

**BOX BUTTE COUNTY SCHOOL DISTRICT #07-0010**

**HEMINGFORD PUBLIC SCHOOLS**

**BOARD OF EDUCATION MEETING AGENDA**

**Monday, August 15, 2022**

**South Campus**

The Board of Education of School District 07-0010 will meet on Monday, August 15, 2022 in the South Campus as duly advertised in the Hemingford Ledger.

- I. Pledge of Allegiance
- II. Notices
- III. Call Meeting to Order
  - III.A. Roll Call
  - III.B. Excuse Absent Board Member(s)
- IV. Approval of Agenda
- V. Report from Board Committee
- VI. Regular Meeting Agenda
  - VI.A. Public Participation (Maximum of 30 Minutes Allotted for this Portion of the Meeting)
  - VI.B. Correspondence
  - VI.C. Consent Agenda
    - Approve minutes for July 11, 2022 meeting
    - Approve Treasurer's Report
    - Approve School Activity Fund Report
    - Approve Control Budget
  - VI.D. Payment of Claims
  - VI.E. Discuss, Consider, and Take All Necessary Action in Regard to Approval of the Revised Student/Parent Handbook
  - VI.F. Discuss, Consider, and Take All Necessary Action in Regard to Revision of the Following Policies: Policy 1005.03 (Update from "Parental and Family Involvement" to "District and School (Combined) Title I Parent and Family Engagement Policy"), Revision of Policy 605.07 (Dual Enrollment Policy to 605.07 Full-Time and Part-Time Enrollment Policy), Revised Policy 0506.01 (Activity Eligibility), and Revised Policy 0506.01R (Procedures and Guidelines for Activity Eligibility)
  - VI.G. Discuss, Consider, and Take All Necessary Action in Regard to Approval of Handbooks for Certificated Staff, Support Staff, and Substitute Teachers
  - VI.H. Discuss, Consider, and Take All Necessary Action in Regard to a Proposal by Arielle Lawrence's for the Development of a Student Board Representative

Program and Adoption of Proposed Policy 0201.08 (Student Board Representative)

- VI.I. Discuss, Consider, and Take All Necessary Action in Regard to Adoption of an Updated Superintendent Evaluation Tool
- VII. Discussion/Possible Action Items
  - VII.A. Discussion Regarding Scheduling of A Workshop with Marcia Herring In Conjunction with the October Board Meeting
- VIII. Administration Reports
- IX. Superintendent Report
- X. VIIA. Policy Review (Policies 0412.06 through 0413.05)
- XI. Items For Next Board Meeting
- XII. Adjournment

Welcome to the Hemingford Public Schools Board of Education Meeting.

The board welcomes citizens to attend board meetings to become acquainted with the programs and operations of the district. Members of the public are also encouraged to share their ideas and opinions with the Board during the agenda item labeled "Public Comment". Comments or questions from the audience at any other time during the meeting except for the agenda item "Public Comment" will be declared out of order.

School board meetings are a meeting held in public; however, the meetings are not public meetings.

## TALKING POINTS FOR BOARD MEETING

### 3 MINUTES PER INDIVIDUAL/30 MINUTES ON TOPIC

The board chair will recognize these individuals to make their comments at the appropriate time. Only those speakers recognized by the board chair shall be allowed to speak. Comments by others are out of order. If disruptive, the individual making the comments, or other individuals causing disruption may be asked to leave the board meeting.

The purpose of public participation is a forum for the public to provide information and be heard by the members of the board. By law, the board is not allowed to respond, discuss, or take action on items that are not included in the published agenda.

Any written or printed materials to be circulated for a meeting of the school board must be submitted to the superintendent by the **Thursday** preceding a Monday night meeting. (Per policy # 0204.12)

\*If you want to speak, you must fill out a Public Comment Request Card. When you have completed this, please submit the card to the superintendent. The cards will be numbered as they are received by the superintendent. You will be called on, by the board president, according to the number on your completed Public Comment Request Card. The board president will signal when the speaker has 30 seconds remaining.

\*By law, you must state your name, address, and we ask that you state the topic you are addressing, before you begin.

\*If you are planning to speak about personnel or student matters involving an individual, please understand that our policies require that such concerns initially be directed to the administration for consideration. Board members **may not** respond to any questions you ask or comments you make about individual staff members or students.

+++++tear off+++++tear off+++++tear off+++++

|        |  |
|--------|--|
| Number |  |
|--------|--|

|   |
|---|
| Hemingford School District—Board of Education                               |
| Public Comment Request Card   |
| Name:   |
| District resident: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Address:  |
| City/State/Zip Code:  |
| Agenda Item or Topic to address:  |
| Signature:  |



# Order Confirmation

Order# 000319103

**Client**

HEMINGFORD SCHOOL DISTRICT 10

Phone: 3084873328

Account: 1041036

Address: PO BOX 217  
HEMINGFORD NE 693480217

**Payor**

HEMINGFORD SCHOOL DISTRICT 10

Phone: 3084873328

Account: 1041036

Address: PO BOX 217  
HEMINGFORD NE 693480217

**Ad Content Proof**

Note: Ad size does not reflect actual ad

**LEGAL NOTICE**

**Hemingford Public Schools  
Board of Education Meeting**

NOTICE IS HEREBY GIVEN, that a meeting of the Board of Education of the School District of Hemingford, in the County of Box Butte, in the State of Nebraska, A/K/A School District #10 of Box Butte County, Nebraska will be held at 7:00 p.m. on Monday the 15th day of August 2022, at South Campus. An agenda for such meeting, kept continuously current, is available for public inspection at the office of the Superintendent.

Published in the Hemingford Ledger  
Hemingford, NE  
July 28, 2022 ZNEZ

**Sales Rep** SSH\_Open    **Accnt Rep** HLP\_Open    **Ordered By** Travis

**Fax:**    **EEmail:** tmiller@gubn.org

**Total Amount** \$4.80  
**Payment Amount** \$0.00

**Status**    **Materials**

**Amount Due** \$4.80    **Tear Sheets** 0    **Proofs** 0    **Affidavits** 1    **Blind Box**  
**Tax Amount:** 0.00  
**Payment Meth:** Invoice Statement    **PO Number:**

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**Run Schedule Invoice Text:** LEGAL NOTICE Hemingford Public Schools Board of

**Run Dates** 7/28/2022

**TagLine:** LEGALNOTICEHEMINGFORDPUBLICSCHOOLSBOARDOFEDUCATIONMEETINGNOTICEISHEREBYGIVE  
NTHATAMEETINGOFTHEBOARDOFEDUCATIONOFTHESCHOOLDISTRICTOFH

BOX BUTTE COUNTY SCHOOL DISTRICT 07-0010  
HEMINGFORD PUBLIC SCHOOLS  
HEMINGFORD, NEBRASKA

July 11, 2022  
Board of Education Regular Meeting Minutes

A regular meeting of the Board of Education of School District 07-0010 was called to order at 7:02 pm at South Campus by Justin Ansley. Notice of the meeting was given in advance through the Hemingford Ledger. Board members were notified in advance of the meeting.

Members Present: Ansley, Cullan, Horstman, Randolph, Schumacher, Turek. Absent:

Motion by Horstman that the Agenda be approved as presented. Seconded by Turek. Roll Call: Ansley: Aye, Cullan: Aye, Horstman: Aye, Randolph: Aye, Schumacher: Aye, Turek: Aye 6-0-0 Motion carried.

The Transportation Committee reported they had met to inspect the new motorcoach bus when it was delivered. The company will be picking up the bus to address some minor issues and will deliver the bus back to the school upon completion.

Motion by Randolph to approve the Consent Agenda. Seconded by Cullan. Roll Call: Ansley: Aye, Cullan: Aye, Horstman: Aye, Randolph: Aye, Schumacher: Aye, Turek: Aye 6-0-0 Motion carried.

Motion by Cullan claims be approved as presented in the amount of or \$181,852.10 Seconded by Ansley. Roll Call: Ansley: Aye, Cullan: Aye, Horstman: Aye, Randolph: Aye, Schumacher: Aye, Turek: Aye 6-0-0 Motion carried.

Motion by Randolph appoint Kristy Hanks as Board Treasurer/Clerk. Seconded by Schumacher. Roll Call: Ansley: Aye, Cullan: Aye, Horstman: Aye, Randolph: Aye, Schumacher: Aye, Turek: Aye 6-0-0 Motion carried.

Motion by Randolph continue with Bank of the West, Nebraska Bank and Hemingford Credit Union, and the Nebraska Liquid Asset Fund as Depositories of district funds. Seconded by Turek. Roll Call: Ansley: Aye, Cullan: Aye, Horstman: Aye, Randolph: Aye, Schumacher: Aye, Turek: Aye 6-0-0 Motion carried.

Motion by Turek that the Board of Education, approve Dr. Travis Miller, Superintendent, to serve as board authorized representative and to sign all forms and documents for all matters relating to Local, State and Federal matters when appropriate. Seconded by Horstman. Roll Call: Ansley: Aye, Cullan: Aye, Horstman: Aye, Randolph: Aye, Schumacher: Aye, Turek: Aye 6-0-0 Motion carried.

Motion by Schumacher Motion to designate Many Hats Law Firm and KSB School Law as representatives of Box Butte County District 10 for Legal matters. Seconded by Turek. Roll Call: Ansley: Aye, Cullan: Aye, Horstman: Aye, Randolph: Aye, Schumacher: Aye, Turek: Aye 6-0-0 Motion carried

Motion by Cullan approve the use of Local Substitutes for the 2022-2023 school year. Seconded by Randolph. Roll Call: Ansley: Aye, Cullan: Aye, Horstman: Aye, Randolph: Aye, Schumacher: Aye, Turek: Aye

Motion by Turek Motion to authorize Superintendent, Business Manager/Board Treasurer, Board President, and Board Secretary as signatories on school district accounts. Seconded by Schumacher. Roll Call: Ansley: Aye, Cullan: Aye, Horstman: Aye, Randolph: Aye, Schumacher: Aye, Turek: Aye 6-0-0 Motion carried.

Motion by Cullan approve Option Enrollment Program Resolution as presented. Seconded by Turek. Roll Call: Ansley: Aye, Cullan: Aye, Horstman: Aye, Randolph: Aye, Schumacher: Aye, Turek: Aye 6-0-0 Motion carried.

No action on Revision of Policy 605.07 Dual Enrollment to 605.07 Full-Time and Part-Time Enrollment Policy. This proposed revision will be brought back to the board for additional consideration along with Policy 0506.1 Student Activity Eligibility.

Motion by Schumacher Motion to keep meal prices static for the 2022-2023 school year. Seconded by Randolph. Roll Call: Ansley: Aye, Cullan: Aye, Horstman: Aye, Randolph: Aye, Schumacher: Aye, Turek: Aye 6-0-0 Motion carried. Prices for the 2022-2023 school year will be as follows:

Breakfast:

PK-12 Full Pay: \$1.65

Reduced Breakfast: \$0.30

Lunch:

Full Pay

Pre-Kindergarten: \$2.15

K-6: \$2.40

7-12: \$2.70

Reduced Lunch (all ages): \$0.40

Adult Meals: \$4.00

Extra Milk: \$0.40

Extra Main Entrée: \$1.00

Extra Meat: \$0.75

The board conducted hearings on the following policies: Student Fee Policy, Parental Involvement Policy, and Bullying Prevention Policy. This included a review of each policy, public input on each policy, and board discussion. Discussion on the bullying prevention policy included the importance of a working definition of bullying. Public comment on the bullying prevention policy included the importance on data, implementation, and follow-through and concern for student safety. Discussion on the parent involvement policy included a recommended change of wording from “involvement” to “engagement.” Public comment included interest in learning how parents can be more involved and engaged with education. Discussion on the Student Fee policy included the recommended change or adding dollar amounts to the policy to limit potential costs to the school and to families. Class Dues and Shop class are the only "fees" implemented currently. Discussion on structuring of class sponsors so there is more consistency in fundraising. Public comment included discussion about the use of fundraisers instead of fees as a common strategy being used in the district.

Administration Reports:

Mr. Arneson’s report: At the end of June, I had the opportunity and privilege to attend NWEA Fusion in Phoenix. This is NWEA’s national conference. They had wonderful speakers and sessions for me to attend. I acquired some ideas to help us use our data better and apply it to our teaching. Thank you for this opportunity.

The carpet is finished in the elementary school. And most of the lockers have been painted. The building looks great!

Mrs. Curtis reported that she has been working with the other members of the administrative team, including attendance at a recent conference on restorative practices. Mrs. Curtis has been working closely with Mrs. Gilkerson to plan academic supports to students during the coming school year. Mrs. Curtis also shared some plan for the use of Bobcat Time to support student achievement.

Mrs. Plog reported optimism for the coming school year and that she is looking forward to working with the team this coming year.

Dr. Miller reported that he has greatly appreciated the warm welcome his family has received from the Hemingford community. Community members and staff have been very knowledgeable, friendly, and professional.

He is in the process of working through the policies. He anticipates the district will be updating personnel handbooks to ensure continued alignment between the policies, handbooks, and practices/expectations of school team members.

Dr. Miller indicated he is in the process of reviewing current business practices and will be reviewing/revising some expectations, procedures, and practices in partnership with members of the school district team to maximize the use of the new financial software. Additionally, Dr. Miller indicated future work will be done on solidifying job descriptions over the next several weeks. Dr. Miller shared planned professional travel to Alliance for the Hemingford Scholarship Foundation meeting and to North Platte for a budget workshop with the Nebraska Department of Education.

Policy Review for the month was conducted for policies 0408.04 through 0412.05.

The board will review policies 0412.06-0413.05 next month.

The board discussed changing the date for the August meeting from the 8th to 15th at 7pm

Meeting adjourned at 8:53 pm.

Dr. Travis Miller  
Superintendent

Blanche Randolph  
Board Secretary

The next regular meeting of the Hemingford Board of Education will be held on August 15 at 7:00 pm at Hemingford High School.

BOX BUTTE COUNTY SCHOOL DISTRICT 07-0010  
HEMINGFORD PUBLIC SCHOOLS  
HEMINGFORD, NEBRASKA

July 11, 2022  
Board of Education Work Session Minutes

A work session meeting of the Board of Education of School District 07-0010 was called to order at 4:34 pm at South Campus by Justin Ansley. Notice of the meeting was given in advance through the Hemingford Ledger. Board members were notified in advance of the meeting.

Members Present: Ansley, Cullen, Horstman, Randolph, Schumacher, Turek. Absent: Randolph (arrived at 4:40 pm).

Motion by Schumacher that the agenda be approved as presented. Seconded by Horstman.  
Randolph: Absent, Ansley: Aye, Cullen: Aye, Horstman: Aye, Schumacher: Aye, Turek: Aye  
Aye: 5, Nay: 0, Absent: 1. Motion Carried 5-0-0

The Board conducted a School Finance and Budget Workshop Facilitated by Mr. Carl Dietz

Board member Randolph arrived at 4:40 pm.

Mr. Carl Dietz, with First National Capital Markets, Public Finance led a School Finance Workshop. The workshop consisted of an overview of local, state, and federal receipts, and overview of expenses, and a review of state aide. Mr. Dietz led discussion regarding 5-year projections for future receipts and expenses. Mr. Dietz also led discussion regarding the use of a depreciation fund and a capital replacement schedule.

Meeting adjourned at 6:18 pm.

Dr. Travis Miller  
Superintendent

Blanche Randolph  
Board Secretary

Regular; Beginning Month 03/2022; Processing Month 08/2022; Accounts to Include Accounts with Activity; Fund Number 05

**Fund: 05      ACTIVITY FUND**

| <u>Chart of Account Number</u> | <u>Chart of Account Description</u> | <u>Beginning Balance</u> | <u>Expenses</u> | <u>Revenues</u> | <u>Balance Change</u> | <u>Balance</u> |
|--------------------------------|-------------------------------------|--------------------------|-----------------|-----------------|-----------------------|----------------|
| 05 704                         | FUND BALANCE                        | 0.00                     | 592.65          | 0.00            | 0.00                  | (592.65)       |
| 05 704 1010                    | ATHLETICS / ACTIVITIES              | 7,858.67                 | 45,933.13       | 3,047.96        | 0.00                  | (35,026.50)    |
| 05 704 1020                    | ATHLETIC CLUB / CONCESSION STAND    | 16,887.78                | 12,953.68       | 398.88          | 0.00                  | 4,332.98       |
| 05 704 1030                    | CHEERLEADERS - FUNDRAISING          | 4,922.72                 | 3,883.00        | 3,554.00        | 0.00                  | 4,593.72       |
| 05 704 1035                    | FOOTBALL FUNDRAISING                | 10,684.23                | 0.00            | 0.00            | 0.00                  | 10,684.23      |
| 05 704 1040                    | VOLLEYBALL - FUNDRAISING            | 173.58                   | 1,125.00        | 6,396.90        | 0.00                  | 5,445.48       |
| 05 704 1045                    | WRESTLING FUNDRAISER                | 828.57                   | 0.00            | 0.00            | 0.00                  | 828.57         |
| 05 704 1050                    | CC FUNDRAISER                       | 1,757.82                 | 0.00            | 0.00            | 0.00                  | 1,757.82       |
| 05 704 1055                    | TRACK FUNDRAISING                   | 530.28                   | 303.82          | 1,240.00        | 0.00                  | 1,466.46       |
| 05 704 1999                    | GRADUATED CLASSES                   | 8,823.66                 | 0.00            | 0.00            | 0.00                  | 8,823.66       |
| 05 704 2022                    | CLASS OF 2022 - SENIORS             | 1,070.91                 | 1,352.31        | 0.00            | 0.00                  | (281.40)       |
| 05 704 2023                    | CLASS OF 2023 - JUNIORS             | 3,664.16                 | 2,709.31        | 1,052.00        | 0.00                  | 2,006.85       |
| 05 704 2024                    | CLASS OF 2024 - SOPHMORES           | 878.06                   | 0.00            | 722.25          | 0.00                  | 1,600.31       |
| 05 704 2025                    | CLASS OF 2025 -- FRESHMEN           | 3,829.30                 | 0.00            | 1,633.55        | 0.00                  | 5,462.85       |
| 05 704 2026                    | CLASS OF 2026 - 8TH GRADE           | (185.00)                 | 0.00            | 640.00          | 0.00                  | 455.00         |
| 05 704 2027                    | CLASS OF 2027 - 7TH GRADE           | 450.00                   | 0.00            | 225.00          | 0.00                  | 675.00         |
| 05 704 3010                    | DC TRIP-WORLD STRIDE                | 20,545.79                | 12,525.12       | 6,602.05        | 0.00                  | 14,622.72      |
| 05 704 3020                    | DRAMATICS                           | (9,652.66)               | 1,051.25        | 751.00          | 0.00                  | (9,952.91)     |
| 05 704 3030                    | FFA                                 | 28,964.00                | 17,897.21       | 27,169.74       | 0.00                  | 38,236.53      |
| 05 704 3035                    | SHOP MATERIALS                      | 2,216.56                 | 535.11          | 4,240.00        | 0.00                  | 5,921.45       |
| 05 704 3040                    | FCCLA                               | 1,975.07                 | 7,045.73        | 6,553.01        | 0.00                  | 1,482.35       |
| 05 704 3050                    | HONOR SOCIETY                       | 197.20                   | 1,551.41        | 2,504.15        | 0.00                  | 1,149.94       |
| 05 704 3070                    | MUSIC                               | 4,845.36                 | 445.00          | 567.00          | 0.00                  | 4,967.36       |
| 05 704 3080                    | SCHOLARSHIPS                        | 646.00                   | 0.00            | 322.00          | 0.00                  | 968.00         |
| 05 704 3090                    | STUCO - MIDDLE SCHOOL               | 4,351.94                 | 0.00            | 0.00            | 0.00                  | 4,351.94       |
| 05 704 3100                    | STUDENT COUNCIL                     | 3,979.82                 | 435.00          | 1.55            | 0.00                  | 3,546.37       |
| 05 704 3110                    | HEALTH PROFESSIONS CLUB             | 989.17                   | 0.00            | 0.00            | 0.00                  | 989.17         |
| 05 704 3120                    | YEARBOOK                            | 18,038.02                | 0.00            | 0.00            | 0.00                  | 18,038.02      |
| 05 704 3200                    | SCIENCE                             | 556.07                   | 0.00            | 0.00            | 0.00                  | 556.07         |
| 05 704 4010                    | COURTESY FUND                       | 1,576.86                 | 35.00           | 0.00            | 0.00                  | 1,541.86       |
| 05 704 4020                    | ELEMENTARY TEACHERS                 | 8,910.10                 | 0.00            | 5.30            | 0.00                  | 8,915.40       |
| 05 704 4025                    | HIGH SCHOOL TEACHERS                | 8,077.81                 | 0.00            | 0.00            | 0.00                  | 8,077.81       |
| 05 704 4040                    | MISCELLANEOUS / STUDENT STUFF       | 6,856.89                 | 281.60          | 1,434.54        | 0.00                  | 8,009.83       |
| 05 704 4045                    | BOOKFAIR                            | 5,270.82                 | 2,315.25        | 2,254.36        | 0.00                  | 5,209.93       |
| 05 704 4050                    | ART                                 | 970.54                   | 0.00            | 0.00            | 0.00                  | 970.54         |
| 05 704 4060                    | HOPE SQUAD                          | 140.00                   | 105.00          | 192.96          | 0.00                  | 227.96         |

**Activity Fund Balance Report - Summary - Exclude Encumbrances**  
03/2022 - 08/2022

Regular; Beginning Month 03/2022; Processing Month 08/2022; Accounts to Include Accounts with Activity; Fund Number 05

**Fund: 05      ACTIVITY FUND**

| <u>Chart of Account Number</u> | <u>Chart of Account Description</u> | <u>Beginning Balance</u> | <u>Expenses</u> | <u>Revenues</u> | <u>Balance Change</u> | <u>Balance</u> |
|--------------------------------|-------------------------------------|--------------------------|-----------------|-----------------|-----------------------|----------------|
| Fund Total: 05                 |                                     | 171,630.10               | 113,075.58      | 71,508.20       | 0.00                  | 130,062.72     |

Expenditure Report by Function/Object -  
Summary

08/13/2022 11:58 AM

Regular; Processing Month 08/2022; Function Number 67 Records Selected; Fund  
Number 01

User ID: KAH

| Function Number                               | Revised Budget | Expended During Month | Expenditures to Date | % of Budget | Balance at EOM | A/ P Outstanding | P/ O Outstanding | Unencumbered Balance |
|---|----------------|-----------------------|----------------------|-------------|----------------|------------------|------------------|----------------------|
| 01  | GENERAL FUND   |                       |                      |             |                |                  |                  |                      |
| 0500 0500                                     | 0.00           | 0.00                  | 1,250.00             | 0.00        | (1,250.00)     | 0.00             | 0.00             | (1,250.00)           |
| 1100 REGULAR INSTRUCTIONAL PROGRAMS           | 3,683,994.00   | 241,710.67            | 3,143,925.59         | 85.34       | 540,068.41     | 0.00             | 0.00             | 540,068.41           |
| 1120 1120                                     | 2,100.00       | 55.00                 | 5,735.83             | 273.13      | (3,635.83)     | 0.00             | 0.00             | (3,635.83)           |
| 1130 1130                                     | 6,250.00       | 2,366.59              | 8,981.16             | 143.70      | (2,731.16)     | 0.00             | 0.00             | (2,731.16)           |
| 1140 1140                                     | 6,000.00       | 716.57                | 13,140.72            | 219.01      | (7,140.72)     | 0.00             | 0.00             | (7,140.72)           |
| 1150 VO AG PROGRAM                            | 7,750.00       | 31.98                 | 11,543.81            | 148.95      | (3,793.81)     | 0.00             | 0.00             | (3,793.81)           |
| 1170 1170                                     | 1,000.00       | 239.00                | 4,739.13             | 473.91      | (3,739.13)     | 0.00             | 0.00             | (3,739.13)           |
| 1180 1180                                     | 8,000.00       | 0.00                  | 4,182.80             | 52.29       | 3,817.20       | 0.00             | 0.00             | 3,817.20             |
| 1200 SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS | 603,500.00     | 50,667.92             | 660,782.02           | 109.49      | (57,282.02)    | 0.00             | 0.00             | (57,282.02)          |
| 1213 1213                                     | 1,000.00       | 0.00                  | 280.00               | 28.00       | 720.00         | 0.00             | 0.00             | 720.00               |
| 1291 SPED AGES 3-5                            | 0.00           | 0.00                  | 26.06                | 0.00        | (26.06)        | 0.00             | 0.00             | (26.06)              |
| 2120 GUIDANCE SERVICES                        | 114,220.00     | 8,738.18              | 105,029.41           | 91.95       | 9,190.59       | 0.00             | 0.00             | 9,190.59             |
| 2130 HEALTH SERVICES                          | 96,530.00      | 5,634.52              | 70,079.04            | 72.60       | 26,450.96      | 0.00             | 0.00             | 26,450.96            |
| 2141 PSYCHOLOGICAL SERVICES SPED SCHOOL AGE   | 31,000.00      | 0.00                  | 33,971.76            | 109.59      | (2,971.76)     | 0.00             | 0.00             | (2,971.76)           |
| 2142 PSYCHOLOGICAL SERVICES SPED AGE 3-5      | 0.00           | 0.00                  | 426.79               | 0.00        | (426.79)       | 0.00             | 0.00             | (426.79)             |
| 2150 SPEECH & AUDIOLOGY SERVICES              | 250.00         | 0.00                  | 971.55               | 388.62      | (721.55)       | 0.00             | 0.00             | (721.55)             |
| 2151 SPEECH & AUDIOLOGY SERV SPED SCHOOL AGE  | 750.00         | 0.00                  | 53.98                | 7.20        | 696.02         | 0.00             | 0.00             | 696.02               |
| 2152 SPEECH & AUDIOLOGY SERV SPED AGE 3-5     | 250.00         | 0.00                  | 0.00                 | 0.00        | 250.00         | 0.00             | 0.00             | 250.00               |
| 2161 OT SERVICES SPED SCHOOL AGE              | 6,000.00       | 2,104.00              | 17,059.81            | 284.33      | (11,059.81)    | 0.00             | 0.00             | (11,059.81)          |
| 2162 OT SERVICES SPED AGE 3-5                 | 6,000.00       | 841.60                | 3,668.59             | 61.14       | 2,331.41       | 0.00             | 0.00             | 2,331.41             |
| 2163 OT SERVICES SPED AGE 0-2                 | 100.00         | 1,262.40              | 3,290.32             | 3,290.32    | (3,190.32)     | 0.00             | 0.00             | (3,190.32)           |
| 2171 PT SERVICES SPED SCHOOL AGE              | 5,750.00       | 1,371.86              | 21,790.31            | 378.96      | (16,040.31)    | 0.00             | 0.00             | (16,040.31)          |
| 2172 PT SERVICES SPED AGE 3-5                 | 200.00         | 0.00                  | 2,426.70             | 1,213.35    | (2,226.70)     | 0.00             | 0.00             | (2,226.70)           |
| 2173 PT SERVICES SPED AGE 0-2                 | 0.00           | 529.13                | 2,246.07             | 0.00        | (2,246.07)     | 0.00             | 0.00             | (2,246.07)           |
| 2180 VISION SERVICES                          | 2,700.00       | 0.00                  | 87.04                | 3.22        | 2,612.96       | 0.00             | 0.00             | 2,612.96             |
| 2181 VISION SERVICES SPED SCHOOL AGE          | 3,000.00       | 688.50                | 9,289.48             | 309.65      | (6,289.48)     | 0.00             | 0.00             | (6,289.48)           |
| 2190 OTHER PUPIL SUPPORT SERVICES             | 500.00         | 0.00                  | 9,683.09             | 1,936.62    | (9,183.09)     | 0.00             | 0.00             | (9,183.09)           |
| 2210 IMPROVEMENT OF INSTRUCTION               | 23,500.00      | 0.00                  | 2,976.44             | 12.67       | 20,523.56      | 0.00             | 0.00             | 20,523.56            |
| 2211 SCHOOL IMPROVEMENT                       | 0.00           | 1,672.98              | 1,672.98             | 0.00        | (1,672.98)     | 0.00             | 0.00             | (1,672.98)           |
| 2213 INST STAFF TRAINING                      | 10,050.00      | 0.00                  | 25,637.59            | 255.10      | (15,587.59)    | 0.00             | 0.00             | (15,587.59)          |
| 2220 LIBRARY/MEDIA SERVICES                   | 120,000.00     | 11,699.84             | 135,847.96           | 113.21      | (15,847.96)    | 0.00             | 0.00             | (15,847.96)          |
| 2224 EDUCATIONAL TELEVISION SERVICES          | 25,950.00      | 2,234.31              | 24,330.48            | 93.76       | 1,619.52       | 0.00             | 0.00             | 1,619.52             |
| 2230 INSTRUCTION-RELATED TECHNOLOGY           | 171,000.00     | 17,087.32             | 115,511.07           | 67.55       | 55,488.93      | 0.00             | 0.00             | 55,488.93            |
| 2310 BOARD OF EDUCATION                       | 132,500.00     | 104,845.80            | 225,814.67           | 170.43      | (93,314.67)    | 0.00             | 0.00             | (93,314.67)          |
| 2320 EXECUTIVE ADMINISTRATION                 | 182,000.00     | 14,659.16             | 142,933.74           | 78.54       | 39,066.26      | 0.00             | 0.00             | 39,066.26            |
| 2330 DISTRICT LEGAL SERVICES                  | 15,000.00      | 1,051.00              | 4,461.00             | 29.74       | 10,539.00      | 0.00             | 0.00             | 10,539.00            |
| 2410 OFFICE OF PRINCIPAL                      | 358,500.00     | 30,862.10             | 346,052.99           | 96.53       | 12,447.01      | 0.00             | 0.00             | 12,447.01            |
| 2510 GENERAL ADMIN-BUSINESS SERVICE           | 161,475.00     | 13,845.93             | 170,823.85           | 105.79      | (9,348.85)     | 0.00             | 0.00             | (9,348.85)           |
| 2580 ADMIN TECH SERVICES                      | 0.00           | 0.00                  | 3,962.91             | 0.00        | (3,962.91)     | 0.00             | 0.00             | (3,962.91)           |
| 2610 SUPPORT SERVICES OPERATION OF BUILDING   | 337,750.00     | 27,784.51             | 339,144.59           | 100.41      | (1,394.59)     | 0.00             | 0.00             | (1,394.59)           |
| 2620 SUPPORT SERVICES-MAINT OF BUILDING       | 179,560.00     | 20,999.95             | 140,913.29           | 78.48       | 38,646.71      | 0.00             | 0.00             | 38,646.71            |
| 2650 VEHICLE OPP, ACQUISITION AND MAINTENANCE | 127,121.00     | 0.00                  | 52,162.88            | 41.03       | 74,958.12      | 0.00             | 0.00             | 74,958.12            |
| 2670 SAFETY                                   | 33,500.00      | 565.00                | 20,080.61            | 59.94       | 13,419.39      | 0.00             | 0.00             | 13,419.39            |
| 2710 VEHICLE OPP & PURCH REG ED               | 527,600.00     | 17,791.48             | 437,993.99           | 83.02       | 89,606.01      | 0.00             | 0.00             | 89,606.01            |
| 2711 VEHICLE OPP & PURCH LCC                  | 17,000.00      | 0.00                  | 12,920.42            | 76.00       | 4,079.58       | 0.00             | 0.00             | 4,079.58             |
| 2712 VEHICLE OPP & PURCH SCHOOL AGE SPED      | 3,000.00       | 0.00                  | 0.00                 | 0.00        | 3,000.00       | 0.00             | 0.00             | 3,000.00             |
| 2713 VEHICLE OPP & PURCH AGE 0-5 SPED         | 1,000.00       | 0.00                  | 0.00                 | 0.00        | 1,000.00       | 0.00             | 0.00             | 1,000.00             |
| 2730 VEHICLE SERV & MAINT REG ED              | 15,000.00      | 0.00                  | 32,658.86            | 217.73      | (17,658.86)    | 0.00             | 0.00             | (17,658.86)          |
| 2732 VEHICLE SERV & MAINT SCHOOL AGE SPED     | 4,000.00       | 1,187.84              | 1,455.48             | 36.39       | 2,544.52       | 0.00             | 0.00             | 2,544.52             |
| 2790 OTHER TRANS REG STUDENTS                 | 400.00         | 0.00                  | 0.00                 | 0.00        | 400.00         | 0.00             | 0.00             | 400.00               |
| 2792 OTHER TRANS SCHOOL AGE SPED              | 38,650.00      | 1,338.19              | 24,259.04            | 62.77       | 14,390.96      | 0.00             | 0.00             | 14,390.96            |
| 3300 COMMUNITY SERVICES                       | 82,425.00      | 0.00                  | 0.00                 | 0.00        | 82,425.00      | 0.00             | 0.00             | 82,425.00            |

