academic intervention from 3:30 to 4:30 each school day and many only attend practice prior to 4:30 upon verification of a passing grade by the teacher of any classes the student has been failing. (For additional information regarding Academic Intervention, please refer to that section in this handbook.)

A. Bayard Junior/Senior High School has incorporated that all assignments and homework are due on assigned dates unless illness, school sponsored activity or prearranged changes have been reached between the student and instructor. Missing assignments will result in the student remaining after school (see F.).

B. Procedure for being removed from the ineligibility list: To be removed from the ineligibility list, the student must go to their instructors and have the instructor indicate their current grade, and sign the ineligibility list removal form. Students can remove themselves from the ineligibility list when they have fewer than two failing classes and have a signed ineligibility list form submitted. To be removed from the ineligibility list for the remainder of the week the student must have the form signed and submitted to the activities director or designee prior to the start of practice on Wednesday, or prior to participation in events scheduled for Tuesday. The student is responsible for setting up the times to meet with his/her instructors and for following through on the appointments that are made.

C. The eligibility list will not be used as a disciplinary tool.

D. Students having an unverified absence or unverified absences will not be allowed the two (2) day time period to make up work.

E. Students attending school sponsored activities or excused absences will have the two (2) day time period to make up work.

F. Staying After School:

1. Students with uncompleted assignments will stay after school until the assignments are completed.
2. Students will be informed by their instructor by the end of the period whether or not they must stay after school. Assignments due will be accepted by all instructors until 3:33 p.m. on the assignment due date.
3. It is the student's responsibility to make arrangements with their parent or guardian to stay after school.
4. Students who fail to meet the requirements of a particular class are subject to out-of-school suspension, receiving a failing grade for the uncompleted assignment(s) or further disciplinary action as deemed necessary by the administration of Bayard Junior/Senior High School.
5. All after school sessions will begin at 3:33 p.m. daily.

II. The activities that a student may be declared ineligible for are the following:

1. NSAA sponsored or sanctioned activity.
2. District or state competitions that are not sponsored or sanctioned by NSAA.
3. All other school sponsored activities including, but not inclusive to band, choir, FFA, quiz bowl, scholastic contest, speech and drama, destination imagination, cheerleading and junior high activities; excluding music and FFA when the activity is part of the classroom grade. The music and FFA sponsors will clarify for students in writing what activities are covered by the eligibility policy.

III. Activities: Students who will be absent from school for an activity must get the assignments that will be missed prior to leaving for the activity.

1. Procedure: Each activity sponsor will be responsible to give his/her students the activity forms which must be filled out and signed by all the student's instructors.

2. The student must return these forms to his/her sponsor signed by all instructors or, he/she will not be allowed to go to the activity.

IV. Participants in any activity must have good attendance and should never be truant from classes. Students may not practice or participate in any activity if they have an unexcused absence during the school day. Students may participate in a school related activity or practice so long as the absence was excused by 3:00 p.m. that day. However, students who are absent due to illness during periods 5, 6, 7, 8, or 9, or the two periods prior to departure for an away contest earlier than noon on a school day, may not practice, participate in an activity that day or travel to participate in the activity.

FUNDRAISERS AND ACTIVITIES ACCOUNTS

In order to ensure that the resources of the community are not strained as a result of multiple fundraisers occurring at simultaneously, all student organization fundraisers (other than the concession stand) must be approved by the organization's sponsor, the activities director, building principal, bookkeeper, and superintendent. When an organization wishes to engage in a fundraising activity the sponsor will need to complete a Fundraiser Request Sheet and submit the form to the activities Director. Fundraising activities should not begin until the request has been approved by the superintendent.

Funds earned in the name of a school organization belong to the organization rather than to the individual student. When students engage in fundraising as a member of a school organization (such as activities, groups, teams, or clubs) the proceeds from the fundraising shall remain with the organization regardless of the continued participation status of the student in such organization. If organizations are disbanded all funds remaining with the organization will be transferred to the activity travel account.

Senior class funds remaining after graduation expenses are paid may be designated for a specific school project or activity by a majority vote of the senior class. If no project oractivity is designated prior to graduation the remaining funds will be transferred to the secondary school account in the activities fund.

JUNIOR HIGH/HIGH SCHOOL ORGANIZATIONS

FUTURE FARMERS OF AMERICA (FFA)

A voluntary organization for any student enrolled in any of the agriculture classes.

NATIONAL HONOR SOCIETY

The National Honor Society of Secondary Schools was founded by the National Association of Secondary School Principals in 1921. The founders of this movement originally established the society to stimulate the scholarship, leadership, service, and character of the students in the secondary schools of the United States to a higher plain. In 1929 there were 834 chapters. By 1963 the number was well above 10,000. Our chapter is one of the oldest in the State of Nebraska, being Chapter 755. The students are chosen from a list of all pupils maintaining a "B" or higher average for their years of high school. Choices are made by a faculty committee.

STUDENT COUNCIL

The Student Council is a representative body with the purpose of promoting the interests of the student body, providing a forum for student expression, and increasing the understanding and

cooperation between students, faculty, and administrators. Students wanting to be on student council apply as 7th graders; three students will be selected by the student council sponsors. The student council representatives serve until they graduate, leave the district, or are removed by the sponsors for non participation. If a vacancy occurs, applications will again be taken and a replacement selected. Officers are elected from the representatives. Funds raised from pop machines are donated to improvements of the school and facility as decided upon by the Council.

PARENT - ACTIVITY PARTICIPATION CONCERNS

Parenting and coaching are both difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other. This in turn will provide greater benefit to students.

When your child becomes involved in a program at Bayard Public Schools, you have a right to understand what expectations are placed on your child.

COMMUNICATIONS YOU SHOULD EXPECT FROM YOUR CHILD'S COACH

1. Philosophy of the coach.
2. Expectations of the coach for your child.
3. Expectations of the coach for the team.
4. Times and locations for practices and contests.
5. Procedure to be followed should your child be injured in practice or a game.
6. Discipline that results in the denial of your child's participation.

COMMUNICATIONS A COACH SHOULD EXPECT FROM PARENTS

1. Concerns about the program should be expressed directly to the coach.
2. Notification of any schedule conflicts well in advance of a practice or contest.

It is important to remember that as your child becomes involved in a program, there will be times when things do not go the way you or your child wishes. However, in most cases your child will experience some of the most rewarding moments of their lives through athletic and activity participation.

APPROPRIATE CONCERNS TO DISCUSS WITH COACHES

1. The treatment of your child mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES

1. Playing time.
2. Team Strategy.
3. Play calling.
4. Other student-athletes.

It is difficult to accept your child's not playing as much as you may hope. Coaches are professionals who make judgment decisions based on what they believe to be best for all students involved. There are situations that may require a conference between a coach and parent. These are to be encouraged. It is important that both parties have a clear understanding of the other's position. When a conference is necessary, the following procedures should be followed.

1. Call the coach to set up an appointment.
2. The high school phone number is 586-1700.

3. If the coach cannot be reached, contact the Activities Director. He/She will set up the meeting for you.
4. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both a parent and coach and usually do not result in solution of any concerns.

JUNIOR/SENIOR PROM

A Junior-Senior Prom may be permitted with the following reservations:

1. The prom shall be held within the Bayard Public Schools facilities or a different site with prior approval by the administration.
2. Selection of the proposed prom location will be by majority vote of the sophomore class, based on a minimum of three venue choices to be considered by the class. Any location selected must be within 30 highway miles of Bayard High School.
3. Decorations must be modest in scope and expense, and the plan presented to the board of education by members of the junior class at the regular November board meeting.
4. All decorations must be absolutely fire-safe.
5. The prom shall be open to Juniors and Seniors of Bayard High School and their dates.

ROYALTY

HOMECOMING ROYALTY

Boys' fall sports teams nominate five senior girls for this honor that are a member of a girls' fall sports team or cheer squad in good standing. The girls' fall sports teams nominate five senior boys who are a member of a fall boys' sports team in good standing. The king and queen are then chosen by secret vote of the entire student body, ninth through twelfth grades inclusive. Crowning is done following the Homecoming football game.

WINTER ROYALTY

FFA, NHS, Student Council, Speech Team, boys' winter sports teams, and girls' winter sports teams each nominate one senior boy and one senior girl candidate in good standing. The king and queen are then chosen by secret vote of the entire student body, ninth through twelfth grades inclusive. Crowning is done at half-time or following the Varsity Boys Basketball game held closest to the day of the dance.

PROM ROYALTY

The juniors nominate five senior boys and five senior girls for king and queen. The king and queen are then chosen by secret vote of the juniors and seniors. They are crowned during the dance.

GUIDELINES FOR THE PROMOTION OF OUTSTANDING SPORTSMANSHIP

An effective school must support both an academic program and an activities program. We believe that these programs must do more than merely exist -- they must be integrated and support each other in "different" arenas. The concept of "sportsmanship" must be taught, modeled, expected, and reinforced in the classroom and in all competitive activities. Therefore, the Bayard Public School requests that all fans and students support the following Sportsmanship Guidelines:

Definition: Good sportsmanship is conduct which imposes a type of self-control involving honest rivalry, courteous relations, and gracious acceptance of results. School spirit is a reflection of these

attitudes and behavior. If a school is to succeed in one of its prime functions, that of developing good citizenship, it is necessary that student groups radiate proper conduct. Sportsmanship is good citizenship in action.

Basic Philosophy: Fans are not at a ball game to intimidate or ridicule the other team or its fans but to support and cheer for their team and to enjoy watching skill and completion.

Good sportsmanship includes the following:

1. Be courteous to all (participants, coaches, officials, staff, fans, spirit groups).
2. Know the rules; abide by and respect the officials' decisions.
3. Win with character and lose with dignity.
4. Display appreciation for good performance, regardless of the team.
5. Exercise self-control and reflect positively upon yourself, your team, and your school.

Bayard fans and students avoid the following:

1. Yelling while an opponent is shooting free throws and/or directing unpleasant remarks towards players or the opposing school. Intimidation or degrading of opponents has no place in high school athletics.
2. Cheers and chants with suggestive words and/or motions shall not be used, as in many situations they bring about an inappropriate response.
3. Turning their backs or holding up newspapers while teams are being introduced, or a when team, cheerleaders, or drill teams are performing.

STUDENT ACTIVITY TRIPS

Student activity trips will be divided into three classes:

CLASS I - Activities that are sponsored by the Nebraska Schools Activity Association and that are earned by qualifying at a local or district level competition. The District will provide financial support for these trips.

CLASS II - Trips that are earned or taken by groups or individuals that are related to classroom experience. The District will provide some financial support for these trips. (An example is FFA)

CLASS III - Trips taken by groups when their activity is not related to NSAA sponsored activities or classroom related. These trips will only be taken during the summer, and only one group per year will be allowed to go. The District will provide no financial support for these trips.

Individuals who desire to take part in individual activities at the state or national level must adhere to NSAA regulations. The District will provide no financial support for these trips.

EXTRACURRICULAR OVERNIGHT TRIP RULES FOR STUDENTS

The sponsor shall function as the designated administrator for the activity when an administrator is not present. Any violation of the rules may result in penalties provided under the student handbook, sponsoring organization rules, and/or the student being returned to the Bayard Public Schools or the nearest transportation terminal at the parent's expense. Students must have a signed Overnight Trip Rules form on file prior to leaving on any overnight trip. This form needs to be completed at the beginning of every school year.

Forms- These will not be included in the handbook but will be signed electronically.

HANDBOOK ACKNOWLEDGEMENT

BAYARD PUBLIC SCHOOLS 2023-2024
STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT

Please sign all of the sections on this page and then remove the page from the handbook and return it to the principal's office within ONE WEEK of receiving this handbook.

Student _____ _____Grade_____

We, as parent(s) or guardian(s), have read the Bayard Public School Student/Parent Handbook and agree with our son/daughter to cooperate with the school in fulfilling all responsibilities to the best of our ability.

Parent(s)/Guardian(s) Signature _____ Date:_____

Date Parent(s)/Guardian(s) E-mail address_____

Student Signature:_____ Date:_____

FIELD TRIP PERMISSION

FIELD TRIP PERMISSION

I hereby give my permission for my son and/or daughter to participate in school field trips.

Parent(s)/Guardian(s) Signature _____ Date:_____

STUDENTS IN THE MEDIA

STUDENTS IN THE MEDIA

I do want my child to be included in any publicity that a school classroom or regular school program may receive, including the Bayard Public School web site, newspaper, or television.

Parent(s)/Guardian(s) Signature _____ Date:_____

MOBILE DEVICE AGREEMENT

MOBILE DEVICE AGREEMENT FORM
BAYARD PUBLIC SCHOOLS 2023 - 2024

Please PRINT the following information:
Guardian Name (first & last):
_____

Student Name (first & last):
_____

Student Grade: _____ I agree that my student and I have read and will comply with all policies and procedures within the "Policies and Procedures for Mobile Device Program" document. I understand that this policy covers one mobile device and accessories that are property of Bayard Public Schools described within for one student.

Parent(s)/Guardian(s) Signature _____ Date:_____

Student Signature:_____ Date:_____

I do understand that my student and I are responsible for all costs incurred to the mobile device and accessories that are the property of Bayard Public Schools, when used in school, described within, for the prescribed student.
Parent(s)/Guardian(s) Signature _____ Date:_____

Date Parent(s)/Guardian(s) E-mail address_____

Student Signature:_____ Date:_____

Extracurricular Overnight Trip Rules for Students

Bayard Public Schools

Extracurricular Overnight Trip Rules for Students

The sponsor shall function as the designated administrator for the activity when an administrator is not present. Any violation of the rules may result in penalties provided under the student handbook, sponsoring organization rules, and/or the student being returned to the Bayard Public Schools or the nearest transportation terminal at the parent's expense.

1. All Bayard Public Schools rules apply as well established rules of the organization involved in the trip.
2. Use or possession of tobacco, alcohol or any illegal drugs will result in notification of proper authorities and possible immediate return of the student to the school at the parent's expense. If illegal activity results in detention by authorities, parents shall have the responsibility for all intervention and counsel.
3. Curfew will be established nightly and adhered to strictly by all students. The external doors may be taped following a bed check.
4. Students must stay in assigned rooms. No sexual or other inappropriate activity is permitted on overnight trips. Student couples are not permitted to be alone in rooms together without a chaperone. Only participating Bayard Public Schools students are allowed in Bayard Public School rooms. Students must notify sponsor/chaperone of their whereabouts at all times if they are in a location other than their assigned room.
5. No phone calls are allowed between rooms after curfew. No long-distance calls are to be made from hotel rooms unless approved in advance by the sponsor. Room phones should be turned off during the stay.
6. No pay-per-view is allowed unless approved in advance by the sponsor.
7. Malicious or willful damage/theft of property by a student shall result in the student being returned to the school. Parents and students assume full financial responsibility for damages, transportation and other associated costs.
8. Luggage and personal items are subject to search at any time if school officials and/or chaperones have reasonable suspicion that the luggage or personal items contain contraband.
9. Violations of the school rules on overnight trips shall be reported the school administration.

I, _____ understand that failure to comply with any of the Bayard Public Schools' overnight trip rules may result in my immediate departure from the trip and/or penalties outlined in the student handbook or established rules of the organization involved in the trip. Any violation of a law or trip rule may result in my parents being contacted immediately and the proper authorities being notified. The sponsor will determine organizational consequences.

_____ _____

Student Date

_____ _____

Parent/Guardian Date

_____ _____

Sponsor Date

Network Acceptable Use and Internet Safety Policy

Bayard Public Schools recognizes the value of computer and other electric resources to improve student learning and enhance the administration and operation of its schools. To this end, the Bayard Public Schools encourages the responsible use of computers; computer networks (including the Internet), and other electronic resources in support of the mission and goals of the Bayard Public Schools.

It is the policy of Bayard Public Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA).

It is the policy of the Bayard Public Schools to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, Bayard Public Schools recognizes its legal and ethical obligation to protect the well-being of students in its charge.

The following uses of school-provided electronic resources, including Internet and e-mail, are not permitted:

a. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
b. to transmit obscene, abusive, sexually explicit, or threatening language;
c. to violate any local, state, or federal statute;
d. to vandalize, damage, or disable the property of another individual or organization;
e. to access another individual's materials, information, or files without permission;
f. to violate copyright or otherwise use the intellectual property of another individual or organization without permission; and
g. to distribute or forward "chain letters" via email.

Any violation of District policy and rules may result in loss of District-provided access to the Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Students may…

- Design and post web pages and other material from school resources.
- Use direct communications such as e-mail, online chat, or instant messaging with a teacher's permission.
- Use the resources for any educational purpose.

Consequences for Violation: Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Supervision and Monitoring: School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Enforcement of Policy:

- To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

- Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.
- Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.
- A Bayard Public Schools staff member may override the technology protection measure that blocks or filters Internet access for a student to access a site with legitimate educational value that is wrongly blocked by the technology protection measure that blocks or filters Internet access.
- Bayard Public Schools staff will monitor students' use of the Internet by either direct supervision or by monitoring Internet use history to ensure enforcement of policy.

COPPA Notification Statement

Dear parents/legal guardians of school-aged children under the age of 13,

Our district utilizes several computer software applications and web-based services, operated not by this district, but by third parties. These include Teach TCI, Imagine Learning, Amplify Science, Google Apps for Education, Clever, Remind, IXL, Pearson, Khan Academy and similar educational programs. A list of the possible sites and programs used in our classrooms with the privacy policy for each can be found on our district website's District Information Technology page. Web-based educational programs and services may be added during the upcoming academic year as needed.

In order for our students to use these programs and services, certain personal identifying information - generally the student's name and school email address - must be provided to the website operator. By law, the operator may only use this information for educational purposes. Under federal law entitled the Children's Online Privacy Protection Act (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits districts/schools such as ours to consent to the collection of personal information on behalf of all its students, thereby eliminating the need for individual parental consent given directly to the website operator.

For more information on COPPA, please visit http:www.ftc.gov/privacy/coppafaqs.shtm.

Inappropriate Network Usage: To the extent practical, steps shall be taken to promote the safety and security of users of Bayard Public Schools online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking," and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring: It shall be the responsibility of all members of Bayard Public Schools staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Bayard Public Schools will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.

Disclaimers:

- Bayard Public Schools and its individual schools, administrators, faculty, and staff thereof, make no warranties of any kind for the service provided and will not be held responsible for any damage suffered by users. This includes the loss of data resulting from delays, non-deliveries, and intrusion by computer virus, or service interruption.

- Use of any information obtained via network access is at the risk of the user, and Bayard Public Schools specifically denies any responsibility for the accuracy or quality of the information obtained.
- Bayard Public Schools cannot guarantee complete protection from inappropriate material. Furthermore, it is impossible for the district or content filter to reflect each individual or family's opinions of what constitutes "inappropriate material." If a student mistakenly accesses inappropriate information, he/she should immediately notify a district staff member.
- Bayard Public Schools is not liable for an individual's inappropriate use of district's electronic communications systems or violations of copyright restrictions or other laws, or other costs incurred by users through use of Bayard Public Schools' electronic communication systems.
- The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's electronic communication systems.

CIPA Definition of Terms:

Minor: The term "minor" means any individual who has not attained the age of 17 years.

Technology Protection Measure: The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. Obscene, as that term is defined in section 1460 of title 18, United States Code;
2. Child Pornography, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

Harmful to Minors: The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Sexual Act; Sexual Contact: The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

Bayard Public Schools

Network Acceptable Use and Internet Safety Policy

Student's Agreement

By signing this form, I acknowledge receipt of, understand, and agree to abide by the rules and standards set forth in the Bayard Public Schools Network Acceptable Use and Internet Safety Policy. I understand that to gain access to the Bayard Public Schools computer network systems, I must return this form signed by me and my parent or legal guardian. I further understand that any violation of the Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, monetary liability may be incurred, school disciplinary and/or appropriate legal action may be taken. I understand that this agreement will be in effect for one school year and must be re-signed in subsequent years.

Teachers or media specialists who are exploring digital content with a class do not need special parental permission for such activity if the teacher or media specialist is in control of the navigation to known educational sites. A student accessing digital content at the constant direction of the teacher is not working independently. This circumstance does not require special parental permission. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

In addition, this form, when completed below and on file with the district, will constitute consent for our schools to provide personal identifying information for your child consisting of first name, last name, school email address and username (for educational use only) to the following web operators: Teach TCI, Imagine Learning, Amplify Science, Google Apps for Education, Clever, Remind, IXL, Pearson, Khan Academy and to the operators of any additional web-based educational programs and services which our schools may add during the upcoming academic year.

(Printed) Student Name _____

Student Signature _____

Date _____

Bayard Public Schools

Network Acceptable Use and Internet Safety Policy

Parent or Legal Guardian's Agreement

I have read, understand, and agree with the Bayard Public Schools Network Acceptable Use and Internet Safety Policy. I understand that by signing this form I give permission for Bayard Public Schools to grant access to district electronic communication systems, including the Internet. I understand that this access is designed for educational purposes. I understand that Bayard Public Schools has taken reasonable precautions to eliminate access to inappropriate material and I will not hold the district or staff members responsible if inappropriate material is inadvertently accessed. I understand that this agreement will be in effect for one school year and must be re-signed in subsequent years.

Teachers or media specialists who are exploring digital content with a class do not need special parental permission for such activity if the teacher or media specialist is in control of the navigation to known educational sites. A student accessing digital content at the constant direction of the teacher is not working independently. This circumstance does not require special parental permission. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

In addition, this form, when completed below and on file with the district, will constitute consent for our schools to provide personal identifying information for your child consisting of first name, last name, school email address and username (for educational use only) to the following web operators: Teach TCI, Imagine Learning, Amplify Science, Google Apps for Education, Clever, Remind, IXL, Pearson, Khan Academy and to the operators of any additional web-based educational programs and services which our schools may add during the upcoming academic year.

(Printed) Parent Name _____

Parent Signature _____

Date _____

STUDENT FEE WAIVER APPLICATION

BAYARD PUBLIC SCHOOLS
STUDENT FEE WAIVER APPLICATION

Students whose families meet the income guidelines for free and reduced price lunches are eligible to have expenses of certain fees, specialized equipment, and specialized attire and project materials waived as provided by district policy. All information provided in connection with this application will be kept confidential. This waiver does not carry over from year to year and must be completed annually.

ALL INFORMATION REQUESTED ON THIS FORM MUST BE COMPLETED FOR THE FEE WAIVER APPLICATION TO BE PROCESSED

PLEASE PRINT
Date Completed: _____

Name of Parent or Guardian:_____

Street Address:_____
City, State, _____
Zip Code:_____
Student Name(s) School Attending Grade
_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

Your signature below is required for the release of information regarding the student or students' family financial eligibility for the programs checked above. Without your signature, this application cannot be processed.

Signature of parent or guardian:_____

Specific fees, equipment, attire or materials to which this wavier applies:
_____

Administrator's Signature:_____
Submit this form to Building Principal's Office

PARENT-SCHOOL LEARNING COMPACT

PARENT-SCHOOL LEARNING COMPACT
BAYARD ELEMENTARY SCHOOL 2023/2024 SCHOOL YEAR

Teacher:
It is important that students achieve. I agree to do the following:
1. Provide high-quality curriculum and instruction to enable children to meet state
2. Regularly communicate with parents on their child's progress.
3. Provide a safe, positive, and healthy learning environment for the children.
4. Demonstrate professional behavior and positive attitude.
Teacher Signature _____

Parent / Caring Adult:
I want my child to achieve; therefore I will encourage him/her by doing the following:
1. Communicate and work with teachers and school staff to support and challenge my child.
2. Make sure my child is at school every day and on time, unless he/she is ill.
3. See that my child has the necessary supplies needed throughout the school year.
4. Provide a quiet place and time to do schoolwork and encourage my child to complete school work.
Parent Signature _____

Student:
I know my education is important to me. It is important that I work to the best of my ability. I agree to do the following:
1. Be at school every day and on time unless I am sick.
2. Come to school each day prepared with supplies and an attitude to learn.
3. Be responsible for my own behavior.
4. Respect and cooperate with other students and adults.
5. Return completed schoolwork on time.
6. Read at home.
7. Show respect for myself, my school, and other people.
8. Obey the school rules.
Student Signature _____

Notice of Nondiscrimination:
It is the policy of Bayard Public Schools not to discriminate on the basis of gender, disability, race, color, religion, marital status, age or national origin in its education programs, administration, policies, employment or other district programs. The following person has been designated to handle inquiries regarding the nondiscrimination policies. Mr. Rodney Olson, Bayard Public Schools, 726 4th Avenue, Bayard Nebraska, 69334, 308-586-1325, rodney.olson@bayardtigers.org.

STUDENT COURSE PROJECT PURCHASE FORM

BAYARD PUBLIC SCHOOLS STUDENT COURSE PROJECT PURCHASE FORM

Amendments to the Public Elementary and Secondary **Student Fee Authorization Act prohibit the district from requiring students to furnish materials for standard course projects. In general, all course projects will remain the property of the district.** However, it is the district's policy to allow students to purchase their projects provided they have agreed to such a purchase prior to beginning work on the project.

ALL INFORMATION REQUESTED ON THIS FORM MUST BE COMPLETED PRIOR TO BEGINNING THE PROJECT TO ALLOW PURCHASE BY THE STUDENT. PLEASE PRINT

To be completed by the instructor:

Course:_____

Expected Completion Date _____

Project _____

Estimated Cost:_____

Instructor's Signature:_____

I _____ agree to purchase this project and/or Student's Name All project materials following the project's expected completion date:

Student's Signature: _____ I permit my student to purchase this project and/or all project materials following the project's expected completion date:

Parent/Guardian's Signature _____

PERMISSION SLIP

PARENTS/GUARDIANS:
Following is a permission slip to be filled out by parents or guardians of students who are planning to participate in Elementary, Jr. High, or High School sponsored activities, athletic or otherwise (music groups, FFA, Speech, One Acts, Cheerleading Squad, etc.) during the 2023-2024 school year. Please return the permission slip to the principal's office as soon as possible.

PERMISSION SLIP

I grant my permission to Bayard Public Schools' coaches, activity sponsors, and/or school sponsors to be responsible for taking my daughter/son, _____ , for medical help if need should arise, while traveling to, traveling from, and participating in school-sponsored activities during the 2023-2024 school year.

Name of Health Insurance Co. _____
Insurance Policy Number: _____
Person to contact in case of emergency: _____
Phone Number_____
Cell phone number_____

Please list e-mail address if available for contact through this method:
_____

Medical concerns coaches/sponsors should know:
Medications if any: _____

Parent's or Guardian's Signature _____ Date _____

Teacher (Elementary) _____Grade _____

EMERGENCY CONTACT INFORMATION

EMERGENCY CONTACT INFORMATION

Student(s) Last Name(s)_____
(for alphabetical filing purposes)

Student(s) First Name(s) and Grade Level(s):
_____

IMPORTANT Information In Case of an Emergency
*PLEASE FILL OUT ONE FORM PER FAMILY AND RETURN IT TO THE ELEMENTARY SCHOOL OFFICE (a copy will be made and given to the junior/senior high if applicable).
Home telephone number_____ Work telephone number_____ Place of employment_____ Work schedule_____ Cell telephone number _____ Email address _____ IN CASE I CAN NOT BE CONTACTED, PLEASE CALL _____; TELEPHONE NUBER_____.

**IT IS VERY IMPORTANT TO KEEP THE SCHOOL INFORMED OF TELEPHONE NUMBER CHANGES, EMPLOYMENT CHANGES, AND ADDRESS CHANGES, BECAUSE WE NEVER KNOW WHEN EMERGENCIES MAY ARISE. YOUR CHILD(REN)'S SAFETY IS OUR CONCERN.

THANK YOU FOR YOUR CONTINUED SUPPORT AND KEEPING BAYARD SCHOOLS INFORMED OF ANY CHANGES.

YOUR INFORMATION WILL BE KEPT CONFIDENTIAL IF THAT IS YOUR WISH.

Candace Ehler, Elementary Principal _____
Dr. Kelley Rice, High School Principal _____

NEBRASKA SCHOOL ACTIVITIES ASSOCIATION (“NSAA”)

JUNIOR/SENIOR HIGH SCHOOL - NEBRASKA SCHOOL ACTIVITIES ASSOCIATION (“NSAA”)

Student and Parent Consent Form
School Year: 2023-2024 School: Bayard Public Schools, Bayard, Nebraska
Name of student:_____
Date of Birth _____Place of Birth _____
The undersigned(s) are the Student and the parent(s), guardian(s), or person(s) in charge of the above named Student and are collectively referred to as “Parent”.
The Parent and Student hereby:
(1) Understand and agree that participation in NSAA sponsored activities is voluntary on the part of the Student and is a privilege;
(2) Understand and agree that (a) by this Consent Form the NSAA has provided notification to the Parent and Student of the existence of potential dangers associated with athletic participation; (b) participation in any athletic activity may involve injury of some type; (c) the severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body’s bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord, and on rare occasions, injuries so severe to result in total disability, paralysis and death; and, (d) even with the best coaching, use of the best protective equipment, and strict observance of rules, injuries are still a possibility;
(3) Consent and agree to participation of the Student in NSAA activities subject to all NSAA by-laws and rules interpretations for participation in NSAA sponsored activities, and the activities rules of the NSAA member school for which the Student is participating; and,
(4) Consent and agree to the Student being photographed, videotaped, audio taped, or recorded by any other means while participating in NSAA activities and contests, consent to and waive any privacy rights with regard to the display of such recordings, and waive any claim of ownership or other rights with regard to such photographs or recordings or to the broadcast, sale or display of such photographs or recordings.

I acknowledge that I have read paragraphs (1) through (4) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletic activities.

DATED this ____ day of _____, _____.
Name of Student (Print Name) _____
Student Signature _____

(I am)(We are) the Student’s (circle appropriate choice) (Parent) (Guardian). (I) (We) acknowledge that (I) (We) have read paragraphs (1) through (4) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletic activities. Having read the warning in paragraph (3) above and understanding the potential risk of injury to my Student, (I) (We) hereby give (my) (Our) permission for _____(Insert student name) to practice and compete for the above named high school in activities approved by the NSAA, except those crossed out below:

Baseball - Golf – Tennis - Play Production - Basketball - Swimming – Track – Speech - Cross Country - Soccer – Volleyball - Music - Football - Softball - Wrestling - Debate - Journalism

DATED this ____ day of _____, _____.
Parent/Guardian Signature_____

Parent/Guardian Signature_____

BAYARD PUBLIC SCHOOLS CORE COVENANTS

FOCUSED ON THE STUDENT
- Positive Interactions and Relationships
- Focus on Student Potential
- Diverse Opportunities
- Unconditional Acceptance

ATTITUDE OF EXCELLENCE
- Act with Integrity
- Expect to Be Great
- Accept Daily Challenges and Setbacks
- Think “Big Picture”

COMMUNITY
- Support Each Other
- Set Aside Self for Benefit of the Group
- Respect Everyone
- Be a Wing, Not a Weight

TIGER WAY!

Every Person, Every Day. It’s a FACT!

HISTORY

ACADEMIC SEAL

At the center of the seal is an image of Chimney Rock. This historic landmark was used by the first Americans and, later, by the pioneers as a guide on their epic journeys. Chimney Rock continues to inspire countless travelers and residents alike. Chimney Rock enhances our sense of place and instills pride, as the landmark prominently stands above the fertile North Platte River Valley.

The phrase, Every Person, Every Day, which is derived from the Core Covenants of Bayard Public Schools, reminds us of the dignity and value of every member of our school community. Every person matters for the future of our school and community, and every day is an opportunity to make a contribution to our greater well-being.

Surrounding the central ring are academic pillars and six icons describing our enduring strengths, values, and aspirations.

Academics: At the top of the seal is a Book of Knowledge, symbolizing academics as our highest institutional value and first priority.
Athletics and Arts: Flanking the Book of Knowledge on the left is the school's Tiger mascot, representing athletics and the fiercely competitive nature of our student-athletes. Flanking the Book of Knowledge on the right is an artists' palette and musical notes, representing the arts and the creative talents of our student performers. Athletics and arts support and enhance the academic and personal development of our students.

Community: The efforts of the school are supported by the entire community. Regular interactions between the faculty, staff, students, parents, and patrons are essential to a vibrant community and a strong school.

Opportunity: Two keys and a lock represent the importance of opportunity. Education provides a key to unlocking many opportunities for our students. Equally important, providing our students with many opportunities is key to their development.

Agriculture: Our community and economy are supported by an agricultural base. The plow symbolizes agriculture and the strong agrarian work ethic of our community and our students

A BRIEF HISTORY OF BAYARD SCHOOLS

The first school session was held in a room above a store building in about 1885, with Miss Ottie Wisner as teacher. Later, a one room school house, a Soddy, was built where the Western Sugar factory now stands in Bayard. Between 1890 and 1900 the school was closed due to an epidemic of smallpox, measles, and whooping cough.

Bayard's next school building, the "pink" school house, was a two-story structure, built in 1900. At the time there were eight grades, with two instructors. About five years later the ninth and tenth grades were added, and a third teacher was hired. In 1917 the building which was known as North Ward was constructed to house the high school. Our former high school was first used in 1921. This school building cost our school district $275,000. It housed the grades nine through twelve. At this time the North Ward building was occupied by the junior high school, and the "pink" school house held the elementary school.

In 1949 the school district voted bonds for $135,000 to build a new gymnasium and vocational agricultural building. Our auditorium was facilitated with new seats and a new stage front. This renovation also included the transformation of the swimming pool into a girls' dressing room.

The science laboratory and home economics room were completely remodeled and equipped with modern facilities in the year 1955. In 1956 a new library and garage were added to our school building. 1961 ushered in its full share of progressive changes. After District 58 consolidated with the Bayard City School, a bus service and cafeteria were installed in our system. For the academically inclined, 1961 witnessed the conversion of an old third-story school classroom into a modernized, well-equipped math room. The old woodworking shop was expanded, rearranged, and equipped with many new tools. In 1987 new locker rooms and a concession area were constructed between the gym and the junior/senior high building. This addition provided over 5,000 square feet of much needed space for the junior and senior high students. This project cost $246,000.

In 1991, a new junior/senior high school was completed at a cost of $2,989,356.50 and concurrently consists of 51,000 square feet of space. This very modern building was designed to meet the educational needs of the Bayard community well into the 21st century.

In November, 2008, the Bayard School District approved a $3,500,000 ($500,000 being a gift) construction project which included 7,200 additional square feet of classrooms and 5,000 square feet of remodeling at the elementary school; and 23,000 additional square feet including a gymnasium and locker rooms at the high school. The elementary project was completed the beginning of the 2009/2010 school year, while the High School was completed during the summer of 2010. Both projects have proven to be great assets to the students and faculty of Bayard Schools and the Bayard community.

There are approximately 400 students, PK-12, attending Bayard Public School.

PRIDE AND CARE OF BAYARD PUBLIC SCHOOLS

The Bayard Schools are some of the finest facilities in the region for which the community and each student can rightfully be proud. Careful use of the building and grounds is essential to maintaining their beauty and effectiveness. Please remember that everyone pays taxes to support and maintain our schools. Refrain from doing anything to increase maintenance expenses, and discourage others who would vandalize or knowingly damage your school.

If you cause any damage to the building (broken windows, etc.) please report it promptly so that it may be repaired. Breaking of equipment or damage to the building will result in a parent conference and/or payment for damages. Where the minor does not make restitution, the parents or legal guardian shall be held liable. Willful damage or destruction of school property will result in school discipline and/or referral to law enforcement agencies.

HULLINGER GLASS & LOCKS, INC.

14 West 18th Street
Scottsbluff, NE 69361
308-632-3810

QUOTE Good for 30 Days Only

Date: March 24, 2023

From: Jason Hullinger

To: Candace Ehler

For: Bayard Schools

Material:	**15 – IC Core Levers**	**($340 ea.)**	**$5,100.00**
	1 – IC Core Deadbolt		**175.00**
	8 – IC Core Rim Cylinders	**($60 ea.)**	**480.00**
	3 – IC Core Mortise Cylinders	**($60 ea.)**	**180.00**
	23 – Combinations Changed	**($21 ea.)**	**483.00**
	15 – Labor to Install Levers	**($35 ea.)**	**525.00**
	12 – Labor to Install Locks	**($15 ea.)**	**180.00**
	23 – Remove & Reinstall Core	**($10 ea.)**	**230.00**
	1 – Service Call & Mileage		**100.00**
	TOTAL		**$7,453.00**

*****This total does not include any keys for the locks. I didn't know how many keys you would need for each lock, or area. Each key is $10**

Thank you,

Jason Hullinger
President

JOHNSON CASHWAY LUMBER
P.O. BOX 455 1960 DEPOT STREET
GERING NE 69341
jcashway.com
PHONE: (308) 436-2171

JOHNSON CASHWAY
BUILDING AND DESIGN CENTER

10TH ST DESIGN

LIKE US ON FACEBOOK

CUST NO:	JOB NO:	PURCHASE ORDER:	REFERENCE:	TERMS:	CLERK:	DATE / TIME:
*5	000			CASH/CHECK/BANKCARD	ANDY	4/12/23 10:42

TERMINAL: 561

SOLD TO:
**** CASH ****

SHIP TO:
BAYARD PUBLIC SCHOOLS
LOCK REPLACEMENT
ELEMENTARY SCHOOL
BAYARD NE

EXP. DATE: 4/13/23

TAX: 001 ST#1 NEBRASKA/GERING

ESTIMATE: 663316

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	LOCATION	UNITS	PRICE/ PER	EXTENSION
1	Option 1	1	EA	SPO	LOCK REPLACEMENT AS PER LIST		1	19985.00 /EA	19,985.00 *
3					FALCON---GRADE 1---US26D				
4					FINISH---MASTER KEY ALL LOCKES				
5					(FACTORY)--41 KEYED ENTRY LOCKS				
6					AND 5 DEADBOLTS TOTAL				
7	Option 2	1	EA	SPO	LOCK REPLACEMENT AS PER LIST		1	6595.00 /EA	6,595.00 *
8					FALCON---GRADE 2---US26D				
9					FINISH---MASTER KEY ALL LOCKS				
10	(recommended)				(FACTORY)---41 KEYED ENTRY LOCKS				
11					AND 5 DEADBOLTS TOTAL				
					PRICES SUBJECT TO CHANGE WITHOUT NOTICE				

TAXABLE	26580.00
NON-TAXABLE	0.00
SUBTOTAL	26580.00
TAX AMOUNT	1993.50
TOTAL	**28573.50**

TOT WT: 0.00

X _____
Received By

Delivery beyond city curb is for customer accommodation and at his risk.

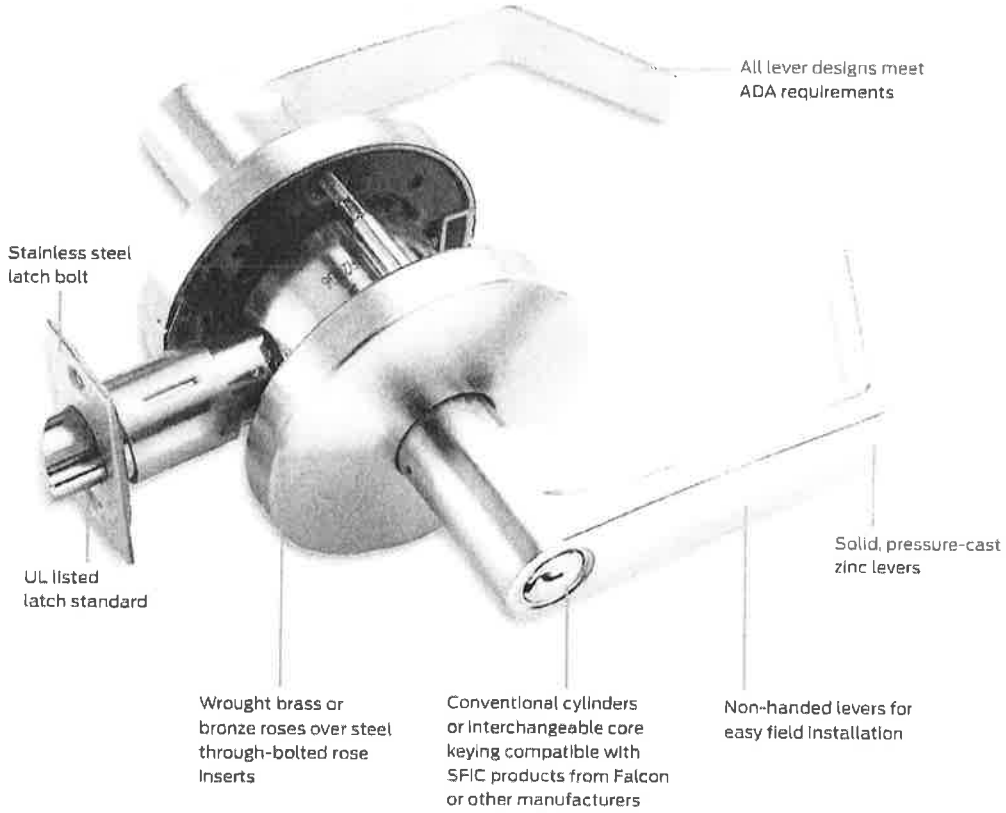
ALL PAST DUE BALANCES ARE SUBJECT TO A SERVICE CHARGE.
ACCOUNTS ARE DUE "NET" UPON RECEIPT OF STATEMENT.