Expenditure Report by Function/Object -  
Summary

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Regular; Processing Month 08/2022; Function Number 67 Records Selected; Fund  
Number 01

User ID: KAH

| Function Number                              | Revised Budget | Expended During Month | Expenditures to Date | % of Budget | Balance at EOM | A/ P Outstanding | P/ O Outstanding | Unencumbered Balance |
|--|----------------|-----------------------|----------------------|-------------|----------------|------------------|------------------|----------------------|
| 3500 STATE CATEGORICAL PROGRAMS              | 0.00           | 0.00                  | 1,385.73             | 0.00        | (1,385.73)     | 0.00             | 0.00             | (1,385.73)           |
| 3535 HIGH ABILITY LEARNERS                   | 0.00           | 0.00                  | 443.00               | 0.00        | (443.00)       | 0.00             | 0.00             | (443.00)             |
| 6200 TITLE I, PART A ESSA IMP BASIC BY LOCAL | 103,370.00     | 8,315.63              | 95,864.22            | 92.74       | 7,505.78       | 0.00             | 0.00             | 7,505.78             |
| 6401 6401                                    | 23,500.00      | 3,027.43              | 27,447.59            | 116.80      | (3,947.59)     | 0.00             | 0.00             | (3,947.59)           |
| 6402 IDEA PART B(611) BASE ALLOC TRANS       | 0.00           | 0.00                  | 3,921.64             | 0.00        | (3,921.64)     | 0.00             | 0.00             | (3,921.64)           |
| 6406 IDEA PRESCHOOL(619) BASE ALLOC          | 113,130.00     | 8,704.28              | 90,584.54            | 80.07       | 22,545.46      | 0.00             | 0.00             | 22,545.46            |
| 6410 IDEA ENROLLMENT/POVERTY                 | 130,000.00     | 0.00                  | 51,420.40            | 39.55       | 78,579.60      | 0.00             | 0.00             | 78,579.60            |
| 6610 6610                                    | 0.00           | 0.00                  | 1,374.20             | 0.00        | (1,374.20)     | 0.00             | 0.00             | (1,374.20)           |
| 6700 FED VOC & APP TECH ED (CARL PERKINS)    | 0.00           | 0.00                  | 2,227.36             | 0.00        | (2,227.36)     | 0.00             | 0.00             | (2,227.36)           |
| 6992 REAP                                    | 0.00           | 26,467.90             | 93,969.93            | 0.00        | (93,969.93)    | 0.00             | 0.00             | (93,969.93)          |
| 6996 6996                                    | 0.00           | 0.00                  | 51,710.00            | 0.00        | (51,710.00)    | 0.00             | 0.00             | (51,710.00)          |
| 6997 ESSER II                                | 136,000.00     | 27,415.41             | 131,620.54           | 96.78       | 4,379.46       | 0.00             | 0.00             | 4,379.46             |
| 6998 ESSER III                               | 400,000.00     | 9,692.57              | 148,582.97           | 37.15       | 251,417.03     | 0.00             | 0.00             | 251,417.03           |
| 8000 TRANSFERS (OUTGOING)                    | 175,000.00     | 0.00                  | 88,076.25            | 50.33       | 86,923.75      | 0.00             | 0.00             | 86,923.75            |
| 9000 NON-PROGRAM EXPENDITURES                | 0.00           | 1,577.37              | 952,791.05           | 0.00        | (952,791.05)   | 0.00             | 0.00             | (952,791.05)         |
| 01 GENERAL FUND                              | 8,234,825.00   | 669,783.92            | 8,137,695.32         | 98.82       | 97,129.68      | 0.00             | 0.00             | 97,129.68            |

# HEMINGFORD PUBLIC SCHOOLS

August 15, 2022

## GENERAL FUND:

|                                   |                       |
|-----------------------------------|-----------------------|
| Statement Balance 7-31-2022 (BOW) | \$1,316,540.32        |
| 7-31-2022 (NE Bank)               | \$ 115,796.82         |
| -Outstanding Checks               | <u>\$ 6,177.37</u>    |
| <b>Balance 7-31-2022</b>          | <b>\$1,426,159.77</b> |
| <br>                              |                       |
| + August Tax Receipts:            | \$ 110,364.03         |

**Subtotal: General Fund** **\$1,536,523.80**

|                              |                             |
|------------------------------|-----------------------------|
| August Bills:                | \$ 249,463.72               |
| August Payroll:              | <u>\$ 429,066.88</u>        |
| -Total August Expenses:      | <b>\$ 678,530.60</b>        |
| <b>Balance General Fund:</b> | <b><u>\$ 857,993.20</u></b> |

## BUILDING FUND:

|  |                    |
|--|--------------------|
| Checking Balance 7-31-2022 (BOW)       | \$ 782,761.14      |
| 7-31-2022 (NE Bank)                    | \$ 750,432.89      |
| Liquid Asset Fund                      | \$ 402,070.81      |
| 2 CD's: 30 month (.15%)- Mat. 10-18-23 | \$ 155,280.39      |
| 24 month (.20%)- Mat. 10-18-22         | \$ 154,504.51      |
| August Tax Receipts:                   | <u>\$ 3,330.90</u> |

**Building Fund Balance 7-31-2022** **\$ 2,248,380.64**

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Unposted; Batch Description 2022-08 INVOICES

User ID: KAH

| Vendor Name   | Invoice Number     | Description                           | Amount    |
|---|--------------------|---------------------------------------|-----------|
| Checking Account ID 1                               | Fund Number 01     | GENERAL FUND                          |           |
| 21ST CENTURY EQUIPMENT                              | P92753             | MAINTENANCE SUPPLY                    | 56.87     |
| 21ST CENTURY EQUIPMENT                              | P93383             | V-BELTS                               | 119.65    |
| Total 21ST CENTURY EQUIPMENT                        |                    |                                       | 176.52    |
| ACTION COMMUNICATIONS INC./DBA C&R ELETRONICS       | 22248              | INSTALL RADIO IN TRAVERSE/CHECK BUSES | 1,229.72  |
| Total ACTION COMMUNICATIONS INC./DBA C&R ELETRONICS |                    |                                       | 1,229.72  |
| ALLIANCE MOTORS UNLIMITED                           | 64627              | ALIGNMENT-TRAVERSE                    | 95.00     |
| Total ALLIANCE MOTORS UNLIMITED                     |                    |                                       | 95.00     |
| AMPLIFY EDUCATION, INC                              | INV-135594         | 5TH GR SCIENCE CURRICULUM             | 418.60    |
| Total AMPLIFY EDUCATION, INC                        |                    |                                       | 418.60    |
| BERNIE'S ACE HARDWARE                               | 260758             | MAINTENANCE SUPPLY                    | 63.96     |
| Total BERNIE'S ACE HARDWARE                         |                    |                                       | 63.96     |
| BLACK HILLS ENERGY                                  | 2022-07 SCHOOL     | SCHOOL BLDG UTILITY-GAS               | 136.38    |
| BLACK HILLS ENERGY                                  | 2022-07 SUPT HOUSE | SUPT HOUSE UTILITY- GAS               | 43.11     |
| Total BLACK HILLS ENERGY                            |                    |                                       | 179.49    |
| BLICK ART MATERIALS                                 | 8834914            | ART SUPPLIES                          | 201.86    |
| Total BLICK ART MATERIALS                           |                    |                                       | 201.86    |
| BLOEDORN'S LUMBER CO.                               | 7021333            | CORDLESS ROTARY HAMMER/BATTERY PACKS  | 552.13    |
| BLOEDORN'S LUMBER CO.                               | 7042313            | MAINTENANCE SUPPLY                    | 198.35    |
| BLOEDORN'S LUMBER CO.                               | 7087333            | MAINTENANCE SUPPLIES                  | 112.39    |
| BLOEDORN'S LUMBER CO.                               | CR 518914          | CREDIT MEMO                           | (30.50)   |
| BLOEDORN'S LUMBER CO.                               | ORDER #71098180    | PAINT,BRUSHES,ROLLERS                 | 471.75    |
| Total BLOEDORN'S LUMBER CO.                         |                    |                                       | 1,304.12  |
| BLUUM OF TEXAS LLC                                  | 1391103            | TECHNOLOGY DEVICE PLAN                | 6,256.77  |
| BLUUM OF TEXAS LLC                                  | 935362             | LOGITECH THX SOUND                    | 207.34    |
| BLUUM OF TEXAS LLC                                  | 938556             | 25 HP PRO DESK/25 SAMSUNG 24"-REAP    | 26,467.90 |
| BLUUM OF TEXAS LLC                                  | 942823             | LOGITECH SPEAKER SYSTEM-4             | 823.20    |
| Total BLUUM OF TEXAS LLC                            |                    |                                       | 33,755.21 |
| BUD'S PEST CONTROL                                  | 4552               | PEST CONTROL MAINTENANCE              | 100.00    |
| Total BUD'S PEST CONTROL                            |                    |                                       | 100.00    |
| C.W. PUBLICATIONS                                   | 39617              | SCHOOL PLAN RENEWAL                   | 239.00    |
| Total C.W. PUBLICATIONS                             |                    |                                       | 239.00    |
| CAPITAL BUSINESS SYSTEMS, INC                       | 1191407            | PAPER CUT MIGRATION-REMOTE SERVER     | 733.89    |
| Total CAPITAL BUSINESS SYSTEMS, INC                 |                    |                                       | 733.89    |
| CRESCENT ELECTRIC SUPPLY CO.                        | 0523344.003        | FLOURESCENT LIGHTS                    | 122.86    |
| CRESCENT ELECTRIC SUPPLY CO.                        | S510523344.001     | FLOURESCENT LIGHTS/BALLASTS           | 314.20    |
| CRESCENT ELECTRIC SUPPLY CO.                        | S510523344.002     | BALLASTS                              | 145.46    |
| CRESCENT ELECTRIC SUPPLY CO.                        | S510556755.001     | LIGHTS                                | 339.62    |
| Total CRESCENT ELECTRIC SUPPLY CO.                  |                    |                                       | 922.14    |

| Vendor Name                                  | Invoice Number       | Description                       | Amount          |
|--|----------------------|-----------------------------------|-----------------|
| CROSSROADS MUSIC                             | 66354                | REEDS                             | 43.94           |
| Total CROSSROADS MUSIC                       |                      |                                   | <u>43.94</u>    |
| CULLIGAN WATER CONDITIONING                  | 2202-07 STMT         | SOFT WATER RENTAL/SALT            | 211.87          |
| Total CULLIGAN WATER CONDITIONING            |                      |                                   | <u>211.87</u>   |
| CYTEK MEDIA SYSTEMS, INC.                    | 189791               | CART/SOUNDBAR/SPEAKER-SPANISH DL  | 3,502.00        |
| Total CYTEK MEDIA SYSTEMS, INC.              |                      |                                   | <u>3,502.00</u> |
| DARREN'S CARQUEST AUTO PARTS                 | 2723-434374          | TOWEL CANISTER-SHOP               | 31.76           |
| Total DARREN'S CARQUEST AUTO PARTS           |                      |                                   | <u>31.76</u>    |
| DAS STATE ACCOUNTING - CENTRAL FINANCE       | 1326268              | PARTICIPATION FEE-JUNE 2022       | 259.49          |
| DAS STATE ACCOUNTING - CENTRAL FINANCE       | 2022-08 INVOICE      | PARTICIPATION FEE                 | 259.49          |
| Total DAS STATE ACCOUNTING - CENTRAL FINANCE |                      |                                   | <u>518.98</u>   |
| DECKER EQUIPMENT/SCHOOL FIX                  | 473410A              | DOOR MATS                         | 504.30          |
| Total DECKER EQUIPMENT/SCHOOL FIX            |                      |                                   | <u>504.30</u>   |
| EDUCATIONAL SERVICE UNIT #13                 | 2022-07 STMT         | DL;INTERNET;NEVA                  | 1,715.33        |
| EDUCATIONAL SERVICE UNIT #13                 | 2022-07 STMT         | LOW VISION SERVICE                | 743.58          |
| Total EDUCATIONAL SERVICE UNIT #13           |                      |                                   | <u>2,458.91</u> |
| FARMERS COOP                                 | 1106889-22           | VO AG SUPPLIES                    | 31.98           |
| FARMERS COOP                                 | 1107519              | HERBICIDE/FERTILIZER              | 493.30          |
| FARMERS COOP                                 | 1108367              | PAINTING SUPPLIES                 | 39.40           |
| Total FARMERS COOP                           |                      |                                   | <u>564.68</u>   |
| FLANNEL BROTHERS                             | 1607                 | DEAD TREE REMOVAL & TRIMMING      | 3,475.00        |
| FLANNEL BROTHERS                             | 1621                 | FINISHED TREE TRIMMING            | 1,150.00        |
| Total FLANNEL BROTHERS                       |                      |                                   | <u>4,625.00</u> |
| FLINN SCIENTIFIC INC.                        | 2731666              | METAL ELECTRODE SET               | 55.00           |
| Total FLINN SCIENTIFIC INC.                  |                      |                                   | <u>55.00</u>    |
| FRONTLINE TECHNOLOGIES GROUP LLC             | INVUS166283          | FRONTLINE RENEWAL 22-23           | 5,567.12        |
| Total FRONTLINE TECHNOLOGIES GROUP LLC       |                      |                                   | <u>5,567.12</u> |
| FROST, AMMIE                                 | 2022 SUMMER SCH      | REIMB-SUMMER SCHOOL SUPPLIES      | 304.23          |
| FROST, AMMIE                                 | 22-23 BACK TO SCHOOL | BACK TO SCHOOL BAG SUPPLIES-REIMB | 1,102.98        |
| Total FROST, AMMIE                           |                      |                                   | <u>1,407.21</u> |
| GOPHER                                       | STMT 2022-07         | ELEM PE SUPPLIES                  | 134.12          |
| Total GOPHER                                 |                      |                                   | <u>134.12</u>   |
| H & H SANITATION                             | 41769                | ROLL OFF BOX RENTAL/LANDFILL      | 299.50          |
| Total H & H SANITATION                       |                      |                                   | <u>299.50</u>   |
| HARRIS SCHOOL SOLUTIONS                      | DATMN0001228         | FA2 SOFTWARE RENEWAL-1 YEAR       | 5,154.02        |
| Total HARRIS SCHOOL SOLUTIONS                |                      |                                   | <u>5,154.02</u> |

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Unposted; Batch Description 2022-08 INVOICES

User ID: KAH

| Vendor Name                            | Invoice Number | Description                            | Amount           |
|--|----------------|--|------------------|
| HEMINGFORD CO-OP TELEPHONE CO          | 2022-08 STMT   | TELEPHONE/INTERNET                     | 1,643.73         |
| Total HEMINGFORD CO-OP TELEPHONE CO    |                |  | <u>1,643.73</u>  |
| HEMINGFORD MUNICIPAL UTILITIE          | 2022-07 STMT   | UTILITIES                              | 10,850.55        |
| Total HEMINGFORD MUNICIPAL UTILITIE    |                |  | <u>10,850.55</u> |
| HUSS AUTO REPAIR                       | 40154          | TRAVERSE STRUTS                        | 723.00           |
| Total HUSS AUTO REPAIR                 |                |  | <u>723.00</u>    |
| IDEAL LINEN AND UNIFORM                | 11130306       | CUSTODIAL SUPPLIES                     | 100.82           |
| IDEAL LINEN AND UNIFORM                | 11132230       | CUSTODIAL SUPPLIES                     | 100.82           |
| Total IDEAL LINEN AND UNIFORM          |                |  | <u>201.64</u>    |
| IDEAL/BLUFFS FACILITY SOLUTIONS        | 452191-1       | CUSTODIAL SUPPLIES                     | 158.34           |
| Total IDEAL/BLUFFS FACILITY SOLUTIONS  |                |  | <u>158.34</u>    |
| INNOVATIVE OFFICE SOLUTIONS, LLC       | IN3849641      | HS OFFICE SUPPLIES                     | 30.25            |
| INNOVATIVE OFFICE SOLUTIONS, LLC       | IN3869213      | HS OFFICE SUPPLIES                     | 9.12             |
| Total INNOVATIVE OFFICE SOLUTIONS, LLC |                |  | <u>39.37</u>     |
| JOURNEYED.COM, INC.                    | 10477682       | ADOBE K-12 DISTRICT LIC RENEWAL        | 500.00           |
| Total JOURNEYED.COM, INC.              |                |  | <u>500.00</u>    |
| JW PEPPER & SON, INC                   | 364375394      | MUSIC/NEW MUSIC BOOKS                  | 468.80           |
| JW PEPPER & SON, INC                   | 364376102      | MUSIC/BOOKS                            | 903.50           |
| JW PEPPER & SON, INC                   | 364377005      | MUSIC/PERCUSSION P.O.D                 | 126.84           |
| JW PEPPER & SON, INC                   | 364381980      | PERCUSSION ENSEMBLE SCORE              | 15.00            |
| JW PEPPER & SON, INC                   | 364385576      | MUSIC DVD'S                            | 29.85            |
| JW PEPPER & SON, INC                   | 364408265      | MUSIC BUNDLES                          | 126.22           |
| JW PEPPER & SON, INC                   | 364409034      | MUSIC                                  | 142.50           |
| JW PEPPER & SON, INC                   | 364409910      | PERF KIT; BOOKS;DVD'S MUSIC            | 449.94           |
| Total JW PEPPER & SON, INC             |                |  | <u>2,262.65</u>  |
| KEATING & ASSOCIATES, INC.             | 21492          |  | 445.00           |
| Total KEATING & ASSOCIATES, INC.       |                |  | <u>445.00</u>    |
| KSB School Law PC, LLO                 | 12342          | LEGAL FEES/SERVICES                    | 1,051.00         |
| Total KSB School Law PC, LLO           |                |  | <u>1,051.00</u>  |
| KULLY SUPPLY INC.                      | 584697         | MAINTENANCE REPAIR KITS                | 1,187.44         |
| KULLY SUPPLY INC.                      | 585520         | PERFORMANCE KITS                       | 145.38           |
| Total KULLY SUPPLY INC.                |                |  | <u>1,332.82</u>  |
| LAKESHORE LEARNING MATERIALS           | 151407070822   | KDG SUPPLIES                           | 14.99            |
| Total LAKESHORE LEARNING MATERIALS     |                |  | <u>14.99</u>     |
| LANIK, CINDY                           | JULY PAINTING  | PAINTING CONCESSION<br>STAND/BATHROOMS | 360.00           |
| Total LANIK, CINDY                     |                |  | <u>360.00</u>    |
| LAQUINTA INN & SUITES KEARNEY          | 665-555449     | NPERS MTG- LODGING                     | 139.00           |
| Total LAQUINTA INN & SUITES KEARNEY    |                |  | <u>139.00</u>    |

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Unposted; Batch Description 2022-08 INVOICES

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| Vendor Name                               | Invoice Number      | Description                      | Amount     |
|---|---------------------|----------------------------------|------------|
| LAWSON PRODUCTS                           | 9309776120          | MAINTENANCE ORDER                | 228.62     |
| Total LAWSON PRODUCTS                     |                     |                                  | 228.62     |
| LISA BRIGGS, OT, LLC                      | H060122             | OT SERVICES/MILEAGE              | 2,104.00   |
| LISA BRIGGS, OT, LLC                      | H070122             | OT SERVICES/MILEAGE              | 2,104.00   |
| Total LISA BRIGGS, OT, LLC                |                     |                                  | 4,208.00   |
| MAR-BOW MUSIC CO.                         | 8184-44             | INSTRUMENT REPAIR                | 60.00      |
| Total MAR-BOW MUSIC CO.                   |                     |                                  | 60.00      |
| MARKETING CONSULTANTS                     | 42999               | SPEECH FORMS                     | 232.00     |
| Total MARKETING CONSULTANTS               |                     |                                  | 232.00     |
| MC SIGNS AND DECALS                       | 20220802            | BOBCAT KEYCHAINS                 | 570.00     |
| Total MC SIGNS AND DECALS                 |                     |                                  | 570.00     |
| MCCLURE, SHARI                            | SUMMER SCHOOL REIMB | SUMMER SCHOOL SUPPLIES           | 10.00      |
| Total MCCLURE, SHARI                      |                     |                                  | 10.00      |
| MOBIUS COMMUNICATIONS CO                  | 11-192-47220-80     | SERVICE CALL-UPDATE PROGRAMMING  | 676.00     |
| MOBIUS COMMUNICATIONS CO                  | WIRELESS HEADSET    | SUPT WIRELESS HEADSET/LIFTER     | 340.35     |
| Total MOBIUS COMMUNICATIONS CO            |                     |                                  | 1,016.35   |
| MOBY MAX                                  | 369328              | K-8 LICENSE RENEWAL              | 2,999.00   |
| Total MOBY MAX                            |                     |                                  | 2,999.00   |
| NASB ALICAP                               | 22-23 PREMIUM       | 2022-23 INSURANCE PREMIUM        | 103,923.00 |
| Total NASB ALICAP                         |                     |                                  | 103,923.00 |
| NASCO EDUCATION                           | 300609              | ART SUPPLIES                     | 66.20      |
| Total NASCO EDUCATION                     |                     |                                  | 66.20      |
| NCS PEARSON INC.                          | 18259153            | COMPREHENSIVE RECORD FORM-SPEECH | 442.82     |
| Total NCS PEARSON INC.                    |                     |                                  | 442.82     |
| NE COUNCIL OF SCHOOL ADMINISTRATORS       | 72529               | 2022 ADMIN DAYS                  | 308.00     |
| NE COUNCIL OF SCHOOL ADMINISTRATORS       | 72530               | 2022 ADMIN DAYS                  | 616.00     |
| NE COUNCIL OF SCHOOL ADMINISTRATORS       | 72901               | BUSINESS MGR TRAINING            | 100.00     |
| Total NE COUNCIL OF SCHOOL ADMINISTRATORS |                     |                                  | 1,024.00   |
| NE SAFETY CENTER                          | 57-10426            | PUPIL TRANS- 2 HOUR INSERVICE    | 250.00     |
| Total NE SAFETY CENTER                    |                     |                                  | 250.00     |
| POMP'S TIRE SERVICE                       | 1770002407          | TIRES-BUS                        | 1,835.00   |
| POMP'S TIRE SERVICE                       | 1770002434          | TIRES - BUS UNIT 16              | 1,835.00   |
| Total POMP'S TIRE SERVICE                 |                     |                                  | 3,670.00   |
| PROTEX CENTRAL INC.                       | 128467              | BAL DUE-ALARM MONITORING         | 390.00     |
| PROTEX CENTRAL INC.                       | 134902              | FIRE EXTINGUISHER INSPECTION     | 175.00     |
| PROTEX CENTRAL INC.                       | 135555              | HALO VAPE DETECTION SYSTEM       | 1,481.74   |
| PROTEX CENTRAL INC.                       | 135556              | CO DETECTOR ADDITIONS-ALARM EQ   | 1,737.82   |

## Board Report - Board

Unposted; Batch Description 2022-08 INVOICES

| Vendor Name                        | Invoice Number       | Description                    | Amount     |
|------------------------------------|----------------------|--------------------------------|------------|
| Total PROTEX CENTRAL INC.          |                      |                                | 3,784.56   |
| PYRAMID SCHOOL PRODUCTS            | S1441864.001         | SCHOOL SUPPLIES                | 1,713.95   |
| Total PYRAMID SCHOOL PRODUCTS      |                      |                                | 1,713.95   |
| QUICKCARE MEDICAL SERVICES         | 4023757              | BUS PHYSICAL                   | 125.00     |
| Total QUICKCARE MEDICAL SERVICES   |                      |                                | 125.00     |
| ROCKY MOUNTAIN AIR SOLUTIONS       | 30378692             | MONTHLY GAS RENTAL             | 40.50      |
| Total ROCKY MOUNTAIN AIR SOLUTIONS |                      |                                | 40.50      |
| SCHOLASTIC INC.                    | M7271928             | CLASSROOM SUPPLIES             | 1,119.72   |
| Total SCHOLASTIC INC.              |                      |                                | 1,119.72   |
| SCHOOL SPECIALTY LLC               | 208130057924         | CLASSROOM SUPPLIES             | 235.77     |
| SCHOOL SPECIALTY LLC               | 208130069378         | 4TH CLASSROOM SUPPLIES         | 6.88       |
| SCHOOL SPECIALTY LLC               | 208130234349         | CLASSROOM SUPPLIES             | 465.06     |
| SCHOOL SPECIALTY LLC               | 208130353138         | ELEC SNAP CIRCUITS- 4TH        | 422.20     |
| SCHOOL SPECIALTY LLC               | 208130435773         | CLASSROOM SUPPLIES             | 10.39      |
| SCHOOL SPECIALTY LLC               | 308104010065         | CLASSROOM SUPPLIES-1ST         | 119.36     |
| SCHOOL SPECIALTY LLC               | 308104010142         | CLASSROOM SUPPLIES             | 485.23     |
| SCHOOL SPECIALTY LLC               | 308104027844         | TITLE SUPPLIES                 | 140.86     |
| Total SCHOOL SPECIALTY LLC         |                      |                                | 1,885.75   |
| SOAR PEDIATRIC THERAPY, LLC        | 1912                 | PT SERVICES                    | 1,900.99   |
| Total SOAR PEDIATRIC THERAPY, LLC  |                      |                                | 1,900.99   |
| TCI                                | INV94888             | SOCIAL STUDIES CURRICULUM      | 24,195.85  |
| Total TCI                          |                      |                                | 24,195.85  |
| TODD'S BODY SHOP                   | 40376                | WINSHIELD-TRAVERSE             | 369.84     |
| Total TODD'S BODY SHOP             |                      |                                | 369.84     |
| ULINE                              | 150884874            | CHAIR MATS                     | 485.84     |
| Total ULINE                        |                      |                                | 485.84     |
| UNITED ART & EDUCATION             | INV113870            | ART SUPPLIES/EQUIP             | 448.51     |
| Total UNITED ART & EDUCATION       |                      |                                | 448.51     |
| VALOR GENERAL STORE                | 2022-07 STMT         | MAINTENANCE/CUSTODIAL SUPPLIES | 1,093.20   |
| Total VALOR GENERAL STORE          |                      |                                | 1,093.20   |
| WESTCO                             | 2022-07 STMT         | FUEL                           | 2,099.09   |
| Total WESTCO                       |                      |                                | 2,099.09   |
| WESTERN NE NEWSPAPERS              | 2022-07 STMT         | ADVERTISEMENTS                 | 477.80     |
| Total WESTERN NE NEWSPAPERS        |                      |                                | 477.80     |
| WOOD CONSTRUCTION                  | LIBRARY ROOM DIVIDER | LIBRARY ROOM DIVIDER           | 2,690.85   |
| Total WOOD CONSTRUCTION            |                      |                                | 2,690.85   |
| Fund Number 01                     |                      |                                | 245,351.45 |

Box Butte County School District #10  
08/10/2022 09:48 AM  
Vendor Name

**Board Report - Board**  
Unposted; Batch Description 2022-08 INVOICES  
Invoice Number      Description

Page: 6  
User ID: KAH  
Amount

Checking Account ID    1

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245,351.45

08/13/2022 11:49 AM

Posted - All; Batch Description 2022-07 CREDIT CARD- G/F, 2022-07 PREPAIDS;  
Processing Month 07/2022

User ID: KAH

| Vendor Name                               | Invoice Number   | Description                           | Amount          |
|---|------------------|---------------------------------------|-----------------|
| Checking Account ID 1                     | Fund Number 01   | GENERAL FUND                          |                 |
| AMAZON                                    | 22-23 REQS       | 22-23 REQUISITIONS                    | 1,000.18        |
| Total AMAZON                              |                  |                                       | <u>1,000.18</u> |
| AMIGOS                                    | 7682             | NE MENTAL HEALTH CONFER-TRAVEL        | 16.86           |
| Total AMIGOS                              |                  |                                       | <u>16.86</u>    |
| BOX BUTTE COUNTY TREASURER                | 3881             | DUPLICATE TITLE FEE                   | 11.00           |
| Total BOX BUTTE COUNTY TREASURER          |                  |                                       | <u>11.00</u>    |
| CAPITAL BUSINESS SYSTEMS, INC             | 31945011         | COPIER AGREEMENT                      | 763.44          |
| Total CAPITAL BUSINESS SYSTEMS, INC       |                  |                                       | <u>763.44</u>   |
| CASEYS                                    | FUEL-SPED CONF   | FUEL-NE MENTAL HEALTH & EARLY CHILDHD | 209.03          |
| Total CASEYS                              |                  |                                       | <u>209.03</u>   |
| CHILIS                                    | RESTORATIVE PRAC | RESTORATIVE PRACTICES CONF-2 DAY      | 149.26          |
| Total CHILIS                              |                  |                                       | <u>149.26</u>   |
| COMFORT INN                               | 5108             | NE MENTAL HEALTH CONFERENCE           | 232.20          |
| Total COMFORT INN                         |                  |                                       | <u>232.20</u>   |
| DAYS INN-KEARNEY                          | 0585             | EARLY CHILDHOOD CONFERENCE            | 177.34          |
| Total DAYS INN-KEARNEY                    |                  |                                       | <u>177.34</u>   |
| ED PUZZLE                                 | 1097             | SUBSCRIPTION                          | 11.50           |
| Total ED PUZZLE                           |                  |                                       | <u>11.50</u>    |
| GULF OIL                                  | FCS CONF         | FCS CONFERENCE                        | 62.11           |
| Total GULF OIL                            |                  |                                       | <u>62.11</u>    |
| NE COUNCIL OF SCHOOL ADMINISTRATORS       | FCS REG REFUND   | REG REFUND FOR FCS BAKING PROGRAM     | (75.00)         |
| Total NE COUNCIL OF SCHOOL ADMINISTRATORS |                  |                                       | <u>(75.00)</u>  |
| OLD CHICAGO                               | VOAG CONFERENCE  | VO AG CONFERNECE FOOD-3 DAYS          | 86.55           |
| Total OLD CHICAGO                         |                  |                                       | <u>86.55</u>    |
| PHILLIPS 66                               | 9550             | FOOD SERVICE CONFERENCE               | 71.66           |
| Total PHILLIPS 66                         |                  |                                       | <u>71.66</u>    |
| RIVER WALK INN - PAGOSA SPRINGS           | 212              | NWEA WORKSHOP-MOTEL                   | 204.96          |
| Total RIVER WALK INN - PAGOSA SPRINGS     |                  |                                       | <u>204.96</u>   |
| RUNZA                                     | 1122             | FOOD-FCS CONFERENCE                   | 54.86           |
| Total RUNZA                               |                  |                                       | <u>54.86</u>    |
| SHARI'S RESTAURANT                        | 1799             | MEALS-WELDING WORKSHOP 2 DAYS         | 64.40           |
| Total SHARI'S RESTAURANT                  |                  |                                       | <u>64.40</u>    |

| Vendor Name                      | Invoice Number | Description                          | Amount    |
|----------------------------------|----------------|--------------------------------------|-----------|
| SHELL OIL                        | 6935           | VO AG CONFERENCE                     | 60.00     |
| Total SHELL OIL                  |                |                                      | 60.00     |
| SORENSEN IRRIGATION, LLC         | 12726          | FLAT HOSES-FB FIELD                  | 127.60    |
| Total SORENSEN IRRIGATION, LLC   |                |                                      | 127.60    |
| TEACHING STRATEGIES, LLC         | 001006963      | TEACHING STRATEGIES ASSESSMT-<br>PK  | 369.00    |
| Total TEACHING STRATEGIES, LLC   |                |                                      | 369.00    |
| WALL STREET JOURNAL              | 8034           | SUBSCRIPTION                         | 38.99     |
| Total WALL STREET JOURNAL        |                |                                      | 38.99     |
| WALMART                          | 7858           | ELEM CLASS SUPPLIES                  | 192.84    |
| Total WALMART                    |                |                                      | 192.84    |
| WESTCO                           | 3976           | FUEL-FCS GROUP                       | 61.73     |
| Total WESTCO                     |                |                                      | 61.73     |
| WYOMING BEARING AND SUPPLY       | 4919           | FLAT HOSE FOR GROUNDS                | 221.76    |
| Total WYOMING BEARING AND SUPPLY |                |                                      | 221.76    |
| Fund Number 01                   |                |                                      | 4,112.27  |
| Checking Account ID 1            |                |                                      | 4,112.27  |
| Checking Account ID 6            | Fund Number 06 | NUTRITION FUND                       |           |
| HEMINGFORD PUBLIC SCHOOLS        | L/F TRANSFER   | L/F XFER FROM BOW TO NE BANK<br>ACCT | 40,000.00 |
| Total HEMINGFORD PUBLIC SCHOOLS  |                |                                      | 40,000.00 |
| Fund Number 06                   |                |                                      | 40,000.00 |
| Checking Account ID 6            |                |                                      | 40,000.00 |

# **2022-2023 Student/Parent Handbook**



**Empowering individuals to be  
resourceful, respectful, and  
responsible lifelong learners.**

## WELCOME

Dear Students and Parents:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

**Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.**

**There are several forms at the end of this handbook that you must read, sign, and return no later than August 25, 2022.**

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,

Dr. Travis Miller  
Superintendent

## **Intent of Handbook**

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

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

## **Notice of Non-Discrimination**

This school district does not discriminate on the basis of race, color, religion, national origin, sex, marital status, disability, or age or in admission or access to, or treatment of employment, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning this school district’s compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Charles Isom in writing at 913 Niobrara Avenue Hemingford, NE 69348 or by telephone at (402) 487-3328. For further assistance, you may also contact Office for Civil Rights (Kansas City Office), U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Telephone: 816-268-0550, FAX: 816-823-1404; TDD: 877-521-2172, Email: OCR.KansasCity@ed.gov. Also see the “Anti-Discrimination/Harassment” section below.