W Series

Grade 2, medium-duty cylindrical lever and knob locks

Designed to offer more functions and finish options than other grade 2 locks, W Series has what you need at the right price. With seven popular lever styles along with two knob styles and your choice of rose diameters (large and small), Falcon W Series can match most commercial door trim. The Falcon W Series locks feature conventional cylinders and small format interchangeable cores that are compatible with SFIC products from other manufacturers. Our conventional cylinders are available in all Falcon conventional key sections as well as Schlage C keyway, which we now masterkey across the complete Falcon product line. The Falcon W Series offers quality product at a value price, and is backed by one of the best names in the business - Allegion.

Features



W Series

Product specifications

ANSI/BHMA: Certified ANSI/BHMA A156.2, Series 4000, Grade 2.

UL: Listed for 3-hour fire door, A label.

Functions: 11 commercial functions available. See page 10 for details.

Rose size: Standard rose diameter 3 3/8". Small rose diameter 2 9/16".

Finishes: 8 options available. See page 6 for finish color and comparative chart.

Door thickness: 1 3/8" to 1 3/4" standard.

Backset: Standard rose - 2 3/4" backset; Small rose - 2 3/8" backset.

Mechanism: Parts constructed of brass or cold-formed steel, zinc plated and dichromated for rust resistance. Springs are stainless steel.

Attachment: Lock chassis secured to door by two screws which pass through a steel rose insert inside and thread directly into the outer rose-mounting assembly, and two screws that screw into the chassis assembly.

Handing: Locks are non-handed.

Cylinder: Conventional cylinder, drilled with 6-pin chambers, pinned in 5 comes standard. Pinning in 6 chambers available (at no cost) when specified. Optional 7-pin conventional and 6- or 7-pin Small Format Interchangeable Core (SFIC) cylinders. Cylinder housings and plugs machined from solid brass. Springs are phosphor bronze. Two nickel silver keys furnished standard. See SFIC cylinder information on page 8 and W Series cylinder pages for additional options.

Keyways: "G" keyway standard on conventional cylinders. "A" keyway standard on SFIC cylinders. Additional options: Falcon, Schlage and many Best and Arrow keyways.

Trim: Roses are heavy wrought brass or bronze, installed over steel rose inserts which are through-bolted. Levers are pressure-cast zinc (solid levers-no-inserts) finished to match mating parts.

Latches: 1/2" bolt projection made of stainless steel and UL listed for 3-hour door assemblies. Latches have self-adjusting fronts to accommodate beveled or flat doors. Standard rose: 2 3/8" backset with 1" x 2 1/4" latch face or 2 3/4" backset with 1 1/8" x 2 1/4" latch face. Small rose: 2 3/4" backset with 1 1/8" x 2 1/4" latch face.

Strikes: 4 7/8" x 1 1/4" ANSI strike with curved lip to meet ANSI A115.2 door frame preparation standard. Consult Options and Accessories section for other available strikes, sizes and configurations.

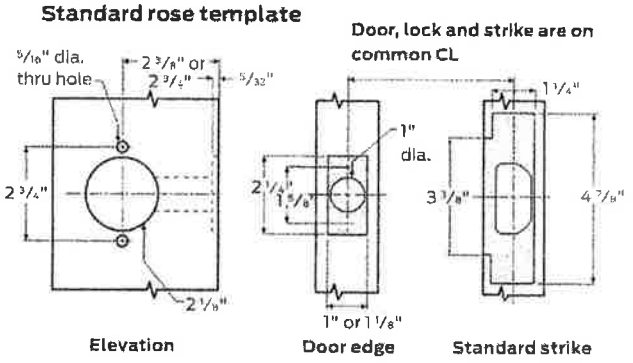
Screws: Furnished with combination screws for use in wood or metal doors and frames.

Architectural specifications

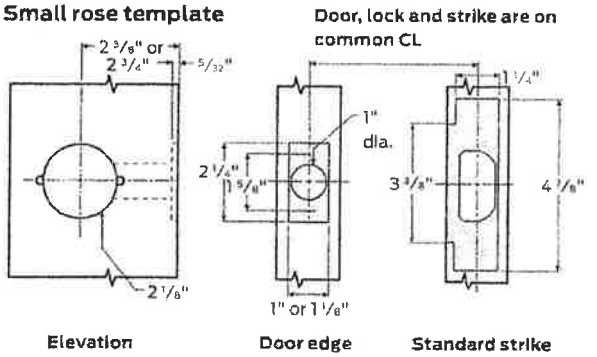
Key-in-lever cylindrical locksets shall be Falcon W Series or equal and meet the following requirements:

- All locks shall meet ANSI/BHMA A156.2, Series 4000, Grade 2 test requirements for key-in-lever locksets
- Locksets shall be UL Listed 3-hour, A Label
- Lever trim shall have individual, heavy-duty springs for lever return and to prevent lever sag; trim shall be through-bolted
- All lever designs shall be solid (no inserts) and meet the federal ADA and state disability requirements
- Locksets shall adjust to fit door thickness from 1 3/8" to 1 3/4"
- All locksets shall be non-handed and not require field disassembly for re-handing
- Preparation for door must be non-handed (Acceptable manufacturer: Falcon lock)

Standard rose template



Small rose template



Levers styles

Levers are solid pressure cast zinc, finished to match mating parts. Roses are wrought brass or bronze installed over steel through-bolted rose inserts. A spring-loaded retainer secures levers. Secure side retainer cannot be depressed without a key that operates the lock.

Avalon (A)

Boardwalk (BRK)

Broadway (BRW)

Dane (D)

Latitude (LAT)

Longitude (LON)

Quantum (Q)

Standard rose
Dane lever
shown

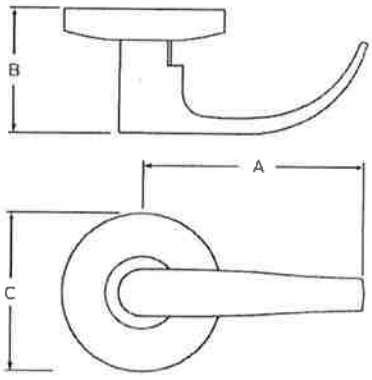
Small rose
Dane lever
shown

Lever dimensions chart

Lever	A - width	B - projection	C - rose	
			Standard	Small (SR)
Avalon (A)	4 1/2"	2 1/2"	3 3/8"	2 9/16"
Boardwalk (BRK)	5"	2 1/2"	3 3/8"	2 9/16"
Broadway (BRW)	4 1/2"	2 1/2"	3 3/8"	2 9/16"
Dane (D)	4 1/2"	2 1/2"	3 3/8"	2 9/16"
Latitude (LAT)	4 1/2"	2 3/8"	3 3/8"	2 9/16"
Longitude (LON)	5"	2 3/8"	3 3/8"	2 9/16"
Quantum (Q)	4 3/8"	2 3/8"	3 3/8"	2 9/16"

Note: Return to door meets 1/2" requirement for Dane (D), Quantum (Q), Boardwalk (BRK) and Longitude (LON) levers.

Specify lever only if standard rose is desired. When ordering small rose you must specify both rose and lever. Example: Small rose-Avalon specify as SRA; Small rose-Latitude specify as SRLA; Small rose-Quantum specify as SRQ.



Abrasive strip levers

Dane, and Quantum levers are available with an abrasive strip along the inside length of the lever to identify entrances that may be to areas hazardous to the handicapped. To order, preface the design code with a 6 (example: 6D for Dane). Not available on 613 finish as abrasive strip will not hold.

Ordering Information

Finishes

The latest in modern techniques and equipment are used to apply the highest quality finish. Extra steps assure durable, consistent finishes and long, useful life.

Color		BHMA number	US number	Cylindrical T	K	B	W	RU	Unit MA	Interconnect H2	Deadbolt D100	D200	Housing faces	Cylinder faces
	Bright brass	605	US3	■		■	■		■	■	■	■	Mortise and rim	SFIC
	Satin brass	606	US4	■		■	■		■		■	■	Mortise and rim	SFIC Conventional
	Oil rubbed bronze	613	US10B	■	■	■	■	■[2]	■		■	■	Mortise and rim	SFIC
	Satin nickel	619	US15	■			■[1]		■[4]	■			Mortise and rim	
	Matte black	622	US19	■			■[1]		■[4]	■			Mortise and rim	SFIC Conventional
	Bright chrome	625	US26	■		■	■		■	■	■	■		SFIC
	Satin chrome	626	US26D	■	■	■	■	■	■	■	■	■	Mortise and rim	SFIC Conventional
	Satin stainless steel	630	US32D						■[5]				Mortise and rim[3]	
	Aged bronze	643e	US11	■			■[1]		■[4]	■			Mortise and rim	SFIC

1 Finish available for lever options only.
2 Finish available for Dane lever option only.
3 Also available in 629 bright stainless steel.
4 Knobs not available in 619, 622 and 643e finish.
5 Latitude, Longitude, Broadway and Boardwalk not available in 630 finish.

Although we apply the finest available protective plating and/or enamel coating to the surface of our products, these finishes have limitations and in time may deteriorate either from exposure to weather, pollution, perspiration, extremes of climate, frequency of use or other factors. Deterioration of these finishes is, therefore, not a defect, but a normal process which is unavoidable. Please reference product warranty for more information.

W Series cylinders

Falcon Small Format Interchangable Core (SFIC) cylinders
Falcon offers a wide selection of keyways in SFIC cylinder formats. Master keying is available and, in most cases, Falcon can even furnish cores master keyed into existing Best or Arrow key systems. See page 8 for details.

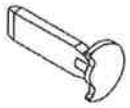
Conventional cylinders (Falcon keyways)

Catalog number	Description
Q330-154	Falcon (specify keyway)

Note: The "G" keyway is standard and will be supplied unless otherwise specified. Master keying is available for 2, 3, and 4 levels. Open keyways include E, H, K, L, and P. If ordering cylinders as parts, specify finish: 606, 622 or 626.

Conventional cylinder

Q330-164
Conventional cylinder tailpiece (all other functions)

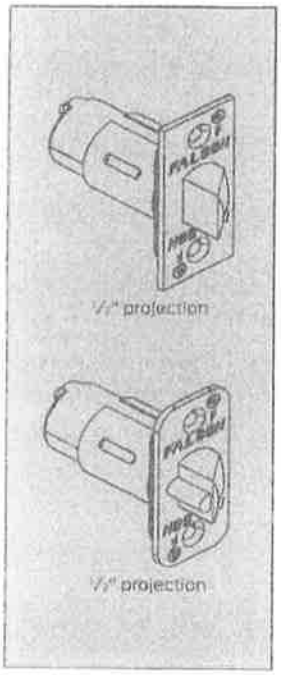

Q330-165
Conventional cylinder tailpiece (W561 function)

To order conventional cylinders in competitive keyways (6-pin)
When specifying a competitive cylinder, reference How-to-order page for correct cylinder suffix and be sure to list brand plus keyway under the "Keyway" section and the correct part number below in the "Other Requirements" area of the part number order string.

Brand	Keyway	0-Bit	KA	KD	Lock function
Corbin	60	Q330-166	-	Q330-166-KD	All except 561
		Q330-167	-	Q330-167-KD	561
Corbin Russwin	L4	Q330-158	-	Q330-158-KD	All except 561
		Q330-159	-	Q330-159-KD	561
Russwin	D1	Q330-210	-	Q330-210-KD	All except 561
		Q330-211	-	Q330-211-KD	561
Sargent	LA	Q330-160	-	Q330-160-KD	All except 561
		Q330-161	-	Q330-161-KD	561
Schlage	C	Q330-152	Q330-152-KA	Q330-152-KD	All except 561
		Q330-153	Q330-153-KA	Q330-153-KD	561
Yale	8 (Para)	Q330-156	-	Q330-156-KD	All functions

Note: Construction keying available. Reference page 9 for more information.

Latches



Grade 1, UL listed

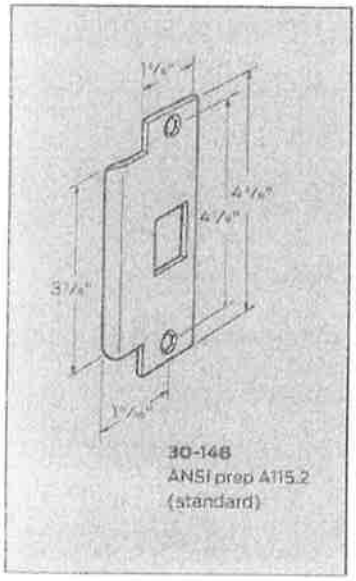
	Specify	Backset	Function(s)	Description
Springlatch	30-206[1]	2 3/4"	101, 301	Square corner, 1 1/8" x 2 1/4", standard
	30-204	2 3/4"	101, 301	Square corner, 1" x 2 1/4
	30-205	2 3/4"	101, 301	Radius corner, 1" x 2 1/4
	30-209[1]	2 3/8"	101, 301	Square corner, 1 1/8" x 2 1/4"
	30-207	2 3/8"	101, 301	Square corner, 1" x 2 1/4
	30-208	2 3/8"	101, 301	Radius corner, 1" x 2 1/4
Deadlatch	30-194	2 3/4"	201, 511, 571, 711	Square corner, 1 1/8" x 2 1/4"
	30-192	2 3/4"	201, 511, 571, 711	Square corner, 1" x 2 1/4
	30-193	2 3/4"	201, 511, 571, 711	Radius corner, 1" x 2 1/4
	30-200[1]	2 3/8"	201, 511, 571, 711	Square corner, 1 1/8" x 2 1/4"
	30-198	2 3/8"	201, 511, 571, 711	Square corner, 1" x 2 1/4
	30-199	2 3/8"	201, 511, 571, 711	Radius corner, 1" x 2 1/4
	30-197[1]	2 3/4"	161, 501, 511, 561, 581	Square corner, 1 1/8" x 2 1/4", non-restoring, standard
	30-195	2 3/4"	161, 501, 511, 561, 581	Square corner, 1" x 2 1/4, non-restoring
	30-196	2 3/4"	161, 501, 511, 561, 581	Radius corner, 1" x 2 1/4, non-restoring
	30-203[1]	2 3/8"	161, 501, 511, 561, 581	Square corner, 1 1/8" x 2 1/4", non-restoring
	30-201	2 3/8"	161, 501, 511, 561, 581	Square corner, 1" x 2 1/4, non-restoring
	30-202	2 3/8"	161, 501, 511, 561, 581	Radius corner, 1" x 2 1/4, non-restoring

1. Available with small rose.

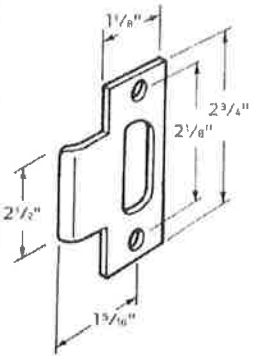
Note: Specify finish 605, 606, 613, 619, 622, 625, 626, or 643e. All latches for W Series locks are UL listed and have a 1/2" bolt projection.

Strikes

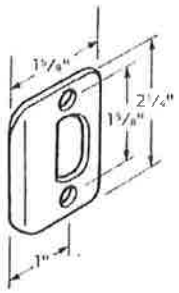
Locks furnished with a 4 7/8" ANSI Strike unless otherwise specified.



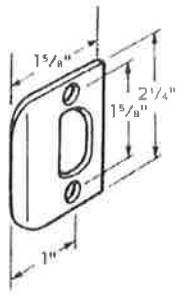
30-148
ANSI prep A115.2
(standard)



30-149
T-strike square corner



30-150
Full lip, 1/4" radius corner



30-151
Full lip, square corner

Cylindrical and unit lock functions

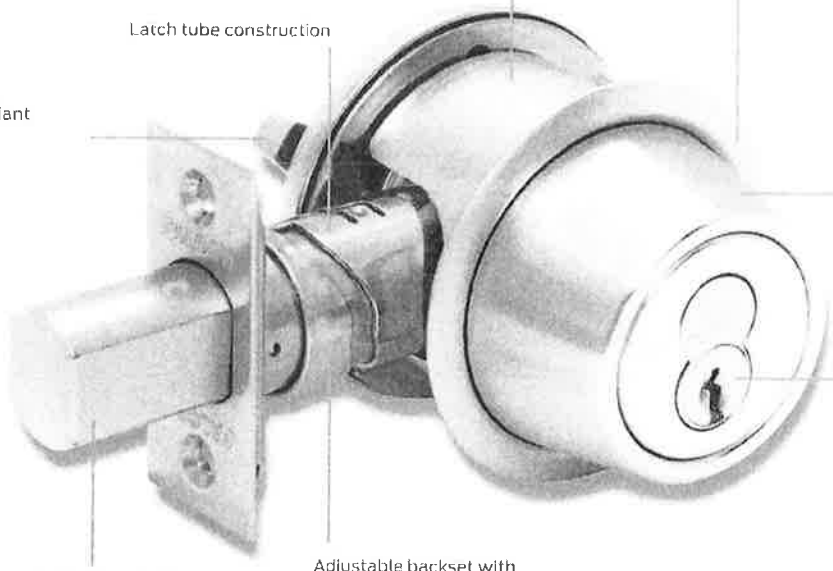
	Unit	Cylindrical				
Function	**Unit lock**	**Lever**	**Knob**	**SFIC**	**Name**	**Description**
511	ANSI F40/F41 RU	ANSI F109 T, K, B, W[1]	ANSI F109 W	Y	Entry/office lock	Turn/push button locking: Pushing and turning button locks outside lever/knob requiring use of key until button is manually unlocked. Push button locking: Pushing button locks outside lever/knob until unlocked by key or by rotating inside lever. Inside lever always free for immediate egress. Latch bolt operated by levers/knobs. Key enables only unlocking from outside.
521	ANSI F40 RU	ANSI F81 T		Y	Office lock	Turn button locking. Turning button locks outside lever/knob requiring use of key until button is manually unlocked. Latch bolt operated by levers/knobs. Key enables only unlocking from outside. Inside always free for immediate egress.
561	ANSI F42 RU	ANSI F84 T, K, B, W[2]	ANSI F84 W	Y	Classroom lock	Latch bolt operated by levers/knobs. Outside lever is locked by key in outside lever/knob. Inside always free for immediate egress.
571 (order as 611 for B Series)	ANSI F48 RU	ANSI F90 T, K, B, W[2,3]	ANSI F90 W[3]	Y	Dormitory/ corridor lock	Latch bolt operated by levers/knobs except when locked by push button from inside. Key in outside lever/knob locks or unlocks lever/knob and releases button. Closing door releases push button. Inside always free for immediate egress. Function note: This lock will unlock when the door is closed. If you want your door to remain locked when it closes, please purchase the 501 function.
581	ANSI F44 RU	ANSI F86 T, K, B, W[2]	ANSI F86 W	Y	Storeroom lock	Latch bolt operated by lever/knob inside or key outside. Outside lever/knob is inoperable. Inside always free for immediate egress.
711		W	W		Apartment entrance lock	Latch bolt operated by levers/knobs. Turn/push button locking: Pushing and turning button locks outside lever/knob requiring use of a key for unlocking the door until button is manually unlocked. Push button locking: Pushing button locks outside lever until unlocked by key, by rotating inside lever, or by closing the door. Inside always free for immediate egress.
851	RU	T		Y	Storeroom (electrified-fail safe)	Latch bolt operated by lever from either side except when outer lever is electrically locked. When outer lever is locked (inoperable), latch bolt retracted by key in cylinder outside. Inside lever always free for immediate egress. Note: Specify 12V (.65 Amps) or 24V (.32 Amps) DC, continuous duty.
881	RU	T		Y	Storeroom (electrified-fail secure)	Latch bolt operated by lever inside except when outer lever is electrically unlocked, then latch bolt from either side. When locked, key in cylinder outside retracts latch bolt. Inside lever always free for immediate egress. Note: Specify 12V (.65 Amps) or 24V (.32 Amps) DC, continuous duty.
12		T, K, B, W[2]	W		Dummy trim	Single trim, surface-mounted rigid lever/knob. Double dummy trim available for W Series (levers only).

D Series

Grade 1 and Grade 2 deadbolts

Deadbolt locks provide an extra measure of protection against break-in when used as a supplement to an existing lockset. In applications ranging from military and government projects to multi-family housing, retail and restaurants, Falcon deadbolts deliver superior performance and the flexibility of multiple keying systems. Our full line of Grade 1 and 2 auxiliary locks feature interchangeable cores that are compatible with SFIC products from other manufacturers. Plus they're backed by Allegion, the best name in the business.

Features



*Grade 1 - High strength steel - powdered
Grade 2 - Zinc

How to order

For correct ordering and to help ensure no delays in the shipment of your product, follow the information sequence below. Additional information for each category can be found on other pages of this catalog and in the Falcon price book. Cylindrical, mortise and interconnected lock ordering information can be found on page 7.