## **Chain of Command: Steps To Resolve Concerns**

If a parent or a student has concerns about a class or activity, they are asked to contact the following individuals sequentially, in order to resolve that concern.

1. Arrange with the principal to meet with the teacher, sponsor, or coach.
2. Principal
3. Superintendent
4. Board of Education

## **ARTICLE 1: MISSION AND VISION**

### **Mission Statement:**

Empowering individuals to be resourceful, respectful, and responsible lifelong learners.

### **Vision Statement:**

Our vision at Hemingford Public Schools is to cooperatively work with parents and the community to provide a safe and healthy learning environment for all students. We provide and promote opportunities for high academic achievement, capitalizing on student career interests and aptitudes while encouraging student involvement and accomplishments to prepare accountable, responsible, self-disciplined, successful citizens for a changing global society.

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**HEMINGFORD PUBLIC SCHOOLS**  
**STAFF DIRECTORY 2022-2023**

**BOARD OF EDUCATION**

|                  |                 |
|------------------|-----------------|
| Justin Ansley    | President       |
| Trish Schumacher | Vice President  |
| Blanche Randolph | Secretary       |
| Troy Turek       | Member          |
| Rick Horstman    | Member          |
| Brett Cullan     | Member          |
| Kristy Hanks     | Board Treasurer |

**HEMINGFORD ADMINISTRATION**

|                   |                               |
|-------------------|-------------------------------|
| Dr. Travis Miller | Superintendent                |
| Misty Curtis      | Secondary Principal           |
| Eric Arneson      | Elementary Principal          |
| Mandy Plog        | Director of Special Education |

**HEMINGFORD ELEMENTARY TEACHING STAFF**

|                      |                               |
|----------------------|-------------------------------|
| Ammie Frost          | Kindergarten                  |
| Kerri Heusman        | Kindergarten                  |
| Sue Benzel           | 1st Grade                     |
| Jennifer Gasseling   | 1st Grade                     |
| Joei Cullan          | 2nd Grade                     |
| Danielle Roland      | 2nd Grade                     |
| Pamela Huddle        | 3rd Grade                     |
| Whitney Dean         | 3rd Grade                     |
| Michelle Osmotherly  | 4th Grade                     |
| Gina Jespersen       | 4th Grade                     |
| Heather Staudenmaier | 5th Grade                     |
| Jayme Clark          | 5th Grade                     |
| Kaitie Failor        | 6th Grade                     |
| Bridget Johnston     | 6th Grade                     |
| Shari McClure        | Pre - K                       |
| Lauren Morava        | Title I                       |
| Bailey Swanson       | K - 4 Resource                |
| Catie Williams       | 5 - 8 Resource                |
| Josh Dean            | Tech Coordinator/K-6 Computer |
| Morgan Kuhn          | K - 6 Physical Education      |
| Samantha Gilkerson   | K - 12 Counselor              |
| Sarah Arneson        | K - 12 Music                  |
| Brenda Davies        | K - 6 Library Aide            |
| Julianne Payne       | K - 12 Media Specialist       |
| Samantha Miller      | Nurse/Health Education        |

Michelle Hoxworth  
Millie Butler

K-12 Speech Pathology  
K-12 Art

### **HEMINGFORD HIGH SCHOOL TEACHING STAFF**

|                    |                              |
|--------------------|------------------------------|
| Bailey Branson     | Social Studies               |
| Joe Collins        | Social Studies               |
| Beth Dahl          | Math                         |
| Morgan Kuhn        | 10 – 12 Physical Education   |
| Pete Gomez         | Science                      |
| Janelle Huss       | 9 – 12 Resource              |
| Catie Williams     | 5 - 8 Resource               |
| Matthew Wood       | 7 – 12 Physical Education    |
| Josh Redden        | Computer & Business          |
| Samantha Gilkerson | K – 12 Counselor/Transitions |
| Lisa Janssen       | Math                         |
| Gordon Karney      | Vocational Agriculture Ed    |
| Tamara Bila        | English                      |
| Suzanne Neefe      | Family Consumer Science      |
| Brad Olson         | Science                      |
| Ashley Talkington  | Science                      |
| Sarah Arneson      | Band/Choir                   |
| Julianne Payne     | K – 12 Media Specialist      |
| Stephanie Glass    | English                      |
| Natalie Wood       | Business/Tech Coordinator    |
| Michelle Hoxworth  | K – 12 Speech Pathology      |
| Samantha Miller    | Nurse/Health Education       |
| Michelle Kluver    | Spanish via DL               |
| Millie Butler      | Art                          |
| Todd Westover      | School-Within-A-School       |

### **NON-CERTIFIED STAFF**

|                 |                      |
|-----------------|----------------------|
| Kristy Hanks    | Business Manager     |
| April Hanson    | Secondary Secretary  |
| Deb Campbell    | Elementary Secretary |
| Brenda Davies   | Elementary Library   |
| Jeannette Hucke | Paraprofessional     |
| Pat Vogel       | Paraprofessional     |
| Lori Glendy     | Paraprofessional     |
| Kassy Broadway  | Paraprofessional     |
| Shawn Phillips  | Paraprofessional     |
| Shelley Wyland  | Paraprofessional     |
| Dena Paris      | Paraprofessional     |
| Jennifer Hinman | Paraprofessional     |
| Kristina Kramer | Paraprofessional     |
| Jake Frost      | Paraprofessional     |
| Hanna Walker    | Paraprofessional     |
| Reyna Ansley    | Paraprofessional     |
| Connor Bila     | Paraprofessional     |
| Chad Bell       | Braillist            |

## **DEPARTMENT HEADS**

Jim Miles  
Karla Mapes  
Rozie Wax

Maintenance  
Lunch Accounts/Trans. Director  
Head Custodian

## **CUSTODIANS**

Angela Eisenhart  
Rozie Wax  
Dave Minich

High School Custodian  
Elementary Custodian  
Gymnasium Custodian

## **FOOD SERVICE PERSONNEL**

Megan Miles  
Stacey Dillard  
Debbie Hill  
Amy Honstein

Food Service Manager  
Food Service Aide  
Food Service Aide  
Food Service Aide

## **BUS DRIVERS**

Karla Mapes  
Brenda Davies  
Jake Frost  
Bob Haas  
Brad Haas  
Karla Mapes  
Tim Lanik  
Tre Surbeck  
Pat Vogel  
Brad Olson  
Pete Gomez  
Gordon Karney  
Becky Hanley  
Jennifer Lashley

Transportation Director  
Route & Activities  
Route  
Route & Activities

## **CLASS SPONSORS**

Class of 2023 – Seniors

Pete Gomez  
Brad Olson

Class of 2024 – Juniors

Beth Dahl  
Julianne Payne

Class of 2025 – Sophomores

Ashley Talkington  
Lisa Janssen

Class of 2026 – Freshman

Stephanie Glass  
Josh Redden

Class of 2027 – Eighth Grade

Gordon Karney  
Suzanne Neefe

## ACTIVITIES

Athletic Club  
Instrumental Music  
Health Council/Professions  
FFA  
FCCLA  
National Honor Society  
One Act Play Co-Director & Three Act Play Director  
One Act Play Co-Director & Three Act Play Assistant Director  
HS Quiz Bowl  
JH Quiz Bowl  
School Improvement  
  
Speech  
Student Council  
World Stride DC Trip  
Yearbook  
Cheerleading  
e-Sports

Todd Westover, Activities Director  
Sarah Arneson  
Samantha Miller  
Gordon Karney  
Suzanne Neefe  
Natalie Wood  
Tabi Bryner  
Gina Jespersen  
Bailey Branson  
Ashley Talkington  
Gina Jespersen, Pete Gomez and  
Danielle Roland  
Beth Dahl  
Tamara Bila, Millie Butler  
Joe Collins  
Tamara Bila  
Tamara Bila  
Josh Redden

## COACHES

Activities Director  
  
Head HS Football  
Assistant Football  
  
JH Football  
Assistant JH Football  
Head Volleyball  
Assistant Volleyball  
JH Head Volleyball  
JH Assistant Volleyball  
JH/HS Head Cross Country  
JH/HS Assistant Cross Country  
HS Boys Head Wrestling  
HS Assistant Wrestling  
HS Girls Head / J.H. Head Wrestling  
JH Assistant Wrestling  
HS Head Girls Basketball  
HS Assistant Girls Basketball  
JH Head Girls Basketball  
JH Assistant Girls Basketball  
HS Head Boys Basketball  
HS Assistant Boys Basketball  
JH Head Boys Basketball

Todd Westover  
  
Josh Dean  
Taryn Wood, Denton Payne,  
Matthew Wood, & Brennan Vogel  
Bailey Branson  
Josh Dean  
Melinda Cullan  
Catherine Williams  
Natalie Wood  
Julianne Payne  
Jayme Clark  
Ammie Frost  
Todd Westover  
Scott Delsing  
Pete Gomez  
Bailey Branson  
Steve Morava  
Lisa Janssen  
Lisa Janssen  
Morgan Kuhn  
Brennan Vogel  
Joe Collins  
Joe Collins

JH Assistant Boys Basketball  
JH/HS Head Track  
JH/HS Assistant Track

HS Assistant Track  
Golf  
Cheerleading

Catherine Williams  
Josh Dean  
Lisa Janssen, Julianne Payne,  
Matthew Wood  
Josh Redden  
Joe Collins  
Tamara Bila

# 2022-2023 School Calendar

**Hemingford Public Schools**  
**2022-2023 School Year**

| <p style="text-align: center;"><b>August 2022</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>   | S  | M                     | T                                      | W  | T  | F  | S |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |    | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td colspan="2" style="background-color: #FF00FF;">Aug 7-14</td><td style="background-color: #FF00FF;">Box Butte County Fair</td></tr> <tr><td colspan="3" style="background-color: #ADD8E6; text-align: center;">First Semester</td></tr> <tr><td colspan="3" style="background-color: #FFFF00;">Aug 15-17</td><td style="background-color: #FFFF00;">Teacher Work Days (No School)</td></tr> <tr><td colspan="3" style="background-color: #00FF00;">Aug 18-19</td><td style="background-color: #00FF00;">Student First Days (2:00pm dismissal)</td></tr> <tr><td colspan="3" style="background-color: #FFA500;">Sept 5</td><td style="background-color: #FFA500;">Labor Day (No School)</td></tr> <tr><td colspan="3" style="background-color: #00FF00;">Oct 18</td><td style="background-color: #00FF00;">End of 1st Quarter</td></tr> <tr><td colspan="3" style="background-color: #FFA500;">Oct 19</td><td style="background-color: #FFA500;">Parent/Teacher Conferences (No School)</td></tr> <tr><td colspan="3" style="background-color: #FFA500;">Oct 20 and Oct 21</td><td style="background-color: #FFA500;">Fall Break (No School)</td></tr> <tr><td colspan="3" style="background-color: #FFA500;">Nov 23-25</td><td style="background-color: #FFA500;">Thanksgiving Break (No School)</td></tr> <tr><td colspan="3" style="background-color: #00FF00;">Dec 22</td><td style="background-color: #00FF00;">End of 2nd Quarter</td></tr> <tr><td colspan="3" style="background-color: #FF0000;">Dec 25</td><td style="background-color: #FF0000;">Christmas Day</td></tr> <tr><td colspan="3" style="background-color: #ADD8E6; text-align: center;">Second Semester</td><td></td></tr> <tr><td colspan="3" style="background-color: #FF0000;">Dec 22-Jan 4</td><td style="background-color: #FF0000;">Christmas Break (No School)</td></tr> <tr><td colspan="3" style="background-color: #FFFF00;">Jan 4</td><td style="background-color: #FFFF00;">Teacher Work Day (No School)</td></tr> <tr><td colspan="3" style="background-color: #FF0000;">Feb 17</td><td style="background-color: #FF0000;">Winter Break (No School)</td></tr> <tr><td colspan="3" style="background-color: #FFFF00;">Feb 20</td><td style="background-color: #FFFF00;">Inservice (No School)</td></tr> <tr><td colspan="3" style="background-color: #00FF00;">Mar 7</td><td style="background-color: #00FF00;">End of 3rd Quarter</td></tr> <tr><td colspan="3" style="background-color: #FFA500;">Mar 8</td><td style="background-color: #FFA500;">Parent/Teacher Conferences (No School)</td></tr> <tr><td colspan="3" style="background-color: #FFA500;">Mar 9 and Mar 10</td><td style="background-color: #FFA500;">Spring Break (No School)</td></tr> <tr><td colspan="3" style="background-color: #FFA500;">Apr 7-10</td><td style="background-color: #FFA500;">Easter Break (No School)</td></tr> <tr><td colspan="3" style="background-color: #FF00FF;">May 2</td><td style="background-color: #FF00FF;">Seniors Last Day</td></tr> <tr><td colspan="3" style="background-color: #0000FF;">May 6</td><td style="background-color: #0000FF;">Graduation</td></tr> <tr><td colspan="3" style="background-color: #00FF00;">May 23</td><td style="background-color: #00FF00;">End of 4th Quarter</td></tr> <tr><td colspan="3" style="background-color: #FFFF00;">May 24-25</td><td style="background-color: #FFFF00;">Staff Inservice (No School)</td></tr> </table> | Aug 7-14 |   | Box Butte County Fair | First Semester |   |   | Aug 15-17  |   |   | Teacher Work Days (No School) | Aug 18-19 |   |   | Student First Days (2:00pm dismissal) | Sept 5 |   |   | Labor Day (No School) | Oct 18 |    |    | End of 1st Quarter | Oct 19 |    |    | Parent/Teacher Conferences (No School) | Oct 20 and Oct 21 |    |    | Fall Break (No School) | Nov 23-25 |    |    | Thanksgiving Break (No School) | Dec 22 |    |    | End of 2nd Quarter | Dec 25 |    |    | Christmas Day | Second Semester |    |    |    | Dec 22-Jan 4 |    |  | Christmas Break (No School) | Jan 4 |  |  | Teacher Work Day (No School) | Feb 17 |  |  | Winter Break (No School) | Feb 20 |  |  | Inservice (No School) | Mar 7 |  |  | End of 3rd Quarter | Mar 8 |  |  | Parent/Teacher Conferences (No School) | Mar 9 and Mar 10 |  |  | Spring Break (No School) | Apr 7-10 |  |  | Easter Break (No School) | May 2 |  |  | Seniors Last Day | May 6 |  |  | Graduation | May 23 |  |  | End of 4th Quarter | May 24-25 |  |  | Staff Inservice (No School) | <p style="text-align: center;"><b>January 2023</b></p> <table border="1" style="width: 100%; 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|---|----|-----------------------|--|----|----|----|---|--|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|----------|---|-----------------------|----------------|---|---|--|---|---|-------------------------------|-----------|---|---|---------------------------------------|--------|---|---|-----------------------|--------|----|----|--------------------|--------|----|----|--|-------------------|----|----|------------------------|-----------|----|----|--------------------------------|--------|----|----|--------------------|--------|----|----|---------------|-----------------|----|----|----|--------------|----|--|-----------------------------|-------|--|--|------------------------------|--------|--|--|--------------------------|--------|--|--|-----------------------|-------|--|--|--------------------|-------|--|--|--|------------------|--|--|--------------------------|----------|--|--|--------------------------|-------|--|--|------------------|-------|--|--|------------|--------|--|--|--------------------|-----------|--|--|-----------------------------|--|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|--|--|
| S   | M  | T                     | W                                      | T  | F  | S  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
|   | 1  | 2                     | 3                                      | 4  | 5  | 6  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 7   | 8  | 9                     | 10                                     | 11 | 12 | 13 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 14  | 15 | 16                    | 17                                     | 18 | 19 | 20 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 21  | 22 | 23                    | 24                                     | 25 | 26 | 27 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 28  | 29 | 30                    | 31                                     |    |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| Aug 7-14  |    | Box Butte County Fair |  |    |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| First Semester  |    |                       |  |    |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| Aug 15-17   |    |                       | Teacher Work Days (No School)          |    |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| Aug 18-19   |    |                       | Student First Days (2:00pm dismissal)  |    |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| Sept 5  |    |                       | Labor Day (No School)                  |    |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| Oct 18  |    |                       | End of 1st Quarter                     |    |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| Oct 19  |    |                       | Parent/Teacher Conferences (No School) |    |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| Oct 20 and Oct 21   |    |                       | Fall Break (No School)                 |    |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| Nov 23-25   |    |                       | Thanksgiving Break (No School)         |    |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| Dec 22  |    |                       | End of 2nd Quarter                     |    |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| Dec 25  |    |                       | Christmas Day                          |    |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| Second Semester   |    |                       |  |    |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| Dec 22-Jan 4  |    |                       | Christmas Break (No School)            |    |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| Jan 4   |    |                       | Teacher Work Day (No School)           |    |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| Feb 17  |    |                       | Winter Break (No School)               |    |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| Feb 20  |    |                       | Inservice (No School)                  |    |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| Mar 7   |    |                       | End of 3rd Quarter                     |    |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| Mar 8   |    |                       | Parent/Teacher Conferences (No School) |    |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| Mar 9 and Mar 10  |    |                       | Spring Break (No School)               |    |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| Apr 7-10  |    |                       | Easter Break (No School)               |    |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| May 2   |    |                       | Seniors Last Day                       |    |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| May 6   |    |                       | Graduation                             |    |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| May 23  |    |                       | End of 4th Quarter                     |    |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| May 24-25   |    |                       | Staff Inservice (No School)            |    |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| S   | M  | T                     | W                                      | T  | F  | S  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 1   | 2  | 3                     | 4                                      | 5  | 6  | 7  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 8   | 9  | 10                    | 11                                     | 12 | 13 | 14 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 15  | 16 | 17                    | 18                                     | 19 | 20 | 21 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 22  | 23 | 24                    | 25                                     | 26 | 27 | 28 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 29  | 30 | 31                    |  |    |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| <p style="text-align: center;"><b>September 2022</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td style="background-color: #FF0000;">5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </tbody> </table>   | S  | M                     | T                                      | W  | T  | F  | S |  |   |   |   | 1 | 2 | 3 | 4 | 5 | 6 | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |    | <p style="text-align: center;"><b>February 2023</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td style="background-color: #FF0000;">17</td><td>18</td></tr> <tr><td>19</td><td style="background-color: #FFFF00;">20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>   | S        | M | T                     | W              | T | F | S  |   |   |                               | 1         | 2 | 3 | 4                                     | 5      | 6 | 7 | 8                     | 9      | 10 | 11 | 12                 | 13     | 14 | 15 | 16                                     | 17                | 18 | 19 | 20                     | 21        | 22 | 23 | 24                             | 25     | 26 | 27 | 28                 |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| S   | M  | T                     | W                                      | T  | F  | S  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
|   |    |                       |  | 1  | 2  | 3  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 4   | 5  | 6                     | 7                                      | 8  | 9  | 10 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 11  | 12 | 13                    | 14                                     | 15 | 16 | 17 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 18  | 19 | 20                    | 21                                     | 22 | 23 | 24 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 25  | 26 | 27                    | 28                                     | 29 | 30 |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| S   | M  | T                     | W                                      | T  | F  | S  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
|   |    |                       | 1                                      | 2  | 3  | 4  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 5   | 6  | 7                     | 8                                      | 9  | 10 | 11 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 12  | 13 | 14                    | 15                                     | 16 | 17 | 18 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 19  | 20 | 21                    | 22                                     | 23 | 24 | 25 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 26  | 27 | 28                    |  |    |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| <p style="text-align: center;"><b>October 2022</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td style="background-color: #00FF00;">18</td><td style="background-color: #FFA500;">19</td><td style="background-color: #FF0000;">20</td><td style="background-color: #FF0000;">21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>   | S  | M                     | T                                      | W  | T  | F  | S |  |   |   |   |   |   | 1 | 2 | 3 | 4 | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30  | 31       |   |                       |                |   |   | <p style="text-align: center;"><b>March 2023</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td style="background-color: #00FF00;">7</td><td style="background-color: #FFA500;">8</td><td style="background-color: #FF0000;">9</td><td style="background-color: #FF0000;">10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table> | S | M | T                             | W         | T | F | S                                     |        |   |   | 1                     | 2      | 3  | 4  | 5                  | 6      | 7  | 8  | 9                                      | 10                | 11 | 12 | 13                     | 14        | 15 | 16 | 17                             | 18     | 19 | 20 | 21                 | 22     | 23 | 24 | 25            | 26              | 27 | 28 | 29 | 30           | 31 |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| S   | M  | T                     | W                                      | T  | F  | S  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
|   |    |                       |  |    |    | 1  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 2   | 3  | 4                     | 5                                      | 6  | 7  | 8  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 9   | 10 | 11                    | 12                                     | 13 | 14 | 15 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 16  | 17 | 18                    | 19                                     | 20 | 21 | 22 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 23  | 24 | 25                    | 26                                     | 27 | 28 | 29 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 30  | 31 |                       |  |    |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| S   | M  | T                     | W                                      | T  | F  | S  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
|   |    |                       | 1                                      | 2  | 3  | 4  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 5   | 6  | 7                     | 8                                      | 9  | 10 | 11 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 12  | 13 | 14                    | 15                                     | 16 | 17 | 18 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 19  | 20 | 21                    | 22                                     | 23 | 24 | 25 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 26  | 27 | 28                    | 29                                     | 30 | 31 |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| <p style="text-align: center;"><b>November 2022</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td style="background-color: #FF0000;">23</td><td style="background-color: #FF0000;">24</td><td style="background-color: #FF0000;">25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </tbody> </table>  | S  | M                     | T                                      | W  | T  | F  | S |  |   | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |    |    |    | <p style="text-align: center;"><b>April 2023</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td style="background-color: #FF0000;">7</td><td>8</td></tr> <tr><td>9</td><td style="background-color: #FF0000;">10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>   | S        | M | T                     | W              | T | F | S  |   |   |                               |           |   |   | 1                                     | 2      | 3 | 4 | 5                     | 6      | 7  | 8  | 9                  | 10     | 11 | 12 | 13                                     | 14                | 15 | 16 | 17                     | 18        | 19 | 20 | 21                             | 22     | 23 | 24 | 25                 | 26     | 27 | 28 | 29            | 30              |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| S   | M  | T                     | W                                      | T  | F  | S  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
|   |    | 1                     | 2                                      | 3  | 4  | 5  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 6   | 7  | 8                     | 9                                      | 10 | 11 | 12 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 13  | 14 | 15                    | 16                                     | 17 | 18 | 19 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 20  | 21 | 22                    | 23                                     | 24 | 25 | 26 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 27  | 28 | 29                    | 30                                     |    |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| S   | M  | T                     | W                                      | T  | F  | S  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
|   |    |                       |  |    |    | 1  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 2   | 3  | 4                     | 5                                      | 6  | 7  | 8  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 9   | 10 | 11                    | 12                                     | 13 | 14 | 15 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 16  | 17 | 18                    | 19                                     | 20 | 21 | 22 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 23  | 24 | 25                    | 26                                     | 27 | 28 | 29 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 30  |    |                       |  |    |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| <p style="text-align: center;"><b>December 2022</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td style="background-color: #00FF00;">22</td><td style="background-color: #FF0000;">23</td><td style="background-color: #FF0000;">24</td></tr> <tr><td style="background-color: #FF0000;">25</td><td style="background-color: #FF0000;">26</td><td style="background-color: #FF0000;">27</td><td style="background-color: #FF0000;">28</td><td style="background-color: #FF0000;">29</td><td style="background-color: #FF0000;">30</td><td style="background-color: #FF0000;">31</td></tr> </tbody> </table> | S  | M                     | T                                      | W  | T  | F  | S |  |   |   |   | 1 | 2 | 3 | 4 | 5 | 6 | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | <p style="text-align: center;"><b>May 2023</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td style="background-color: #FF00FF;">1</td><td>2</td><td>3</td><td>4</td><td style="background-color: #0000FF;">5</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td style="background-color: #00FF00;">23</td><td style="background-color: #FFFF00;">24</td><td style="background-color: #FFFF00;">25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>  | S        | M | T                     | W              | T | F | S  |   |   | 1                             | 2         | 3 | 4 | 5                                     | 7      | 8 | 9 | 10                    | 11     | 12 | 13 | 14                 | 15     | 16 | 17 | 18                                     | 19                | 20 | 21 | 22                     | 23        | 24 | 25 | 26                             | 27     | 28 | 29 | 30                 | 31     |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| S   | M  | T                     | W                                      | T  | F  | S  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
|   |    |                       |  | 1  | 2  | 3  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 4   | 5  | 6                     | 7                                      | 8  | 9  | 10 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 11  | 12 | 13                    | 14                                     | 15 | 16 | 17 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 18  | 19 | 20                    | 21                                     | 22 | 23 | 24 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 25  | 26 | 27                    | 28                                     | 29 | 30 | 31 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| S   | M  | T                     | W                                      | T  | F  | S  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
|   |    | 1                     | 2                                      | 3  | 4  | 5  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 7   | 8  | 9                     | 10                                     | 11 | 12 | 13 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 14  | 15 | 16                    | 17                                     | 18 | 19 | 20 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 21  | 22 | 23                    | 24                                     | 25 | 26 | 27 |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 28  | 29 | 30                    | 31                                     |    |    |    |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |          |   |                       |                |   |   |  |   |   |                               |           |   |   |                                       |        |   |   |                       |        |    |    |                    |        |    |    |  |                   |    |    |                        |           |    |    |                                |        |    |    |                    |        |    |    |               |                 |    |    |    |              |    |  |                             |       |  |  |                              |        |  |  |                          |        |  |  |                       |       |  |  |                    |       |  |  |  |                  |  |  |                          |          |  |  |                          |       |  |  |                  |       |  |  |            |        |  |  |                    |           |  |  |                             |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |

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176 Student Days  
185 Teacher Days

## ARTICLE 2: SCHOOL DAY

### Section 1: Daily Schedule

Monday-Thursday: Elementary Arrival and Departure

|                |  |
|----------------|--|
| 7:45           | Breakfast Begins —there is <b>no supervision before this time.</b> |
| 8:00           | Entrance Bell Rings  |
| 8:10           | School Begins  |
| 11:05 to 11:35 | Lunch period for grades 4-6  |
| 12:00 to 12:40 | Lunch period for grades K-3  |
| 3:40           | Dismissal bell for all students                                    |

Friday: Elementary Arrival and Departure

|                |  |
|----------------|--|
| 7:45           | Breakfast Begins —there is <b>no supervision before this time.</b> |
| 8:00           | Entrance Bell Rings  |
| 8:10           | School Begins  |
| 11:05 to 11:35 | Lunch period for grades 4-6  |
| 12:15 to 12:55 | Lunch period for grades K-3  |
| 1:55           | Dismissal bell for all students                                    |

Monday-Thursday: Junior High / High School Arrival and Departure

|                    |                     |                            |
|--------------------|---------------------|----------------------------|
| 7:45-8:00          | (15 minutes)        | <b>SST</b>                 |
| 8:00-8:50          | (50 minutes)        | Period 1                   |
| 8:52-9:42          | (50 minutes)        | Period 2                   |
| 9:44-10:34         | (50 minutes)        | Period 3                   |
| 10:36-11:26        | (50 minutes)        | Period 4                   |
| 11:28-11:48        | (20 minutes)        | BOBCAT TIME                |
| <b>11:48-12:18</b> | <b>(30 minutes)</b> | <b>Junior High Lunch</b>   |
| 11:50-12:40        | (50 minutes)        | High School Period 5       |
| 12:20-1:10         | (50 minutes)        | Junior High Period 5       |
| <b>12:40-1:10</b>  | <b>(30 minutes)</b> | <b>High School Lunch</b>   |
| 1:12-2:02          | (50 minutes)        | Period 6                   |
| 2:04-2:54          | (50 minutes)        | Period 7                   |
| 2:56-3:46          | (50 minutes)        | Period 8                   |
| <b>*3:42</b>       |                     | <b>Bus Rider Dismissal</b> |

Friday: Junior High / High School Arrival and Departure

|                    |                     |                             |
|--------------------|---------------------|-----------------------------|
| 7:45-8:00          | (15 minutes)        | <b>SST</b>                  |
| 8:00-8:43          | (43 minutes)        | Period 1                    |
| 8:45-9:24          | (39 minutes)        | Period 2                    |
| 9:26-10:05         | (39 minutes)        | Period 3                    |
| 10:07-10:46        | (39 minutes)        | Period 4                    |
| 10:48-11:27        | (39 minutes)        | Period 5                    |
| <b>11:27-11:57</b> | <b>(30 minutes)</b> | <b>Junior High Lunch</b>    |
| 11:29-12:08        | (39 minutes)        | High School Period 6        |
| 11:59-12:38        | (39 minutes)        | Junior High Period 6        |
| <b>12:08-12:38</b> | <b>(30 minutes)</b> | <b>High School Lunch</b>    |
| 12:40-1:19         | (39 minutes)        | Period 7                    |
| 1:21-2:00          | (39 minutes)        | Period 8                    |
| <b>*1:55</b>       |                     | <b>Bus Riders Dismissal</b> |

## **Section 2: Building Hours**

The building is open every day from 7:30 to 4:00 every day that school is in session. Teachers will be on duty from 7:45 to 4:00 Monday thru Thursday and 7:45 to 2:15 on Fridays, unless otherwise determined by administration. The school secretary is available daily from 7:30 to 4:00.