Examples: FAL-D211P6-625-619-Schlage C-Q033-069-KD

Brand	Product number				Finish		Door detail				Keyway	Other requirements
1	2 Series	3 Func	4 Cylinder suffix	5 Fire rated	6 Outside	7 Inside	8 Deadbolt part #	9 Strike part #	10 Door thickness[1]	11 Extension	12 Keyway	13 Examples[2]
FAL -	D	211	P6		- 625	- 619	-	-	-	-	- Schlage C	- Q033-069-KD
FAL -	D	141	P6	F	- 625	-	- 30-259	- 10-064	-	-	- Russwin D1	- Q033-072-KD
									Defaults to factory standard if not specified.			

1. Enter door thickness if non-standard. Examples: 2 1/2" = 212; 2 1/4" = 214.
2. Examples include: Competitive keyway cylinder part number, master keying requirements, Blockokey.

Detail

1	**Brand:** Falcon=FAL
2	**Series:** Lock series = D
3	**Function:** Choose from function lists (pages 57 and 59).
4	**Cylinder suffix:** Choose cylinder type **B** Less SFIC **BB** SFIC, Best style **BDC** SFIC disposable construction core **G**[1] SFIC, Falcon style[1] **H** SFIC refundable construction core **L** Less 6-pin conventional cylinder **P** 6-pin conventional cylinder (pinned to 5) **P6** 6-pin conventional cylinder (pinned to 6) **P7** 7-pin conventional cylinder (pinned to 7) **CP6** 6-pin conventional cylinder, Schlage C
5	**Fire rated:** Indicate with an "F" if fire rated deadbolt is desired and specify part number under section 8. See page 60 for deadbolt options.
6	**Outside finish:** Choose outside finish from available options.
7	**Inside finish:** Fill in inside finish only if different from outside.
8	**Deadbolt part number:** See page 60 for options. Specify only if non-standard deadbolt is required. Specify LLL for less deadbolt.
9	**Strike part number:** See page 60 for options. Specify only if non-standard strike is required. Specify LLL for less strike.
10	**Door thickness:** 1 3/8" standard for conventional cylinder and thumbturn. 1 5/8" to 2 1/4" standard for SFIC cylinder. Specify only if non-standard door thickness is required.
11	**Extension:** Enter one of the following when door specified is 2" or greater. (EI or EO assumes the latch will be centered on a 1 3/4" door to which material has been added.) **EE** Extended Equally **EO** Extended Outside **EI** Extended Inside **ED** Extended Differently
12	**Keyway:** G keyway (KD) is standard when ordering P, P6 or P7 conventional cylinders; A keyway (KD) is standard when ordering BB, BDC, G or H SFIC cylinders. Other keyways available.
13	**Additional requirements:** • Competitive keyway cylinders: Specify part number[2] • Keying detail: Blockokey or additional keys (with quantity) requests, large bow keys, master keying (Example: Grand Master keyed, Master keyed, change key, etc.)

1. 6-pin standard, specify G7 if 7-pin is desired.
2. Specify P6 and list the cylinder part number under "Other requirements" if a 6-pin competitive keyway cylinder is desired (see page 60 for options).

Specifications

D200 Series

Grade 2, medium-duty deadbolts

Product specifications

ANSI/BHMA: A156.5, 2001, Grade 2.

Functions: 8 commercial functions available.

Finishes: 5 options available. See page 6 for finish color and comparative chart.

Door thickness: 1 3/8" to 2 1/4" standard conventional cylinder. 1 5/8" to 2" SFIC cylinder.

Backsets: 2 3/8"- 2 3/4" adjustable deadbolt.

Attachment: Locks are solidly attached to the door by 1/4" heat-treated steel bolts. These bolts pass through a steel plate (D211, D221 and D241) or the inner cylinder housing (D231) and thread directly into the back of the outer cylinder housing.

Handing: Non-handed. May be used in right hand or left hand doors swinging in or out.

Cylinders: Conventional cylinder, drilled with 6-pin chambers, pinned in 5 comes standard. Pinning in 6 chambers available (at no cost) when specified. Optional 7-pin conventional and 6- or 7-pin Small Format Interchangeable Core (SFIC) cylinders. Cylinder housings and plugs machined from solid brass. Springs are phosphor bronze. Two nickel silver keys furnished standard. See SFIC cylinder information on page 8 and D Series cylinder pages for additional options.

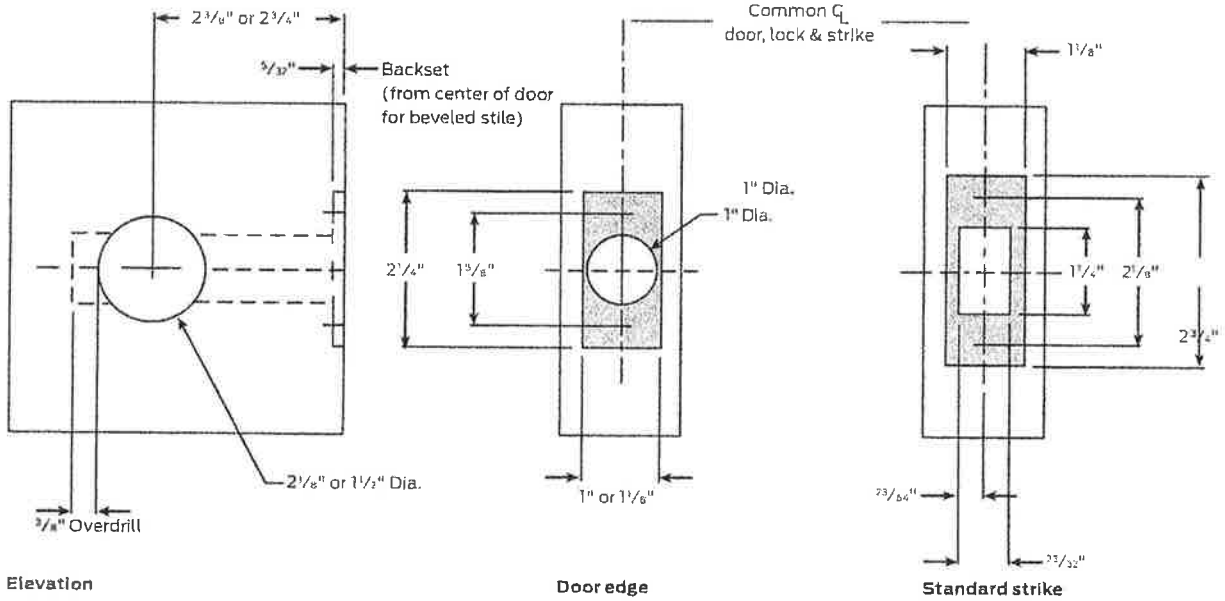
Keyways: "G" keyway standard in conventional cylinders. "A" keyway standard in SFIC cylinders. Additional options: Falcon, Schlage and many Best and Arrow keyways.

Exposed trim: Wrought brass or bronze reinforced with steel insert.

Deadbolts: Deadbolt locks are furnished with deadbolts which have a full 1" projection. Housed within the deadbolt is a free-turning, 1/4" thick, hardened steel, saw-resistant roller. Furnished standard with 2 3/8"- 2 3/4" adjustable backset and 1 1/8" x 2 1/4" faceplate. Optional 1" x 2 1/4" faceplate. Consult Options and Accessories section for other optional faceplates. D200 bolt is cast zinc.

Strikes: 2 3/4" x 1 1/8" lipless standard. ANSI 4 7/8" x 1 1/4" lipless, 2 1/4" full lip strikes, a 2 3/4" x 1 1/8" T-strike or a security strike are available. Consult Options and Accessories section.

Screws: Furnished with wood/machine screws for use on wood or metal doors or frames.



Elevation | Door edge | Standard strike

D200 Series styles

D211: Classroom function

Deadbolt thrown or retracted by key from outside. Inside turn will only retract bolt. Bolt automatically deadlocks when fully thrown.

ANSI/BHMA E0172

D231: Double cylinder

Deadbolt thrown or retracted by key from either side. Bolt automatically deadlocks when fully thrown.

ANSI/BHMA E0142

D251: Double thumbturn

Deadbolt thrown or retracted by turn unit from either side. Bolt automatically deadlocks when fully thrown. Application for shelters.

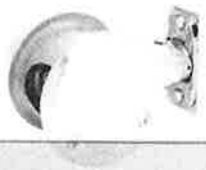
D271: Thumbturn (inside with occupancy indicator)

Deadbolt thrown or retracted by turn unit only. Occupancy indicator on outside (reads either in use or vacant with color coding). Bolt automatically deadlocks when fully thrown. Emergency key supplied.

D221: Single cylinder

Deadbolt thrown or retracted by key only. Blank plate inside. Bolt automatically deadlocks when fully thrown.

ANSI/BHMA E016



D241: Single cylinder with thumbturn

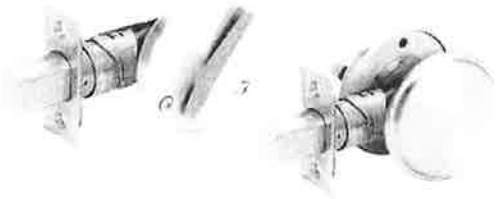
Deadbolt thrown or retracted by key or by turn. Bolt automatically deadlocks when fully thrown.

ANSI/BHMA E0152

D261: Thumbturn (inside only) ANSI/BHMA E0192

D261M: Thumbturn with rose ANSI/BHMA E01112

Deadbolt thrown or retracted by turn unit only. No outside trim (D261), or outside blank rose (D261M). Bolt automatically deadlocks when fully thrown.



Finishes
Available in BHMA 605, 606, 613, 625, and 626. See page 6 for finish color and comparative chart.

Options

D Series cylinders

Falcon Small Format Interchangable Core (SFIC) cylinders
Falcon offers a wide selection of keyways in SFIC cylinder formats. Master keying is available and, in most cases, Falcon can even furnish cores master keyed into existing Best or Arrow key systems. See page 8 for details.

To order conventional cylinders in competitive keyways (6-pin)
When specifying a cometitive cylinder, reference How-to-order page for correct cylinder suffix and be sure to list brand plus keyway under the "Keyway" section and the correct part number below in the "Other requirements" area of the part number order string.

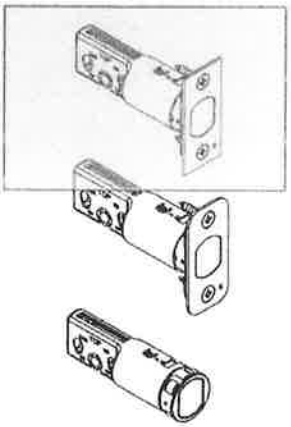
Brand	Keyway	0-Bit	KA	KD	Lock function
Corbin	60	Q033-077		Q033-077-KD	D141/241
Corbin Russwin	L4	Q033-079			D121/221
		Q033-078			
Russwin	D1	Q033-074		Q033-074-KD	D121/221
		Q033-073		Q033-073-KD	D131/231
		Q033-072		Q033-072-KD	D141/241
Schlage	C 5-pin	Q500-065			D111
		Q500-071			D131
	C 6-pin	Q033-071		Q033-071-KD	D121/221
		Q033-070	Q033-070-KA	Q033-070-KD	D131/231
		Q033-069	Q033-069-KA	Q033-069-KD	D111/211
	E 6-pin	Q033-066			D121/221
		Q033-067			D131/231
		Q033-068			D121/221
Yale	8 (Para)			Q033-076-KD	D121/221
				Q033-075-KD	D141/241 D111/211

Deadbolts

Options for configured locks.

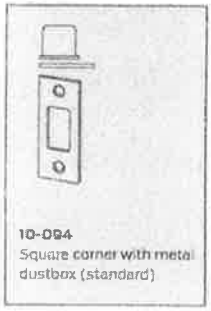
	D100	D200	Adjustable backset	Description
Non-fire rated	30-256	30-253	2 3/8" or 2 3/4"	Square corner, 1 1/8" x 2 1/4", standard
	30-176	30-175	2 3/8" or 2 3/4"	Square corner, 1" x 2 1/4"
	30-178	30-177	2 3/8" or 2 3/4"	Radius corner (1/4"), 1" x 2 1/4"
	30-257	30-254	2 3/8" or 2 3/4"	Circular drive-in bolt (626 finish only)
UL listed	30-174	30-173	2 3/8" or 2 3/4"	Square corner, 1 1/8" x 2 1/4", standard
	30-172	30-171	2 3/8" or 2 3/4"	Square corner, 1" x 2 1/4"
	30-259	30-258	2 3/8" or 2 3/4"	Circular drive-in bolt (626 finish only)

Note: Specify finish 605, 606, 613, 625, or 626.



10-095
Full lip, square corner

Strikes



10-094
Square corner with metal dustbox (standard)

10-087
ANSI prep with dustbox

10-095
Full lip, square corner

10-092
Full lip, 1/4" radius corner

10-064
Drive-in thimble

Ordering Information

Finishes

The latest in modern techniques and equipment are used to apply the highest quality finish. Extra steps assure durable, consistent finishes and long, useful life.

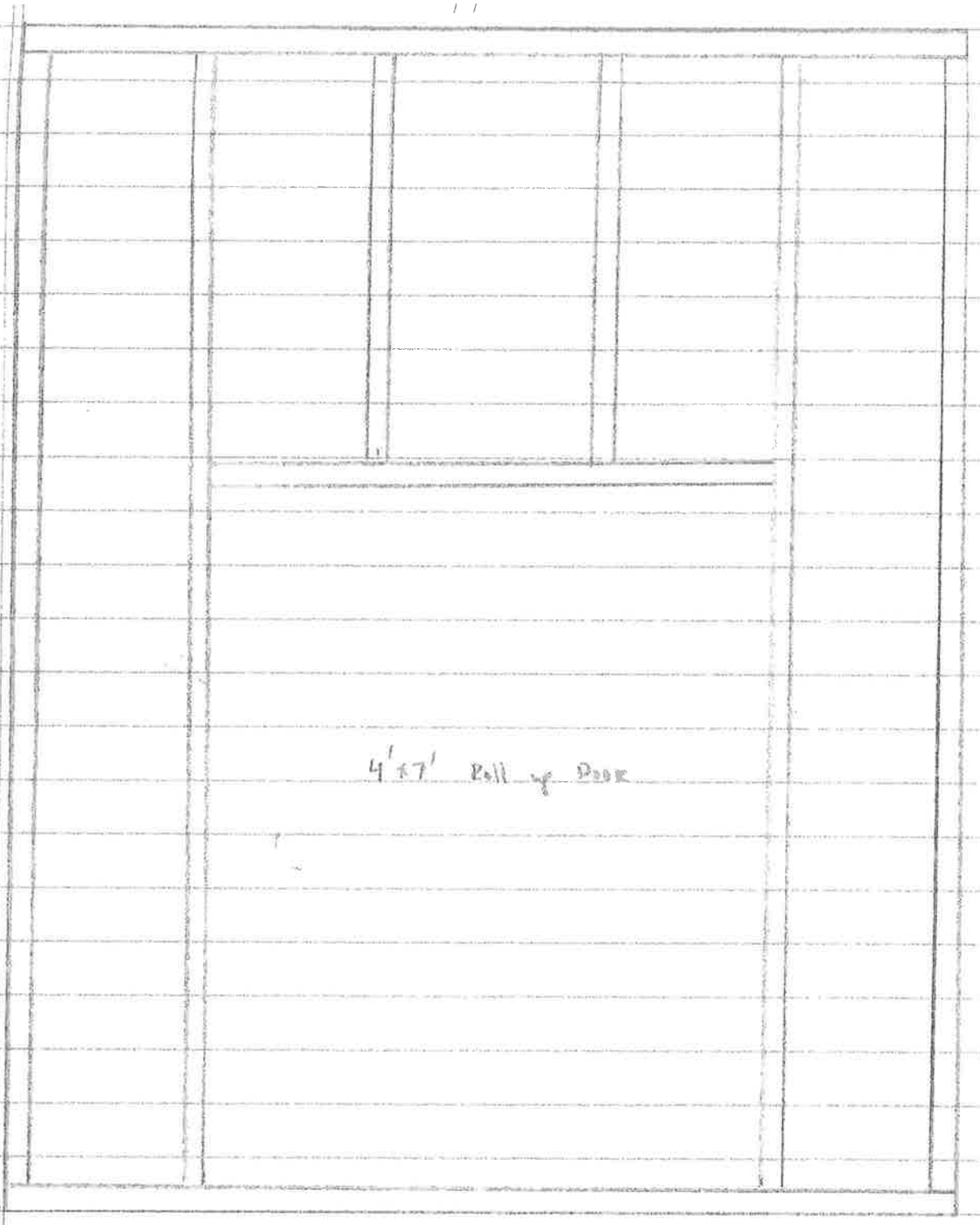
Color		BHMA number	US number	Cylindrical T	K	B	W	RU	Unit MA	Interconnect H2	Deadbolt D100	D200	Housing faces	Cylinder faces
	Bright brass	605	US3	■		■	■		■	■	■	■	Mortise and rim	SFIC
	Satin brass	606	US4	■		■	■		■		■	■	Mortise and rim	SFIC Conventional
	Oil rubbed bronze	613	US10B	■	■	■	■	■[2]	■		■	■	Mortise and rim	SFIC
	Satin nickel	619	US15	■			■[1]		■[4]	■			Mortise and rim	
	Matte black	622	US19	■			■[1]		■[4]	■			Mortise and rim	SFIC Conventional
	Bright chrome	625	US26	■		■	■		■	■	■	■		SFIC
	Satin chrome	626	US26D	■	■	■	■	■	■	■	■	■	Mortise and rim	SFIC Conventional
	Satin stainless steel	630	US32D						■[5]				Mortise and rim[3]	
	Aged bronze	643e	US11	■			■[1]		■[4]	■			Mortise and rim	SFIC

1 Finish available for lever options only.
2 Finish available for Dane lever option only.
3 Also available in 629 bright stainless steel.
4 Knobs not available in 619, 622 and 643e finish.
5 Latitude, Longitude, Broadway and Boardwalk not available in 630 finish.

Although we apply the finest available protective plating and/or enamel coating to the surface of our products, these finishes have limitations and in time may deteriorate either from exposure to weather, pollution, perspiration, extremes of climate, frequency of use or other factors. Deterioration of these finishes is, therefore, not a defect, but a normal process which is unavoidable. Please reference product warranty for more information.