## **Section 3: Severe Weather and School Cancellations**

**Ref: SB Policy: 905.08**

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. The Superintendent will notify parents through the appropriate means and also notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio stations, (KCOW AM 1400, KQ 106 & 97.5 FM, KPNY 102 FM, KMOR 92.9 FM). If schools are closed due to severe weather conditions, all after-school activities will be canceled.

Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

Emergency Conditions. Hemingford Public Schools has a procedure which, when activated, includes the evacuation of the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for an Emergency Exit system, Tornado Warning System, and Critical Incident Response.

## **Section 4: Open-Closed Campus**

**Ref: SB Policy: 602.03**

All K-6 students are required to remain on campus during the school day, unless other arrangements have been made by parents/guardians. Campus is open for all 7 - 12 students during lunch. Students who violate school policies and rules during open lunch will have those privileges revoked. If students plan on driving during open lunch, they must get permission from the principal to do so. **The school does not provide supervision for any student that leaves school grounds at any time during the open campus lunch period.**

# **ARTICLE 3: USE OF BUILDING AND GROUNDS**

## **Section 1: Entering and Leaving School Grounds**

**Ref: SB Policy: 903.07**

Beginning of School: Students should not be on school grounds prior to 7:30 a.m. During fair weather conditions the first bell will ring at 8:00 a.m. allowing students to enter the building and to proceed to their lockers and classrooms. During bad weather the entrance will be open by 7:30 a.m. for students to enter the building. Students are to stay in their designated area and are not to go to any other part of the building.

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Upon return to school during the day, except for students who are permitted to leave for open campus lunch (Grades 7-12), students are to report to the school office.

End of School: Our regular school day ends at 3:46 p.m. Monday thru Thursday and 2:00 p.m. on Fridays. The Elementary will end their day at 3:40 p.m. Monday thru Thursday and 1:55 p.m. on Fridays. Club meetings and other school activity practices may begin immediately after school Monday through Thursday and 2:00 p.m. on Fridays. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible.

Traffic And Parking Procedures: Driving and parking on or near school property (Fair Board Land, streets near the school) are privileges granted by the board to persons who have reasons to be in the schools or on school property. The Superintendent shall authorize parking areas and post notices on district property designated for

staff, student, visitor parking and parking for persons with disabilities and other classifications of parking areas as may be necessary.

Any vehicle not parked in authorized areas may be cited or towed away and stored. All charges for towing and storing will be the responsibility of the owner or operator of the vehicle.

Any person failing to abide by the district's parking regulations may be further prohibited from bringing any vehicle on school property.

Building principals will establish regulations as necessary for the use and control of staff and student parking areas around their buildings. Such regulations will be made available to staff, students and parents.

Cross Reference: 801.12 Student Transportation in Private Vehicles

Administrative Guidelines – Parking Regulations

- Areas painted yellow—No Parking for Staff and Students during school hours
- All other school parking areas—OPEN Parking for Staff and Students

Guidelines added on March 14, 2016

## **Section 2: Visitors**

**Ref: SB Policy: 903.02**

All visitors including parents/guardians must report to the office, upon entering, to sign in, in order to receive a visitor's pass. Please sign in/out at the office upon entering/exiting the school.

## **Section 3: Care of School Property**

**Ref: SB Policy: 504.07**

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If students decide to not lock their lockers, the school does not assume any responsibility for these lost or destroyed items. Locks are available in the office for student use.
2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item. School policies regarding destruction of school property will apply.
3. School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

## **Section 4: Police Questioning and Apprehension**

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

## **Section 5: Searches of Lockers and Other Types of Searches**

**Ref: SB Policy: 504.09**

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without particularized suspicion or reasonable cause.

The following rules shall apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is reasonable suspicion to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

### **Sniffer (Drug) Dogs**

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

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

### **Section 6: Cell Phones and Other Electronic Devices**

**Ref: SB Policy 504.12**

Students may not use cell phones or other electronic devices while at school, except as permitted in this handbook.

- Personal cell phones and electronic devices will remain off and out of sight and may only be used during class time for educational purposes. Students must comply with each teacher's classroom rules regarding cell phone use in class.
- Students may use cell phones or other electronic devices on the school sidewalks and in the common areas of the school before and after school, so long as they do not create a distraction or a disruption.
- Students may not use cell phones or other electronic devices while they are in locker rooms or restrooms.
- Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle's driver.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss, or damage of a cell phone or any calls made on a cell phone.

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

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in

possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

### **Section 7: Bicycles/Skateboards/Rollerskates/Rollerblades/Scooters**

Bicycles and scooters must be parked in an orderly manner. All bicycles and scooters should be equipped with locks and licenses. All other items of this type of transportation must be removed upon entrance to school grounds. The school is not responsible for damage or theft of parts while these items are on school property.

### **Section 8: Student Valuables/ Personal Items**

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. The school provides the necessary equipment for classroom and school day activities. **Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. The school is not responsible for damaged or lost personal items or equipment.**

### **Section 9: Lost and Found**

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. It is recommended that articles of clothing and lunch boxes be clearly marked with the student's full name. If articles are lost at school, report that loss to office personnel. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

### **Section 10: Accidents**

**Ref: SB Policy: 905.06**

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

### **Section 11: Laboratory Safety Glasses**

**Ref: SB Policy: 905.09**

As required by law, every teacher, student and visitor shall be required to wear eye protective devices at all times while participating in or observing the following courses of instruction:

1. Vocational, technical, industrial arts, chemical, or chemical-physical, involving exposure to:
  - A. Hot molten metals or other molten materials;
  - B. Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials;
  - C. Heat treatment, tempering, or kiln firing of any metal or other materials;
  - D. Gas or electric arc welding or other forms of welding processes;
  - E. Repair or servicing of any vehicle; or
  - F. Caustic or explosive materials; and
2. Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other hazards not enumerated.

### **Section 12: Insurance**

**Ref: SB Policy: 508.06**

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The district does not make recommendations, nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

### **Section 13: Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office.

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each school day. A written copy of daily announcements will be posted on the main bulletin board by the offices.

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.
2. All postings must identify the student or the student organization posting or publishing the notice.
3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

### **Section 14: Jr./Sr. High School Dances**

These dances are open to students grades seven through twelve and their dates. No students younger than grade seven and no person 21 years of age or older shall be permitted to attend these dances. Students must register and provide a birth date for out of town/out of school dates with the office one week prior to the date of the dance. **The school eligibility rule applies to dances (handbook page 60).**

### **Section 15: Homecoming Dance**

The homecoming dance is open to Hemingford High School freshmen, sophomores, juniors, seniors and their dates. No students below grade nine and no person 21 years of age or older shall be permitted to attend the homecoming dance. Students must register and provide a birth date for out of town/out of school dates with the office one week prior to the date of the dance. **The school eligibility rule applies (page 60).** Parents of Homecoming candidates will be asked to help chaperone.

### **Section 16: Prom Dance and Banquet**

The prom banquet will be open to Hemingford High School juniors, seniors, and staff members by invitation only. Sophomores will be selected by the junior class to act as servers for this banquet.

The prom dance will be open to Hemingford High School sophomores, juniors, seniors, and their dates. No students below grade nine and no person 21 years of age or older shall be permitted to attend the prom dance and prom activities. Students must register and provide a birth date for out of town/out of school dates with the office one week prior to the date of the dance. **The school eligibility rule applies (page 60).**

### **Section 17: Clubs and Organizations**

All school clubs and organizations must be considered for their contribution to the improvement to the moral, social and educational experience of the student body. All such clubs shall be under the directions and supervision of regular school personnel or an approved sponsor and in conformity with laws of the state and policies of the Board of Education.

Activities, including those held by a group for its members only, must be scheduled on the school calendar through an administrator and placed on the calendar in the high school office.

All funds are to be controlled through the activity account of the school. Sponsors should supervise the activity of the treasurer and countersign all requests for disbursements. “No bills shall be paid from cash and receipts shall be given and received for all cash transactions.”

The school may be used Sunday if prior approval is secured from the superintendent or the principal and if an approved adult sponsors the use at all times. Such activity will not be to raise money, nor will it conflict with church or church-sponsored activities.

Wednesday nights are observed as church nights in our community and every effort is made to release students in time to participate in these activities. Any exceptions must be cleared in advance through the administration.

Club activities are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

### **Section 18: Copyright and Fair Use Policy**

**Ref: SB Policy: 606.08**

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

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

### **Section 19: Threat Assessment and Response**

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

#### **1. Obligation to Report threatening Statements or Behaviors.**

All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such a report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

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

#### **2. Threat Assessment Investigation and Response**

All reports of violent, threatening, stalking, or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to the superintendent. Upon receipt of an initial report of any threat, the superintendent will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the superintendent determines to be reasonable and useful.

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

### 3. Communication with the Public about Reported Threats

To the extent possible, the team will keep members of the school community informed about possible threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence if that individual is a minor.

## **ARTICLE 4: ATTENDANCE**

### **Section 1: Attendance Policy**

**Ref: SB Policy: 503.03**

Regular and punctual student attendance is required by Nebraska State Statute ([§79-201](#)). 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.

The responsibility for the attendance of the child in school is fixed by law, upon the parents. It will be the duty of the school to inform parents of non-attendance. When a student receives 10 absences or the hourly equivalent in any semester, the Attendance Officer will follow the district's policy to address barriers to the student's attendance.

When a student is absent more than 20 days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the county attorney of the county in which the student resides. The superintendent shall designate an attendance officer.

### **Section 2: Attendance and Absences**

**Ref: SB Policy: 503.03**

Absences From School - Definitions. An absence from school will be reported as:

(a) a justifiable absence or (b) an unexcused absence.

1. Justifiable Absences. Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences,

except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:

- (A) Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),
- (B) Illness which causes a student to be absent from school,
- (C) Doctor or dental appointment which require student to be absent from school,
- (D) Court appearances that are required by a court order and the student is not responsible for needing to be in court,
- (E) School sponsored activities which require students to be absent from school,
- (F) Family trips in which student accompanies parent(s)/legal guardian(s),
- (G) Other absences which have received prior approval from the Principal.

The Principal has the discretion to deny approval for the latter two reasons, 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. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

2. **Unexcused Absences:** An absence which is not excused is unexcused. 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.

A student who engages in unexcused 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 include suspension from classes and the student may be required to make up the time missed.

**Absence Procedure.** When it is necessary for a student to be absent for any reason, the parent or guardian of the student must call the school office by 9:00 a.m. to state the reasons for the absence. If the office receives no telephone call, we will then try to contact the home to insure that the student is accounted for. **Appointment cards may be requested to verify an absence.** Students not accounted for will be considered truant resulting in zeros for the time missed. When a student returns from an absence, he/she shall report to the office to check in.

### **Section 3: Homework Policy**

**Ref: SB Policy: 503.03**

Two days will be allowed to make up work for each day missed if the absence is excused, unexpected or beyond the control of the student. Students are responsible for communicating with their teachers regarding this and all absences. **Example:** *If a student misses Monday, the work is due by the end of the day on Wednesday. If a student misses Monday and Tuesday, all work is due by the end of the day on Thursday. If the student misses Monday, Tuesday, and Wednesday, all work is due by the end of the day on Friday.*

When the student **knows** he/she is going to be absent or the absence is **prearranged (family trips, surgeries, etc.)**, all effort should be made to complete and turn in all assignments he/she will miss prior to the date of the absence or in a reasonable amount of time pre-arranged with the teacher. This may or may not be the same as the above absence window. Students are responsible for communicating with their teachers and making these arrangements during their absence.

If the student does not complete the work in the required amount of time, he/she will not be given credit for the assignments that are not completed and turned in to the teacher. The student and or the student's parent/guardian may request that a list of the homework be completed by the teacher and put in the office to be picked up by the parent/guardian, so the student can do the work at home. If this is not possible, the student and teacher will make arrangements for the student to make up the work within the required time.

**For unexcused absences/truancy, the student will not receive credit for missed work in these class periods.**

#### **Section 4: Ten Day Rule**

**Ref: SB Policy: 503.04**

Students who are absent from school **ten days (excused or unexcused)** during any semester will have their attendance reviewed. After ten absences, the principal will contact the parent/guardian, to determine the status of consequences for further absences. Contact with the parent or student may be made, once a student misses six (6) days, expressing our concern regarding the student's attendance and also as a reminder of this policy. Following an eighth (8th) absence from school, the principal may request a conference with the student, and parent. The purpose of this conference will be to discuss the concern about the student's attendance and any barriers preventing the student from attending school regularly.

#### **Attendance Officer**

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

#### **Section 5: Tardiness Anytime During the School Day**

**Ref: SB Policy: 503.03**

Punctuality is required on a daily basis. Preliminary instruction, assessment, attendance, lunch count, etc. takes place at the beginning of class. Students not in attendance may lose the opportunity for this instruction. Tardiness may result in a student making up time after school, at lunch and/or charged with an absence, or having in-school suspension. Students and parents will be notified of excessive tardiness. Students will serve detentions or suspensions based on the severity of the excess of tardies.

#### **Section 6: Leaving School**

**Ref: SB Policy: 503.05**

Permission to leave the school grounds must be obtained from the principal as well as the parent/guardian. The student shall be required to contact a parent/guardian to gain permission. This permission must be obtained in advance of the time a student finds it necessary to leave.

#### **Section 7: Attendance is Required to Participate in Activities**

**Ref: SB Policy: 503.03**

Students must attend school the immediate preceding ½ day (4 class periods) of any scheduled school activity in order to participate in the activity. Students will not participate if they are truant from school at any time during the day. This includes school activities and dances. Failure to attend on that day will result in a student being withheld from participation in the activity. The principal retains the right to grant participation should exceptional circumstances prevail. Students must be present for a ½ day Friday to participate in Saturday activities. (Pg. 42)

#### **Section 8: Students Picked Up From School Early**

**Ref: SB Policy: 503.05**

If reasons arise that require you to remove your child from school early, please call or stop in at the office. Students should be picked up from the office so that they can be checked out with the building secretary. Students will not wait outside to be picked up.

Parents that would like their child to walk home, or to a doctor's office, dentist, etc. must provide written permission prior to the time the student will leave, before that student will be allowed to leave the school grounds.

#### **Section 9: Entrance Age**

**Ref: SB Policy: 502.03**

Kindergarten children are eligible for enrollment if they are five years of age on or before July 31<sup>st</sup> of the current school year. Exceptions can be made according to the Board of Education's policy on early enrollment.

First grade children are eligible for enrollment if they are six years of age on or before July 31<sup>st</sup> of the current school year or have completed kindergarten in another school district. Exceptions can be made for age or physical reasons approved by the administration.

**Mandatory Attendance Age.** All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age. A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child’s parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child.

**Discontinuing Enrollment – 5 Year Old Students.** The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request to the superintendent. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

**Discontinuing Enrollment – 16 and 17 Year Old Students.** Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child’s enrollment shall submit a signed, written request that demonstrates that the student meets the district’s legal criteria allowing for disenrollment to the superintendent using the applicable district form. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

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

**Section 10: Pregnant and Parenting Students**

Students who are pregnant or parenting are encouraged to continue participating in the district’s educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities.

**ARTICLE 5: SCHOLASTIC ACHIEVEMENT**

**Section 1: Grading System and Class Rank**

**Grading System**

Kindergarten-Third grade uses the following grading system:

|                    | <b>1--Beginning</b>              | <b>2--Progressing</b>              | <b>3--Proficient</b>            | <b>4--Advanced</b>       |
|--------------------|----------------------------------|------------------------------------|---------------------------------|--------------------------|
| <b>K and 1st</b>   | Does not meet district standards | Working towards district standards | Meets district standards        | Above district standards |
| <b>2nd and 3rd</b> | Student rarely demonstrates an   | Student occasionally               | Student usually demonstrates an | Student consistently     |

|  |   |   |   |   |
|--|---|---|---|---|
|  | understanding of the concepts and the application of skills and strategies. | demonstrates an understanding of the concepts and the application of skills and strategies. | understanding of the concepts and the application of skills and strategies. | demonstrates an understanding of the concepts and the application of skills and strategies. |
|--|---|---|---|---|

Fourth grade - Seniors will use the letter grading system as follows:

|              |           |         |                     |
|--------------|-----------|---------|---------------------|
| A+ = 99-100  | A = 95-98 | A- = 94 | Excellent           |
| B+ = 93      | B = 88-92 | B- = 87 | Good                |
| C+ = 86      | C = 78-85 | C- = 77 | Satisfactory        |
| D+ = 76      | D = 71-75 | D- = 70 | Needs Improvement   |
| F = Below 70 |           |         | Failing – No Credit |

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

### **Class Rank**

Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numeric basis. To be included in the class ranking, a student must have received a numeric grade for each core curriculum class in which he/she was enrolled. For the purposes of this policy, core curriculum shall include all courses in the areas of language arts, mathematics, science, and social studies.

Students who transfer into the school district will be eligible to be included in class ranking after two semesters of attendance.

Students who transfer into the school district in the middle of their senior year will be eligible to be included in class ranking, although a mid-year transfer will not displace the ranking of a student who has not transferred mid-year. In those circumstances there will be two students holding the relevant class ranking. Mid-year transfer students will not be eligible to receive senior awards such as valedictorian and salutatorian unless the student has been enrolled in the district's high school for the last two semesters.

### **Section 2: Promotion, Retention**

**Ref: SB Policy: 611.02**

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

### **Section 3: Progress Reports**

**Ref: SB Policy: 611.01**

Regular first, second, third and fourth quarter progress reports shall be sent home to each student's parents or guardians. These reports will be approved by the principal and will be designed to report to parents the progress of the students in each subject area. This report is intended for parents and teacher to work together to improve the progress of the student before the end of the nine-week grading period. Weekly progress may be checked via PowerSchool for grades 4-12.

### **Section 4: Report Cards**

**Ref: SB Policy: 611.01**

Report cards are issued at the end of each quarter, or nine-week sessions. This report card shall contain an accurate and complete report of the student's grades and attendance record.

## Section 5: Testing

Ref: SB Policy: 610.02

Hemingford Elementary students participate in the following assessments to fulfill State and Federal testing requirements:

Kindergarten: NWEA: MAP Growth

First Grade: NWEA: MAP Growth

Second Grade: NWEA: MAP Growth

Third Grade: NSCAS Growth (ELA and Math)

Fourth Grade: NSCAS Growth (ELA and Math), NAEP (when required)

Fifth Grade: NSCAS Growth (ELA, Math, and Science)

Sixth Grade: NSCAS Growth (ELA and Math)

Seventh Grade: NSCAS Growth (ELA and Math)

Eighth Grade: NSCAS Growth (ELA, Math, and Science), NAEP (when required), Pre-ACT (Optional)

Ninth Grade: NWEA: MAP Growth, Pre-ACT (Optional)

Tenth Grade: NWEA: MAP Growth, Pre-ACT

Eleventh Grade: NSCAS ACT, NWEA: MAP Growth, ASVAB

These tests will be given on scheduled days during the school year.

## Section 6: Parent-Teacher Conferences

Ref: SB Policy: 611.04

Parent-teacher conferences will be held at the end of the 1st quarter and 3rd quarter in the teacher's classroom. Conferences with teachers, at any time, are possible by calling the school office and making arrangements with one or more teachers as needed.

## Section 7: Distance Learning Courses/Online Courses

Hemingford Public School offers students classes over the distance learning system. We are part of a consortium with approximately 20 other institutions. Therefore, the students are required to follow not only the rules of Hemingford Schools, but also the rules of the consortium. When a student registers to take a distance learning class, he/she and his/her parents will be required to sign the appropriate documents that outline expectations as well as the consequences for not following the expectations. Online courses are available to students with counselor and principal recommendations. Parents or students are responsible for payment of the online course before credit is given.

## Section 8: Honor Roll (Grades 4 – 12 only)

The Honor Roll will consist of two separate lists. The Distinguished List will include the names of those students who have earned all "A's". The Honor List will include the names of those students who have earned all "A's" and "B's" and have earned an average of 90% and above. These lists will be produced at the conclusion of each grade period and semester. These lists will be published in the newsletter and the local paper.

## Section 9: Graduation Requirements

Ref: SB Policy: 611.07

*Grade 9-12*

- A minimum of 260 academic hours are required for high school graduation.
- 200 hours are specifically required with
  - 40 in English
  - 40 in Science
  - 40 in Social Studies
  - 30 in Mathematics
  - 30 in Career Technical Education
  - 10 in Physical Education/Health
  - 10 in Fine Arts

Pre-college students should check additional requirements often prescribed by the college of their choice,

especially prior to the junior and senior years.

Courses from an approved agency may be taken when the student has an actual need to take a course in order to meet graduation requirements and deadlines. Courses must be taken under the direction of an administrator, counselor, or teacher as the supervisor if the student wishes to count this credit toward a high school diploma. It must be stressed that these courses are not the easiest method of receiving credit and payment is the responsibility of the student.

Transfer students must meet the minimum hour requirement for graduation both in terms of total number and specific subject areas. Substitutions may be made for deficiencies in required courses, provided that it was not possible to include the courses on the student's schedule while enrolled at this school district.

Students who receive special education services are mainstreamed into the regular education curriculum when appropriate. The curriculum content of regular education classes may be modified to accommodate the individual needs and abilities of verified special education students. Each curriculum modification will be included on the student's Individual Education Plan by the Multidisciplinary Team and/or school staffing teams composed of special and regular education staff. Hours in special education will be counted toward a high school diploma.

Parents of students who may not qualify for their high school diploma because of academic deficiencies will be notified of this possibility by the beginning of the second semester of the student's senior year.

#### **Section 10: Participation in Graduation Ceremony**

**Ref: SB Policy: 611.09**

Students who have not successfully completed all graduation requirements as established by the Board of Education as of the date set for graduation shall not be allowed to participate in the graduation ceremony. If special circumstances are involved, the student may appeal to the Board of Education for an exemption to this policy. Any appeal must come before the Board of Education at least by the Board of Education's regular monthly meeting in April. The high school principal shall certify to the superintendent of schools and the Board of Education, in advance of the ceremony, those students who are eligible to participate. Students who fulfill graduation requirements through a course or other means at a later date are welcome to attend the next graduation ceremony with full recognition.

#### **Section 11: Graduation Ceremony Expenses**

The graduation class will assume the responsibility of providing caps and gowns and the cost of individual flowers for parents and/or grandparents as long as there is an equitable distribution of the flowers. The cost of providing flowers for the gymnasium will be the responsibility of the school district.

#### **Section 12: GED Diploma and Endorsement**

GED diplomas will not be endorsed by Hemingford High School until one year after the student's regular class has graduated. Such a diploma must be requested from the Board of Education through the high school principal at least one month before its presentation. The individual must see that verification of scores is provided by the adult education center where the student took the test and verification of eligibility must be made by the appropriate state agency.

#### **Section 13: Students Records and Parental Rights**

**Ref: SB Policy: 507.01**

Students 18 years of age or older, or parents of students under the age of 18 may schedule a conference with an administrator to evaluate the file upon request.

Requests for transcripts must be made in writing to the principal. Parents must sign the request for students under 18, but for those who are 18 or over, only that individual can make the request (The office may send transcripts to an educational institution with a verbal request but all other requests must be made in writing).

This is in compliance with guidelines established by the Federal Privacy Act. Questions concerning the complete FERPA rules and regulations may be directed to the building principal.

If a student is not supposed to have contact with his/her parents, the school must be notified in writing by the appropriate authorities.

## **ARTICLE 6: SUPPORT SERVICES**

### **Section 1: Special Education Identification and Placement Procedures** **Ref: SB Policy: 612.04**

The Hemingford Public Schools offers a special education program for students with disabilities. The board of education believes all children regardless of handicap condition have a right to equal education opportunities. The board of education has adopted procedure and policy for the operation of a special education program. Parents/students may contact the director of special education for further information.

### **Section 2: Guidance Services** **Ref: SB Policy: 508.09**

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

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

#### **Health Screenings:** **Ref: SB Policy: 508.01**

Health screenings are performed per Nebraska Department of Health and Human Services schedule. The purpose of the screening is to identify those students needing further evaluation or assistance in the area screened. A health screening is not diagnostic. Parents/guardians will be notified of the screening result if the student is found to need further evaluation. The cost of such evaluation is the parent/guardian's responsibility. A child is not required to submit to a school health screening if his or her parent/guardian provides the school with a statement signed by a healthcare provider indicating that child has undergone such required screenings within the last six months preceding the school's health screening.

#### **Contagious and Infectious Diseases/Conditions:** **Ref: SB Policy: 508.03**

HPS follows the Nebraska Department of Health and Human Services regulations for control of communicable disease. These regulations include: incubation period, symptoms of illness, infection period and minimum isolation periods/control measures. Diseases/Conditions included in these regulations are: chicken pox, pink eye, common cold, diphtheria, pinworm/threadworm/seatworm, fifth disease, hand/foot/mouth, hepatitis A, herpes simplex, impetigo, influenza, measles, meningitis (bacterial and viral), MRSA, mumps, head lice, pertussis/whooping cough, polio, ringworm, rubella, scabies, shingles, strep infection, and tuberculosis. If your child is diagnosed with one of the above diseases or conditions, contact the school nurse for an exclusion timeframe and/or if a healthcare provider note is needed to return to school.

A student with a temperature of over 100-degrees will be sent home. It is strongly recommended that a student does not return until fever free for 24 hours without the use of fever-reducing medications (Tylenol, ibuprofen). Alternatively, a student may return with a healthcare provider note. A student who vomits will be sent home. It is strongly recommended that students remain out of school for 24 hours.

#### **Physical Education Limitations:** **Ref: SB Policy: 604.06**

If a student is not to participate for more than one day in physical education due to a health condition, please provide the school with a note from your healthcare provider. Students with physical limitations such as asthma, diabetes, seizures, or other illness/health concerns need their record updated annually. CONTACT THE SCHOOL NURSE IMMEDIATELY AT 308-487-7425.

**Medications:****Ref: SB Policy: 508.02**

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. It is recognized that for effective treatment of chronic and/or acute illness, medication might need to be administered during school hours. A student who is required to take medication during the regular school day must comply with medication administration policy. The policy has been developed for the safety of the students receiving the medication and for the safety of all students.

Medications will be administered by the school nurse or other school staff member meeting the minimum competency standards for the Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. To avoid disruption of education, with doctor's approval, the most beneficial time to administer medication at school is during lunch. The prescription label should indicate this. The student has a responsibility to remember to report to the office at medication time. Some medications may not need to be given during school hours. In order for school personnel to administer prescription medication to a student, it is necessary to have a health care provider's authorization and written order and a parent/guardian's authorization. Medication must be brought to school in the original labeled prescription bottle by parent/guardian with a proper label including child's name, healthcare provider's name, drug name, and instructions for use (time, dosage, duration). The authorization must be renewed on an annual basis and/or if the prescription changes. Loose capsules, tablets, unidentified or non-labeled medication will not be accepted for administration. Medication will not be administered without the above authorization and information.

HPS will not be held liable in cases of choking, allergic reaction, side effects, and/or any health risks related to medication. If medication is not brought to school by an adult, HPS will not be responsible for lost or stolen medication. Medications must be picked up by an adult on the last day of school or they will be disposed of. A record of the medication administration is kept on each student receiving medication. Medication will be kept in a secured area. Students may carry and self-administer inhalers, epi-pens, insulin, and other medication if appropriate paperwork has been completed. If your child has a prescription medication in the office, it will be sent with staff on field trips.

Health office is stocked with first aid medication (such as Neosporin, hydrocortisone, saline eye drops, insect sting swabs, topical cooling gel, etc.) At HPS, cough drops are given as needed and students may self-carry/self-administer. If your student cannot have such products, then contact the school nurse. At HPS, over the counter medication (Tylenol, Ibuprofen, tums, etc.) can be given and will be provided if the parent signs and returns the permission form. Other forms of over the counter medications can be administered by the school nurse if the parent provides written permission/direction and provides the medication. Medications will not be provided out of range of directions stated on the bottle regardless of parent direction. The school nurse reserves the right to refuse to administer any over the counter medication per discretion.

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

**Procedures for Students Who Become Ill or Injured at School:****Ref: SB Policy: 508.03**

An ill or injured student may not leave school until permission of parent or emergency contact has been received. HPS has an Emergency Response Team and staff who are CPR/First Aid/AED certified and Attack on Asthma trained. Basic first aid will be administered to a student, if more extensive care is needed, then the parent/guardian or emergency contact will be notified. If it is perceived that a student is in an emergency medical situation, an ambulance will be called to the scene and parent/guardian or emergency contact will be

notified. If a student is transported to the hospital, then a healthcare provider note releasing them to return to school is required. The student may not return to school on the same day.

**Physical Examination:**

**Ref: SB Policy: 508.01**

Physical examination by a physician, physician assistant or advanced practice registered nurse within the six months prior to the entrance of a child into Early Childhood Education, beginner grade, or Kindergarten, and 7<sup>th</sup> grade, or in the case of transfer from out of state to any grade, is required. The parent/guardian has the right to submit a written statement refusing such examination.

**Sports Physicals:**

**Ref: SB Policy: 506.10**

Each student participating in interscholastic athletics is required to have a complete physical examination, to be given on or after May 1<sup>st</sup> of each year.

**Vision Evaluation:**

**Ref: SB Policy: 508.01**

An evaluation of vision for all children is required by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist within 6 months prior to entrance of a child into the beginner grade or Kindergarten, or in the case of transfer from out of state to any grade. This evaluation must consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity. The parent/guardian has the right to submit a written statement refusing such an evaluation.

**Immunizations:**

**Ref: SB Policy: 508.01**

The State of Nebraska has immunization requirements for children entering school. Students will not be able to enter school until the school has written proof of their immunization status. To attend school, students in the State of Nebraska are required to be immunized per current requirements from the Nebraska Department of Health and Human Services. All students K-12 must be immunized for diphtheria, poliomyelitis, measles, rubella, varicella, mumps and hepatitis B. The Tdap (tetanus, diphtheria, acellular pertussis) vaccination is required for incoming 7<sup>th</sup> graders. Dates of immunizations are required. Students with a history of varicella disease (chicken pox) must provide evidence of immunity in form of a signature of the parent with date of illness, signature of healthcare provider with date of illness, laboratory evidence of varicella immunity or a clinical diagnosis of shingles.

Students who do not receive immunizations for health reasons must have a statement signed by a healthcare provider stating that, in their opinion, the specified immunization (s) required would be injurious to the health and well-being of the student or any member of the student's family or household. Students who are exempted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

A student may be provisionally enrolled in a school if he/she has begun the immunizations against the specified disease prior to enrollment and continues the necessary immunizations as rapidly as is medically feasible. In addition, a student may also be provisionally enrolled if he/she is the child of an officer or enlisted person, or the child of the spouse of such officer or enlisted person on active duty in any branch of military services of the United States.

For further information on immunizations, contact the school nurse or refer to the Nebraska Department of Health and Human Services Control of Communicable Disease regulations.

**Asthma/Anaphylaxis:**

**Ref: SB Policy: 508.12**

All schools in Nebraska are required to be prepared to respond to life-threatening asthma and anaphylaxis (severe allergic reactions) emergencies while school is in session. The protocol, *Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (anaphylaxis)*, directs school staff members to identify

signs and symptoms of a breathing emergency and respond by calling 911, administering Epi-Pen (auto-injectable epinephrine) followed by nebulized albuterol.

Epinephrine is a medication that is used to bring quick relief by improving breathing and lung function. Albuterol is another medication that is used to bring breathing relief. The nebulizer is a machine that mixes the albuterol with air to provide a fine mist (aerosol) for breathing in through a mask or mouthpiece.

The protocol steps are designed to provide quick, effective care in order to prevent death from occurring due to severe asthma attack or anaphylaxis. Staff members have been trained to recognize signs and symptoms of a life-threatening breathing emergency and there is a group of staff members who have been taught to properly administer the medications.

If you know that your child has asthma or a known allergy, it is **critically important** that you communicate this information to the school nurse. For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation (Asthma/Allergy Action Plan), (2) medications, as directed by a healthcare provider. In the event that your student experiences a life threatening asthma attack or systemic allergic reaction, we will defer to the specific documentations and medications that you have provided. If you do not have medical documentation and instructions on file with the school for your student, we will defer to the regulatory protocol as described above.

This protocol is in effect for the school day hours (8:00 am-3:44 pm). Emergency medication remains on school grounds. If your child has an Epi-Pen or inhaler in the health office, it will be sent with school staff on field trips. If your child participates in after school activities (sports, clubs, etc.), complete appropriate paperwork for him/her to carry and self-administer medication. In the event of an emergency, 911 will be called.

If you do not want your student to receive the above described emergency medication, contact the school nurse.

#### **Head Lice Administrative Procedures:**

Contact the school nurse. Students found to have live head lice or louse eggs will be permitted to finish the school day. However, students will not be allowed back until treatment has begun.

#### **Birth Certificate Requirements:**

**Ref: SB Policy: 502.03**

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

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal from the state that the child was born on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents would include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

#### **Emergency Health Cards:**

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary

emergency instructions. Parents must promptly inform the school if this contact information changes during the school year.

The information on these cards is vitally important in those instances when a student becomes ill or is injured. The parents or designated persons will be contacted before a child is sent or taken home. Health information is requested on these cards and is shared with school staff in order to help meet your student's health and safety needs. If you do not want this information shared, contact the school nurse. If your student has severe allergies that require an Epi-Pen and or diet modifications, asthma, diabetes, and/or seizures, contact school health staff for appropriate paperwork to complete. If you student has a significant health condition that you want school staff to be aware of, contact the school nurse.

#### **Section 4: Homebound Instruction**

The school district may provide a student with instruction in his or her home and under parental supervision if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Homebound instruction shall be provided when the student's physical and mental conditions are such that the student can benefit from instruction and no other provision will meet the student's educational needs. If you believe that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

#### **Section 5: Student Assistance**

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

### **ARTICLE 7: DRUGS, ALCOHOL and TOBACCO**

#### **Section 1: Drug-Free Schools**

**Ref: SB Policy: 504.15**

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

#### **Education and Prevention:**

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

#### **Drug and Alcohol Use and Prevention**

By this handbook, each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

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

All students are provided age appropriate, developmentally based drug and alcohol education and prevention programs for all students of the schools. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be

designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

It shall further be the policy of the District, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational programs.

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

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

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

### **Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Illicit Drugs or Alcohol on School Premises or as a Part of Any of the School's Activities**

(In addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities.) This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours, at school sponsored activities on school premises, at school sponsored activities off school premises or when being transported in vehicles dispatched by the school.

Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.

It shall further be the policy of the district that violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

### **Drugs and Alcohol Prohibited - Standards of Conduct for Students:**

The manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an educational function or event off school grounds is prohibited.

The possession, selling, dispensing, use or being under the influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant on school grounds, or during an educational function or event off school grounds is prohibited.

The possession, selling, dispensing, use or being under the influence of any usable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function or event off school grounds, is prohibited.

The possession, selling, dispensing or use of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function or event off school grounds, is prohibited.

Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized as stated in the next section on AUTHORIZED USE.

**Authorized Use:**

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall provide signed permission by parent or physician.

## **ARTICLE 8: STUDENT RIGHTS, CONDUCT, RULES and REGULATIONS**

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

**Ref: SB Policy: 504.03 / 505.03**

The common goal of students, parents, faculty and administration of Hemingford Public Schools is to maintain a school atmosphere which is conducive to learning. In order to achieve this, Hemingford Public Schools will continue to review and distribute a set of reasonable and fair rules and policies. Violations of the Hemingford Public School's rules and policies will result in disciplinary action.

### **Part 1: Forms of School Discipline**

#### **In-School-Suspension (ISS):**

**Ref: SB Policy: 505.01**

Students may be excluded by the Principal or the Principal's designee, from normal participation in class activities. Students will be placed in a designated location for the school day to perform classroom assignments. School will have a closed campus for individuals placed on ISS. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

#### **Suspension:**

**Ref: SB Policy: 505.03**

### **Short-Term Out-of-School Suspension**

The Principal or the Principal's designee may exclude a student from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or

2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: within one school day of the suspension.

### **Long-Term Out-of-School Suspension**

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

### **Expulsion:**

**Ref: SB Policy: 505.04**

Students may be expelled for violations of board policy, failure to refrain from the conduct for which they may be subject to suspension, school rules or the law. In addition, a student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one year. The Superintendent may modify such one-year expulsion requirements on a case-by-case basis, provided that such modification is in writing. The term "to school" or "at school" means on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

1. Meaning of Expulsion. Expulsion shall mean exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
  
3. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the students' participation and conduct has been satisfactory or not shall be made by Principal or the Principal's designee.
  
4. 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.

**Ref: SB Policy: 504.11**

5. 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 a 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.

#### 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 need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures and a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

#### Alternative Education Setting:

Students placed on long-term suspension will be provided an alternative education plan. Prior to attending the alternative education setting, the student and parent/guardian will need to meet with an official from the school to go over rules, expectations, and other pertinent information. Upon returning to school at Hemingford Public Schools, the student and parent/guardian will need to meet with the building principal before the student will be allowed to attend classes. Students who choose not to attend the alternative school setting while suspended or expelled from Hemingford Public Schools to make up work missed while excluded from school will not receive credit for the missed assignments.

#### **Part 2: Student Conduct**

**Ref: SB Policy: 504.03**

Students have an opportunity to learn by sharing some of the responsibility for creating a good learning environment. The following additional student conduct rules are established. Failure to comply with such rules is grounds for disciplinary action, up to and including expulsion, as further specified in these rules. These rules govern student conduct 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.

#### **Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment:** **Ref: SB Policy: 505.03**

The failure to refrain from the following conduct shall constitute grounds for suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
  - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
  - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
  - c. Violating school bus rules as set by the school district or district staff;
  - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as electronic cigarettes, vapor pens, etc.;
  - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
  - f. Possession of pornography;

- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of “hazing” as defined below. Initiations are prohibited except by permission of the superintendent;
- i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;
- j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send email to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- k. Violation of the district’s computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
- l. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

### **Part 3: Reporting Student Law Violations**

- (1) Cases of law violations or suspected law violations by students may 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 shall be the policy of the Hemingford Public Schools to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
- (a) Knowingly possessing illegal drugs or alcohol.
  - (b) Assault.
  - (c) Vandalism resulting in significant property damage.
  - (d) Theft of school or personal property of a significant nature.
  - (e) Automobile accident.
  - (f) Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported
  - (g) Child abuse
  - (h) Possession of a firearm
  - (i) A violation of state law that the administration believes cannot be adequately addressed by discipline from the school district

#### **Part 4: Due Process Procedure**

**Ref: SB Policy: 505.04**

Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment: The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. 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, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, 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.
3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following
  - (a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.
  - (b) The penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge.
  - (c) A statement explaining the student's right to a hearing upon request on the specified charges.
  - (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
  - (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.

- (f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
  5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.
  6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
  7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
  8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

#### Hearing Procedure:

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
4. Continuance. Upon a written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Hemingford Public Schools Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions

substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn there from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if at the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendations may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.
12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but

may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.

14. Final Decision of Board of Education. The final decision of the board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

### **Part 5: Student Appearance Policy:**

**Ref: SB Policy: 504.06**

Students at Hemingford Public Schools are expected to dress in a way that is appropriate for a 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:

- Clothing or jewelry that is gang related
- Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants)
- Clothing or jewelry that advertises alcohol, tobacco, or illegal drugs
- Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play"
- Head wear including hats, caps, bandannas, and scarves; Hats/headcover may be allowed under circumstances where a medical condition is present with approval of the building principal
- Clothing or jewelry which exhibits nudity, makes sexual references or carries double meanings
- Leggings, tights or other tight fitting clothing must be worn with additional garments that provide appropriate coverage
- Shorts of mid-thigh length, or longer, may be worn during the periods of daylight savings time only for K-6. Grades 7-12 may wear shorts that meet this guideline year-round.
- Costumes and/or clothing intended for entertaining or special occasions may only be worn on days approved by the building principal

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.

Students wearing inappropriate clothing will be required to change. Time missed from school or class consequently will be required to be made up two-fold. Additional violations will result in further disciplinary

action. 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 discipline, up to expulsion.

### **Part 6: Harassment and Bullying Policy:**

**Ref: SB Policy: 504.18**

It is the policy of Hemingford Public Schools that “bullying” type behavior is not to be permitted. These guidelines are established to respond specifically to bullying behavior. Students and parents are advised that other response measures are also in place and set forth in Article 8 of this handbook for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.).

- (i) Step One: The first time school personnel become aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. **If, in the school’s opinion, the first occurrence of the harassment behavior is severe, the school may move immediately to any of the four steps or levels in the harassment policy.** In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions which may include expulsion, in the event the conduct is also a violation of other provisions of the student code.
- (ii) Step Two: The second time school personnel become aware of a harassment incident, the student’s parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made. Policy allows that a written warning may be placed in a student's file.
- (iii) Step Three: If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, the school may assign the student to the Harassment Program level set forth below which the school authorities determine to be appropriate.
- (iv) Step Four: If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

### **Harassment and Bullying Prevention Program--Levels:**

Purpose: All students have the right to attend Hemingford Public Schools free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Prevention Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

1. Level I: The guidelines for a Level I placement are listed below.
  - a. The length of the assignment will be for a minimum of two weeks.
  - b. The student will report to the office no later than 7:45 a.m. each morning.
  - c. The student will eat on campus at an assigned table.
  - d. All recesses will be taken away.

- e. The student will report to an assigned room at the end of the day and will be dismissed once all other students have left the building.
  - f. Bus students will lose the privilege to ride the bus for an appropriate length of time determined by the school.
2. Level II: The guidelines for this level are listed below.
    - a. The length of the assignment will be for a minimum of two weeks.
    - b. The student will report to the office no later than 7:45 a.m. each morning.
    - c. The student will eat on campus at an assigned table.
    - d. All recess will be taken away.
    - e. The student will report to an assigned room at the end of the day and will be dismissed once all other students have left the building.
    - f. The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.
    - g. Bus students will lose the privilege to ride the bus for an appropriate length of time determined by the school.
  3. Level III: This is a long-term assignment. The guidelines are listed below.
    - a. All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.
    - b. The length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year.

### **Part 7: Public Displays of Affection:**

Public Displays of affection will not be tolerated on school property or at school activities. Such conduct includes: hugging, kissing or any other types of affection that would be considered inappropriate or an undue distraction to others. Students will be disciplined based on school policy.

### **Part 8: Specific Rule Items:**

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

- a. Students are expected to bring all books and necessary materials to class.
- b. Assignments for all classes are due as assigned by the teacher.
- c. Special classes such as Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
- d. Students are not to bring items to school that are not required for educational purposes as they may be taken from your locker and will not be allowed in the classroom. These items are classified as “nuisance items” and include, but are not limited to: a) personal stereos, b) cell phones, c) beepers, and d) laser pointers e) PDA’s, MP3 or IPOD.
- e. Snow handling is prohibited.
- f. Students are expected to follow other classroom rules as set by individual teachers.

### **Part 9: Playground Rule Items:**

It is the intent of Hemingford Public Schools, to create a positive, active environment for students at recess. With this in mind, it is our intent to stop any action on the playground that is potentially dangerous to our students.

Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:

1. Students must obey the playground supervisor at all times.
2. Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.
3. Students must play away from the school windows.
4. Touch and flag football are permitted, but tackle football is prohibited. Students may only play football on grassy areas.
5. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
6. Students must use the playground equipment properly and in a safe manner.
7. Students may not leave the playground after they have arrived at school for the day.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention, and/or other consequences.

The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.

### **Exclusion from recess**

If a parent wishes a child to stay in from recess due to a cold or recovering from a serious illness or any other just reason, a written note must be submitted each day that this is requested. If a child brings an excessive number of requests, a doctor's excuse may be requested by the teacher or principal.

### **Part 10: Library Rule Items (Elementary)**

**Ref: SB Policy: 507.04R1**

It is the goal of the elementary library to encourage students to take pleasure in learning by providing useful and valuable information resources for student research, as well as a wide variety of appealing materials at all levels for reading pleasure.

- a. All elementary classes have the opportunity to come to the library at a scheduled time each week or on a flexible schedule when the need arises.
- b. During these visits students may check out books and magazines for up to two weeks with the opportunity to renew items at least once when the student brings them to the library on the date due.
- c. Reference books in the library are marked with an "R" above the call number. These include a variety of almanacs, encyclopedias, atlases, etc. Because these are needed for reports and research by a number of students, reference books may be checked out to be used in the **classroom only** for five days and **must not be taken home**.
- d. The grade level, the classroom teacher and the librarian determine the number of items that students may check out. In some cases the librarian or teacher may determine if a student, students, or class is allowed to take library books home.
- e. Students are responsible for all materials they have checked out from the library.
- f. If a book is lost or damaged beyond repair, the student is responsible for paying the replacement cost of the book.
- g. If a book is damaged, but repairable, the student responsible will be charged for the cost of repairing the book. Please send damaged books to the library for repair. Do not mend books at home.
- h. All fines for lost or damaged materials must be paid before the student checks out any additional materials.

- i. In the event a lost book is found after paying for its replacement, a refund may be given if the item is returned in good condition and within the school year the item was lost.

## **Part 11: Library Regulations (High School)**

**Ref: SB Policy: 507.04R1**

It is the goal of the high school library to encourage students to take pleasure in learning by providing useful and valuable information resources for student research, as well as a wide variety of appealing materials at all levels for reading pleasure.

Students who use the library during a class should have adequate supervision; teachers are still responsible for their own students while they are in the library. Students are responsible for all materials they have checked out from the library.

### General Collection:

May be checked out for three weeks.

May be renewed once.

Sign your first and last name legibly on the checkout sheet at the desk.

A book kept past its due date is overdue. Ten cents a day will be charged until the book is returned up to a maximum fine of \$5.00 per item.

If you are ill when a book is due, you will not be charged a fine if you return it the day you come back to school and present your admit slip to the librarian.

Students with overdue books and/or fines at the end of each 9-week grading period, will be restricted to in-library use only of library materials, until all books are returned and fines paid.

### Reserve Books:

Occasionally a book or books from the general collection will be placed on reserve.

Books are placed on reserve to give more students access to a book being used in a class assignment. A reserve book may be checked out overnight.

Books checked out overnight may not be checked out until 3:45 p.m. and must be returned before first period in the morning. If a reserve book is not returned on time, there will be a fine of \$.20 a day fine for each day it is overdue, subject to review by the librarian.

### Reference Books:

Reference books are marked with an "R" above the call number. These books are for use in the library, but may be checked out of the library for one class period during the day. They may also be checked out overnight at the end of the day, but must be returned before 1<sup>st</sup> period the following day. Overdue reference materials will be charged \$.20 a day.

### Magazine Collection:

Current issues of magazines may be checked out from the library for one day. Back issues may be checked out for three days. If a magazine is overdue, a fine of \$.10 per day will be charged up to a maximum fine of \$5.00 per item.

### Other Resources:

Various CD-ROM resources are available for use on library computers only. Each year special on-line databases are purchased for student research by our school and/or the Nebraska Library Commission. Some of these may also be accessible from home computer access with a special password. Please note these or ask what is available and utilize them whenever possible.

### Lost or Damaged Books:

**Ref: SB Policy: 505.05**

If a book is lost or damaged beyond repair, the person responsible will pay the current replacement cost of the book. If a book is damaged, but repairable, the person responsible will be charged for the cost of repairing the book. Send damaged books to the library for repair. Please do not mend books at home. In the event a lost book

is found after paying for its replacement, a refund may be given if the item is returned in good, usable condition and within the school year the item was lost; the maximum overdue fine of \$10.00 will be deducted from the refund.

### General Responsibilities of Students Using the Library:

Students may use the library for quiet studying, checking out library materials, working on class assignments, doing school related research and leisure reading. Please be considerate by speaking softly so others are not disturbed and to maintain an atmosphere conducive to learning at all times. Refrain from using the library or library computer lab as a place to socialize with your peers. Remember – No food or drinks in the library. Take responsibility for keeping the library a neat, orderly, and pleasant place to work.

### Please Remember to:

Check out all materials taken from the library.

Use your own name to check out materials from the library.

Never check anything out for another person.

Always sign your full name when checking out a book, magazine, etc.

Pick up and discard all scrap paper before leaving the library.

Push your chair back to the table when leaving the library.

Return all borrowed books and magazines in the book drop and newspapers to the rack.

Pay all overdue fines and fines for lost or damaged materials as soon as possible. These must be paid before the student checks out at the end of the school year.

Refrain from cutting up current newspapers and current and saved back issues of magazines.

Please ask if you need help. Through regular library visits, it is our hope that students may develop positive lifelong reading, viewing, and study habits.

## **Section 2: Transportation Services**

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

### **Transportation To And From School**

**Ref: SB Policy: 504.04**

Riding a school bus is a privilege that can be restricted by the school administration. Drivers are hired that will watch for the well-being of the entire group. If a student becomes troublesome or disruptive, he/she may be barred from riding the bus and a parent or guardian must provide their own transportation at their own cost. Bus drivers are school employees and have the same powers of discipline as any other school employee.

### **Student Conduct on School Transportation:**

**Ref: SB Policy: 504.04**

Safety of pupil passengers is primary, this overrides all other considerations. Violations of these rules will result in a conference with the Principal and the transportation director. Further violations could result in denial of transportation until a satisfactory solution is worked out with the parents of the student. In no case will the students be discharged indiscriminately from buses for misbehavior; they are to be discharged at the regular discharge points only.

### Pupils must be well-behaved in all ways and must follow the following rules of conduct on school vehicles:

- a. Under direction of the driver, each student is to be assigned a seat and held responsible for that seat. Students in rear seats may be permitted to move forward to a second assigned seat for added comfort on the part of the route where the passenger load is lightened.
- b. Pupils must be on time; the bus can wait only 30 seconds for those who are tardy.
- c. If the pupil is not going to ride the bus, he/she should contact the driver so he/she will know beforehand.

- d. Unnecessary conversation with the driver is prohibited.
- e. Outside of ordinary conversation, classroom conduct is to be observed by the students. Any pupil who is guilty of unbecoming conduct, using inappropriate language and/or abusing or casting reflections upon the driver or upon other pupils forfeits the right to ride the bus.
- f. Pupils must not throw waste paper or other rubbish on the floor of the bus.
- g. No pupil will at any time, extend arms or head out of the bus window.
- h. Pupils must not get on or off or move about within the bus while it is in motion.
- i. When leaving the bus, pupils crossing a road must look both ways and make sure they can cross safely.
- j. The driver is in full charge of the bus and pupils. Pupils are requested to comply promptly, cheerfully and fully with his/her requests.
- k. If monitors or patrols are on duty, pupils must obey and respect their orders.
- l. Any damage to the bus is to be reported at once to the driver.

### **Section 3: Network, Internet and Other Computer Use Rules:**

**Ref: SB Policy:**

#### **606.06**

Our school district promotes a digital environment that is safe and collaborative, provides students with the opportunity to be responsible digital citizens, and enriches 21st century real-world digital skills. Please, students and parents/guardians, take the time to review this information that will be referred to as “policy” throughout the following sections. If you have any questions about the **TECHNOLOGY** policy, contact the school district’s technology coordinator.

#### **Computer, Internet, and School Account Use by Students**

Students are expected to use computers, the Internet, and school accounts as an educational resource. The following procedures and guidelines govern the use of school computers (including but not limited to school-owned tablets, laptops, desktops), the school’s Internet (including but not limited to local and global computer networks), and school accounts (including but not limited to @gubn.org and Windows accounts).

##### **I. Student Expectations in the Use of Computers, the Internet, and School Accounts**

###### **A. Acceptable Use**

1. Students may use computers, the Internet, and school accounts to complete school-work assigned by their teachers.
2. Students may use computers, the Internet, and school accounts to gain access to information related to school-related activities, unless doing so would be a violation of the “Unacceptable Use” guidelines.
3. If students are given access to electronic communication (including but not limited to e-mail and Google Docs), all communication must be school-appropriate, directly related to school-work, and not a violation of the “Unacceptable Use” guidelines.
4. Students may store digital files on their computers or in their school accounts if the digital files are school-appropriate, directly related to school-work, and are not a violation of the “Unacceptable Use” guidelines.

###### **B. Unacceptable Use**

1. Students shall not use school computers or accounts to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers or accounts, including the downloading and copying of copyrighted material.

3. Students shall not use email, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive. Electronic communication access may be given to students for educational purposes only.
4. Students shall not use school computers or accounts to participate in on-line auctions, on-line gaming (except sponsored eSports activities), or illegal digital file sharing systems.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers or accounts for commercial advertising or political advocacy of any kind without the express written permission of the district technology coordinator or district administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without permission from their teacher, district technology coordinator, or district administrator.
8. Students shall not erase, rename, or make unusable anyone else's digital files, programs, or disks.
9. Students shall not share their passwords with fellow students, school volunteers, or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change, or transfer any software or documentation provided by the school district, teachers, or another student without permission from the district technology coordinator or district administrator.
11. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers, or other associated equipment, except as directed by a teacher, district technology coordinator, or district administrator.
13. Students shall not take home technology equipment (hardware or software) without permission from their teacher, district technology coordinator, or district administrator.
14. Students shall not falsify electronic mail messages or web pages.

## II. Enforcement

### A. Methods of Enforcement

1. The district has the ability to monitor all Internet communications, Internet usage, and patterns of Internet usage when students are using the district's Internet. Students have no right of privacy to any Internet communications or other electronic files while using the district's Internet, a school device, or school account. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time. Any electronic files deemed inappropriate by the district technology coordinator or district administrator may be removed from a student's school device or school account.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. This

technology protection measure is active while students are using the district's Internet or when the students are using their school devices or accounts. It is impossible for the district to reflect each individual or family's opinions of what constitutes inappropriate material. If a student accesses inappropriate material, the student should immediately notify their teacher, district technology coordinator, or district administrator at school, or their parent/guardian outside of school.

3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for students. The district technology coordinator or district administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. At school, the school district staff will monitor the students use of the Internet through direct supervision, school filtering, or by monitoring Internet use history to ensure enforcement of the policy. Monitoring students using their school accounts or school devices elsewhere (1:1 Take-home Program) is the responsibility of the parent/guardian.

#### B. Consequences for Violation of this Policy

1. Access to the school's computers and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
  - a) Loss of computer, Internet, or account privileges;
  - b) Short-term suspension;
  - c) Long-term suspension or expulsion; and
  - d) Other discipline as school administration deems appropriate.
2. Students who use the school's computers inappropriately may be guilty of a criminal violation and will be prosecuted.

### III. Protection of Students

#### A. Children's Internet Protection Act (CIPA)

1. The school district will comply with the Children's Internet Protection Act (CIPA). With respect to the district's computer network, the district shall use reasonable means to:
  - a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications
  - b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications
  - c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online
  - d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors
  - e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors

#### B. Children's Online Privacy Protection Act (COPPA)

1. The school will make reasonable efforts to not allow companies to collect personal information from children under 13 for commercial purposes.
2. The school will make reasonable efforts to disable advertising in educational computer applications.

3. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

#### C. Education About Appropriate Internet Behavior

1. School district staff will educate students about appropriate Internet behavior, either in specific computer usage units or in the general curriculum.
2. Staff will specifically educate students on
  - a) Appropriate interactions with other individuals electronically.
  - b) Cyberbullying awareness and response.
3. The district technology coordinator shall inform staff of this educational obligation and shall encourage staff to note such instruction in their syllabi or lesson plans.
4. It is also the responsibility of the parents/guardians to address their student(s) in regards to appropriate Internet behavior and this policy. Parents/guardians that are inexperienced with this content may seek out advice from websites like <https://www.common sense media.org> or they may contact the district technology coordinator.

### **Device Information, Care, Responsibilities, and Acknowledgements**

Our school district provides different educational technology devices to some of our students. By putting safe devices in the hands of our students, we hope to encourage collaboration, provide students with the opportunity to be responsible digital citizens, and enrich 21st century real-world digital skills. Throughout this handbook, when referring to a device, we are also referring to the device's accessories (i.e., power adapter, headphones, keyboard, mouse, case).

#### I. Information

##### A. On-site Devices

1. On-site devices are devices that were purchased by or for our school district and rarely, if ever, leave the school. They include, but are not limited to: desktops, laptops, tablets, cameras, video cameras, microphones, printers.

##### B. 1:1 Devices

###### 1. 1:1 Take-home Program

- a) 1:1 Take-Home Program devices are assigned to a single student to use at school and home.

###### 2. 1:1 School-only Program

- a) 1:1 School-only Program devices are assigned to a single student to use only at school. These devices must be checked-out and checked-in at school daily.

###### 3. Device Check-out

- a) Student and parent/guardian signatures on the Handbook are required before checking a 1:1 device out. Device check-out dates and times will be determined by the school district. When receiving a 1:1 device, the student is required to check the device for any damages. Damages must be reported to the district technology coordinator immediately before use. Once the 1:1 device is checked-out, any new damages are the responsibility of the student checking the device out.

###### 4. Device Check-in

- a) Device check-in dates and times will be determined by the school district. If a student is leaving the school district before the end of the school year for any reason, the device must be checked-in as soon as possible.
  - b) When checking-in a device, a district technology coordinator is needed to check the device for any damages. Any new damages are the responsibility of the person checking-in the device.
5. Device Purchasing
- a) When a student graduates from the school district, the 1:1 Take-home Program device used by the student may be offered to the student at a discounted price. Discounted prices will be determined by the district technology coordinator.

## II. Device Care

### A. On-site Devices

1. Log-in to a device with only your school profile.
2. Do not use your device in class unless instructed to do so by your teacher.
3. If you are prohibited from using your device due to not following the “Acceptable Use” guidelines, you are responsible for any work you miss that day that may require the use of a device.
4. Mute the volume and remove headphones. The volume of your device or the use of headphones may be dictated by your teacher.
5. When finished with a device, log-out of the device and neatly place the device in an area specified by your teacher.
6. Never try to repair a device. If your device has a problem, notify your teacher or the district technology coordinator immediately.

### B. 1:1 Devices

1. Bring your device to school every day (1:1 Take-home Program) or check-out your device every day (1:1 School-only Program).
2. Bring your device to each class everyday, unless instructed not to do so by your teacher.
3. Charge your device every night either at home (1:1 Take-home Program) or in your designated area at school (1:1 School-only Program).
4. Do not use your device in class unless instructed to do so by your teacher.
5. If you forget your device or are prohibited from using your device due to not following the “Acceptable Use” guidelines, you are responsible for any work you miss that day that may require the use of a device.
6. Mute the volume and remove headphones. The volume of your device or the use of headphones may be dictated by your teacher.
7. Never try to repair your device. If your device has a problem, notify your teacher or the district technology coordinator immediately.

## III. Device Responsibilities

- A. The device is the property of the school district and is issued to the student for the purpose of conducting school-work. It is intended only for the use of the student to whom it is assigned.
- B. The student is responsible for remembering their username and password and should keep them secure.
- C. Students must notify a teacher or district technology coordinator immediately if there are any problems with the device or if the device is lost or stolen.

- D. Devices should not be left unattended in an unsecure location.
- E. The device will need to be returned to the district technology coordinator from time to time to receive regular maintenance, for acceptable use checks, and upgrades. If the issue is urgent, there may be no advanced notice.
- F. 1:1 Take-home Program devices may be taken home or to other locations by the student. However, the student is responsible, at all times, for the care and appropriate use of the device. Proper care includes but is not limited to the following:
  - 1. Digitally lock and physically secure the device in a safe location when it is unattended.
  - 2. Use a surge protector or unplug the device during electrical storms.
  - 3. The device is not to be loaned to anyone.
  - 4. Other individuals should not be allowed to play on the computer.
  - 5. Keep food and drink away from the device.
  - 6. Do not leave the device exposed to extreme heat or extreme cold.
  - 7. Position the device on a safe surface so it does not fall.
  - 8. Do not attempt to repair a damaged or malfunctioning device.
  - 9. Do not attempt to update, disable, install, or uninstall any hardware or software without permission from a district technology coordinator.
  - 10. Do not write on or place any labels or stickers on the device. Do not remove any labels or stickers already on the device.
  - 11. Give care appropriate for any electrical device.
- G. Do not make changes to the device's settings or appearance unless instructed to do so by a district technology coordinator.
- H. If given access to any electronic communication (e-mail, messaging, chat, etc.), it should be appropriate and in relation to school-work at all times.
- I. Parents/guardians are responsible for the supervision of a 1:1 device at home. This includes discussing and following the school district's "Acceptable Use" and "Unacceptable Use" guidelines with the student.
- J. The student will not be held responsible for device problems resulting from regular school-related use; however, the student will be personally responsible for any damage, loss, or vandalism caused by the student as a result of accident, intent, or neglect.
  - 1. Approximate repair/replacement costs for Chromebooks:
    - a) Whole Chromebook - \$300
    - b) Ports - \$30-\$140
    - c) Keyboard - \$90
    - d) Top or Bottom Cover - \$60
    - e) Battery - \$60
    - f) AC Power Adapter - \$50
    - g) Screen - \$50
    - h) Touchpad - \$30
    - i) Case - \$10

#### IV. Acknowledgements

- A. Student acknowledges and agrees to the following:
  - 1. If I am given a school device, I understand that the school device is provided to me for my responsibilities as a student of this school district.

2. I will use my school device and school account in accordance with the “Acceptable Use” guidelines.
3. I understand that a school device issued to me is for my use only. Other individuals, including family members, should not use my device and/or accessories.
4. I understand that my school device privileges may be revoked based on my misuse of the device.
5. I understand that a school device is the property of the school district.
6. I understand that content stored on school devices and school accounts is subject to review at any time. Any electronic files deemed inappropriate by the district technology coordinator or district administrator may be removed from my school device or school account.
7. I understand that filtering of school devices and school accounts is occurring at all times in an effort to keep me safe while using a school device and/or student account.
8. I assume financial responsibility for any damage, loss, or vandalism of a school device caused by me as a result of accident, intent, or neglect.
9. I understand I must notify a district technology coordinator or district administrator immediately in the case of damage, loss, or vandalism to my school device.
10. I understand it is the right of the district technology coordinator or district administrator to determine who is responsible for damage, loss, or vandalism of a school device.
11. I understand that I must return all school devices in my possession if I transfer out of the school district, graduate from the school district, am expelled from the school district, or when I am instructed to do so by the district technology coordinator or district administrator. If I don’t, I will be responsible for paying the replacement fee of the device.