5+ Year Facilities Improvement Plan (Revised March 2021)

2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025 and Beyond
Re-Gravel High School Parking Lot	Remodel Elementary Girls Bathroom	Replace the Track	Remove paint room wall in the Ag Shop	Complete Track Commemoration Walkway and Sustainable School Yards Project	Replace Score Board on Football Field	Replace/Remove Lockers in the High School	Replace Pressbox	Replace Carpet in Elementary Offices and Workroom	Replace Walk-In Freezer	Replace Concrete at Elementary School	Football Field Poles (monitor) and Light Replacement	Installation of Digital School Sign(s)	Replace Roofs	Replace Roofs
Address Brick Issues at tops of parapet walls	Address Water Drainage at the back of the Elementary School	Replace the Chiller above AD's Office	Reroute electrical supplies in the Ag Shop	Monitor/Address Brick Damage on the South Side of the Secondary School	Update Lighting in the Cafeteria	Replace Carpet in the Library	Replace Lighting in the Elementary Hallway	Construction of Greenhouse	Re-Grad e and Install Crushed Concrete on High School Parking Lot	Replace Windows in High School	Replace Carpet in Elementary Library	Replace Suburban	Replace Boilers	Replace Boilers
	Re-Tile High School Ag-Shop Hallway	Recarpet Band Room	Install replacement vehicle lift in Ag Shop	Update Lighting on the Stage	Replace Carpet in Mrs. Heigel's Room	Replace Lighting in the Elementary Library	Installation of Crushed Concrete on Bus Parking Lot	Monitor/Address Concrete Walkways at Elementary	Construction of Running/Walking Path on School Grounds	Monitor/Address Drains in Elementary Bathrooms	Replace flooring on auditorium stage	Replace Curtains on the Stage	Replace Heating/Cooling Units	Replace Heating/Cooling Units
	Re-Carpet rooms used by Mr. Kniss and Mr. Baker (Evans)		Install carpet tiles in the Preschool Room	Update Lighting in the Old Gym	Renovate/Replace/Repair the Crows Nest	Replace Lighting in the Elementary Music Room	Replace Heating/Cooling Units in Confernce Room, Supt. Office	Monitor/Address Paint in the Elementary	Replace Classroom Door Handles in Elmentary School	Purchase New Suburbans	Continue concrete replacement at elementary	Replace Heating/Cooling Unit in Concessions	Replace Flooring in Old Gym	Replace Flooring in Old Gym
	Paint Elementary Band Room		Install carpet tiles in the English Room (Dilks)	Re-Wire Football Field Lights	Replace Drinking Fountains by Concession Stand	Replace/Add a Suburban	Replace curtain with wall materials in Elementary Cafeteria	Monitor/Address Heating/Cooling Unit above Auditorium	Install File Storage System in Administrative Office	Update Bathrooms at Elementary School	Mitigate Building Sinking (High School Auditorium and Choir Room)	Replace Windows in Elementary	Replace Carpet	Replace Carpet
	Removal and Disposal of Broken Merry-Go-Round		Install carpet tiles in the High School Office	Update Mike Cillessen Board	Replace Lighting in Elementary Classrooms (1A, 1B, and 2A).	Update the Concession Stand	Installation of Panic Buttons in both Buildings	Install Generator at High School (FEMA Grant)	Replace Carpet in Administrative Offices	Replace Heating/Cooling Unit in Auditorium	Replace Boiler Pump (in high school)	Monitor/Address Drains in Elementary Bathrooms	Replace Elementary Door Handles for ADA Compliance and Safety	Pave Parking Lots
	Install Thermostat Covers in Bathrooms		Install carpet tiles in the English Room (Harriger)	Update Lighting in the Bus Barn	Replace Lighting in the Elementary Hallway	Add Structural Spray Coating to Track	Installation of Door Alarms on South Wing of Secondary School	Replace Blinds on Elementary Windows	Painting in High School Academic Hallway	Trophy Case Project	Replace High School Windows			
	Convert Lights from T12 to T8 in Elementary		Install flash curtains on the welding booths	*Replace Tile/Drain in Small Boys Rest Room (by 3rd grade)	Develop Alumni Recognition Wall	Replace/repair doors to old gym (locking issues)	Removal of Abandoned Property from School Premises (Trailers)	Replace Heating/Cooling Units in High School Math Classrooms	Installation of Drinking Fountain by High School Music Classrooms					
	Replacement of Damaged Elementary Playground Equipment		Add safety shut-off to overhead doors in the Ag Shop (and possibly in the wood shop if needed)	*Replace Carpet in Science Rooms	Replace Carpet in Little DL Room	Re-route south drain from new gym under the sidewalk.	Install File Storage System in Music Classrooms	Install Crushed Concrete on Elementary Parking Lot and Football/Track Lot						
	Replacement of Storage Unit Window		Address drain on the east end of high school (draining onto the external brick wall)	*Replace Carpet in High School Computer Lab		Replace Stalls in Elementary Boys Bathrooms		Remove Unsafe Lifts on Elementary and High School Hoops/Backboards and Install Safety Straps						
	Convert Lights from T12 to T8 in High School		Repair/replace water fountains in the elementary school	*Replace Carpet in Mrs. Lambert's Room		Update Faucets and Add Air Dryers in Elementary Bathrooms		Replace/Upgrade Lighting in Auditorium (Insurance)						
	Replacement of Asphalt with Concrete at the Elementary Exit Driveway (with City)		Replace roof over the auditorium	Paint Lockers in Football Locker Room		Paint Elementary Hallways		Replace Risers and Platforms in Music Program						
			Paint in the hallway going to music/library area in the elementary	Replace Lighting in the Kitchen		Replace Damaged Preschool Playground Equipment								
			Install LED Lighting in Preschool	Replace Heaters Above Shop and South Hallway										
			Installation of safety straps on basketball hoops that raise and lower in the high school gyms.	Replacement of the high school phone system										
				Add Preschool Playground Equipment Fence Preschool Playground Area										



Ideal Door 4'x7' white Roll up Door sku# 4253002 $369.00

Total $506

4- 2"x4"x8' # 102.1101 $3.46 → 13.92

6- 2"x4"x12' # 102.1143 $11.52 → 69.12

3- sheets ½' Drywall # 1311223 $10.96 → 32.40

Ramp wall

COMMUNITY
BUILDING SOLUTIONS

BAYARD PUBLIC SCHOOLS

Final Project Summary

Submitted by:

Jacob Hurla
President

Community Building Solutions
233 S 13th St., Suite 1100
Lincoln, NE 68508
(785) 580-3014
jhurla@communitybuildingsolutions.com

Public School's administration, building operators, and facilities committee to understand the district's challenges and priorities and to identify the optimal solutions. Combining this knowledge with a focus on delivering low project costs (by utilizing qualified contractors, minimizing overhead costs, and creating minimal profit requirements), CB Solutions has developed a project of optimal quality that will bring the greatest value to Bayard Public Schools and the Community.

The following table outlines the no-change order, final turnkey costs for key measures at Bayard Public Schools, including mechanical, electrical, and HVAC controls. Pricing shown is the final total cost of implementation, including:

- Materials
- Equipment
- Mechanical Labor
- Electrical Labor
- Controls Labor
- General Construction Labor
- Plumbing Labor
- Insurance
- Performance Bonds
- Payment Bonds
- Engineering
- Design
- Contractor Procurement
- Construction Management
- Customer Training
- Commissioning

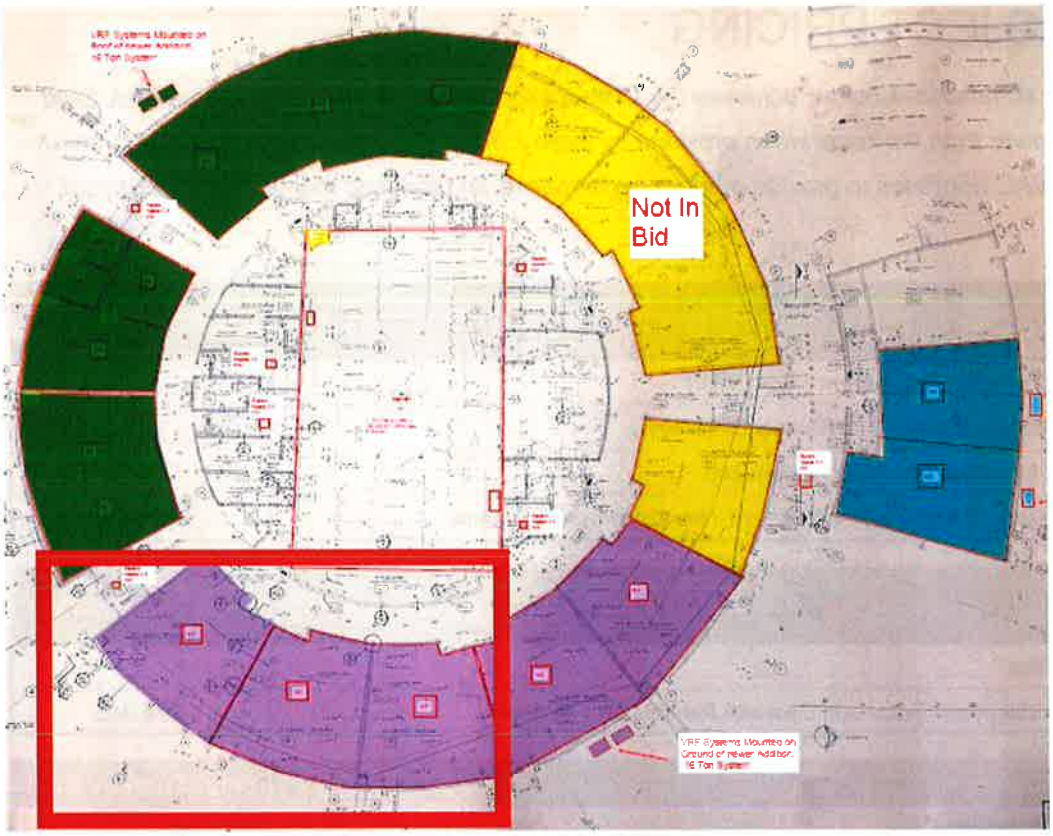
FINAL PROJECT PRICING

The Base Project, summarized below, achieves the District's top facility priorities at a guaranteed, fixed cost significantly lower than the costs when provided by large ESCOs. This project approach incorporates comprehensive HVAC upgrades to provide modern performance and reduced maintenance to Bayard Public Schools.

Classroom HVAC	Final Turnkey Cost
HVAC Upgrades - Variable Refrigerant Flow (VRF)	
Install VRF Ceiling Cassettes in 3 (Purple) Classrooms	
Thermostats, Electrical, and Plumbing Included	
Startup of System - 2 Year Workmanship, 10 Year Compressor Warranty	$107,950

Gymnasium HVAC	Final Turnkey Cost
Gymnasium Upgrades	
Replace 2 Existing Split Systems in Gym with Natural Gas Furnaces	$76,845

Alternate Project Scope	Final Turnkey Cost
HVAC Upgrades - Alternates	
Install VRF Ceiling Cassettes in 2 (Purple Classrooms)	$107,225
Install 7 Unit Heaters in Boiler Room, Entryways, Corridors & Restrooms	$52,092
Install 2 Ductless Split Heat Pumps for Music Room & Library	$44,140



3 Classrooms in Base Proposal

MIDWEST BUS REPAIR

103 County Rd 13
Hooper, NE 68031
(402) 720-0112

Estimate

Date	Estimate #
1/30/2023	Camera1

Name / Address
Bayard Public School 726 4th Ave. Bayard, NE 69334

1. This quote is valid for 30 days from date shown above.
2. Standard terms are net 15.
3. To accept this quote, sign and return quote sheet to: zachary.swift@midwestbusrepair.com

Description	Qty	Rate	Total
For buses 22, 21, MCI coach bus, 03A HD6-600W DVR, 4 CAMS, 500GB HDD REI HD6-600 series DVR with 4 cameras: 4 interior, 0 exterior with event marker. Installed in a cross view configuration with overlapping fields of view for compete video and audio coverage within the bus.	4	2,480.00	9,920.00
Camera Install Installation of REI HD6-600 surveillance system with 4 cameras and event marker	4	380.00	1,520.00
For buses 20,14 REI HD6-600W DVR, 3 CAMS, 500GB HDD REI HD6-600 series DVR with 3 cameras: 3 interior, 0 exterior with event marker. Installed in a cross view configuration with overlapping fields of view for compete video and audio coverage within the bus.	2	2,350.00	4,700.00
Camera Install Installation of REI HD6-600 surveillance system with 3 cameras and event marker	2	345.00	690.00
For buses 11, 09A HD6-600W DVR, 2 CAMS, 500GB HDD REI HD6-600 series DVR with 3 cameras: 3 interior, 0 exterior with event marker. Both cameras mounted on drivers side of bus looking towards passenger side providing complete video and audio coverage within the bus.	2	2,150.00	4,300.00
Camera Install Installation of REI HD6-600 surveillance system with 2 cameras and event marker.	2	300.00	600.00

Subtotal	
Sales Tax (5.5%)	
Total	

MIDWEST BUS REPAIR
103 County Rd 13
Hooper, NE 68031
(402) 720-0112

Estimate

Date	Estimate #
1/30/2023	Camera1

Name / Address
Bayard Public School 726 4th Ave. Bayard, NE 69334

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Description	Qty	Rate	Total
Back up Cameras KIT, COS 7" MONITOR, 1 MINI WEDGE CAM REI back up camera system with 1 camera and 7 inch monitor.	6	295.00	1,770.00
Camera Install Installation of REI back up camera system.	6	85.00	510.00
Accessory equipment. To tie back up camera system into DVR for recording. (PN: 512167, 512483, 512880)	6	135.00	810.00
To add back up camera system onto buses 03A and 22 and be able to record back up camera image while maintaining 4 interior cameras, we would need to swap the HD6-600 DVR for the HD5-1200 series for the extra camera port. The prices changes the cost of the camera system from $2480 to $2795.00			
Travel to customers site for installation (Bayard, NE)	1	485.00	485.00

Subtotal	$25,305.00
Sales Tax (5.5%)	$0.00
Total	$25,305.00

PRO-VISION® **PRICE QUOTE**

8625-B Byron Commerce Dr.
Byron Center, MI 49315

provisionusa.com

800-576-1126

PREPARED BY:
Monica Green

PREPARED FOR:
Bayard Public Schools

QUOTE #:
MASQ23255

DATE:
06/01/2022

Description	Part #	Qty	Unit Price	Ext. Price
Small Bus HD Camera System		**2**	**$2,598.00**	**$5,196.00**
1080p HD Hybrid Base KIT with (2) Mini Dome Cameras [256GB] Includes: AHD Mini Dome Cameras (2), Hyrbid HD DVR, 256 GB SDXC Card, Lockable Cage, 10m AHD AV Cables (3), Enhanced Event Marker Button, GPS Antenna, Software & Guides	DVR-906M2-256			
HD Forward Facing Camera KIT Includes: Camera and 10 ft HD Cable (PX-1841)	DVR-813			
Installation	PV-INSTALL			
Large Bus HD Camera System		**6**	**$2,835.00**	**$17,010.00**
1080p HD Hybrid Base KIT with (3) Mini Dome Cameras [256GB] Includes: AHD Mini Dome Cameras (3), Hybrid HD DVR, 256GB SDXC Card, Lockable Cage, 10m AHD AV Cables (3), 5m AHD AV Cable, Enhanced Event Marker Button, GPS Antenna, Software & Guides	DVR-906M3-256			
HD Forward Facing Camera KIT Includes: Camera and 10 ft HD Cable (PX-1841)	DVR-813			
Installation	PV-INSTALL			

Total (Options Not Included)	$22,206.00
MSRP:	$28,314.00
Savings:	$6,108.00

Options & Accessories:

HARDWARE LEASE / INSTALLMENT PURCHASE OPTIONS:

60 Month Installment Purchase Option (per unit/month) $

Above Option w ith Installation (per unit/month) $

Lease price based on total product purchase divided by the total number of systems.

NOTES:

Personal Finance

2022-2023 School Year

PROGRAM SUMMARY

This course is being delivered by Elevate K-12, a provider of high quality, live online curriculum and instruction. The teacher will be live streamed onto a screen in the front of the classroom while students participate on their devices. A Classroom Coach will be in the room with students to facilitate instruction. Students will engage in a variety of learning experiences using technology and traditional approaches: group work, partner collaboration, projects, hands-on activities, online research, and more. The teacher and Classroom Coach will work together to make each class productive, rigorous, and engaging.

COURSE DESCRIPTION

The course will allow students to explore topics and build skills related to personal finance in order to build their personal financial literacy so that they can make better choices surrounding their financial health. During this course, students will dive into personal finance tops as outlined by national standards, including earning income, spending, saving, investing, budgeting, managing credit, loans, taxes, insurance, retirement and paying for college. The goal of this course is to help students understand the impact of personal financial decisions in order to make them educated consumers and financially stable members of the American economic system.

MATERIALS REQUIRED FOR CLASS

- Spiral notebook
- Pens and pencils
- Elevate approved device

GRADING

- Students will be graded on quizzes, tests, and projects
- All assignments will be completed during class time
- Student scores will be collected by Elevate and provided to the school for input into their electronic gradebook

CLASSROOM EXPECTATIONS

- Respect yourself, others, and the classroom environment
- Come to class prepared and ready to learn
- Pay attention and be an active participant

Personal Finance

2022-2023 School Year

COURSE OVERVIEW

Unit & Duration	Essential Questions	Standards
Career 15 Days	• What type of training or education is needed for a specific job? • What factors could influence a person's willingness to obtain training or education? • What are potential income earnings or other benefits of a specific job? • Besides income, what else could a company use to attract employees? • Why do some people earn different incomes while performing the same job? • What possible factors create pay gaps for minorities and women? • How does technology affect employment opportunities and income? • What benefits should a full-time employee expect to receive from a job? • What taxes are taken from an employee's paycheck? • How much do taxes affect net income? • How will you eventually benefit from payroll taxes? • How does gid employment affect the amount of payroll taxes paid? • What are the downfalls of gig employment? • What are the benefits of owning a business and being self-employed? • What are the struggles associated with owning a small business? • What benefits are offered by employers and the government when you are unable to work? • What steps can you take to earn income when you are unable to work?	**Earning Income 12-1** • Compensation for a job or career can be in the form of wages, salaries, commissions, tips, or bonuses, and may also include contributions to employee benefits, such as health insurance, retirement savings plans, and education reimbursement programs. **Earning Income 12-2** • In addition to wages and paid benefits, employees may also value intangible (non-cash) benefits, such as good working conditions, flexible work hours, telecommuting privileges, and career advancement potential. **Earning Income 12-3** • People vary in their opportunity and willingness to incur the present costs of additional training and education in exchange for future benefits, such as earning potential. **Earning Income 12-4** • Employers generally pay higher wages or salaries to more educated, skilled, and productive workers than to less educated, skilled, and productive workers. **Earning Income 12-5** • Changes in economic conditions, technology, or the labor market can cause changes in income, career opportunities, or employment status. **Earning Income 12-6** • Federal, state, and local taxes fund government-provided goods, services, and transfer payments to individuals. The major types of taxes are income taxes, payroll taxes, property taxes, and sales taxes. **Earning Income 12-10** • Retirement income typically comes from some combination of continued employment earnings, Social Security, employer-sponsored retirement plans, and personal investments. **Earning Income 12-11**

Personal Finance

2022-2023 School Year

		• Owning a small business can be a person's primary career or can supplement income from other sources.
Shopping 15 Days	• What factors should be considered when making a purchase? • When should informed decisions be a factor when making a purchase? • Why is it important to research products or services before purchasing? • Where can you find information on products or services before you purchase them? • When is it appropriate to purchase an extended warranty on a product? • What factors should be considered when comparing competing products or services? • What are the positive and negative effects of a purchase on the environment, society and the economy? • What laws were created to protect consumers? • What are examples of fraud and deceptive business practices? • Where can consumers go for support when they have experienced fraud? • What methods are used to try and obtain consumer information that could lead to privacy issues or identify theft? • How can you reduce the possible risk of identity theft or financial fraud? • What steps should be taken after someone has become a victim of identity theft?	**Spending 12-2** • Consumer decisions are influenced by the price of products or services, the price of alternatives, the consumer's budget and preferences, and potential impact on the environment, society, and economy. **Spending 12-3** • When purchasing a good that is expected to be used for a long time, consumers consider the product's durability, maintenance costs, and various product features. **Spending 12-4** • Consumers may be influenced by how prices of goods and services are advertised, and whether prices are fixed or negotiable. **Spending 12-5** • Consumers incur costs and realize benefits when searching for information related to the purchase of goods and services. **Spending 12-8** • Federal and state laws, regulations, and consumer protection agencies (e.gFederal Trade Commission, Consumer Affairs office, and Consumer Financial Protection Bureau) can help individuals avoid unsafe products, unfair practices, and marketplace fraud. **Risk Management 12-11** • Online transactions and failure to safeguard personal documents can make consumers vulnerable to privacy infringement, identity theft, and fraud. **Risk Management 12-12** • Extended warranties and service contracts are like an insurance policy.
Saving 15 Days	• What are the different types of savings accounts? • Why is it important to use IRAs or education accounts for long-term saving goals? • What factors create differences in financial institutions in order to determine where to open a savings account? • How do market conditions affect interest	**Saving 12-1** • Financial institutions offer several types of savings accounts, including regular savings, money market accounts, and certificates of deposit (CDs), that differ in minimum deposits, rates, and deposit insurance coverage. **Saving 12-2**

Personal Finance

2022-2023 School Year

	rates on savings accounts? • What are major mobile payment accounts/apps? • What characteristics differentiate various payment apps, cryptocurrency accounts and checking/saving accounts? • What are the pros and cons of storing money in a mobile payment account? • How does the purchasing power of savings decrease when the nominal interest rate is below the inflation rate? • What factors deter an individual from saving? • How can someone overcome the obstacle of saving? • Why is "paying yourself first" a helpful strategy to saving? • How are financial institutions regulated by the government? • What state agencies are responsible for regulating financial institutions in your state?	• Deposit account interest rates and fees vary between financial institutions and depend on market conditions and competition. **Saving 12-3** • Unless offered by insured financial institutions, mobile payment accounts and cryptocurrency accounts are not federally insured and usually do not pay interest to depositors. **Saving 12-4** • Inflation can erode the value of savings if the interest rate earned on a savings account is less than the inflation rate. **Saving 12-5** • Government agencies such as the Federal Reserve, the FDIC, and the NCUA, along with their counterparts in state government, supervise and regulate financial institutions to improve financial solvency, legal compliance, and consumer protection. **Saving 12-6** • Tax policies that allow people to save pre-tax earnings or to reduce or defer taxes on interest earned provide incentives for people to save. **Saving 12-9** • There are many strategies that can help people manage psychological, emotional, and external obstacles to saving, including automated savings plans, employer matches, and avoiding personal triggers.
Budgeting 10 Days	• Why is budgeting important? • How does tracking your expenses help make sound financial decisions? • Why would people choose to donate their money, items or time to an organization? • What are charitable organizations that accept donations and why might someone choose to give to them? • What are ways to organize a budget? • What main categories should be established when creating a budget? • How do you reallocate income when unexpected expenses happen? What budgeting tools can be used to help create a budget? • What are the advantages of using a budgeting tool to track expenses?	**Spending 12-1** • A budget helps people achieve their financial goals by allocating income to necessary and desired spending, saving, and philanthropy. **Spending 12-7** • People donate money, items, or time to charitable and non-profit organizations because they value the services provided by the organization and/or gain satisfaction from giving. **Spending 12-9** • Having an organized system for keeping track of spending, saving, and investing makes it easier to make financial decisions. **Saving 12-8** • People can reduce the potential for future financial strife with a partner or spouse by sharing personal financial information,