B. Parent/Guardian acknowledges and agrees to the following:

1. I understand that a school device is provided to my student for my student’s educational needs.
2. I understand my student is to use their school device and school account in accordance with the “Acceptable Use” guidelines.
3. I understand that a school device issued to my student is for their use only. Other individuals, including family members, should not use the device.
4. I understand that my student’s school device privileges may be revoked based on my student’s misuse of the device.
5. I understand that a school device, whether assigned (1:1) to my student or not (on-site), is the property of the school district.
6. I understand that content stored on school devices and school accounts is subject to review at any time. I understand that any electronic files deemed inappropriate by the district technology coordinator or district administrator may be removed from my student’s school device or account.
7. I understand that filtering of school devices is occurring at all times in an effort to keep my student safe while using a school device and/or school account and also is put in place in accordance with CIPA.
8. I understand that it’s impossible for the school district to guarantee all inappropriate content will be filtered on a student’s device or school account, but I do acknowledge that

the school district has taken reasonable steps towards filtering inappropriate content. I understand it is the responsibility of my student to not purposefully access inappropriate content.

9. I understand that I am responsible for monitoring how my student is using technology outside of school hours or when my student is absent from school. I understand the school district is not responsible for monitoring how my student is using technology outside of school hours or when my student is absent.
10. I understand my responsibility to address my student(s) in regards to appropriate Internet behavior and this policy. I know if I need help with this, I can seek out advice from websites like <https://www.common sense media.org> or I may contact the district technology coordinator.
11. If my student cannot assume financial responsibility, I assume financial responsibility for any damage, loss, or vandalism of a school device caused by my student as a result of accident, intent, or neglect.
12. I understand that my student must return all school devices in their possession if they transfer out of the school district, graduate from the school district, are expelled from the school district, or when they are instructed to do so by the district technology coordinator or district administrator. If they don't, I will assume financial responsibility for the replacement of the device.

### **G Suite for Education Parent/Guardian Notice and Consent**

We use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by millions of students and teachers around the world. Students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills. The notice below provides answers to common questions about what Google can and can't do with your child's personal information. Please read it carefully.

#### **I. Notice**

- A. By signing the Handbook, you (parent/guardian) give the school district permission to create or maintain a G Suite for Education account for your student, and to act on your behalf when signing the student account up for the following:
  1. Google Core Services;
  2. Google Additional Services that are deemed educationally valuable by the district technology coordinator or district administrator; and
  3. services that may require Google to provide student information to companies, organizations or individuals outside of Google when use of these services is deemed educationally valuable by the district technology coordinator or district administrator.
- B. This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.
- C. Using their G Suite for Education accounts, students may access and use the "Core Services." Use of the Core Services includes, but is not limited to, the following:

1. Calendar, Classroom, Directory, Drive and Docs, Gmail, Google Chrome Sync, Google Vault, Groups for Business
  - D. In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to “Additional Services” which includes, but is not limited to, the following:
    1. Chrome Web Store (restricted mode), Google Cloud Print, Google Earth, Google Maps, Google My Maps, Google Play, YouTube (restricted mode)
  - E. Also in addition, we allow students to use their G Suite for Education accounts to access certain third-party apps or websites that are reviewed by the district technology coordinator or district administrator. Any third-party apps or websites that are activated for students are activated as educationally valuable services. Some of these applications and websites include, but are not limited to:
    1. BrainPOP, Code.org, Discovery Education, Learning.com
  - F. Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online.
- II. What personal information does Google collect?
- A. When creating a student account, the school district may provide Google with certain personal information about the student, including, for example, a name, email address, and password.
  - B. When a student uses Google services, Google also collects information based on the use of those services. This includes:
    1. device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
    2. log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
    3. location information, as determined by various technologies including IP address, GPS, and other sensors;
    4. unique application numbers, such as application version number; and
    5. cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.
- III. How does Google use this information?
- A. In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.
  - B. In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.
- IV. Does Google use student personal information for users in K-12 schools to target advertising?
- A. No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

- V. Can my child share information with others using the G Suite for Education account?
- A. We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.
- VI. Will Google disclose my child’s personal information?
- A. Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:
1. With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents’ consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
  2. With the school district. G Suite for Education accounts, because they are school-managed accounts, give school-district staff access to information stored in them.
  3. For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google’s instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
  4. For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
    - a) meet any applicable law, regulation, legal process or enforceable governmental request.
    - b) enforce applicable Terms of Service, including investigation of potential violations.
    - c) detect, prevent, or otherwise address fraud, security or technical issues.
    - d) protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.
  5. Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.
- VII. What choices do I have as a parent or guardian?
- A. First, you can consent to the collection and use of your child’s information by Google. If you don’t provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child’s information as described in this notice.
- B. If you consent to your child’s use of G Suite for Education, you can access or request deletion of your child’s G Suite for Education account by contacting the district technology coordinator. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child’s access to features or services, or delete your child’s account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.
- VIII. What if I have more questions or would like to read further?
- A. If you have questions about our use of Google’s G Suite for Education accounts or the choices available to you, please contact the district technology coordinator. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us,

please review the G Suite for Education Privacy Center, the G Suite for Education Privacy Notice, and the Google Privacy Policy online.

- B. The Core G Suite for Education services are provided to us under Google's Apps for Education agreement.

By signing the signature page on the Handbook, the student(s) and parent(s)/guardian(s) acknowledge that they have reviewed, understand, and consent to everything in the Handbook's **TECHNOLOGY** section (**Computer, Internet, and School Account Use by Students; Device Information, Care, Responsibilities, and Acknowledgements; G Suite for Education Parent/Guardian Notice and Consent**). The terms of the **TECHNOLOGY** section apply to the most current school year. For **TECHNOLOGY** related items, the start of the school year would be when either the student is issued a school device or the first day of school (whichever occurs first). The end of the school year would be when either the student checks-out during the school year, checks-out the last day of school, or checks-out during summer school (whichever occurs last).

#### **Section 4: Pledge of Allegiance**

**Ref: SB Policy: 607.02**

Each public school district shall require each such district's schools to establish a period of time during the school day, when a majority of pupils is scheduled to be present, during which pupils will be led in the recitation of the Pledge of Allegiance in the presence of the flag of the United States of America, in grades kindergarten through twelve. Pupil participation in the recitation of the Pledge of Allegiance shall be voluntary. Pupils not participating in the recitation of the Pledge shall be permitted to silently stand or remain seated but shall be required to respect the rights of those pupils electing to participate.

### **ARTICLE 9: ATHLETICS AND ACTIVITIES**

#### **Section 1: Eligibility Requirements**

**Ref: SB Policy: 506.01**

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and ability in the students during their school years and for their lifetime. However, students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from or at school. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity and must conduct himself or herself in accordance with student conduct policies.

The superintendent must approve student activity events unless they involve unusual travel expenses, in which case the board will be asked to approve the event. Every attempt will be made so that the events would not disrupt the education program or other school district operations.

All students will abide by all policies regarding eligibility as published by the Nebraska School Activities Association (NSAA). Students in grades 9-12 at Hemingford Public Schools must pass thirty (30) semester hours of credit the immediate preceding semester in order to be eligible for any activity that is school sponsored. Students in grades 7 and 8 must pass 6 of 8 classes the immediate preceding semester in order to be eligible for any school sponsored activity. Any student who is sanctioned or is found by the school district or NSAA to be ineligible to participate in any extracurricular activity may appeal the sanction or finding in accordance with the student due process policy. It shall be the responsibility of the superintendent to develop administrative regulations for each school activity, which will be published in the student handbook, or other document provided to students and parents.

Extracurricular school activities are encouraged and desirable for all students to participate in. However, the principal goal and responsibility for each student is to establish a firm academic foundation. As such, a student who chooses to participate in extracurricular school activities will abide by the following standards:

1. Maintain passing grades in all classes. Any student failing two or more academic classes (grade below 70%) for two consecutive weeks is ineligible to participate in extracurricular activities.
2. Students who are failing will be on a warning week of eligibility starting with the 3rd week of each semester.
3. Teachers will post the most recent academic grades for each student by 4 pm on Tuesday, the ineligibility list will be created on Wednesday morning, and enforcement will begin on Wednesday. Eligibility runs from Wednesday through the following Tuesday beginning with the 4th week of each semester.
4. The administrator will pull the Semester One and Semester Two academic grades to use for eligibility purposes.
5. Junior High students in 9 week only classes will have an exemption for those classes during the first three weeks of each quarter when figuring eligibility.
6. Any student who fails a class during the first or third quarter will automatically be deemed ineligible for the first week of the second and fourth quarters.
1. Students who are academically ineligible may attend practices, however they cannot travel with any team/activity, suit up/participate in any event/performance, or participate in any special school activity (such as prom and all dances/parties). Eligibility requirements shall not apply to instructional field trips which are a part of the scheduled course learning experience; or activities or events which are a part of the student's grade requirements.
7. Supervised Study Time (SST) will not apply to eligibility but will be available to students twice daily from 7:45 - 8:00 am and 3:45 - 4:00 pm.
8. Students with disabilities on an IEP may have special accommodations written into the IEP plan, however, the majority of students with disabilities will follow the regular eligibility policy in its entirety.

## **Section 2: Philosophy of Activities for Hemingford Public Schools**

The athletic program in the Hemingford Schools is to be a learning (educational) experience. The participants are to be taught how to work hard at something and the self-satisfaction that goes with doing their very best in whatever they do. Important lessons in living are taught in athletics. The Hemingford Athletic Program is to teach these lessons.

The athletics programs at the Junior High levels are to acquaint the athletes with the various sports, to give them playing time, and to allow them to make decisions as to participation. They should be taught the fundamentals and encouraged to do their best. The ultimate goal is to win but not at the expense of over pressurization of the young athletes. Winning is a by-product of doing things correctly. The coach/coaches will encourage all junior high athletes to participate to the best of their ability and to continue to participate in the athletic program. At the same time the coach/coaches should not pressure them to do so.

At the high school level, the athletes should be out for athletics because they want to be. The non-varsity competition is to be a learning experience where the athletes improve their skills. The goal at the varsity level is to give the athletes the best opportunity to win. Striving to win is important, but whether winning or losing, the athletes should always strive to do their best in competition. It is the coach's responsibility to motivate the athletes so that they do their very best.

The activity programs should emphasize the importance of self-discipline, self-control, sportsmanship and effort. The team concept is to be taught to all Hemingford teams. Negative actions and attitudes should not be allowed nor should they be tolerated.

The high school varsity coach in each sport should be the overall head coach for the Hemingford Schools. The varsity high school coaches are responsible for the methods employed throughout their sport.

### **Section 3: Participation at The Junior High And Junior Varsity Levels**

Participation at the Junior High and Junior Varsity levels is extremely important for the building of a program. At Hemingford, we feel that if an athlete is suited up for a Junior High or JV contest, they will be expected to play. If extenuating circumstances arise the coach, in communication with the activities director & building principal may make an alternate plan to support the needs of the students and the program.

### **Section 4: Practice Regulations**

In order to promote uniformity in practice the following guidelines should be followed:

1. Practice during a holiday break or on a Sunday must be approved by the administration. The coach must be careful that they do not make such practices required to the extent that the athletes are forced to choose between practice and family plans.
2. If it is necessary to practice at a time other than the regular time after school on a school day, the preferred time could be as soon as possible after school rather than early in the morning. If the practice needs to be held early in the morning, the practice should be cleared with the Administration far enough in advance so that the athletes and their parents have at least one day's notice. If an early morning practice is held, it should be set at a time as late as possible to get in the practice and also get the athletes to school on time.
3. Athletes are expected to be at all practices scheduled on school days by the coach. Should an athlete that has been in school not be able to attend a practice, they must contact the coach in advance. When the athlete is absent from school they do not need to notify the coach. However, most coaches appreciate knowing the reason why the athlete is absent from school and that they will not be at practice.
4. When practices are scheduled on a non-school day, (Saturdays or during a break) the athletes are encouraged to attend whenever possible. If the athlete is unable to attend that practice, or practices, they should inform the coach that they will be unable to be there. Coaches must show understanding in regard to the athlete being unable to be at such a practice.
5. Coaches are encouraged to give athletes time between sports seasons, whenever possible, before starting practice for the next sports season.
6. Two a day practices for fall sports may be held beginning on the date the NSAA allows practice to begin and the start of school.

### **Section 5: Definition of Mandatory Practice Date**

The first mandatory practice date for all participants is defined as the first day of practice, on or after the allowable date set by the NSAA for the beginning of practice for that sport, in which all students participating are required to attend. All participating athletes shall not be required to attend until the prior sport season has ended, including the playoffs.

### **Section 6: Regular Practices**

Regular practice for the high school athletes begins immediately after school. The junior high practice will be during 8th period Monday - Thursday. There will be no junior high practices on Fridays. It is recommended that formal practices be limited to approximately 1 ½ to 2 hours. Specialized work both before and after formal practices can be carried out as necessary.

**EXCEPTION** ----- Practices on Wednesday evenings should be limited to make sure that the athletes are out of the building by 6:00 PM. This is to make sure the athlete has enough time to participate in church activities if they so choose.

## **Section 7: Participation and Practice**

**Ref: SB Policy: 506.01**

A team member is not allowed to practice or participate unless he/she is in school the immediate preceding  $\frac{1}{2}$  **day (4 class periods)** of the scheduled school activity or practice. A student is not allowed to practice or participate if he/she is **truant** anytime during the school day. Exceptions will be made for absenteeism due to school activities and being absent for business, doctor, dentist or similar appointments, provided the absenteeism is **pre-arranged** through the principal. Any questions about the rule must be directed toward the activities director or the principal. In the case of a Saturday event, the athlete must be in school Friday afternoon. If the athlete is unable to be in school on Friday afternoon, they should make prior arrangements with the principal to receive permission to participate on Saturday. If a student is ill, we do not expect them nor do we want them to come to school simply to perform in a contest. Not only will this slow the student's recovery, they may be contagious and infect other students. The principal will make the final ruling whether or not a student can perform in a contest when missing school the half day before a contest.

All students are required to be dressed and ready for practice by the indicated start time for all practices, contests, and departures for contests. Failure to do so may result in loss of playing time at all levels.

## **Section 8: Team Travel/ Transportation**

**Ref: SB Policy: 801.06**

The privilege of riding a school bus is contingent upon a student's good behavior and observance of established regulations for student conduct both at bus stops and on board buses. Since bus transportation is provided to assist the educational programs, the board shall require students to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

The driver of a school bus shall be responsible for the safety of the students on the bus, both during the ride and while the students are entering or leaving the vehicle. Therefore, it is the bus driver's duty to notify the supervisor of transportation or the principal of the school if any student persists in violating the established rules of conduct.

After due warning has been given to the student and to parents/guardians, the principal or transportation director may withhold from the student the privilege of riding the school bus. In such cases, the parents of the children involved will be responsible for seeing that their children get to and from school safely.

The student may also 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.

Hemingford students attending a school-sponsored activity must use the transportation provided by the school unless previous arrangements have been made. A student that misses the bus for an activity will not be allowed to drive him or herself and still participate in the activity.

Hemingford students and staff members travel to and from school events by school bus or school vehicles. All members of a team or activity should return from a contest by the same transportation provided for taking them to the contest, unless they meet the following exceptions.

Updated: **EXCEPTION** -- A student may continue on a trip with their parents after a contest. Also, when due to distance, it is permissible for a student to return home with his/her parents, rather than return to Hemingford and have additional miles in order to arrive at home. Families may also have other business

to take care of following an event and would like their student to join them. Students may only be released to their parents or guardian unless prior approval has been authorized as stated below. The students must obtain permission from the head coach. A parent/guardian must present to the head coach a written statement of their intent to take the athlete with them.

**EXCEPTION** – The parent or guardian requests in writing, in advance of the extracurricular activity that their child or children be allowed to return from the activity with an adult they deem responsible. The written request must be notarized or made in person with the Principal or Superintendent. The request shall be made to school administration during regular school hours prior to the time transportation leaves for the extracurricular activity.

As a condition of approving such requests, the parent shall be instructed by school administration that the school is not responsible for the child once he/she joins the designated person providing transportation.

## **Section 9: Weight Room**

The weight room is for the use of all enrolled students in Hemingford Public Schools. A certified employee of the school district or an administratively approved representative must supervise all students using the weight room. The physical education department is encouraged to use the weight room along with the athletic department. During the sports practice time, the athletes participating in the season sports have the first right to use the weight room.

Whoever opens the weight room for the students is responsible for the people they open it for. It is the sponsor's responsibility to turn out the lights and lock the doors. Do not leave any students unsupervised.

Keys should not be given to students for them to open and use the weight room. A certified employee of the school district must open the weight room and be responsible for those using the facility by being in the weight room.

The coach should instruct the students on the proper use and spotting of free weights and whatever other instruction is necessary for the safe use of the room.

## **Section 10: Activity Training Rules and Regulations**

**Ref: SB Policy: 506.01**

Above all, participants should be good citizens. Participants should have pride in themselves as well as in their community and their school. Athletes should be dedicated to a healthy mind, a healthy body, and a positive attitude. Participants should not be exempt from rules, but rather held highly accountable for any actions that may be viewed as detrimental to the school or the community. Participants must remember at all times that their actions and attitudes not only reflect upon themselves but are a direct reflection of all of the students, parents, and staff at Hemingford Public School as well as all community members of Hemingford.

The following rules have been adopted by the Board of Education to help establish a meaningful and complete program for our youth. These training rules are for all students. For the training rule violations to be investigated by Activities Director and/or Administration, it must be reported in one of the following ways:

1. Self-report by the student.
2. Statement of the violation from the parent/guardian of the student being reported.
3. Written Statement of the possible violation from a current member of the coaching staff.
4. Written Statement from Law Enforcement of the violation.

**RULE 1 DRINKING** – A participant in sponsored activities shall not drink or be in the possession of alcoholic beverages.

**RULE 2 SMOKING, CHEWING** – A participant in sponsored activities shall not use or be in the possession of any tobacco product, including cigarettes, cigars, chew or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product.

**RULE 3 DRUGS** – A participant in sponsored activities shall not take drugs except under a doctor’s prescription.

**RULE 4 CRIMES** – A participant in sponsored activities will not be convicted of a crime serious enough to be deemed a misdemeanor or felony offense. Misdemeanor traffic violation may not be included in this rule. (The Activities Counsel will address a charge of any law, which violates training rules.)

**RULE 5 ACTIVITIES SPECIFIC RULE** – Students participating in sponsored activities, which are in season, must also abide by any other rules of the activity as established by that coach or sponsor.

**ACTIVITIES COUNCIL** The activities council will consist of the head coach/sponsor from each activity, the activities director and the principal. The activities council will determine the extent of the punishment and also address other issues concerning the extra-curricular activities. Parents of the student under investigation will be invited to sit in during the meeting pertaining to their son or daughter.

### **Section 11: Violations of Activity Training Rules and Regulations**

**Ref: SB Policy: 506.01**

Violations of Rules 1, 2, 3\* or 4\* will result in the investigation by the Activities Council.

\*Violation of Rule 3 or 4 may result in punishment equal to “Second Offense” of rules 1 and 2. If a student first violates rule 3 or 4 and then violates either rule 1 or 2, the second violation will be considered a “Second Offense.” A second violation of rules 3 or 4 would result in punishment equal to “Third Offense” of rules 1 or 2.

**FIRST OFFENSE**: Suspension of all activities for 14 calendar days beginning with the 1<sup>st</sup> contest following the violation.

**SECOND OFFENSE**: Suspension of all activities for 30 calendar days beginning with the 1<sup>st</sup> contest following the violation.

**THIRD OFFENSE**: The student will forfeit eligibility for all school-sponsored activities for the remainder of the school year.

### **OTHER NOTES ON OFFENSES:**

Ref: SB Policy: 506.01

- These time periods are the minimum requirements for loss of eligibility to participate in contests. Individual sponsors may assess additional consequences, as they deem appropriate.
- For activities with one- (1) time performances, the student will forfeit that event, if it occurs during the suspension.
- All students charged with any violation will be given the opportunity to defend themselves or their actions to the Activities Counsel if they so desire.
- Students cannot pick and choose the events that will be missed.

- All school-sponsored activities, clubs, and athletics count toward the suspension. (Dances added by the board at their 12/11/06 meeting).
- Conduct rules leading to activity restriction apply during the school year. The school year will begin with the official start of the fall activities, as determined by the NSAA, through the last scheduled event of the school year.
- Conduct rules leading to activity restriction apply both on and off school grounds.
- Students under school suspension or expulsion from school are not to be involved in activities in any manner.
- Violation of two different rules on two separate occasions will not be considered first violations of training rules.
- Participants who violate Board policy, these conduct rules, any training rules or rules of conduct of the coaches and/or activity sponsors, or any other discipline rule may be subject to disciplinary action, up to and including activity suspension or expulsion from the activity program.

## **Section 12: Requirements for Varsity Letter**

### **GENERAL REQUIREMENTS**

1. Any person participating in one activity continuously for four years without lettering may be awarded a varsity letter upon completion of his/her senior year in school in that sport.
2. If in the opinion of the sponsor, a participant would normally have qualified for a letter but was prevented from doing so by an injury, the letter may be awarded upon appropriate recommendation of the sponsor.
3. To receive a letter, the student must complete the entire season and finish in good standing, unless prevented from doing so by injury or other health related problems.
4. Any student that has violated one or more of the activity training rules and regulations will not be eligible to receive a varsity letter or any post season honors for the season that the violation occurred. (i.e. A violation during volleyball would not affect a student for the track season)

### **FOOTBALL**

Any person who plays in at least 1/3 of the varsity quarters played during the season will meet the time requirements for a letter. The quarters counted are those quarters in which the athlete participates in a regular offensive or defensive play. The coach will consider special teams play at the end of the season.

### **BASKETBALL**

Any person who plays in at least 1/3 of the varsity quarters played during the season will meet the time requirements for a letter.

### **VOLLEYBALL**

Any person who plays in at least 1/3 of the varsity games will meet the time requirements for a letter.

### **WRESTLING**

Any athlete who earns 20 points. One point is awarded for wrestling any match at a varsity competition. Four points are awarded for winning a match at a varsity competition.

### **TRACK**

Any athlete who scores a least 1 point on average per varsity meet will meet the participation requirements for a letter.

### **CROSS COUNTRY**

Any person who competes in at least 2/3 of the varsity meets will meet the time requirements for a letter.

## **GOLF**

Any person who competes in at least 2/3 of the varsity meets will meet the time requirements for a letter.

**NOTE:** Each individual sponsor may have additional standards to meet in order to letter. (i.e. no unexcused absences, positive attitude, etc.) Each sponsor will inform their participants as to any special lettering criteria that they may have. This should be done at the start of the season.

## **ARTICLE 10: STUDENT FEES POLICY**

**The Board of Education of District #10, Hemingford Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.**

The District's policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and Nebraska state law. This generally means the District's policy is to provide free instruction for courses that are required by state law, regulation or accreditation requirements and to provide the staff, facility, equipment and materials necessary for such instruction, without charge or fee to the students. The Board also does provide activities, programs, student clubs, and services to children that extend beyond the minimum level of constitutionally required free instruction. The board realizes some activities may require additional expenditures that are properly to be borne by students as a separate charge. Students and their parents have historically contributed to the District's efforts to provide such activities and the district will continue to depend on such contributions. The District's general policy is to continue to encourage and to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District. Some charges may be waived depending upon the student's eligibility for the free and reduced-price lunch program. In other special cases where the parent/guardian requests that the student be exempt from charges, the superintendent shall determine granting of waivers. No fees, specialized or non-specialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

For the purposes of this policy, the following definitions shall apply:

1. "Extracurricular activities" means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district;
2. "Post-secondary education cost" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities;
2. Admission fees and transportation charges for spectators attending extracurricular activities.
3. Post-secondary education costs, limited to tuition and fees associated with obtaining credits from the post-secondary institution;
4. Fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
5. Copies of student files or records as allowed by state statute;
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-after-school or pre-kindergarten services in accordance with state statute;
8. Summer school or night school;
9. Breakfast and lunch programs;

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall be provided with a musical instrument of the school's choice.

The superintendent shall establish a Student Fee Fund and ensure that funds collected as fees for the following purposes are properly recorded and deposited to it:

- Participation in extracurricular activities;
- Post-secondary education costs when necessary;
- Summer school or night school if offered;

The superintendent shall promulgate regulations outlining the purposes for which fees in these three areas are collected and shall ensure such fees are spent for those purposes.

The superintendent shall promulgate regulations authorizing and governing the following areas:

1. All fees to be collected within the nine numbered areas of the third paragraph of this policy;
2. Any other types of specialized equipment or attire to be provided by all students in the nine numbered areas of the third paragraph of this policy;
3. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
4. Deadlines for waivers for all types of fees;

Public concerns or complaints regarding required fees, attire or equipment shall be addressed under Policy 1005.01, Public Complaints.

**PUBLIC HEARING.** On or before August 1, 2002, and annually each year thereafter, the School Board shall hold a public hearing at a regular or special meeting of the Board on a proposed student fee policy. The hearing shall include a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the prior school year. The student fee policy shall be adopted by a majority vote of the School Board and shall be published in the student handbook. The board shall provide a copy of the student handbook to every student at no cost to the student. The student fee policy shall include specific details regarding those items required by law. In the event that the district would like to consider offering a service or materials for a fee which is not offered at the time that this policy is adopted or if the district would like to consider charging a fee for services or materials currently provided at no charge to the students or their parents or if any other change is desired, a public hearing shall be held at a regular or special meeting of the Board on the proposed changes to the student fee policy before any changes to the policy are adopted. If changes are made to the policy after the public hearing, written notice shall be provided to the students and their parents as soon as is practicable.

**ADMINISTRATIVE REGULATIONS: STUDENT FEES:**

**Ref: SB Policy: 504.19**

Students attending school at Hemingford Public Schools and participating in extracurricular activities may be required to pay fees or dues. In addition, they may be required to furnish personal and consumable items, non-specialized clothing, special equipment, attire or uniforms, materials, lunch fees, class and club dues, admission fees to extra-curricular activities, and course project materials. The following information provides details on what students are expected to provide for participation in various programs and activities.

Students who qualify for free or reduced priced lunches under the Department of Agriculture income guidelines may have certain fees and other items waived. Those include, specialized clothing, attire or equipment required to participate in extracurricular events or optional music courses that are not extra-curricular. The following regulations apply to waivers.

- a. Any course project completed with district provided materials will remain the property of Hemingford Public Schools.

- b. Any specialized clothing, attire or equipment provided by Hemingford Public Schools will remain the property of Hemingford Public Schools.
- c. Waiver students are responsible for the proper care of any school district clothing, equipment or materials. Fees may be assessed for cleaning, repair or replacement of school owned property.
- d. At no time will any parent, student, or guardian be reimbursed cash for the purchase of specialized clothing, attire or equipment.
- e. Music instruments will be provided to those students who qualify, but the district shall not be obligated to provide a particular type of musical instrument for any student.

Students, parents, or guardians may submit waiver applications to the office of the superintendent. A student does not have to participate in the free or reduced hot lunch program to request a waiver but does have to meet the income guidelines for that program. Completed waiver applications must be completed prior to the first practice of the extra-curricular activity, or first class period of the elective music course.

**A. Personal and Consumable Items:**

The District will make items necessary for students to benefit from courses available. Students are encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, etc. A specific class list of back to school supplies will be made available to students and parents annually. These school supplies may include:

- |                           |                |                        |
|---------------------------|----------------|------------------------|
| ● Pencils/Pens            | ● White Out    | ● Protractor           |
| ● Scissors                | ● Graph Paper  | ● Organizers           |
| ● Colored Pencils/Markers | ● Highlighters | ● Calculator           |
| ● Elmer’s Glue            | ● Tablets      | ● Planners             |
| ● Erasers                 | ● Compass      | ● Crayons              |
| ● Paper                   | ● Notebooks    | ● Blank Computer Disks |

Personal items for extra-curricular activities are the responsibility of the student. Extra-curricular items may include:

- |                                      |   |
|--------------------------------------|---|
| ● Protective mouth pieces for sports | ● Various items for musical instruments |
| ● Sports undergarments               |   |
| ● Shoelaces                          |   |

**B. Non-Specialized Clothing:**

Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program or course activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, or chemical/physical science classes.

Students will be required to furnish the following non-specialized clothing for the courses listed.

- Physical Education: gym shoes, shorts, T-shirt, athletic undergarments
- Vocational Agriculture Shop Classes: coveralls or appropriate alternative clothing

- Basketball: shoes, athletic clothing
- Volleyball: shoes, athletic clothing
- Track: shoes, athletic clothing
- Cross-Country: shoes, athletic clothing

### **C. Specialized Clothing/Equipment:**

Students participating in optional curricular music courses such as band/flag corps, swing choir, are encouraged but not required to purchase specialized uniforms. If the district furnishes the uniform, it may be previously worn, and cannot be kept by the student. Students may wish to purchase their own uniforms for flag corps and swing choir so their uniforms may be distinctive from previous year's groups.

Students participating in extra-curricular activities may be required to purchase specialized equipment or clothing. District #10 does not charge for participation in extracurricular activities. Students who qualify for free and reduced lunch price may secure a waiver for specialized clothing or equipment. The following activities require specialized equipment, clothing or fees

- Football: Varsity, two football jerseys, football shoes
- Junior High Football: football shoes
- Wrestling: Varsity and Junior High, shoes
- Golf: shoes, balls, clubs and bag
- Track: spikes if necessary
- Volleyball: varsity and junior high, knee pads if desired
- Cheerleading: Students must purchase uniforms and shoes selected by the sponsor and/or student group.
- Future Farmers of America (FFA): Students must pay yearly dues.
- Band: Reeds, valve oil, music lyre, flip book, possible t-shirt

### **D. Course Materials:**

Students are permitted to and encouraged to supply materials for course projects. Some course projects may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of keeping the project, to reimburse the District for the reasonable value of the materials used in the project. The District will furnish materials or supplies for course projects that are required to be completed as a requirement of the course. Supplies or materials for optional projects in art or vocational projects are the responsibility of the student.

### **E. Music Instruments:**

Students enrolling in curricular optional band or music classes either junior high, senior high or elementary are required to furnish their own music instrument. Students participating in extra-curricular music offerings are required to furnish their own instrument. Students who qualify for free and reduced priced lunches may be furnished with an instrument of the school's choice.

### **F. Admission Fees:**

Students are charged an admission fee to attend school sponsored extracurricular activities in Grades K-6. They may pay single admission fees or purchase annual activity passes. Students in Grades 7-12 have free admission to all regular season hosted events.

- Varsity Contest \$4.00-Students (7-12 students are provided passes to all home activities), Adults - \$5.00
- Freshman, Junior Varsity or Junior High \$3.00 Students, Adults - \$4.00
- Invitational Tournaments Adults - \$5.00 all day, no activity passes accepted.
- Student Activity Pass (K-6) \$25.00 annual
- Family Pass- \$100.00 ; Single Parent Family Pass - \$65.00; Adult Pass - \$35.00

Admission to contests held on behalf of the Western Trails Conference, Panhandle Conference, sub-district, and district contests held on behalf of the Nebraska State Activities Association is not included in any student activity pass.

### **G. Organizations:**

Students may choose to belong to a number of student organizations. Membership in these organizations is purely voluntary and any fees, costs, materials, or clothing is the responsibility of the student or the organization. These organizations may choose to fund their activities through fundraising. Students who belong to these organizations are expected to participate in the fund raising activities of the organization in order to participate in the activities supported by the fundraising. The Board of Education must approve fund raising activities sponsored by student organizations.