Personal Finance

2022-2023 School Year

		goals, and values prior to combining finances.
Borrowing 15 Days	• What is the difference between a secured loan and an unsecured loan? • What happens when a borrower fails to repay a secured loan v. an unsecured loan? • What is the importance of a down payment to a lender and a borrower? • What are the various ways that interest can be calculated on a loan? • What factors play a role in the overall borrowing costs? • What are borrowing options for mortgages? • What is the amount of a down payment required on various home prices? • What are the short and long term costs and benefits of renting? • What are the short and long term costs and benefits of buying a home? • What concepts are important to understand before signing a auto loan? • What is the "true" cost of buying a car, especially when using an auto loan? • What other businesses provide loan options outside of traditional banks or credit unions? • What are the costs and benefits of using alternative loan options?	**Credit 12-1** • Borrowers can compare the cost of credit using the Annual Percentage Rate (APR) and other terms in the loan or credit card contract. **Credit 12-2** • Loans that are secured by collateral have lower interest rates than unsecured loans because they are less risky to lenders. **Credit 12-3** • Monthly mortgage payments vary depending on the amount borrowed, the repayment period, and the interest rate, which can be fixed or adjustable. **Credit 12-6** • Down payments reduce the amount needed to borrow. **Credit 12-10** • Borrowers who face negative consequences because they are unable to repay their debts may be able to seek debt management assistance. **Credit 12-13** • Consumer credit protection laws govern disclosure of credit terms, discrimination in borrowing, and debt collection practices. **Spending 12-6** • Housing decisions depend on individual preferences, circumstances, and costs, and can impact personal satisfaction and financial well-being.
Investing 15 Days	• What factors determine a person's risk in investing? • What is your risk tolerance? • What are the costs and benefits of less risky v. riskier investments? • What are the most common types of investments? • What is the average rate of returns on the most common investments, including stocks and bonds? • What is the difference between mutual funds and index funds?	**Investing 12-1** • A person's investment risk tolerance depends on factors such as personality, financial resources, investment experiences, and life circumstances. **Investing 12-2** • Investors earn investment returns from price changes and annual cash flows (such as interest, dividends or rent). The nominal annual rate of return is the annual total dollar benefit as a percentage of the beginning price. **Investing 12-3**

Personal Finance

2022-2023 School Year

	• Why do actively managed mutual funds have a higher expense ratio than an index fund? • How do different types of investments earn income, including cash flow and price changes? • What is inflation? • What role does inflation play in investing? • What influences the price of stocks or other financial assets? • How can information regarding a company or its product influence the price of its stock? • Why is it important to diversify your investment portfolio? • What assets are valuable for short-term v. long-term goals? • What assets are valuable for a risk aversion person vs. a risk tolerant person?	• Investors expect to earn higher rates of return when they invest in riskier assets. **Investing 12-4** • Because inflation reduces purchasing power over time, the real return on a financial asset is lower than its nominal return. **Investing 12-5** • The prices of financial assets change in response to market conditions, interest rates, company performance, new information, and investor demand. **Investing 12-6** • When making diversification and asset allocation decisions, investors consider their risk tolerance, goals, and investing time horizon. **Investing 12-7** • Expenses of buying, selling, and holding financial assets decrease the rate of return from an investment. **Investing 12-13** • Investors often compare the performance of their investments against a benchmark, such as a diversified stock or bond index.
Taxes 15 Days	• What are the major sources of tax revenue for the United States government? • Which levels of government receive monies from major tax revenue services in the United States? • What is the difference between earned and unearned income? • What is the difference between tax rates for earned income, interest income and capital gains? • What is the difference between a W-4, W-2 and various 1099 Forms? • What are the different income tax ramifications of W-2 income vs. 1099 income? • What information is needed to complete a W-4? • What is a 1040 form? • Why is it important to file tax returns? • What is the difference between a tax deduction and a tax credit?	**Earning Income 12-6** • Federal, state, and local taxes fund government-provided goods, services, and transfer payments to individuals. The major types of taxes are income taxes, payroll taxes, property taxes, and sales taxes. **Earning Income 12-7** • The type and amount of taxes people pay depend on their sources of income, amount of income, and amount and type of spending. **Earning Income 12-8** • Interest, dividends, and capital appreciation (gains) are examples of unearned income derived from financial investments. Capital gains are subject to different tax rates than earned income. **Earning Income 12-9** • Tax deductions and credits reduce income tax liability. **Earning Income 12-11**

Personal Finance

2022-2023 School Year

	• What are common deductions that can be taken on tax filings? • What are the different tax advantages and disadvantages of traditional and ROTH IRAs? • What is the tax advantage of educational savings accounts v. traditional savings accounts?	• Owning a small business can be a person's primary career or can supplement income from other sources. **Saving 12-6** • Tax policies that allow people to save pre-tax earnings or to reduce or defer taxes on interest earned provide incentives for people to save. **Investing 12-8** • Tax rules affect the rate of return on different investments, and can vary by holding period, type of income, and type of account.
Managing Credit 10 Days	• What are the five categories that are used to create a credit score? • What are the effects of having a low or high credit score? • How can individuals improve their credit score? • Who is responsible for providing and maintaining credit reports? • Why would a potential lender want to view a credit report? • What information is contained in a credit report? • How do you obtain a free credit report and why is it valuable? • What steps should be taken if there is a mistake on your credit report? • What are the potential effects of making a late payment or not repaying a loan? • What are the costs and benefits of bankruptcy on assets, employment and future credit? • What is the importance of protecting borrowing from discriminatory or abusive lending practicecs? • Where can credible information be found on credit rights and responsibilities?	**Credit 12-7** • Lenders assess credit-worthiness of potential borrowers by consulting credit reports compiled by credit bureaus. **Credit 12-8** • A credit score is a numeric rating that assesses a person's credit risk based on information in their credit report. **Credit 12-9** • Credit reports and credit scores may be requested and used by entities other than lenders. **Credit 12-10** • Borrowers who face negative consequences because they are unable to repay their debts may be able to seek debt management assistance. **Credit 12-11** • In extreme cases, bankruptcy may be an option for people who are unable to repay their debts. **Credit 12-12** • Consumer credit protection laws govern disclosure of credit terms, discrimination in borrowing, and debt collection practices.
Insurance 20 Days	• What is the purpose of insurance? • What are the benefits of various types of insurance? • What would cause individuals to decide to purchase or forgo certain types of insurances?	**Managing Risk 12-1** • People vary with respect to their willingness to accept risk and in how much they are willing to pay for insurance that will allow them to minimize future financial loss. **Managing Risk 12-2**

Personal Finance

2022-2023 School Year

	• What are the various ways that individuals can obtain health insurance? • What are the risks of not carrying health insurance? • What is the relationship between deductibles and coinsurance on out-of-pocket medical costs? • What are the differences between Medicare and Medicaid? • What are the various insurance benefits that employers could provide to employees? • How do health care savings accounts help employees on a high-deductible health plan? • What are the coverage policies available under homeowners insurance? • What coverages are available under renters insurance? • What elements are not covered by basic homeowners insurance policies? • What factors determine the premiums of homeowners or renters insurance? • What are the types of coverages offered under auto insurance policies? • What factors determine an auto insurance premium? • What are the pros and cons of a higher deductible auto insurance policy? • Where can individuals receive disability insurance? • What is the difference between short-term v. long-term disability insurance? • What is the purpose of purchasing a life insurance policy? • How does life insurance protect a financial loss for others? • Under what conditions or situations should life insurance be purchased? • What are various examples of insurance fraud?	• The decision to buy insurance depends on perceived risk exposure, the price of insurance coverage, and individual characteristics such as risk attitudes, age, occupation, lifestyle, and financial profile. **Managing Risk 12-3** • Some types of insurance coverage are mandatory. **Managing Risk 12-4** • Insurance premiums are lower for people who take actions to reduce the likelihood and/or financial cost of losses and for those who buy policies with larger deductibles or copayments. **Managing Risk 12-5** • Health insurance provides coverage for medically necessary health care and may also cover some preventive care. It is sometimes offered as an employee benefit with the employer paying some or all of the premium cost. **Managing Risk 12-6** • Disability insurance replaces income lost when a person is unable to earn their regular income due to injury or illness. In addition to privately purchased policies, some government programs provide disability protection. **Managing Risk 12-7** • Auto, homeowner's and renter's insurance reimburse policyholders for financial losses to their covered property and the costs of legal liability for their damages to other people or property. **Managing Risk 12-8** • Life insurance provides funds for beneficiaries in the event of an insured person's death. Policy proceeds are intended to replace the insured's lost wages and/or to fund their dependents' future financial needs. **Managing Risk 12-9** • Unemployment insurance, Medicaid, and Medicare are public insurance programs that protect individuals from economic hardship caused by certain risks. **Managing Risk 12-10** • Insurance fraud is a crime that encompasses illegal actions by the buyer (e.g., falsified claims) or seller

Personal Finance

2022-2023 School Year

		(e.g., representing non-existent companies) of an insurance contract.
Advanced Investing 15 Days	• What factors affect our investing decisions? • What are common apps or sites that can be utilized for investing? • How has technology changed the way that investing and trading platforms operate? • What are the advantages of robo or automatic investing? • Where can investors go to get involved in various financial markets? • What are the advantages or disadvantages of hiring a financial professional for investment management and advice? • How can an investor locate qualified financial professionals? • How does the government regulate financial markets? • What benchmarks can be used to determine the performance of an investment? • Why do investors often use an index fund as a benchmark to compare to a portfolio performance?	**Investing 12-9** • Common behavioral biases can result in investors making decisions that adversely affect their investment outcomes. **Investing 12-10** • Financial technology can counterbalance negative behavioral factors when making investment decisions. **Investing 12-11** • Many investors buy and sell financial assets through discount brokerage firms that provide inexpensive investment services and advice using financial technology. **Investing 12-12** • Federal regulation of financial markets is designed to ensure that investors have access to accurate information about potential investments and are protected from fraud. **Investing 12-13** • Investors often compare the performance of their investments against a benchmark, such as a diversified stock or bond index. **Investing 12-14** • Criteria for selecting financial professionals for investment advice include licensing, certifications, education, experience, and cost.
Cost Of College 15 Days	• What are your options for post high school educational opportunities? • What are the costs and benefits of going to college? • Why is it important to know the difference between sticker price v. net price? • What are the common costs associated with higher education? • Why is it necessary to complete the FAFSA form when applying for financial aid? • Which options for paying for college are most and least financially healthy? • Why should federal student loans be considered over private loans?	**Earning Income 12-3** • People vary in their opportunity and willingness to incur the present costs of additional training and education in exchange for future benefits, such as earning potential. **Spending 12-4** • Consumers may be influenced by how prices of goods and services are advertised, and whether prices are fixed or negotiable. **Credit 12-4** • Post-secondary education is often financed by students and families/caregivers through a combination of scholarships, grants, student loans, work-study, and savings.

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	• What factors should be considered when deciding how to pay for college? • What are the costs and benefits of each federal loan repayment option? • When would deferment of student loans be a healthy financial decision?	**Credit 12-5** • Federal student loans have lower rates and more favorable repayment terms than private student loans, and may be subsidized. **Credit 12-10** • Borrowers who face negative consequences because they are unable to repay their debts may be able to seek debt management assistance.
Retirement 10 Days	• What is your financial goal for retirement? • Why can't you just put money in a traditional savings account to be prepared for retirement? • What are the benefits of having multiple sources of income in retirement? • How do retirement accounts help to curb the negative effects of inflation? • What methods or types of accounts are common for individuals to save for retirement? • What are the benefits of enrolling in an employer's sponsored retirement account? • What contribution amount is made to individuals who collect Social Security as retirement income? • What are the benefits of investing in a target date fund to meet your retirement goals? • What are the benefits of participating in employer sponsored retirement plans? • What are the benefits of saving for retirement outside of an employer sponsored retirement plan? • What is the difference between a Roth IRA and a traditional IRA? • How do the tax advantages compare in a Roth IRA v. a traditional IRA? • How do tax deferred retirement accounts encourage investing?	**Spending 12-1** • A budget helps people achieve their financial goals by allocating income to necessary and desired spending, saving, and philanthropy. **Earning Income 12-6** • Federal, state, and local taxes fund government-provided goods, services, and transfer payments to individuals. The major types of taxes are income taxes, payroll taxes,property taxes, and sales taxes. **Earning Income 12-8** • Interest, dividends, and capital appreciation (gains) are examples of unearned income derived from financial investments. Capital gains are subject to different tax rates than earned income. **Earning Income 12-10** • Retirement income typically comes from some combination of continued employment earnings, Social Security, employer-sponsored retirement plans, and personal investments. **Saving 12-4** • Inflation can erode the value of savings if the interest rate earned on a savings account is less than the inflation rate. **Saving 12-6** • Tax policies that allow people to save pre-tax earnings or to reduce or defer taxes on interest earned provide incentives for people to save. **Saving 12-7** • Employer defined contribution retirement plans and health savings accounts can provide incentives for employees to save. **Investing 12-6** • When making diversification and asset allocation decisions, investors consider

Personal Finance

2022-2023 School Year

		their risk tolerance, goals, and investing time horizon. **Investing 12-8** • Tax rules affect the rate of return on different investments, and can vary by holding period, type of income, and type of account.

SUPERINTENDENT EVALUATION

Bayard, Nebraska

STANDARD 1: VISION, CULTURE, & INSTRUCTIONAL LEADERSHIP

The superintendent leads the district by promoting the success of all students, articulating a vision of learning, developing a positive school climate and demonstrating best practices in instructional programs and staff professional development.

Professional Practice	Highly Effective	Effective	Developing	Ineffective
	Continually exceeds the criteria	Consistently meets the criteria	Partially meets the criteria	Does not meet the criteria
1.1 Leadership actions, staffing and resources are clearly aligned to a student achievement focused vision, and that vision is evident in the school culture				
1.2 Demonstrates a deep understanding of quality instruction and consistently promotes effective instructional programs and high expectations for student learning outcomes				
1.3 District goals are systemically aligned throughout the district with a focused plan for student achievement and school improvement supported by resources				
1.4 Leads and supports the use of data informed instruction for administrators and teachers				
1.5 Monitors and reviews the effectiveness of curriculum and instruction and their alignment with state standards				
1.6 Ensures that all staff have district-specific professional development that directly enhances their performance and improves student learning				
1.7 Sets self-improvement goals and applies learning from professional development				
Comments:				

STANDARD 2: OPERATIONS, RESOURCE, & PERSONNEL MANAGEMENT

The superintendent demonstrates the knowledge, skills, and ability to effectively manage operations that promote a safe and effective environment for students and staff, ensure the fiscal health of the district, and implement sound personnel practices.

Professional Practice	Highly Effective	Effective	Developing	Ineffective
	Continually exceeds the criteria	Consistently meets the criteria	Partially meets the criteria	Does not meet the criteria
2.1 Develops and ensures the implementation of procedures and structures to support compliance with local, state, and federal laws and regulations				
2.2 Implements personnel procedures, recruitment and employee performance programs to hire and retain the best qualified teachers, administrators and personnel				
2.3 Aligns and adjusts resources accordingly to meet district priorities and annual goals/objectives operating within budget and fiscal guidelines				
2.4 Guides the process of fiscal planning and budget development and makes recommendations based upon the district's current fiscal position and future needs				
2.5 Stays informed of facilities use and needs and makes facilities recommendations as needed to the board, promotes safety across the district, and ensures a facilities management plan is in place for future needs				
2.6 Effectively works with district bargaining units and actively seeks to improve bargaining outcomes that best serve students and the district				
Comments:				

STANDARD 3: BOARD GOVERNANCE & POLICY

The superintendent works effectively with the board of education, exhibits a shared understanding of board and superintendent roles, leads and manages the district consistent with board policies, and demonstrates the skills to work effectively with the board.

Professional Practice	Highly Effective	Effective	Developing	Ineffective
	Continually exceeds the criteria	Consistently meets the criteria	Partially meets the criteria	Does not meet the criteria
3.1 Offers professional advice to the board with appropriate recommendations based on thorough study and analysis				
3.2 Keeps the board regularly informed with data, reports, and information which enables them to make effective timely decisions				
3.3 Interprets and executes the intent of board policies, and advises the board on the need for new and/or revised policies				
3.4 Works collaboratively with the board to shape district vision, mission, and goals with measurable objectives of high expectations for student achievement				
3.5 Makes considerable effort to have a positive working relationship with the board, treating all board members fairly and respectfully, and attempts to resolve any serious conflicts with board members				
Comments:				

STANDARD 4: COMMUNICATION & COMMUNITY RELATIONS

The superintendent establishes effective communication with students, parents, staff and community, and has the knowledge and awareness of different cultures among all community members to effectively engage and respond to diverse interests and needs that support the success of all students.

Professional Practice	Highly Effective	Effective	Developing	Ineffective
	Continually exceeds the criteria	Consistently meets the criteria	Partially meets the criteria	Does not meet the criteria
4.1 Communicates key information to all stakeholders in an appropriate and timely manner				
4.2 Works collaboratively with staff and community members to secure resources and effective partnerships to support district goals and student success				
4.3 Uses effective public information strategies to communicate and promote a positive image of the district with families, community, the media, state, and local officials				
4.4 Establishes effective communication within the district and promotes positive interpersonal relations among staff				
4.5 Creates an atmosphere of trust and respect with staff, families, and community members				
4.6 Regularly attends events and visibly engages the school community and the community at large				
Comments:				

STANDARD 5: ETHICAL LEADERSHIP

The superintendent promotes the success of every student and staff member by acting with integrity, fairness and in an ethical manner.

Professional Practice	Highly Effective	Effective	Developing	Ineffective
	Continually exceeds the criteria	**Consistently meets the criteria**	**Partially meets the criteria**	**Does not meet the criteria**
5.1 Demonstrates ethical and professional behavior, inspiring others to higher levels of performance				
5.2 Maintains a caring and professional relationship with staff, grounded in shared district values				
5.3 Demonstrates appreciation for, and sensitivity to, the diversity of the school community, and respects divergent opinions				
5.4 Demonstrates efforts to close the achievement gap across all demographics				
5.5 Demonstrates a high level of self-awareness and improves upon professional practice				
Comments:				

ANNUAL SUPERINTENDENT GOALS

Annual Superintendent Goals (3 Goals)	Evidence of Progress or Completion (3-5 Evidence/Data Sources)	Highly Effective	Effective	Developing	Ineffective
		Exceeded Goal	Met Goal	Partially Met Goal	Didn't Meet Goal
1.					
2.					
3.					

PERFORMANCE SUMMARY SHEET

Board of Education Summary Comments:
Superintendent Summary Comments:
Board of Education Recommendations:

FINAL PERFORMANCE SUMMARY SHEET

(To be filled out by the Board President)

Standards	Highly Effective	Effective	Developing	Ineffective	Rating
1. Vision, Culture & Instructional Leadership					
2. Operations, Resource & Personnel Management					
3. Board Governance & Policy					
4. Communication & Community Relations					
5. Ethical Leadership					
Goals					
1. Annual Goal #1					
2. Annual Goal #2					
3. Annual Goal #3					

Superintendent's Name: _____ **Academic Year:** _____

Board Members: _____ _____

_____ _____

_____ _____

***Superintendent's Signature:** _____ **Date:** _____

***Board President's Signature:** _____ **Date:** _____

Extra-Duty Assignments for 2023-2024		
Full Year Activities		
Annual	Head	Jessica Klassen
Band	Director	Sara Schmidt
Cheerleading	Sponsor	Tressa White
Class of 2024 and Graduation	Sponsor	Linde Rafferty
Class of 2024 and Graduation	Sponsor	Justin Rafferty
Class of 2024 and Graduation	Sponsor	Zach Nesbitt
Class of 2025 and Prom Sponsors	Sponsor	Jessica Klassen
Class of 2025 and Prom Sponsors	Sponsor	Laurie Bauer
Class of 2025 and Prom Sponsors	Sponsor	Steven Posey
Class of 2026	Sponsor	Jim Roberts
Class of 2026	Sponsor	Mykayla Torres
Class of 2026	Sponsor	Holly Nolte
Class of 2027	Sponsor	Elliot Reish
Class of 2027	Sponsor	Sara Schmidt
Class of 2027	Sponsor	Stephanie Barker
Class of 2028	Sponsor	Randy McKibbin
Class of 2028	Sponsor	Kimberly Ferguson
Class of 2028	Sponsor	Oopen
Class of 2029	Sponsor	Barbara Pieper
Class of 2029	Sponsor	Colton Ehler
Class of 2029	Sponsor	Brandon Stuart
Educators Rising Sponsor	Head	Mykayla Torres
Elementary Home Work Club	Shared	Cheryl Ferrero
Elementary Home Work Club	Shared	Michelle Martinez
Elementary Home Work Club	Shared	Brittany Binder
Elementary Home Work Club	Shared	Amanda Anderson
Elementary Leader in Me	Shared	Cheryl Ferrero
Elementary Leader in Me	Shared	Lacee James
eSports	Sponsor	Jeff Erdman
FFA Advisor	Advisor	Justin Rafferty
Newspaper	Sponsor	Stephanie Barker
High Ability Learner (HAL) Coordinator	Coordinator	Lacee James
Home Work Club	Sponsor	Jennifer Gier
Honor Society Advisor	Advisor	Laurie Bauer
HOSA (Health Occupations Students of America)	Sponsor	Zach Nesbitt
School Improvement Coordinator	Coordinator	Cheryl Ferrero
Secondary LEAD Team (Jr./Sr. High)	Shared Sponsor	Jennifer Gier
Secondary LEAD Team (Jr./Sr. High)	Shared Sponsor	Linde Rafferty
SkillsUSA Sponsor	Sponsor	
Student Council (Elementary)	Shared Sponsor	Lacee James
Student Council (Elementary)	Shared Sponsor	Brittany Binder

Student Council (Jr./Sr. High)	Head Sponsor	Linde Rafferty
Student Council (Jr./Sr. High)	Assistant Sponsor	Justin Rafferty
Quiz Bowl	Sponsor	Linde Rafferty
Vocal	Director	Kelley Rice
Webpage Coordinator	Coordinator	Jennifer Gier
Weights(Zero Hour??)	Lead	Colton Ehler
Fall Activities		
Cross Country	Head Coach	Candace Ehler
Cross Country	Assistant Coach	Ricky Trevino
Football	Head Coach	Brandon Stuart
Football	Assistant Coach	Colton Ehler
Football	Assistant Coach	Joe Foland
Girls Golf	Coach	Jim Roberts
Jr. High Football	Head Coach	Mike Simons
Jr. High Football	Assistant Coach	Elliot Reish
Jr. High Football	Assistant Coach	
Jr. High Volleyball	Head Coach	Julie Cochran
Jr. High Volleyball	Assistant Coach	Barbara Pieper
One Act Plays	Director	Jenny Posey
Softball	Head Coach	Steven Posey
Softball	Assistant Coach	Tressa White
Volleyball	Head Coach	Cindy Korrell
Volleyball	Assistant Coach	Justine Jobman
Winter Activities		
Boys Basketball	Head Coach	Ryan Hergenreder
Boys Basketball	Assistant Coach	Joe Foland
Girls Basketball	Head Coach	Colton Ehler
Girls Basketball	Assistant Coach	Grace Dobrinski
Jr. High Boys Basketball	Head Coach	Joe Foland
Jr. High Boys Basketball	Assistant Coach	Barbara Pieper
Jr. High Girls Basketball	Head Coach	Barbara Pieper
Jr. High Girls Basketball	Assistant Coach	Joe Foland
Jr. High Wrestling	Head Coach	Randy McKibbin
Jr. High Wrestling	Assistant Coach	Elliot Reish
Jr. High Girls Wrestling	Head Coach	Randy McKibbin
Jr. High Girls Wrestling	Assistant Coach	
Speech	Head Coach	Amanda Anderson
Wrestling - Boys	Head Coach	Cory Barker
Wrestling - Boys	Assistant Coach	
Wrestling - Girls	Head Coach	Randy McKibbin
Wrestling - Girls	Head Coach	

Spring Activities		
Boys Golf	Coach	Jim Roberts
Destination Imagination - Elementary	Sponsor	Jennifer Tavenner
Destination Imagination - Secondary	Sponsor	Barbara Pieper
Jr. High Boys Track	Head Coach	Brandon Stuart
Jr. High Boys Track	Assistant Coach	Mike Simons
Jr. High Girls Track	Head Coach	Colton Ehler
Jr. High Girls Track	Assistant Coach	Grace Dobrinski
Track - Boys	Head Coach	Mike Simons
Track - Boys	Assistant Coach	Teri Stuart
Track - Girls	Head Coach	Brandon Stuart
Track - Girls	Assistant Coach	Zach Nesbitt

KAREN A. HAASE *NE, SD, IA, WY*
STEVE WILLIAMS *NE, SD*
BOBBY TRUHE *NE, SD*
COADY H. PRUETT *NE, CO*

JORDAN JOHNSON *NE*
TYLER COVERDALE *SD*
SARA HENTO *SD, NE*
SHARI RUSSELL, Paralegal

M E M O R A N D U M

TO: Superintendent Rod Olson

FROM: Coady H. Pruett

DATE: October 4, 2022

RE: KSB Policy Service

You asked me to provide you with some more information about our firm's policy service. This memorandum provides a description of our policy service and costs, which we believe is much simpler and cheaper than a full review of your current policy book. We also believe that the service concept allows boards and administrators to stay more current in the ever-expanding universe of policies that state and federal law require.

Writing Style. Our policies are shorter and contain more headings and numbers than most policies. We believe that careful writing, attention to detail, familiarity with school practices, and a thorough knowledge of the law are essential to creating good policies. We describe our writing style as "lean and clean." We have seen too many instances when an employee, an NSEA representative, or a plaintiffs' attorney has turned flowery, loosely written, or overly complicated policies to a school district's disadvantage. We strive to write policies that are short, clear, and useful.

Organization. Our policies are divided into the following six sections:

1000 Series: Mission and Belief Statements
2000 Series: The Role and Conduct of the Board of Education
3000 Series: Business Operations
4000 Series: Employees
5000 Series: Students
6000 Series: Instruction and Extracurricular Activities

There is nothing special about this organizational system. If you have traditionally used letters rather than numbers or if you have used a numbered system that you want to retain, you can simply place our policies into the structure you prefer.

Additional Services. We want to make sure that you have all the policies you want in the form you want. As part of the service, we will write any policies that you request and will work with you to make sure that the policies incorporate the elements that you want. We will also work with you to incorporate any special existing policies that the board wants in its policy manual. We fully understand that boards often have unique local issues they like to address through policy.

Policy Updates. We will provide you with policy updates during the school year, and at the end of each school year necessitated by court decisions and changes in state and federal law and regulations. We provide the policy updates as part of the service for a two-year period. After the initial two-year period, we will continue to provide you with updated policies for a modest annual fee (currently the annual subscription fee is $1,000).

Delivery of Policies. We will make all of our policies available to you via our client portal. We strongly encourage the board to review the policies carefully so that they will become thoroughly familiar with them. We will include a memorandum with each set explaining the purpose of the policies and pointing out areas in which you might want to exercise some discretion. We will provide electronic versions of the policies to you so that you and your staff can format the policies to conform to your district's preference and to post them on your district's website if you wish.

Board Adoption of Policies. Many boards require two readings of a policy before they may adopt it. There is no legal requirement of two readings, and we recommend against it because there are many instances when boards needed to act quickly to adopt or amend a policy.

We recommend that the board record the dates when it reviews, adopts, and revises each policy. Nebraska Department of Education representatives examine board policies for these dates when they conduct accreditation reviews. The dates can also be useful in communicating the board's commitment to following its policies when patrons try to convince administrators to deviate from policy "just this once."

Administrative Regulations. Some school districts have elaborate systems of policies, administrative regulations, guidelines, or protocols. As a general rule, we prefer that the board establish written policies and that administrative practice be less formal. The danger of a system of multiple written policies, procedures and protocols is that the policies change over time, but the written protocols don't, or administrators simply overlook one set of written documents. The only written protocols we recommend, other than board policy, are your school safety plan, your student handbook, and staff handbooks. You should review these handbooks carefully at the end of every school year to be sure they comply with board policy. We will be happy to review your handbooks for you if you would like us to do so.

Staff and Student Handbooks. Our policy service also includes form staff and student handbooks that align with your policies. Again, there is no additional charge for consultation with us to customize the handbooks, which are updated annually.

Cost and Billing for Policy Service. The cost of the policy service is $9,500. It includes a full set of policies and policy updates for a two-year period. We can bill you in 12 monthly installments or in a lump sum according to your preference. After the initial two-year period, we charge an additional fee to keep your subscription current so that you can receive all the updates. This year that fee was $1,000.

We would be delighted to work with you and the board on policies. If you have questions about the service, the policies, or any other matter, please contact one of us.

POLICY NO.3001 - CASH RESERVE

BE IT RESOLVED, that in accordance with the regulations of the Nebraska Department of Education that the School District of Bayard shall be authorized to have a cash reserve not to exceed forty-five percent (45%) of the total budget adopted for such fund, exclusive of capital outlay items.

Adopted: 8-17-76

Revised: 8-19-93; 3-12-07

Reviewed: 3-8-10, 11-9-20, 8-16-21

POLICY NO. 3101 - SALE AND DISPOSAL OF SCHOOL PROPERTY

The Superintendent is authorized and directed to dispose of books, furniture, equipment, real estate, and other property that is obsolete or no longer needed for school operations. Any sale of school property is contingent on approval by the vote of at least two-thirds of the members of the Board of Education at a regular meeting.

Such disposal may be by private sale, auction, trade-in, or by taking bids and selling to the highest or most responsible bidder.

The following procedures shall be followed for an auction or when taking bids:

1. The intention to sell shall be publicized, via school newsletter, a weekly memo, a bulletin posting, a newspaper advertisement, or other means suitable to the value and nature of the property.

2. Real estate will be sold to the highest bidder, except that a minimum acceptable price may be established prior to bidding.

3. Items which are offered for sale in an approved manner which are not sold after a reasonable period of time may be considered to have no value and may be disposed of as determined by the Superintendent and reported to the Board of Education.

Property that has little or no value shall be discarded or recycled as appropriate. No school employee shall take such property for their personal use, even if the item has been placed in the trash, without the express written approval of the superintendent.

Adopted: 8-17-76

Reviewed: 3-8-10, 11-9-2020, 8-16-21

Revised: 11-14-11, 11-14-16

POLICY NO. 3131 - PROCUREMENT PLAN – SCHOOL FOOD AUTHORITIES

The following procurement policy statement shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. This statement is meant to provide guidance to our personnel and vendors on acceptable and/or required procurement practices. Our goal is to fully implement all required and recommended procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the State Agency.

Procurement Policy

The purchasing procedure to be followed shall be determined by the anticipated total annual expenditure on items related to the food service program:

When the annual total for food service program related items is less than $150,000 per year (per procurement event or in aggregate purchases) this organization will follow the informal Small Purchase Procedure.

When the annual total for food service program related items is greater than $150,000 per year (per procurement event or in aggregate purchases) this organization will follow the Formal Competitive Solicitation Procedures.

Micro-Purchase Procedures

Micro-Purchases may be used for annual transactions under $3,500 made with a vendor [2 CFR 200.320(a)].

Prices will be reviewed for reasonableness [2 CFR 200.320(a)].

Purchases will be spread equitably among all qualified sources [2 CFR 200.320(a)].

Small Purchase Procedures

For purchases made below the small purchase threshold, Small Purchase Procedures will be utilized to purchase necessary goods and services. When Small Purchase Procedures are used, this organization will take the following steps:

1. Contact a minimum of three potential vendors
2. Document each vendor's quoted price
3. Select the company that provides the lowest, most responsive, and responsible bid
4. Inform all bidding companies in writing of the final decision made by the sponsor
5. Write contract for meal service between the sponsor and the winning bidder.

Formal Competitive Solicitation Procedures

For purchases made in excess of the small purchase threshold, a Formal Competitive Solicitation will be conducted. When Formal Competitive Solicitation Procedures are used, this organization will take the following steps:

1. Prepare an Invitation for Bid ("IFB") or Request for Proposal ("RFP") document specifically addressing the items to be procured
    a. Include detailed specifications
    b. Ensure price will be most heavily weighted
2. Publicly announce and advertise the bid/proposal at least 21 calendar days prior to bid opening
    a. Announcements will include the date, time and location in which bids will be opened
3. Determine the most responsive and responsible bid/proposal by using the selection criteria set forth in the bid/proposal document
    a. Responsible bidders will be those whose bid/proposal conform to all of the terms, conditions and requirements of the IFB/RFP
4. Award the contract
    a. To the most responsive and responsible bidder based on the criteria set forth in the IFB/RFP
    b. At least two weeks before program operations begin
    c. If a protest is received, it must be handled in accordance with 7 CFR 210.21
5. Retain all records pertaining to the formal competitive bid process for a period of five years plus the current year

(Note: If the bid threshold established in the sponsor's procurement policy statement is less than $150,000, the smaller bid threshold will govern.)

This organization incorporates the following elements into the Procurement Policy Statement, as required by 2 CFR 200 and 7 CFR parts 210, 3016 and 3019.

A. Competition: We shall demonstrate our goods and services are procured in an openly competitive manner. Competition will not be unreasonably restricted. [7 CFR 210.21(c)(1)] [2 CFR Part 200.319(a)(l-7]

B. Comparability: We recognize for true competition to take place, we must maintain reasonable product specifications to adequately describe the products to be purchased and

the volume of planned purchases based upon pre-planned menu cycles. 2 CFR 200.319(a)(6)/7 CFR 3016.36(c)(3)(i)/7 CFR 3019.44(a)(3)(iv)]

C. Documentation: We shall maintain for the current year and the preceding three years all menus, production records, invitations to bid, bid results, bid tabulations or any other significant materials that will serve to document our policies and procedures. [2 CFR 200.318(i)/7 CFR 3016.36(9)]

D. Code of Conduct: This program shall be governed by the attached Code of Conduct and it shall apply to all personnel, employees, directors, agents, officers, volunteers or any person(s) acting in any capacity concerning the food service procurement program. [2 CFR 200.318(c)(1)/7 CFR 3016.36(3)(1-1 v)]

E. Procurement Review Process: This procurement plan shall receive an internal program review on an annual basis by a staff person who is not associated with food service procurement process. This review shall be summarized in written form and kept with the other required program documentation.

F. Contract Administration: Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation file. [2 CFR Part 200.318(b]) [7 CFR Part 3016.36(b)(2)]

G. General Requirements:

- Small, minority and women's businesses enterprises and labor surplus firms are used when possible. [2 CFR 200.321]
- A cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. [2 CFR 200.323(a)]
- Documented Procurement Procedures and activities will be maintained. [2 CFR 200.318(a)]

H. Duties of Food Service Supervisor:

1. To work with staff and clients in developing acceptable menus for breakfast and lunch.

2. To compile market orders or requisitions for purchases which accurately reflect the total quantities of required foods to be ordered per (day, week or month).

3. To place and confirm orders with vendors, or make plans to purchase the required items.

4. To keep program menus up to date by testing and using new products and seeking feedback from staff and clients.

5. To send out bid quotation forms to vendors who have expressed an interest in doing business with the sponsor.

6. To make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service and price.

7. To work with vendors on a fair and equal basis.

8. To develop a list of acceptable brands. (Multiple brands per bid item when possible.)

9. To conduct an in-house procurement review once per year.

Adopted: 10-9-17

Reviewed: 11-9-20, 8-16-21

POLICY NO. 3140 - CONTRACTING FOR SERVICES

Contractual services which by their nature are not adapted to award by competitive bidding, such as contracts for the services of individuals possessing a high degree of professional skill, where the ability or fitness of the individual plays an important part, are not subject to bid but are subject to approval by the Board of Education in conformity with established policy.

Every contract for services to be provided to Bayard Public Schools shall require that the contractor use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. Such requirement shall be deemed to be included and a part of the terms of every contract for services with the School District, including but not limited to oral contracts.

Legal Reference: Neb. Rev. Stat. § 4-114

Adopted: 6-14-10

Reviewed: 11-9-20, 8-16-21

POLICY NO.3201 - BIDDING

The Superintendent shall periodically estimate the requirements of standard items or classes of items and make quantity purchases. All purchases for supplies, materials, equipment and contractual services involving more than $5,000.00 shall be based on competitive bids.

Competitive bidding shall be practiced by one of the following: formal bid with written specifications, written price quotations, or oral price quotations.

Bid instructions shall be clear and complete, conducive to competitive bidding.

The Superintendent shall seek bids from those sources who are able to offer the best prices, consistent with quality, delivery and service. Consideration must be given to local vendors whenever the following factors are equal: quality of product, suitability of product, price, conformance with the specifications, convenience of delivery, and past services to the school district.

Formal bids shall be opened in public at the prescribed time and place as indicated and tabulated for study.

After bids have been opened and tabulated they will be available for those interested in copy or study. They shall not, however, be removed from the purchasing office.

The right is reserved to reject any bid as submitted, and to make selection of materials or equipment as is, in the best judgment of the Board of Education or its purchasing agent, best suited for the purposed indicated. In the event of a tie bid the following procedure shall be followed:

a) In the case of single items, the award will be made to a local vendor, if any, or if not, shall be made to the vendors who have offered the most consistent service and reliability in the past.

b) In the case of multiple items where only a part of the items are tie bids, the award of all tie bids shall be made to a local vendor, if any, or if not, to the vendor who has done the best on the whole.

Adopted: 8-17-76

Reviewed: 3-8-10, 11-9-20, 8-16-21

Revised: 11-14-11

POLICY NO. 3202 – GENERAL PURCHASING AND PROCUREMENT AND CREDIT CARD PURCHASING PROGRAM

I. Applicability of this policy.

Purchases made with federal funds, whether those funds are derived directly from the federal government (e.g. award of a federal grant) or are derived by passthrough awards from the Nebraska Department of Education (e.g. special education funds, school lunch funds, Title I funds) are subject to the policy on Purchasing and Procurement with Federal Funds, which is found elsewhere in this section. This policy applies to all purchases made by the school district except construction, remodeling, repair and site improvements.

II. General Purchasing Policy

A. The school district's budget shall be the guide for all purchases. No employee of the district may make a purchase that is not provided for in the budget without board or administrative approval.
B. The board intends to purchase competitively, whenever possible, without prejudice and to seek maximum educational value for every dollar expended.
C. 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.
D. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

III. Building-Specific Purchasing

A. School buildings are operationally under the control of building principals. Principals have control and responsibility for the building and grounds, for all supplies and equipment housed at the building, for all school-related activities in the building, and for all pupils, teachers, and other employees assigned to the building.
B. Principals, in consultation with their staff, are responsible for requisitioning, managing, distributing, and utilizing supplies within the building.
C. The superintendent of schools or his designee is responsible for the requisitioning, managing, distributing, and utilizing of supplies for maintenance and transportation.
D. The administration is responsible for purchasing of goods, services and supplies and for providing the necessary forms for establishing efficient procedures to facilitate the process.

IV. Purchasing Procedures

A. School personnel must secure the approval of an authorized administrator before making any purchases.

B. Employees seeking reimbursement for a purchase made with their personal funds must attach an itemized receipt or invoice to all requests for reimbursement; must sign all purchase receipts or charge slips; and must submit itemized receipts and any purchasing card or credit card receipts to the office of the superintendent no later than 5 days prior to the next regular board meeting. A non-itemized credit card receipt is not sufficient.

C. Employees making purchases with a school district credit card or purchasing program must comply with the steps set forth in the district's Purchasing (Credit) Card Program.

D. All purchases of goods and services made with district funds must be made on a properly executed purchase order.

E. All purchases shall be initiated with a purchase order. Purchase orders are signed by the person responsible for that particular budget and finally by the superintendent.

F. For purchases of more than $10,000 authorized staff members must secure written quotes and/or estimates from a reasonable number of vendors. Staff will purchase from a responsible vendor with the lowest price unless the board approves the purchase from the more expensive vendor.

V. Relations with Vendors

A. The board wishes to maintain good working relations with vendors who supply materials, supplies and services to the school system. The school shall not extend favoritism to any vendors. Each order shall be placed on the basis of quality, price and delivery, with past services being a factor if all other considerations are equal. The administrative team may, in its discretion, use a Nebraska state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.

B. No purchase shall be made that violates any conflict of interest policy or law.

C. No employee shall endorse any product of any type or kind in such a manner as will identify him/her in any way as an employee of the school district.

D. The board believes in patronizing local businesses. Consequently, when proposals are judged to be equal in terms of quality, price, and/or service, the contract or purchase will be awarded to the firm that is located within the district. However, the board will not sacrifice either quality or economy to patronize local businesses.

VI. Credit Card Purchasing Program

A. The Board of Education authorizes the Superintendent or designee to contract with one or more financial institutions, card-issuing banks, credit card companies, charge

card companies, debit card companies, or third-party merchant banks capable of operating a purchasing card program on behalf of the District.