Students who qualify for district or state competitions that are district approved competitions, are provided transportation, registration, and meal money by District #10. The District may also provide transportation or partial transportation for activities of the student organizations. These organizations include:

- FFA
- One Act
- H Club
- FCCLA
- Health Council
- Speech
- Student Council
- National Honor Society
- Band / Choir

### **H. Other Student Activities:**

Students may participate in activities that are not sponsored by the school or are traditionally totally supported by fund raising activities.

- Summer band trips are sponsored entirely by fundraising. District #10 is not a sponsor and provides no support.
- World Stride is an activity supported partially by District #10 but all of the student costs to attend the Washington, D.C. trip is raised through fundraising activities. In the event the entire cost for each student is not raised, students who qualify for free and reduced lunch may request a waiver for the amount of funds required of each student to attend.

### **I. Classes:**

Students belong to classes, which by nature become an organization. The classes sponsor student activities such as prom and graduation. Dues are set by the students in each class on an annual basis. Students may choose not to belong to their class organization but by doing so relinquish their right to attend those events and activities their dues and fund raising projects support. Students who qualify for free and reduced price lunches may request a waiver for their class dues. Students shall not be denied a diploma, transcript, or credit for course work completed for failure to pay student fees. (Administration suggests dues shall not exceed \$50.00 per year, per student.)

### **J. Post-Secondary Education:**

Students are responsible for post-secondary education costs. The phrase “post-secondary education costs” means tuition and other fees only associated with obtaining credit from a post-secondary educational institution. For a course in which students receive high school credit and for which the student may also receive post-secondary education credit, the course shall be offered without charge for tuition, transportation, books or other fees, except the tuition and fees associated with obtaining credits from a post-secondary educational institution. All fees associated with the post-secondary education credits are to be paid directly to the post-secondary educational institution.

### **K. Student Record Copy Charges:**

No fee shall be charged to students, their parent(s), and/or their guardian(s) for copies of a student’s files or records provided pursuant to Nebraska Revised Statutes 79-2104.

**L. Before and After School Pre-Kindergarten:**

The district does not currently offer before or after school Pre-Kindergarten.

**M. Summer and Night School:**

Hemingford Public Schools operates a remedial summer program sponsored by Federal Funds which no fee is charged for students. No night school classes are offered.

**N. Breakfast, Lunch, Milk programs:**

**Ref: SB Policy: 802.01**

Following is a schedule of fees required for any breakfast program, lunch program or milk breaks offered by the school district. Students, who qualify under the income guidelines as determined by the Department of Agriculture and with proper application completed, will be provided with free or reduced priced lunches.

|                  |        |                 |        |
|------------------|--------|-----------------|--------|
| PK-12 Breakfast  | \$1.65 | Adult Breakfast | \$2.30 |
| Pre-School Lunch | \$2.40 | K-6 Lunch       | \$2.70 |
| 7-12 Lunch       | \$2.70 | Adult Lunch     | \$4.00 |
| Milk             | \$0.40 |                 |        |

**O. Student Transportation:**

**Ref: SB Policy: 801.01**

Non-resident and option enrollment students may be charged a fee for bus transportation to and from school. No fee currently is charged for resident students.

**P. School Store:**

**Ref: SB Policy: 504.19R1**

The district may operate a school store in which students may purchase food, beverage, personal and consumable items. Said purchases shall not be subject to any fee waiver.

**Q. Other Items:**

Charges for yearbooks, class rings, graduation announcements, letter jackets, club or organization apparel, team T-shirts, shooting shirts, and similar items are sold as a convenience to students at their choice and are not fees or requirements as covered under this policy.

**ARTICLE 11: STATE AND FEDERAL PROGRAMS**

**Notice of Nondiscrimination**

Students, parents, employees, volunteers, school patrons, applicants for student admission or employment, sources of referral of applicants for admission and employment, professional organizations holding collective bargaining or professional agreements with the Hemingford Public Schools, and all others who interact with Hemingford Public Schools are hereby notified that Hemingford Public Schools does not discriminate on the basis of race, color, national origin, sex, age, marital status, religion, or disability in the admission, access to its facilities or programs, treatment, or employment in its programs or activities.

**Section 1: Designation of Coordinator(s)**

Any person having inquiries concerning this district’s compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Hemingford Public Schools, Box 217, Hemingford, NE 69348, (308) 487-3328.

|                        |                  |             |
|------------------------|------------------|-------------|
| Law, Policy or Program | Issue or Concern | Coordinator |
|------------------------|------------------|-------------|

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

**Section 2: Anti-discrimination & Harassment Policy**

**Ref: SB Policy: 504.18**

It is the policy of Hemingford Public Schools that racial, sexual, religious/ethnic harassment and violence will not be tolerated under any circumstances. We firmly believe that all persons are to be treated with respect and dignity. Harassment and violent incidents will be responded to in a manner that effectively deters future incidents.

Racial, sexual, religious/ethnic harassment and violence refers to unwelcome and unwanted behavior related to sex, race, religion, or ethnic group that makes the recipient feel afraid, embarrassed, helpless, angry or unsafe or upsets the recipient to the point that he/she cannot learn, cannot teach or be effective at school or at his/her job.

Harassment and violence is prohibited between staff members, between staff members and students, between students, and from members of the public directed at students or staff on school property or at school sponsored events. Some examples of harassment and violence may include, but are not limited to: unwelcome patting, pinching, or physical contact; obscene gesturing; ethnic or racial slurs; or threats; insults, or assaults against someone due to their sex, race, religion or ethnic group.

A complete copy of the Board of Education Policy 504.18 may be found on the Hemingford Public Schools website under school board policies or by calling 308-487-3330 or 308-487-3328.

If a staff member of a student feels that his/her emotional well-being, his/her sense of safety and security or sense of self-worth is being affected by such conduct, a complaint should be filed by contacting his/her school principal.

**Preventing Harassment and Discrimination of Students**

**Ref: SB Policy: 504.18R1**

Purpose: Hemingford Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the Hemingford Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the workplace and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

- In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
- Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom or educational environment.
- Sexual harassment may exist when:
  - Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
  - Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.
  - The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.
  - Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

### **Complaint and Grievance Procedures:**

**Ref: SB Policy: 504.18R1**

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below.

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

### **Complaint and Appeal Process.**

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
  - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
  - a) Determine whether the complainant has discussed the matter with the staff member involved.
    - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant to determine:
    - 1) All relevant details of the complaint;
    - 2) All witnesses and documents which the complainant believes support the complaint;
    - 3) The action or solution which the complainant seeks.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
  - a) This appeal must be in writing.

- b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
  - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.
- a) This appeal must be in writing.
  - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
  - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
  - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
    - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

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

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

### **Section 3: Notification of Rights Under FERPA**

**Legal Ref: 20 U.S.C § 1232g**

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 to 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. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
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

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 is 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.

### **Section 4: Parental Engagement**

**Ref: SB Policy: 1005.02**

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will

be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.

5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.

6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.

7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

## **Section 5: Homeless Students Policy**

**Ref: SB Policy: 503.09**

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.

## **Section 6: National School Lunch Program**

**Ref: SB Policy: 508.13/802.01/802.05**

**Philosophy:** It shall be the policy of the Hemingford Public Schools to provide hot lunches and breakfasts for those students that wish to eat on the school grounds. These meals will be nutritious, well-balanced meals that meet the standards set by the Nutrition Services Department of the State of Nebraska. They will be serviced at the lowest price possible so that the program breaks even. The Hemingford Public Schools participates in the National School Lunch Program. **Any family below the income levels allowed can apply for free or reduced lunches at any time through the school year.** Applications for free and reduced price meals will be sent home with students on the first day of school. **You must file for free or reduced meals each year.** Students who were on free and reduced lunches last year have until September 28th to reapply and can still receive free or reduced meals until that day. New applications should be returned as soon as possible as the free or reduced meals begin the day you submit it. Applications may be submitted anytime during the school year if your income changes.

**Prices for Breakfast meals are \$1.65 for grades PK- 12, and \$2.30 for adults. Prices for Lunch meals are \$2.15 for Preschool, \$2.40 for grades K-6, \$2.70 for grades 7-12, \$4.00 for adults, and \$.40 for milk.** Parents who wish to join their student for lunch should call for a reservation. The school district requires meals to be paid for in advance. If you wish to have your children in separate accounts, you must inform the Office of the Superintendent, High School Office, or Elementary Office before school begins. Parents may establish accounts before school begins by contacting the Administration office, High School, or Elementary Office. **As always our policy is no charging. We expect you to have a positive balance in your account before participating in the Hot Lunch program.**

**MENUS:** The menu for the day will be published in the local newspaper a week in advance and put on the local radio each day. In addition to the newspaper and radio, a copy of the menu will be published in the newsletter and sent home to the parents. If an alternative is a choice in the school lunch program, and the student chooses to have an alternative, they must notify the teacher at the lunch count time, and if for some reason they do not eat in the lunch program that day, they will be charged for that meal because it is prepared especially for the student.

**METHOD OF PAYMENT:** All lunches must be paid for in advance. No charging for food will be allowed. A family account will be started at the beginning of the school year on a computer program designed for Lunch accounting. Emails will be sent when balances become low. Parents have the option of checking their lunch balance via the internet. If the students are to pay for their own lunches, you must notify the Hot Lunch program at the beginning of the year so that the family account may be split. An account **must** have a positive balance in it at all times. **NO CHARGING FOR FOOD.** A payment should be brought to the school or paid online ASAP. Our goal is to provide nourishing meals to all students, but we must have payments of accounts to keep this program running. All extras taken in the lunch line will be charged as extras to the family account. **NO CASH WILL BE RECEIVED IN THE LUNCH LINE. Money may be taken anytime to the Elementary or High School office.**

**EQUAL OPPORTUNITY PROVIDER AND EMPLOYER: NONDISCRIMINATION STATEMENT**  
In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age 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.”

Students whose families meet the income guidelines for free and reduced price lunches are eligible to have expenses of certain fees, specialized equipment, 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

**ELIGIBILITY**

My signature below indicates that I am the parent or guardian of the below listed students and I also certify my family meets the income guidelines as provided by the Department of Agriculture in the application for free and reduced price lunches. I understand that my students do not have to participate in the National Hot Lunch Program to request a fee waiver, but do have to meet the guidelines. I understand I may be required to verify any or all information provided on the free and reduced lunch application.

- My free and reduced price lunch application has been previously submitted to the school.
- My free and reduced price lunch application is attached for consideration at this time for a student fee waiver.

Name of Parent or Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

| <u>Student Name(s)</u> | <u>Grade</u> |
|------------------------|--------------|
| _____                  | _____        |
| _____                  | _____        |
| _____                  | _____        |

**Please specify exactly what fees, equipment, attire or materials to which this waiver applies:**

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Your signature below will allow school officials to share information from my Free and Reduced Price School Meals Application with appropriate school officials for purposes of the student fee waiver program and any other program that would benefit students.

**Signature of parent or guardian:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

\*\*\*\*\*

This application is:

- Approved as written
- Disapproved

Administrator's signature:

\_\_\_\_\_ Date: \_\_\_\_\_

**RECEIPT OF 2022-2023 PARENT-STUDENT HANDBOOK  
OF HEMINGFORD PUBLIC SCHOOLS**

This signed receipt acknowledges receipt of the 2022-2023 Parent-Student Handbook of Hemingford Public Schools. This receipt acknowledges that it is understood that the handbook contains student conduct and discipline rules as well as all policies regarding proper use of technology. The undersigned, as student, agrees to follow such conduct, discipline, and technology rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to responding to harassment or discrimination.

Drug-Free Schools Statement: RECEIPT SHALL ALSO SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING HEMINGFORD PUBLIC SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO THE SAFE AND DRUG-FREE SCHOOLS LAW AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND THE POSSESSION, USE, OR DISTRIBUTION OF ALCOHOL OR TOBACCO ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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

\_\_\_\_\_  
Parent or Legal Guardian's Signature

Return to: Individual classroom teacher, class sponsor, or building secretary by August 25, 2022.

## **Proposed Updates to the HPS Student/Parent Handbook**

### **Item 1:**

Current: Leggings may be worn but the students' top must reach mid thigh

Updated: Leggings, tights or other tight fitting clothing must be worn with additional garments that provide appropriate coverage.

Add: Costumes and/or clothing intended for entertaining or special occasions may only be worn on days approved by the administration.

### **Item 2:**

Add: the word: Prevention

### **Harassment and Bullying Prevention Program--Levels:**

### **Item 3:**

Current: The student will report to an assigned room at the end of the day, and remain until 4:00. This will allow all other students to leave the school grounds in safety.

Updated: The student will report to an assigned room at the end of the day and will be dismissed once all other students have left the building.

### **Item 4: Policy Wording Alignment**

Current (information conflicts with Policy 506.01 and Student/Parent Handbook):

506.01R1

#### **PROCEDURES AND GUIDELINES FOR ACTIVITY ELIGIBILITY**

##### **Weekly Updates**

Grades will be due to administration before school homeroom on each **Monday**.

Administration will compile information and notify faculty on eligibility of students. A student will not be allowed to leave during the school day for any activity if he/she is failing the **same class** two weeks in a row.

All school-sponsored activities include dances, band, FFA, quiz bowl, athletics, field trips. Based on the fact that World Stride has its own code of conduct to attend, this activity will not be considered as part of the eligibility policy.

Any student who is sanctioned or is found by the school district policy or NSAA policy to be ineligible to participate in any extracurricular activity may appeal the sanction or finding in accordance with the student due process policy.

Updated:

#### **PROCEDURES AND GUIDELINES FOR ACTIVITY ELIGIBILITY**

##### **Weekly Updates**

Teachers will post grades on a weekly basis. Any student failing two or more classes (grade below 70%) for two consecutive weeks is ineligible to participate in extracurricular activities for a one week period which will be considered Wednesday through Tuesday. A student who is academically ineligible may attend practices, however they cannot travel with any team/activity,

suit up/participate in any event/performance, or participate in any special school activity (such as prom and all dances/parties). Eligibility requirements shall not apply to instructional field trips which are a part of the scheduled course learning experience; or activities or events which are a part of the student's grade requirements. World Stride has its own code of conduct to attend, this activity will not be considered as part of the eligibility policy.

Any student who is sanctioned or is found by the school district policy or NSAA policy to be ineligible to participate in any extracurricular activity may appeal the sanction or finding in accordance with the student due process policy.

Eligibility Requirements: (to remain the same as listed in the current policy)

### **Item 5: Policy Wording Alignment**

506.01

#### **STUDENT ACTIVITY ELIGIBILITY**

Current: Students failing any two classes in any two consecutive week period will be considered ineligible for any and all activities, competitions, or performances for a one week period which will be considered Wednesday through Tuesday. Individuals may practice with team, however may not be released from school to travel with the team.

Updated: Students failing two or more classes (grade below 70%) for two consecutive weeks are ineligible to participate in extracurricular activities for a one week period which will be considered Wednesday through Tuesday. A student who is academically ineligible may attend practices, however they cannot travel with any team/activity, suit up/participate in any event/performance, or participate in any special school activity (such as prom and all dances/parties). Eligibility requirements shall not apply to instructional field trips which are a part of the scheduled course learning experience; or activities or events which are a part of the student's grade requirements.

### **Item 6:**

Current: Participation at the Junior High and Junior Varsity levels is extremely important for the building of a program. At Hemingford, we feel that if an athlete is suited up for a Junior High or JV contest, they will be expected to play. **Circumstances may arise that make it unavoidable to enforce this policy but for the most part it will be adhered to.**

Updated: Participation at the Junior High and Junior Varsity levels is extremely important for the building of a program. At Hemingford, we feel that if an athlete is suited up for a Junior High or JV contest, they will be expected to play. **If extenuating circumstances arise the coach, in communication with the activities director & building principal may make an alternate plan to support the needs of the students and the program.**

### **Item 7:**

Current: All students are expected to be on time, in fact ahead of time for all practices, contests, and departures for contests. Failure to do so may result in loss of playing time at all levels.

Updated: All students are required to be dressed and ready for practice by the indicated start time for all practices, contests, and departures for contests. Failure to do so may result in loss of playing time at all levels.

### **Item 8**

Current: **EXCEPTION** -- A student may continue on a trip with their parents after a contest. Also, when due to distance, it is permissible for a student to return home with his/her parents, rather than return to Hemingford and have additional miles in order to arrive at home. Families may also have other business to take care of following an event and would like their student to join them. **This does not allow the student to return home with someone other than their parents.** The students must obtain permission from the head coach. A parent/guardian must present to the head coach a written statement of their intent to take the athlete with them.

Updated: **EXCEPTION** -- A student may continue on a trip with their parents after a contest. Also, when due to distance, it is permissible for a student to return home with his/her parents, rather than return to Hemingford and have additional miles in order to arrive at home. Families may also have other business to take care of following an event and would like their student to join them. **Students may only be released to their parents or guardian unless prior approval has been authorized as stated below.** The students must obtain permission from the head coach. A parent/guardian must present to the head coach a written statement of their intent to take the athlete with them.

### **Item 9**

Current: A participant in sponsored activities shall not smoke or chew tobacco, or be in the possession of tobacco.

Updated: A participant in sponsored activities shall not use or be in the possession of any tobacco product, including cigarettes, cigars, chew or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product.

### **Item 10**

Current: Students in Grades 7-12 have free admission to all regular season hosted events. Students who participate in any sport can purchase an activity pass at a reduced price.

Updated: Students in Grades 7-12 have free admission to all regular season hosted events. Delete: *Students who participate in any sport can purchase an activity pass at a reduced price.*

**Reasoning:** Aren't only 7-12 students able to participate in sports? Who would this pertain to?

### **Item 11: Policy Alignment**

Current: Section 4: Parental Involvement

Ref: SB Policy: 1005.02

Updated: Section 4: Parental Engagement

Ref: SB Policy: 1005.02

## DISTRICT AND SCHOOL (COMBINED) TITLE I PARENT AND FAMILY ENGAGEMENT POLICY

Hemingford Public Schools intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, Section 1116(a -f) ESSA, (Every Student Succeeds Act) of 2015.

### **In General**

The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
  - Hemingford Open House/Back to School Night
  - 7th grade and New Student orientation
  - Annual Title I Parent Meeting
  - Parent-Teacher Conferences
- Parents are involved in the planning, review, evaluation, and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
  - Parent and Community Surveys
  - Annual Title I parent meeting
  - Development of the School Improvement Plan
  - School Advisory Meetings

- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.
- - Student handbook
  - Parent-Teacher Conferences
  - Standardized Tests results
  - Progress reports & report cards
- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents, in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.
- Coordinate and integrate parental involvement programs and activities with other Federal, State and Local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

#### ~~PARENTAL AND FAMILY INVOLVEMENT IN THE SCHOOLS~~

~~It is the policy of the district to provide full access to the parent and family members of any student of the district to review textbooks, tests, curriculum and instructional materials, records of a student of any such parent, unless otherwise prohibited by law, and to any surveys of students done by the school district. Summary information regarding the district's curriculum, testing, and surveys will be provided at the beginning of each school year. Requests for access to specific instructional materials should be addressed to the teacher or building principal.~~

~~Requests by parents and family members to attend and monitor courses, assemblies, counseling sessions and other instructional activities shall also be made to the building principal or teacher. While requests to monitor are usually granted, if the request is denied, reasons for the denial will be provided.~~

~~It is the policy of the district to provide as consistent an experience as possible in all classroom instruction, testing, surveys, and other school experiences. It is the policy of the district not to excuse students from classroom instruction, testing, and other school experiences unless an objection is submitted to the building principal or teacher outlining the specific experience, the basis for the objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and family members.~~

~~The request for the student to be excused will be reviewed by the building principal and a decision provided to the parents and family members. While verbal objections and~~

~~decisions are valid, written follow-up to verbal communications is required from the parent and family members, and the principal. If a student is excused from the requested activity no penalty will be assessed but an agreed upon alternative activity must be performed to the satisfaction of the teacher and principal.~~

~~It is the policy of the district to use testing methods and testing instruments that are in keeping with district goals and academic improvement. The district shall use the standardized tests that are required by the state of Nebraska, but may also use other complementary assessments along with the state's tests in order that the district's students are more than adequately prepared. It is the policy of the district to notify parents and family members of any standardized testing that may be scheduled within the school district.~~

~~It is the policy of the district to notify parents and family members of any survey which may be scheduled and to conduct student surveys judiciously, with full consideration of the fact that parents and family members may find items of the survey objectionable.~~

~~The following activities will also be included in the district's plan for parental and family involvement:~~

- ~~1. The district will involve parents and family members in the development of the~~

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- ~~Title I plan, the process for school review of the plan and the process for improvement;~~
- ~~2. The district will provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental and family involvement activities to improve student academic achievement and school performance;~~
- ~~3. The district will build the schools' and parents' and family members' capacity for strong parental and family involvement;~~
- ~~4. The district will coordinate and integrate parental and family involvement strategies under Title I with other programs such as Head Start, Reading First, etc.;~~
- ~~5. The district will conduct with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parental and family involvement policy in improving the academic quality of the school served including identifying barriers to greater participation by parents and family members in Title I activities (with particular attention to parents and families who have low income, Limited English Proficient (LEP), minorities, disabilities and low literacy) and use the findings of the evaluation to design strategies for more effective parental and family involvement and to revise, as necessary, the parental and family involvement policies; and~~
- ~~6. The district will involve parents and family members in Title I activities.~~

~~The parent and family members or guardian of a student may have access to that student's records during normal business hours of the district according to Policy 507.01 Student Records Access.~~

This policy is adopted following a public hearing to receive public comments and suggestions.

Legal Reference: Neb. Statute 79-530 to 533  
No Child Left Behind, Title I, Sec. 1118, P.L. 107-110

Cross Reference: 507.01 Student Records Access  
606.03 Objection to Instructional Materials  
610.02 Test or Assessment Administration  
611.01 Student Progress Reports  
611.04 Parent Conferences  
1002. District Annual Report  
1005.01 Public Complaints

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## STUDENT ACTIVITY ELIGIBILITY

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and ability in the students during their school years and for their lifetime.

However, students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity and must conduct themselves in accordance with student conduct policies.

Student activity events must be approved by the superintendent unless they involve unusual travel expense, in which case the board will take action. The events must not disrupt the education program or other school district operations.

Eligibility requirements as published by the Nebraska School Activities Association (NSAA) shall be observed by all students. Additional eligibility requirements are in place as of January 3rd, 2006 that were developed by a committee of teachers, parents, and administrators.

Students in grades 9-11 must pass thirty (30) semester hours (six classes) of credit the immediate preceding semester in order to be eligible for any activity sponsored by Hemingford Public Schools.

Seniors: Students in Grade 12 will be required to pass twenty (20) semester hours (four classes) of credit during their senior year in order to be eligible for any activity sponsored by Hemingford Public Schools.

Students in grades 7 and 8 must pass 6 of 8 classes the immediate preceding semester in order to be eligible for any activity sponsored by Hemingford Public Schools.

In addition to the above eligibility rule, eligibility for Junior and Senior High students at Hemingford Public Schools is determined on a weekly basis. Students failing two or more classes (grade below 70%) for two consecutive weeks are ineligible to participate in extracurricular activities for a one week period which will be considered Wednesday through Tuesday. A student who is academically ineligible may attend practices, however they cannot travel with any team/activity, suit up/participate in any event/performance, or participate in any special school activity (such as prom and all dances/parties). Eligibility requirements shall not apply to instructional field trips which are a part of the scheduled course learning experience; or activities or events which are a part of the student's grade requirements. ~~Students failing any two classes in any two consecutive week period will be considered ineligible for any and all activities, competitions, or performances for a one week period which will be considered Wednesday through Tuesday. Individuals may practice with team, however may not be released from school to travel with the team.~~

Students who are enrolled primarily in an exempt school, a private school, or a parochial school who are part-time students participating in activities at Hemingford Public Schools shall provide the principal with current transcripts and grade reports (weekly), so eligibility determinations can be made.

Legal Reference: 20 U.S.C. Sect.1681-1683; 1685-1686 (1994).  
34 C.F.R. Pt. 106.41 (1993)  
Neb Statute 79-296  
79-443

Cross Reference: 502 Student Attendance  
504 Student Rights and Responsibilities  
505 Student Discipline  
508 Student Health and Well-Being

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## PROCEDURES AND GUIDELINES FOR ACTIVITY ELIGIBILITY

### Weekly Updates

Teachers will post grades on a weekly basis. Any student failing two or more classes (grade below 70%) for two consecutive weeks is ineligible to participate in extracurricular activities for a one week period which will be considered Wednesday through Tuesday. A student who is academically ineligible may attend practices, however they cannot travel with any team/activity, suit up/participate in any event/performance, or participate in any special school activity (such as prom and all dances/parties). Eligibility requirements shall not apply to instructional field trips which are a part of the scheduled course learning experience; or activities or events which are a part of the student's grade requirements. World Stride has its own code of conduct to attend, this activity will not be considered as part of the eligibility policy.

Any student who is sanctioned or is found by the school district policy or NSAA policy to be ineligible to participate in any extracurricular activity may appeal the sanction or finding in accordance with the student due process policy.

~~Grades will be due to administration before school homeroom on each Monday. Administration will compile information and notify faculty on eligibility of students. A student will not be allowed to leave during the school day for any activity if he/she is failing the same class two weeks in a row.~~

~~All school-sponsored activities include dances, band, FFA, quiz bowl, athletics, field trips. Based on the fact that World Stride has its own code of conduct to attend, this activity will not be considered as part of the eligibility policy.~~

~~Any student who is sanctioned or is found by the school district policy or NSAA policy to be ineligible to participate in any extra-curricular activity may appeal the sanction or finding in accordance with the student due process policy.~~

### Eligibility Requirements:

1. Student must be an undergraduate.
2. Student must be enrolled in at least twenty hours per week and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
3. Student must be enrolled in some high school on or before the eleventh school day of the current year.
4. Student is ineligible if nineteen years of age before August 1 of current school year. {Student may participate on a high school team if he/she was 15 years of age prior to August 1 of the current school year.}
5. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership.
6. Student must have been enrolled in school the immediate preceding semester.
7. Student must have received twenty semester hours of credit the immediate preceding semester and must be receiving a minimum of twenty semester credits during the semester of activity participation.

8. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
9. A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
10. A student shall not participate on an all-star team while a high school undergraduate.
11. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After making a choice of high schools, any subsequent transfer will cause the student to be ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eighth or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.
12. When the parents of a student change their domicile from one school district, which has a high school to another school district, which has a high school, the student is ineligible for ninety school days except:
  - a. If the change in domicile by the parent occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
  - b. If a student has been attending the same high school since initial enrollment in grade nine and the school is located in the school district from which the parents moved, he/she may remain at that high school and retain eligibility or he/she is eligible at a high school located in the school district where his/her parents established their domicile.
  - c. If the parents moved during the summer months and the student is in grade twelve, the student may remain at the high school he/she has been attending and retain eligibility.
13. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent{s} have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and ruling.
14. A student shall not participate in a contest under an assumed name.
15. A student must maintain his/her amateur status. PARTICIPATION AND PRACTICE  
A team member is not allowed to practice or participate unless he/she is in school the afternoon of the day of the contest or practice. Exception will be made for absenteeism due to school activities and being absent for business, doctor, dentist or similar appointments, provided the absenteeism is pre-arranged through the principal. Any questions about the rule must be Okayed by the activities director or the principal. In the case of a Saturday event, the athlete should be in school Friday afternoon. If the athlete is unable to be in school on Friday afternoon, they should make prior arrangement with the principal to receive permission to participate on

Saturday. If a student is ill, we do not expect them nor do we want them to come to school simply to perform in a contest. Not only will this slow the student's recovery, they may be contagious and infect other students. The principal will make the final ruling whether or not a student can't perform in a contest when missing school the half day before a contest.

All students are expected to be on time, in fact ahead of time for all practices, contests, and departures for contests. Failure to do so may result in loss of playing time at all levels. Above all, participants should be good citizens. Participants should have pride in themselves as well as in their community and their school. Athletes should be dedicated to a healthy mind, a healthy body, and a positive attitude. Participants should not be exempt from rules, but rather held highly accountable for any actions which may be viewed as detrimental to the school or the community. Participants must remember at all times that their actions and attitudes not only reflect upon themselves but are a direct reflection of all of the students, parents, and staff at Hemingford Public School as well as all community members of Hemingford.

Students who are enrolled primarily in an exempt school, a private school, or a parochial school who are part-time students participating in activities at Hemingford Public Schools shall provide the principal with current transcripts and grade reports (weekly), so eligibility determinations can be made.

## FULL-TIME AND PART-TIME ENROLLMENT

### Full-Time Enrollment

Students must be enrolled in Hemingford Public Schools on a full-time basis. Full-time basis is defined as attending classes for the full instructional day within the public school system.

Exceptions are permitted only for:

1. enrolled students attending another state accredited institution such as a vocational-technical school or a college or university for school credit;
2. enrolled students taking the limited number of credits needed to graduate in the school year;
3. enrolled students in need of modified school attendance as an accommodation for a disability or similar unique circumstance;
4. enrolled students receiving special education services where the student's IEP requires a modified schedule, or non-enrolled students receiving special education services or other legally mandated services required to be provided to eligible resident children under state and federal laws and regulations;
5. students from other school districts participating in programs offered by the District pursuant to an interlocal agreement or other arrangement approved by the School Board; and
6. non-public school students in accordance with the policies and procedures set forth in this policy.

### Part-Time Enrollment of Non-Public School Students

The School Board shall allow the part-time enrollment of students who are residents of the school district and who are also enrolled in a private, denominational, or parochial school or in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements. Such students are referred to herein as "non-public school students."

The School Board establishes the following guiding principles for enrollment of non-public school students:

1. The primary school for a non-public school student is the student's private, denominational, parochial or home school.
2. Enrollment of a non-public school student in Hemingford Public Schools is allowed for the purpose of providing enhanced educational opportunities not otherwise available to the non-public school student. It is not to supplant programming of the student's primary school.
3. Non-public school students are not to be given priority over full-time students.
4. Non-public school students are to be enrolled only in programs or courses that are educationally appropriate for the student.

5. Enrollment of non-public school students is not to negatively affect the educational services to be provided to full-time students.

The School Board establishes the following specific policies and procedures for enrollment of non-public school students. In the event the specific policies and procedures require interpretation or do not fully resolve an issue, the above established guiding principles are to be considered.

A. Non-Public School Student Enrollment Application Procedures.

1. Application. Parent or guardian must submit an Application of Non-Public School Student for Part-Time Enrollment to the principal of the school the student desires to attend.
2. Deadline for Applications. The application must be received by August 1<sup>st</sup> preceding the school year the student wishes to enroll.
  - a. Change of Residence Exception: The application deadline for a student who becomes a resident of the District after the school year has commenced is: 20 calendar days after the student becomes a resident of the District. The principal may delay enrollment until the next following quarter or semester starts, or at such other time as determined to be educationally appropriate.
  - b. High School Course Exception: The application deadline for a student who desires to enroll in a second semester high school course is December 1<sup>st</sup>.
3. Action on Applications. The principal will review the application and will notify the parent of the approval or denial of the application within 2 weeks of receipt of the application or 2 weeks prior to the start of school or 2 weeks prior to the start of the next semester, whichever is later.
4. Appeals. The parent or guardian may appeal the principal's action to deny their application. Any such appeal must be submitted to the Superintendent within 14 calendar days from the date of the principal's action. The appeal shall be in writing and shall be decided on the basis of the written submission. The Superintendent may request the parent or guardian to provide further explanation or information and the appeal may be denied in the event the parent or guardian fails to fully respond on a timely basis. The Superintendent shall decide the appeal within 10 calendar days of the submission of the appeal. The Superintendent may make a decision later than the 10 days in the event good reason for delay exists. Good reason! includes but is not limited to the Superintendent being unable to gather the information the Superintendent determines necessary to make the decision within the decision period.
5. Annual Applications. Part-time enrollment is determined annually. Application must be made each school year. There will be no guarantee that enrollment will be continued from one year to the next.