B. The Board of Education delegates to the Superintendent or designee: (a) the determination of the type of purchasing card or cards to be utilized in the District's purchasing card program; and (b) the determination of which employees shall be approved or disapproved to be assigned a purchasing card in the District's purchasing card program. The Superintendent shall submit the approved names to the Board, from time to time.

C. The District's purchasing card program may only be utilized for the purchase of goods and services for and on behalf of the District. No officer or employee of the District shall use a purchasing card for any unauthorized use.

D. An itemized receipt for purposes of tracking expenditures shall accompany all purchasing card purchases. In the event that a receipt does not accompany an authorized cardholder's purchase, the Superintendent or designee shall temporarily or permanently suspend said cardholder's purchasing card privileges.

E. Upon the termination or suspension of employment of an individual using a purchasing card, the Superintendent or designee shall immediately close such individual's purchasing card account and said employee shall immediately return the purchasing card.

Adopted: 8-17-76

Reviewed: 3-8-10, 11-9-20, 8-16-21

Revised: 11-14-16, 3-9-20

II. Applicability of this 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.

III. 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 a purchase of 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 (Small Purchase Procedures)**
   Small purchases are purchases that, in the aggregate amount, is more than $10,000 and less than $250,000 annually. For small purchases, 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
   c) 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. **Procurement by Competitive Proposals.**
   Competitive proposals are 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:
   a) 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 to the maximum extent practical;
   b) Proposals must be solicited from an adequate number of qualified sources;
   c) The District must have or produce a written method for conducting technical evaluations of the proposals received and for selecting recipients;
   d) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
   e) 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 in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.
   f) 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.

5. **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:

i. The item is available only from a single source;

ii. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

iii. The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; or

iv. 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.

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, compliance with public policy, record of past performance, and financial and technical resources. 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 reviewing 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

The officers, employees, and agents 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, or agents of the District at the board's discretion.

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 which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or $5,000.

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 used to 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 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.

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 original or replacement 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 passthrough for a state-administered grant) for disposition instructions. If the item has a current FMV of $5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency.

V. 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, 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 trained 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: 3-9-2020

Reviewed: 11-9-20, 8-16-21

Revised:

POLICY NO. 3203 - EMPLOYEES INVOLVED IN OUTSIDE BUSINESS

An employee in the Bayard Public Schools may engage in business, activities outside the school provided he does not use any school time or school facilities or equipment for any part of this venture.

The Bayard Public Schools will not purchase any commodity, supply or service from a business owned or operated by an employee where that employee is employed by said business and is involved with the selection, specification or requisitioning of the commodity, supply or services to be used by the schools, or where said employee, either directly or indirectly, would receive any remuneration, commission, or gift because of such purchase.

Any exception to this policy would require action by the Board of Education.

Adopted: 8-17-76

Reviewed: 3-8-10, 11-9-20, 8-16-21

POLICY NO. 3205 - INSURANCE

The school district will maintain a comprehensive insurance program to provide adequate coverage against major types of risk loss, or damage, as well as legal liability.

Administration of the insurance program, making recommendations for additional insurance coverage, placing the insurance coverage and loss prevention activities shall be the responsibility of the superintendent.

General and personal liability insurance will cover district Board members and employees only when acting in their official capacity.

The district will provide liability coverage for all district-owned or leased vehicles.

The district will establish and provide the opportunity for students to purchase student accident insurance. The district will not carry student accident insurance other than liability insurance.

The district will not be liable for theft and damage of personal property of students that is not a requirement for attendance or participation. Additionally, the district will not be liable for theft and damage of personal property of staff.

Adopted: 8-17-76

Revised: 7-13-81; 4-12-10

Reviewed: 11-9-20, 8-16-21

POLICY NO. 3206 - CONFLICT OF INTEREST

Board members will abstain from voting on items that will place them in violation of State Statutes. They may declare to the Board in writing, of any possible areas where a conflict of interest may occur.

Adopted: 8-15-83

Reviewed: 3-8-10, 11-9-20, 8-16-21

POLICY NO. 3207 - EMPLOYMENT OF IMMEDIATE FAMILY MEMBERS

1. A member of the Board of Education or an administrator or other employee with supervisory responsibilities may employ or recommend or supervise the employment of an immediate family member if:
    a) He or she does not abuse his or her official positions as such "abuse" is defined at paragraph 5 below;
    b) He or she makes a full disclosure on the record to the Board of Education and a written disclosure to the Superintendent and/or Secretary of the Board; and,
    c) The Board of Education approves the employment or supervisory position.

2. No immediate family member of a Board of Education or an administrator or other employee with supervisory responsibilities shall be employed by the School District:
    a) Without first having made a reasonable solicitation and consideration of applications for such employment;
    b) Who is not qualified for and able to perform the duties of the position;
    c) For any unreasonable high salary;
    d) Who is not required to perform the duties of the position.

3. Neither the Board of Education nor an administrator or other employee with supervisory responsibilities shall 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. This policy shall not apply to an immediate family member of a member of the Board of Education or an administrator or other employee with supervisory responsibilities who was previously employed in a position with the School District prior to the election or appointment of the Board member or employee. Prior to or as soon as reasonably possible after the official date a Board member takes office or an employee assumes his or her responsibilities, such Board member, administrator or other employee with supervisory responsibilities shall make a full disclosure or any immediate family member employed in a position subject to this policy.

5. Abuse of an official position includes, but is not limited to, employing an immediate family member:
    a) Who is not qualified for and able to perform the duties of the position;
    b) For any unreasonably high salary; or,

c) Who is not required to perform the duties of the position.

6. A member of the Board of Education cannot teach in the School District. Nor shall a member of the Board of Education cast a vote in favor of the election of any employee when blood or marriage relates the Board member to such employee.

Legal Reference: Neb. Rev. Stat 79-818; 79-544 and Sections 16 and 17 of LB 242, Laws of 2001

Adopted: 8-13-01
Revised: 4-12-10
Reviewed: 11-9-20, 8-16-21

POLICY NO. 3560 - BUSINESS OPERATIONS PROCEDURES – BIDDING CONSTRUCTION PROJECTS

The District shall bid every project for the construction, remodeling, or repair of any school-owned building or for site improvements when the contemplated expenditures for the project is in excess of $109,000.00, or such sum as adjusted pursuant to §73-106. The bidding procedures shall comply with the requirements of state law and shall include the following:

1. Notice to Bidders: The Administration shall prepare a notice to bidders containing a general description of the scope of the project being bid; the location of the project; the means of obtaining project documents, including plans and specifications; the date and hour bids will close; and the date, hour and place bids are to be returned, received and opened, and a provision that such bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders, when the hour is reached for the bids to close.

2. Regular Manner of Advertisement for Bids: The notice to bidders shall be published one time in a newspaper of general circulation in the School District. The notice shall be published at least seven (7) days prior to the date designated for the opening of such bids. The Board of Education or Administration may, in its sole discretion, elect to utilize further advertisement for bids as it may determine appropriate to secure a sufficient number of qualified bidders for the scope of the project.

3. Bid Opening: When the hour is reached for such bids to close, bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders.

4. Contract Award: The contract shall be awarded to the lowest responsible bidder as to the extent required by law. When not so required, the award shall be made on the basis of consideration of the contract award criteria determined appropriate by the Board or administration.

5. Performance and Payment Bonds. Whenever any contract is entered into for the erecting, furnishing, or repairing of any building or other public structure or improvement, the contractor shall be required, before commencing such work, to furnish a performance, labor and material payment bond. The bond requirement shall not apply, however, to any project bid or proposed which has a total cost of $10,000 or less unless the School Board or Administration includes a bond requirement in the specifications for the project. The bond shall be in an amount not less than the contract price. The bond shall be conditioned on the faithful performance of the contract and the payment by the contracting party of all laborers and mechanics for

labor that is performed and of all material and equipment rental that is actually used or rented in connection with the improvement project and the performance of the contract. Such bond shall contain such provisions as are required by statutes, and be in a form prescribed and required by the district.

6. Retention of an Architect or Engineer. The School District shall not engage in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by an architect, a professional engineer, or a person under the direct supervision of an architect, professional engineer, or those under the direct supervision of an architect or professional engineer; provided that such requirement shall not apply to any public work in which the contemplated expenditure for the complete project does not exceed one hundred thousand dollars ($118,000), as adjusted from time to time by § 81-3445 or other applicable law.

7. Additional Procedures. Each bid for which a labor and material bond is required shall be accompanied by a bid bond or certified check in the amount of five percent (5%) of such bid unless the School Board or Administration waives such requirement. The Board of Education or Administration may provide for additional procedures for the procurement, opening and acceptance of bids as deemed appropriate for a particular project.

Legal Reference: Neb. Rev. Stat. ' 52-118; Neb. Rev. Stat. ' 73-101 *et seq.;* Neb. Rev. Stat. ' 73-106; Neb. Rev. Stat. ' 81-3445

Legal Reference:

Neb. Rev. Stat. 52-118

Neb. Rev. Stat. 73-101 *et seq.*

Neb. Rev. Stat. 73-106

Neb. Rev. Stat. 81-3445

Adopted: 8-9-04

Reviewed: 3-8-10, 11-9-20, 8-16-21

Revised: 08-11-14, 08-10-15, 8-8-22

1. General Standard. Records should generally be organized, managed, retained and disposed of in accordance with law and the Secretary of State's schedules for retention and disposition of public records.

2. Records Officer. The Superintendent is hereby designated as the records officer of the school district for purposes of this policy. Any questions about the type or category of a record or the required retention period for it should be addressed to the records officer.

3. Electronic Messages. Electronic messages are communications using an electronic system for the conduct of school district business internally, between other state and local government agencies, and with parents, students, patrons and others in the outside world. These messages may be in the form of e-mail, electronic document exchange (electronic fax), and electronic data interchange (EDI). In this policy, the terms electronic messages and e-mail are used, depending on the context, to mean the same thing. The school district's electronic system in which records are collected, organized, and categorized to facilitate preservation, retrieval, use, and disposition is as follows:

   a. End-User Management. End-user means anyone who creates or receives electronic messages on the school district's electronic system. Electronic messages are to be managed at the end-user's desktop rather than from a central point. Each end-user is responsible for organizing, managing and disposing of records that are part of his or her desktop computer.

   b. Categories for Retention. Electronic messages fall within three categories: (1) transitory messages; (2) records with a less than permanent retention period; and (3) records with a permanent retention period. End-users are to organize, store, retain and dispose of electronic messages according to these three categories. This means determining which electronic messages require long-term retention, determining who is responsible for making this decision, and establishing storage and disposition requirements for electronic messages.

      i. *Transitory messages.* Transitory messages include copies posted to several persons and casual and routine communications similar to telephone conversations. For example, as determined on an individual case-by-case basis by the end-user, transitory messages include certain

embryonic materials, notes or drafts; unwanted and unneeded "junk" mail; "personal" mail for employees not related to school business; unsolicited sectarian, religious, partisan, political or commercial messages, or political advertising or advertisements promoting particular personal or religious beliefs, a specific ballot question, or controversial topics or positions. There is no retention requirement for transitory messages. Employees sending or receiving such communications may delete them immediately without obtaining approval.

ii. *Less than permanent retention records.* These records are governed by the retention period for equivalent hard copy records as specified in the approved records retention and disposition schedules. These records should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. Employees creating or receiving such communications may delete or destroy the records only according to the applicable retention schedule. Questions relating to the retention or destruction of these records should be referred to the records officer.

iii. *Permanent/archival retention records.* These are records scheduled for transfer to the Nebraska State Historical Society (NSHS). Decisions relating to such records should be made by the records officer in consultation with NSHS, and the State Records Administrator about either transferring the records or maintaining them in the agency of origin. If the transfer decision is made, the method, frequency and format of the transfer should be determined cooperatively by the records officer, the NSHS, and the State Records Administrator.

c. Electronic Storage Limitations. The district's computer systems have storage limitations. E-mails are deleted by the computer system within 60 to 90 days to avoid operational problems. End-users are instructed that electronic messages that are required to be maintained past that time period should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. The retention period for the particular record is the best indicator of which storage medium or format to choose.

d. Proper Use of Electronic Messages.

i. Non-Discrimination. Electronic messaging is not permitted to be used to promote discrimination on the basis of race, color, national origin, age,

marital status, sex, political affiliation, religion, disability or sexual preference; promote sexual harassment; or to promote personal, political, or religious business or beliefs.

ii. Permissible Use. Electronic messaging is to be used only for purposes that are consistent with the mission of the school district. Electronic messaging is not permitted to be used for personal purposes except for: incidental, intermittent or occasional use which does not interfere with performance of duties as determined by the administration, use that is authorized pursuant to an individual use agreement, and use that represents a form of the employee's compensation. Electronic messaging is not permitted to be used for personal financial gain or 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. Electronic messaging is not permitted to be used for purposes of assisting a non-profit organization except when and to the extent such use serves a school purpose or facilitates school district business.

iii. Conduct. Employees shall not read electronic messages received by another employee when there is no school purpose for doing so, send electronic messages under another employee's name without the employee's consent or administrative authorization, or change or alter any portion of a previously sent electronic message without administrative authorization.

iv. Other Regulations. Electronic messaging is subject to all requirements of the school district's "Acceptable Use of Computers, Network, Internet and Websites" policy and may be monitored and accessed at any time without prior notice. The school district has complete authority to regulate all electronic messaging. Electronic messaging is a privilege and not a property right and is not a public forum. Electronic messaging is made available subject to all board policy and regulations, these regulations, building guidelines, use agreements, handbook provisions, and all administrative orders or directives as issued from time to time.

4. Litigation Holds

When litigation against the District or its employees is filed or threatened, the District will take all reasonable action to preserve all documents and records that pertain to the issue. Such action

will in particular be taken when the litigation may be filed in federal court or otherwise subject to federal rules of discovery.

As soon as the District is made aware of pending or threatened litigation, a litigation hold directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue.

The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted. E-mail and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the records officer until the hold is released.

Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system; such messages are to be converted by the recipients of the litigation hold to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

No employee who has been notified of a litigation hold may alter or delete an electronic or other record that falls within the scope of the hold. Violation of the litigation hold may subject the employee to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

5. Settlement Agreements

A public written or electronic record of all settled claims shall be maintained.

The record for all such claims settled in the amount of fifty thousand dollars or more (or one percent of the total annual budget of the School District, whichever is less) shall include a written executed settlement agreement. The settlement agreement shall contain a brief description of the claim, the party or parties released under the settlement, and the amount of the financial compensation, if any, paid by or to the School District or on its behalf. Any such settlement agreement shall be included as an agenda item on the next regularly scheduled public meeting of the School Board for informational purposes or for approval if required.

Any such settled claim or settlement agreement shall be a public record. Nonetheless, specific portions of the record may be withheld from the public to the extent permitted or provided by statute.

The foregoing does not apply to claims made in connection with insured or self-insured health insurance contracts.

Legal Reference: Neb. Rev. Stat. " 84-712 through 84-712.09
Neb. Rev. Stat. " 84-1201 to 84-1227

Laws 2010, LB 742

State Records Administrator Guidelines:

Schedule 10: Records of Local School Districts (Feb. 1989)

Schedule 24: Local Agencies General Records (March 2005)

Electronic Imaging Guidelines (March 2003)

Adopted: 8-13-07

Reviewed: 3-8-10, 11-9-20, 8-16-21

Revised: 6-14-10

POLICY NO. 3570 - ESSA

It is the policy of the District to comply with the Every Student Succeeds Act ("ESSA") and federal grant programs in which the District participates.

1. Authority to Sign Applications. The Superintendent is authorized to sign applications for any of the ESSA formula grants on behalf of the District and may delegate such authority to other administrators in the Superintendent's discretion. The Superintendent shall submit such applications as determined appropriate so long as acceptance of the funds does not include conditions contrary to the policies of the Board of Education.

2. Supplement not Supplant. Federal funds shall be used to supplement, not supplant the amount of funds or services available from non-federal sources, in compliance with the requirements of federal law. ESSA funds shall not be used to provide services otherwise required by law to be made available.

3. Equitable Allocation. Federal funds shall be used in a manner to ensure equitable allocation of resources. Staff are to be assigned and curriculum materials and instructional supplies are to be distributed to the schools in such a way that equivalence of personnel and materials is ensured among the schools in compliance with the requirements of federal law.

4. Maintenance of Effort. The District shall maintain fiscal effort related to ESSA programs in compliance with the requirements of federal law.

5. Resources. The procurement of resources related to the ESSA programs, including contracts and purchase or service agreements for such program, shall be in accordance with the District's written procedures for purchasing and contracting. Purchase orders and invoices shall indicate an appropriate record of expenditures. All equipment purchased with federal funds, including those used in nonpublic and other facilities, shall be appropriately identified, inventoried, and when no longer useful to the program, properly disposed. Resources such as staff, materials and

equipment funded by Title I shall be used only for children participating in the program.

6. Maintenance of Records. Records of all federal financial and program information shall be kept for a minimum of 5 years after the start date of the project.

7. Identification of Eligible Children. The Superintendent and the designees shall implement an appropriate process to identify children eligible for services provided under federal programs.

8. Coordination of Services. Title I services shall be coordinated and integrated with the regular classroom, with other agencies providing services and with other federal, state and local programs.

9. Standards and Expectations. Students receiving services in Title I are held to the same standards and expectations as all other students.

10. Assessments. Students receiving services in Title I are assessed with the regular population without accommodations.

11. Parents Right to Know. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

(A) Whether the student's teacher—

(i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

(ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and

(iii) is teaching in the field of discipline of the certification of the teacher.

(B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

12. Testing Opt-Out. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District's policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District's website) information on each State or District assessment, including:

(A) the subject matter assessed;

(B) the purpose for which the assessment is designed and used;

(C) the source of the requirement for the assessment;

(D) the amount of time students will spend taking the assessment, and the schedule for the assessment; and

(E) the time and format for disseminating results.

13. Language Instruction Programs. At the beginning of each school year, if the District receives Title I funding, the District will implement an effective means of outreach to parents of English learners to inform the parents regarding how the parents can—

(A) be involved in the education of their children; and

(B) be active participants in assisting their children to—

(i) attain English proficiency;

(ii) achieve at high levels within a well-rounded education; and

(iii) meet the challenging State academic standards expected of all students.

The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA.

14. Other Requirements. The Superintendent shall take or cause other staff to take such action as required by law for the District to maintain compliance with ESSA and specific ESSA grant programs in which the District participates.

15. Certification Regarding Debarment, Suspension and Ineligibility. The District will endeavor to ensure that all contracts and purchase orders reimbursed using federal funds will include the following "suspension and disbarment" language:

To the best of its knowledge and belief, the contractor or any of its principals are not presently debarred, suspended, proposed for debarment or otherwise declared ineligible for the award of contracts by any Federal agency by the inclusion of the contractor or its principals in the current "LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NONPROCUREMENT PROGRAMS" published by the U.S. General Services Administration Office of Acquisition Policy.

The prospective lower tier participant shall provide immediate written notice to the District if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Should the prospective lower tier participant enter into a covered transaction with another person at the next lower tier, the prospective lower tier participant agrees by accepting this agreement that it will verify that the person with whom it intends to do business is not excluded or disqualified.

Notwithstanding anything to the contrary, all persons or entities contracting with the District with any reimbursement using federal funds shall be bound by this certification and shall fully abide by and comply with the same.

Legal Reference: ESSA

Adopted: 8-13-07

Reviewed: 3-8-10, 11-9-20, 8-16-21

Revised: 7-11-11, 11-14-16, 10-9-17

Rodney Olson

Vacation Leave 20 days (160 hours) no more the 25 days	Dates	Hours	
	7/1/2022	8	
	7/8/2022	8	
	7/28/2022	8	
	7/29/2022	8	
	9/16/2022	8	
	9/23/2022	4	
	9/24/2022	8	
	11/23/2022	8	
	11/25/2022	8	
	3/10/2023	8	
	4/7/2023	8	
	4/10/2023	8	
		92	Total used

Sick Leave 10 days (80 hours) no more then 60 days	Dates	Hours	
	9/1/2022	8	Sick Bank
	10/10/2022	8	
	11/28/2022	8	
	1/6/2023	8	
	1/13/2023	8	
	1/30/2023	8	
	1/31/2023	3	
	4/28/2023	8	
		59	Total used

From: Rodney Olson [rodney.olson@bayardtigers.org]
To: Bobbie Stuart [bobbie.stuart@bayardtigers.org]
Subject: Supt. Report 5/8/23
Sent: Fri 5/5/2023 3:38 PM GMT-05:00
Importance: Normal
Supt. Report

1. Spanish teacher search vs. DL delivery.
2. Personal Finance requirements will be met via a modified form of DL through Elevate K-12.
3. Industrial arts offerings will continue but at a reduced rate due to Rule 10 accreditation concerns.
4. Sped. needs not met will be filled by ESU 13 for the birth to 5 age group.