## B. Non-Public School Student Admission

1. Admission Requirements. Students must meet the normal admission requirements. This include the requirements that the student: be a resident of the District, be of school attendance age and not have graduated or have received a GED.
2. Admission Process. Students must complete the normal enrollment process and forms required by the District and/or the building for enrollment of all children. This includes the requirements relating to: birth certificates, immunizations, physical examinations, and visual evaluations.

## C. Non-Public School Student Enrollment Standards

Maximum Enrollment. Students may not enroll in more than 2 middle school or high school courses during any one semester. Elementary students may not enroll in programming of greater than 90 minutes of instruction each day. A student who is attending an exempt school and who is enrolled on a part-time basis in the District's middle school or high school will be permitted to enroll in 20 semester credit hours of classes in the event the student has an interest in participating in extracurricular activities.

Capacity Limits. Enrollment will be subject to capacity limits. Any grade level, program, or course which has been determined to be at capacity for option enrollment purposes shall not be available for non-public school students. The middle school principal and counselor shall also establish capacity limits for particular courses each semester. Students will not be permitted to enroll in courses beyond the established capacity limits.

Integrated Courses. Students must meet prerequisite requirements to be enrolled in a course by appropriate credits earned through an accredited program. The principal may on a discretionary basis allow prerequisite requirements to be satisfied where the student provides reasonable indications that the academic criteria have been met, such as results from achievement tests or other indications of adequate preparation.

Educationally Appropriate Programs and Courses. Students will not be allowed to enroll in programs or courses which the school administration determine to not be educationally appropriate for the student. Determination of whether a program or course is educationally appropriate will be made based on the standards the District uses for making academic placement decisions.

Essential versus Non-Essential Elective Courses. Non-public school students are not permitted to enroll in essential courses. Essential courses are those which are required to be offered by the student's private, denominational, parochial or home school. For non-public school students attending an approved school, essential courses are: language arts, social studies, science, mathematics, vocational education, foreign language, visual and performing arts, and personal health and physical fitness. For non-public school students attending an exempt school, essential courses consist of a sequential program of instruction designed to lead to basic skills in the language arts, mathematics, science,

social studies, and health. A non-public school student will not be precluded by this provision from enrolling in non-essential elective courses.

#### D. Non-Public School Student Policies

General Standard. Non-public school students who are enrolled part-time are to be subject to the same standards as full-time enrolled students except where appropriate to reflect their part-time status.

Building assignment. Students must enroll in the attendance center that serves the student's residence, provided that the administration reserves the authority to make a different attendance center assignment. A student may request assignment to an attendance center other than that of the student's residence under the intra-district transfer procedures.

No Partial Part-Time Enrollment. Students must apply for enrollment and attend the entire school year for which enrollment is made or, for high school courses, for the full length of the course. Once enrolled, part-time students will be required to participate in all activities, programs, and tests related to the program or course for which the student is enrolled, including as applicable State or District wide assessments, as full-time students.

Student Conduct Policies. Students enrolled on a part-time basis shall be required to follow all school policies that apply to other students at any time the part-time student is present on school grounds or at a schoolsponsored activity or athletic event. This includes the District's student conduct policies. Students enrolled on a part-time basis shall be subject to discipline, including suspension or expulsion, for violation of student conduct rules.

Attendance. Students enrolled on a part-time basis are not exempt from the compulsory attendance laws or from the District's attendance policies. Students who engage in excessive absenteeism as defined in Board policy are to be reported under the truancy laws.

Presence on School Grounds. Students enrolled on a part-time basis are to be present on school grounds during the school day only at the times required for their attendance in the program or course in which they are enrolled. Exceptions may be made in the discretion of the principal or the principal's designee. Students must sign in and out of the school by following the building level procedure. Students are responsible for being aware of any changes in the school schedule during inclement weather or for other reasons.

Transportation. Students enrolled on a part-time basis are not entitled to transportation or transportation reimbursement. Full-time students will be given first consideration for parking on the high school campus.

Academic Honors. Students enrolled on a part-time basis will not be eligible to graduate or receive a diploma from the District or receive academic honors (for example, class

rank and honor roll) except to the extent the student meets all requirements of the District's policies for such, including attainment of minimum credits and semesters of attendance.

Extracurricular Activities. Students enrolled on a part-time basis may be permitted in the discretion of the principal and athletic director to participate in extracurricular activities. Participation in activities that are subject to the bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws.

Cross Reference:

502 Student Admissions  
504 Student Rights and Responsibilities  
505 Student Discipline  
506 Student Activities  
508 Student Health and Well-Being  
611 Academic Achievement

#### DUAL ENROLLMENT

~~The parent, guardian, or custodian of a student receiving competent private instruction may also enroll the student in the school district. The student shall be considered under dual enrollment. The parent, guardian, or custodian requesting dual enrollment for the student should notify the superintendent on a form provided by the school district. On the form, they shall indicate the academic courses and extracurricular activities in which the student is interested in participating.~~

~~The policies and administrative rules of the school district shall apply to the dual enrollment students in the same manner as the other students enrolled the school district. These policies and administrative rules shall include, but not be limited to, athletic eligibility requirements, rules governing student conduct, academic eligibility requirements, and payment of the fees required for participation.~~

~~It shall be the responsibility of the superintendent to develop administrative regulations as needed regarding deadlines, specific courses or activities approved, restrictions of classroom space, maximum or minimum course number limitations and other procedures for this policy.~~

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

# CERTIFICATED STAFF HANDBOOK



Hemingford Public Schools  
2022-2023

**GUBN - Get Up Bobcat Nation**

**Acknowledgement for Receipt of  
Hemingford Public Schools**

**“CERTIFICATED STAFF HANDBOOK”**

**I, \_\_\_\_\_ (your name) acknowledge that I was issued a copy of the  
Certificated Staff Handbook for Hemingford Public Schools for the school year 2022-2023  
which included a copy of Board Policy 0402.15 Staff Conduct with Students. This  
handbook was issued to me before the first day for student classes.**

**I was given an overview of the contents of the handbook by the Hemingford Public  
Schools Administration. I am responsible for familiarizing myself with the contents of the  
Certificated Staff Handbook and the Student/Parent Handbook(s) for my building(s). My  
signature on this form indicates that I have read and intend to comply with the contents of  
the Certificated Staff Handbook.**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**your signature**

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# ORGANIZATION

## EDUCATIONAL PHILOSOPHY OF THE SCHOOL DISTRICT

As a school corporation of Nebraska, the Hemingford School District, acting through its School Board, is dedicated to promoting an equal opportunity for a quality public education to its students within the limitations of the school district's ability and willingness to furnish financial support to provide for students in cooperation with their parents and the school district community, the opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance to and encourages critical thinking in the students for a lifetime.

The board endeavors through the dedication of the school district's resources, to encourage students, who come to the school district from a variety of backgrounds, to look forward to the time when they will have jobs, homes, families, places in the school district community, and attain recognition as individuals. In order to achieve this goal, the board will seek qualified employees dedicated to development of their professional skills for the betterment of the education program and for the expertise for educational productivity.

Instruction and curriculum are the key elements of a public education. Critical thinking and problem-solving skills that will assist the students' preparation for life shall be instructed as part of a sequentially coordinated curriculum. The school district strives to prepare students for employment, to discover and nurture creative talent and to prepare them to meet and cope with social change in an atmosphere conducive to learning.

The support and involvement of the home and the school district community are essential to achieve educational excellence in the school district. The school district strives to maintain an active relationship with the home and the school district community to create within the students an awareness of dignity and worth of the individual, civic responsibility and respect for authority.

**MISSION STATEMENT, OBJECTIVES AND BELIEFS****Mission Statement**

Empowering individuals to become Resourceful, Respectful, And Responsible.... Lifelong Learners.

**District Objectives**

1. To develop each child to his full capacity.
2. To build an appreciation and an understanding of our democratic ideals and the functioning of democratic government.
3. To develop an understanding of and respect for all people with emphasis on their rights and responsibilities.
4. To develop ethical character with respect for moral and spiritual values.
5. To develop mastery of the basic skills which are needed for intelligent participation in the modern world.
6. To develop mental, social, and physical health.
7. To develop an understanding of world problems.
8. To encourage the child to think clearly, evaluate independently and work cooperatively with others.
9. To develop initiative in the worthy use of leisure time.

**Beliefs**

We believe That All Children

1. Look to us; parents, community and school for their personal foundation.
2. Are unique individuals and valuable resources deserving the opportunity to learn all they can.
3. Are worthy individuals deserving of respect, recognition and compassion.
4. Are entitled to a positive vision and the support of school, parents and community to obtain the best possible education.
5. Should be provided an education to help them develop to their fullest potential to prepare them for a changing world.
6. Are important and unique and if nurtured with love, they will learn and succeed.
7. Deserve a productive learning environment with quality facilities, facilitators and activities.
8. Have the ability to learn.

## **PURPOSE**

This handbook is prepared for the purpose of providing information on customs and policies pertaining to the Hemingford Public 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 Hemingford Public Schools as a more effective school system.

## **CONTRACT AND RELATED ITEMS**

Teachers are appointed to their position by the superintendent after election by the Board of Education. They are directly responsible 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.

Teachers are jointly responsible to the superintendent of schools and the principals in accordance with Board of Education Policy. Teachers are expected to carry out the policies of the Board of Education.

### **ABSENCES - TEACHER**

Teachers who are to be absent from school for any purpose whatsoever shall request leave in writing through the Frontline online leave system to the principal. After receiving written authorization to be absent, the teachers shall work with the building designee to arrange for the supervision of their classes and activities. This should be done 3 days in advance of anticipated absence if possible. The teacher is responsible for reporting the expected absence and for making necessary plans in advance, whether the absence is in the line of school duty or for private business. Substitutes will be secured through the principal's office.

For unexpected absences or illness please notify the building designee no later than 7:00 a.m. so a substitute teacher can be attained. Please provide adequate lesson plans for substitutes for all absences. Teachers must report unexpected leave through the Frontline online leave system within three days of taking leave.

### **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.

### **CERTIFICATION**

Each teacher must hold a Nebraska Teacher Certificate of the proper class for the position for which he or she has been employed. The certificate must be registered in the office of the Superintendent of Schools in Hemingford, Nebraska. Any contract is subject to cancellation if these requirements are not met. The superintendent may assign other duties or classes as necessary.

### **CONTRACT**

Teacher contracts consist of a total of 185 days.

### **CONTRACT TERMINATION**

The termination of contract, non-renewal of contract, cancellation of contract, amendment of contract, or disciplinary actions less severe than cancellation, non-renewal, termination or amendment will be in accordance to Nebraska Statutes 79-12, 107 to 79-12,120.

### **DEFINITIONS OF JUST CAUSE TERMS**

Incompetence – A teacher is lacking the qualities necessary for establishing, maintaining and conducting an effective learning climate in the classroom or in the activities for which they are responsible.

**Neglect of Duty** – A teacher gives little attention or respect to, leaves undone or unattended, or is careless in fulfilling their duties as required by the administration, the Board of Education, or their teaching contract.

**Unprofessional Conduct** – A teacher does not regulate or restrain their personal or professional behavior at a level or a standard befitting a member of the teaching profession.

**Insubordination** – A teacher willfully and knowingly is disobedient and refuses to honor or act upon a request or a direct order of the administration, Board of Education or the terms of the teaching contract.

**Immorality** – A teacher displays conduct or language which does not have any positive educational aspect or legitimate professional purpose or does not conform to the standards expected by the administration, Board of Education, or the terms of the teaching contract.

**Physical or Mental Incapacity** – A teacher is lacking the physical or mental capacity, ability, or qualifications for the purpose of providing the school or students with positive educational experiences.

**Failure to give Evidence of Professional Growth as Required by 79-12,113** – A teacher does not provide evidence of completing or did not complete the requirements for professional growth as established by the Board of Education Policy.

**Other Conduct Which Interferes Substantially With the Continued Performance of Duties** – A teacher to a large degree or in the main, becomes so involved in out-of-school activities, in school actions, or other activities or actions that by their involvement detracts from or prohibits the teacher from performing their required and professional duties and causes the teacher to become ineffective in their performance.

### **FACULTY EVALUATION**

The purpose of teacher evaluation involves communication between the evaluator and the teacher which is aimed at improvement of instruction that is being performed well.

The written evaluation report will address the following criteria:

1. Instructional performance
2. Classroom organization and management
3. Professional conduct
4. Personal conduct

Probationary teachers will be evaluated a minimum of one time per semester. Each tenured teacher will be evaluated in accordance with school board policy. The evaluator may evaluate a teacher more than the minimum if it is deemed necessary.

Documentation regarding the teacher evaluation may involve both narrative reports and/or checklist evaluation forms. Teacher evaluation documentation will be signed by both the teacher and the evaluator.

The evaluation report will include all teacher deficiencies, specific means for the correction of noted deficiencies, and an adequate timeline for implementation of the concrete suggestions for improvement.

The evaluated teacher will have the provision to offer a written response to the evaluation, and that response will be part of the evaluation. The teacher will be provided with a copy of the written evaluation. Another copy will be placed in the teacher's file. In addition to the written report of the evaluation, the evaluator and the teacher will communicate verbally regarding the evaluation.

All evaluators shall possess a valid Nebraska Administrative Certificate and shall be trained to use the evaluation system employed by the district. The superintendent shall be responsible for overseeing the evaluation process and in providing evaluators with the proper training and methods to be used in the evaluations. In addition to the in-district training provided by the superintendent, available training workshops and materials provided by outside institutions (i.e., educational service units, colleges, the State Department of Education) will be utilized to enhance the evaluation process in the district

#### **PAY DAY**

Salaries for teachers are to be paid in twelve equal installments. Payment day shall be the fifteenth day of each month, unless the fifteenth falls on a weekend or holiday; then the payments will be made on the Friday before the fifteenth. Payment will be made by direct deposit to the teacher's account. Deductions from the payment will include social security, federal tax, state tax, and teacher retirement. Optional deductions are annuities, dental insurance, health insurance, and professional dues.

#### **JURY DUTY**

All certificated personnel selected to serve on jury duty will be paid the difference between what the court allows them and what they would have earned in a regular working day.

#### **PROBATIONARY TEACHERS**

Probationary teachers are those who have not completed three years of teaching with the employer school district. They are not protected by the "just cause" provision of 79-1254, and their contracts may be terminated as of the close of the school year for any reason the Board of Education chooses; except for exercising constitutionally protected rights such as free speech, freedom of assembly and association, etc.

Probationary teachers will be evaluated at least one time per semester.

## GENERAL INFORMATION

### 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 7:45am-8:00am and 3:40pm-4:00pm.

Teachers who have students failing any courses along with other staff members who assign Academic Intervention are directed to provide instruction and supervision to the student. 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.

### **STUDENT ABSENCE**

Work missed because of absence can be, and often needs to be, made up on the student's return to school. Make-up provisions vary depending upon the type of absence. Teachers will work with students to ensure work is made up in accordance with the district's grading practices to promote learning.

### **ATTENDANCE PROCEDURES**

Teachers are to take attendance within the first 10 minutes of each instructional period in the secondary school and at such times as assigned by the principal in the elementary school. Teachers are to contact the office immediately regarding any student who is absent and not previously marked as absent by the school office in the school's computerized attendance system. Teachers are responsible for ensuring that attendance records are accurate and regularly updated. For example, if a student comes to class after attendance has been taken then the student's attendance record needs to be updated to "tardy" instead of "absent". Additionally, teachers are required to read email announcements regarding students' attendance at activities so that student attendance properly reflects the students' attendance at school/activity functions as being "present."

### **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 messaging system (Remind) which will allow the school to contact each family with regard to school closing and other notifications. This system is designed to message 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 station KCOW, KNEB, and KCSR 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.

### **CLASSROOM MANAGEMENT**

Teachers have the responsibility of managing their classrooms in a manner that allows students to effectively accomplish their learning tasks. Realizing there is a wide variety of

teaching styles, learning styles, and subject content, classroom management should also vary. There are, however, some common procedures teachers of well-managed classrooms follow:

1. Be prepared for class. When the bell rings, the teacher is ready to begin class. A meaningful activity is planned for each class on each day.
2. Make assignments reasonable and clear.
3. Be a neat dresser, well groomed; be businesslike and friendly.
4. Do not allow students to address you by your first name or a nickname.
5. Communicate your classroom expectations to the students. Keep rules to a minimum.
6. Incorporate technology in various ways to enhance student learning and engagement.
7. Staff and Student personal cell phones and electronic devices will remain off and out of sight and may only be used during class time or times of supervision for educational purposes.
8. Be consistent each day of the school year.
9. Avoid punishing the entire class for the actions of a few.
10. Avoid comments to students you would not make in the presence of their parents.
11. Avoid comments or actions that could humiliate a student.
12. Be willing to apologize.
13. Communicate with the parents---call them on the telephone or write a note when concerns arise. Use Progress Reports and Eligibility Reports appropriately.
14. Avoid arguments with students in front of a class. Even if you win, you've lost.
15. Be enthusiastic. If you don't want to be here, neither will the students.
16. Keep the level of your voice under control. Avoid yelling.
17. Be creative with assignments and instructions. Facilitate success.
18. Get to know your students, take an interest. Attend activities.
19. Physically manhandling students will not be supported, except when defending yourself, separating students in a confrontation, or preventing injury to a student.
20. Seating arrangements should be maintained in classrooms. Inspect desks daily for damage.
21. Detentions assigned by an individual teacher are the responsibility of that teacher. Do not assign detentions to students if you are unable to supervise the student during the assigned time.
22. Limit free time; maintain appropriate control of your classroom and area.

### **COMMUNICATION**

Teachers at Hemingford 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 teachers. The teaching profession, as a whole, is frequently and unjustly judged by the attitude and conduct of a single teacher. 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.

Teachers 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.

Staff should refrain from commenting on or posting negative comments on social media platforms about school personnel or the school community. Engaging in this type of behavior erodes the public's trust in you as an educator and the school system as a whole. Any concerns or complaints should be addressed through the chain of command and/or the grievance process.

### **CONCESSIONS/CASH BOXES**

Arrangements for concessions stand dates are to be made through the office of the Activities Director. 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 Hemingford 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 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 statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting,

teaching (including multiple copies for classroom use), scholarship, or research” is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted “fair use,” rather than an infringement of the copyright:

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

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

### **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, Hemingford School personnel are expected to follow the procedures as written in the Emergency Response Manual.

### **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.

### **DETENTIONS**

In order to modify certain behavior, it is allowable to require students to come to school early (if not a bus issue), come in at lunch (and eat), or stay after school. Please make this time related to the work in class and to addressing undesirable behavior. Due to individual students’ geographic situations, it may be necessary that you give the student one day to make transportation arrangements. Detentions should be 30 minutes in length (or the length of the lunch period). Be consistent within yourself and the staff. Detentions assigned by an individual teacher are the responsibility of that teacher. Do not schedule detentions for times when you are unable to supervise the student.

### **DISCIPLINE**

As professional educators, teachers are expected to create reasonable classroom rules and consequences. 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. Grades are not to be reduced as a form of discipline for poor behavior. The forms of discipline that you choose should be consistent, reasonable, and fair.

Discipline is a very important factor in the success of any teacher. Teachers may know their subject matter and the most current research, but these are of little value unless they are able to control the pupils in their classes.

Discipline is the responsibility of each individual teacher. 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 teacher 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. Teachers are encouraged to read and may be required to read "Tools for Teaching" by Fred Jones for additional guidance in proper classroom management.

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

### **DISCIPLINARY DOCUMENTATION, AND REFERRALS**

Staff members are directed to utilize the student information system (InfiniteCampus) for all disciplinary and behavioral documentation and referrals. All discipline referrals must be submitted to the principal or his/her designee via InfiniteCampus. All student disciplinary documentation is to be kept in the InfiniteCampus system.

### **DISPENSING MEDICATION**

Employees are not permitted to give any medication to students unless trained under the Medication Aide 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.

**DISRUPTED DAY**

Use disrupted days for review, special help, or enrichment activities. Disrupted days become wasted days for students only if teachers allow it. 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.

**DISTRICT INSTRUCTIONAL MODEL**

The instructional model of Hemingford Public Schools is the Danielson model. Teachers are expected to effectively utilize the Danielson model as a routine component of their instructional design and delivery.

**DUTY HOURS**

All teachers are expected to report for duty as determined by their building principal. Currently 7:45 am to 4:00 pm (Teachers will be allowed to leave at 2:15 pm on those Fridays when administration does not schedule professional development). All teachers are to remain on duty during these hours unless otherwise excused by the principal or superintendent. During school hours, no teacher is to leave unless the superintendent or principal have been notified, or arrangements have been made previously through the superintendent or principal. Under no condition should a teacher leave the room while his/her pupils are in attendance. In case of emergency, send another student to either the superintendent's or principal's office.

**FACULTY MEETINGS**

Teachers' meetings will be called by the principal when necessary. Advance notice will be given in time for activity teachers to plan their work in order to attend. The only exception to this will be meetings of an emergency nature.

**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

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 1<sup>st</sup>.

**High School Principal's Office**

## Daily

1. Attendance at the beginning of each period
2. Daily announcements by the end of the day for the next day's email announcements and reading of announcements
3. Outgoing school business mail to Superintendent's Office
4. Staff Absence Forms
5. Professional development forms

## Weekly

1. Student grades entered/updated on the online grade book
2. Travel requests to AD's Office
3. Bus Requests to AD's Office
4. Contests and special events for the calendar to the AD's Office
5. Lesson Plans (format determined by the Principal)

## Yearly

1. Grades posted on the online grade book
2. Yearly report which includes complete inventory, classroom maintenance/repair request, and professional growth and development record
3. Curriculum guides/ALL criteria to Curriculum Director for reporting purposes

### Elementary Principal's Office

## Daily

1. Lunch count
2. Absentee list
3. Announcements
4. Outgoing school business mail to Superintendent's Office
5. Staff Absence Forms
6. Professional development forms

## Weekly

- Lesson Plans Lesson Plans (format determined by the Principal)
- Travel requests (field trips, etc.), **immediately after dates and details are confirmed**
- Student grades entered/updated on the online grade book

## Yearly

1. Yearly report which includes complete inventory, classroom maintenance/repair request, and professional growth and development record
2. Attendance records
3. Grade books or grade sheets or Grades posted on the online grade book
4. Curriculum guides/**ALL** criteria to Curriculum Director for reporting purposes
5. Supply orders and requests

### **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. Fundraising activity should be limited to the actual needs of the organization. As a general rule, the concession stand should be a component of the fundraising strategy of student organizations. Food and/or drinks shall not be sold during school hours without annual approval of the building principal and must be in compliance with the school wellness policy.

Cash and checks which are collected are to be accounted for by the sponsor and remitted to the school bookkeeper each business day. All cash and checks must be remitted to the bookkeeper within 24 hours of the completion of any fundraiser.

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.

### **GRADES AND REPORT CARDS**

Teachers are expected to enter grades into the online grading program in a timely manner. As a general rule grades should be updated at least weekly. Grades should be of a sufficient number to provide meaningful feedback to students and parents regarding learning/performance and to allow students to work to mastering the learning objectives of the course of study.

Grades are to be a reflection of student understanding of content and skills in each academic area. Grading practices (including grades for late work and subject-specific grading criteria) are to be approved by the building principal prior to the beginning of each school year. Grading practices should be clearly communicated to parents and students at the beginning of each school year to promote understanding of student performance as communicated through student grades.

Report cards will be provided at the end of each quarter. The grading system used is as follows:

Early Elementary

- 4 Exceeds Expectations
- 3 Consistently meets Expectations
- 2 Inconsistently Meets Expectations
- 1 Does not meet Expectations

|               |                |
|---------------|----------------|
| Grades 3 – 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.

### **GUM AND CANDY**

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. In accordance with the school wellness policy, gum and candy should be limited as a classroom reward.

### **HALL SUPERVISION**

**Every teacher is 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. Teachers are to file all accidents no matter how large or small. Lawsuits can happen several years later. A written record could be great assistance in presenting requested testimony.

### **HOMEWORK**

The purpose of homework is to:

1. Reinforce learning; practice a skill previously taught.
2. Encourage independence, self-discipline, self-direction, and develop productive work habits.
3. Create a school-home bridge by acquainting parents with what the children are learning in school.

Factors bearing consideration:

1. Adequate notice, time, and reminders should be given for long-range projects.
2. Homework should be used for valuable tasks. "Busy work" creates resentment and fosters the idea that schoolwork is meaningless.
3. Assignments should be clearly explained to students, with work beginning at school under the teacher's supervision.
4. Individual student abilities should be considered in determining the amount and nature of homework assignments.

Parents show an interest in the homework assigned to their children. They form opinions of and attitudes toward the school and you as a teacher based on the nature of the homework assigned to their children.

### **INSTRUCTIONAL AREAS**

Each teacher is responsible for the appearance and organization of their assigned classroom, lab, shop, etc. The appearance of the instructional area has an impact on the learning that occurs; therefore each teacher should devote time and energy to developing an attractive, stimulating, and orderly instructional setting. Take pride in your educational setting, as well as your teaching. Be an example for students. When a room is unoccupied, lock and shut doors behind you and shut off lights. *Teachers are expected to be with their students during the entire period their classes are in session.*

Occasionally teachers 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, teachers will turn out all lights, close and lock all windows and close and lock all doors. Teachers 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.

#### **LESSON PLANS, CLASS ROSTERS, AND SEATING CHARTS**

Written lesson plans are required. They are to be completed in a format determined by the principal and submitted to the principal's office before classes resume each Monday. Lesson plans may be required to be prepared collaboratively and/or during common planning time at the discretion of the principal. Lesson plans; class rosters, and seating charts must be easily accessed in the event a substitute needs to cover for a teacher.

#### **LETTERS TO PARENTS**

Please have all general letters to parents cleared through the principal before releasing.

#### **MUTUAL RESPECT**

The Hemingford 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 teacher 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.

#### **OUTSIDE RESOURCE PEOPLE**

The administration feels that the utilization of outside resource people has the capability to greatly enhance the learning process in the classroom. The building principal shall be made aware of the teacher's plans to bring in an outside speaker, and the principal is authorized to terminate plans to bring in an outside speaker should there be doubt about the visiting speaker's credentials.

The teacher does, however, assume the responsibility for what happens in the classroom whether it is the teacher presenting a lesson or an outside resource person. It is the responsibility

of the teacher to exercise mature judgment in the selection of people brought in. The teacher must stand ready to limit any speaker who strays into questionable topics, or when the speaker's veracity seems questionable.

It is suggested that you utilize the following check-list before inviting any person to speak to your class.

1. Is the prospective resource person known to me as one who will present honest factual information? If not, will someone well known to me verify the personal characteristics to me?
2. Will the prospective speaker present the types of information and topics which are appropriate for the maturity level of those in your class.
3. Will the prospective speaker cover material cognate to that currently being pursued in your classroom?

### **PARENT – TEACHER CONFERENCES**

Parent-teacher conferences will be held for the elementary grades and the secondary school twice a year. They are a vital part of the evaluation and public relations program. During this time, many things can be discussed with the parents: test results, daily grades, samples of daily work, the student's strong and weak points, how the parent can help their child improve his/her work, and any problems that may exist.

Although the conferences involve considerable time and work, you will find that they are extremely worthwhile. This short visit with the parents will be of great value to the student, to the parent, and to the teacher.

Individual conferences with parents are encouraged and can be requested by the teacher whenever necessary. It is best to schedule a conference whenever a problem appears or whenever a problem seems about to develop.

### **PARKING AT THE 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 curbcut on the south side of the school. These spaces are to be reserved for parents and other visitors to the school.

### **PROFESSIONAL COLLABORATION AND PEER COACHING**

As professional educators, teachers are expected to engage in collaboration and common planning to support improvement in teaching and learning. As part of district efforts to promote continuously improved professional practice, teachers will be expected to engage in non-evaluatory observations of other teachers and to engage in peer coaching. Engaging in peer coaching and providing feedback enhances the professional dialogue within the school district and provides a growth opportunity for both the teachers who are observing, and those being observed. Building principals will be responsible for determining the number of peer observations and the processes to be used for collaboration and coaching.

### **PROFESSIONALISM AND CODE OF ETHICS**

Professional conduct is expected from all personnel of Hemingford 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

holders of public school certificates must be familiar with the Standards of Conduct and Ethics as set forth in Title 92, Nebraska Administrative Code, Chapter 27.

### **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.** Teachers 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 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.**

### **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.

### **RECESS SUPERVISION**

Supervision of students at recess or other non-instructional times is an expectation for teachers in the district. When supervising please engage in the practices described in the "Supervision of Students" section of this handbook.

### **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.

### **SANITATION, HEALTH, AND ROOM MAINTENANCE**

Teachers are expected to engage in keeping a sanitary classroom. This includes directing students in the process of regularly sanitizing desks, counters, doorknobs, light switches, and other frequently touched surfaces, according to specific instructions given by the Building Principal or Superintendent, in addition to the regularly scheduled sanitation by the custodial staff.

Teachers may be expected to engage in monitoring student health including taking temperatures, recording health screening data, and reporting any health concerns to the school nurse or other designated individual, according to specific instructions given by the Building Principal or Superintendent.

Teachers are expected to serve as role models in meeting and complying with health practices and guidelines, including those enacted for public health purposes.

Before leaving the classroom each day, close windows, turn out all lights, and lock the room. Elementary teachers, 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 through the school website. Staff are encouraged to become familiar with board policies. Please direct any questions about board policy to the Superintendent. Policies can be accessed at the following link: <https://meeting.sparqdata.com/public/Organization/Hemingford>

### **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.

### **SCHOOL PROCEDURES**

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

1. Use of Cell Phones and Other Electronic Devices. 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.

### **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.

### **STUDENT PASSES**

Teachers should limit the amount of traffic in the hallways during class time. It is a distraction to other classes. Each student that leaves your class must have a pink pass. The student is to go directly to the designated destination and return. Please make an effort to reduce hall wandering. Students absent from your room are your responsibility. Limit restroom and

drink privileges to one student leaving the room at a time. Pink passes are required for the students coming to the office for any reason.

### **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.

### **SECTION 504 PLANS, IEP PLANS, STUDENT ASSISTANCE TEAM PLANS, DYSLEXIA PLANS, READING INTERVENTION PLANS, AND BEHAVIORAL/HEALTH PLANS**

All teachers are responsible for reading and following the educational plans for the students with whom they work. Section 504 Plans, IEP Plans, Student Assistance Team (SAT Team) plans, Dyslexia Plans, Reading Intervention Plans, and Behavioral/Health Plans. State and Federal laws require that Individualized Educational Programs (IEPs), Section 504 Plans, Behavioral Plans, and Health Plans and the modifications/accommodations within such plans be accomplished by both general education and special education teachers. These programs and plans are available for review in their entirety by teachers working with students on any such plan or plans.

### **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.

On Sunday school activities will be limited to only activities which have advanced approval by the principal and only under extenuating circumstances. This includes practice for any activity.

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

### **SPONSOR/CHAPERONE DUTIES**

Most teachers, 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 fundraising 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**

Teachers should be conscious of the importance of appropriateness and neatness in dress and grooming. Set a positive example about the importance of school. Dress the part of a professional educator. Business casual attire is appropriate. This includes polos, button down shirts, dress pants, khaki's, etc. The wearing of T-shirts should be limited to promotion of school spirit and messaging that supports educational initiatives and school endorsed educational causes, such as post-secondary learning promotion, “#BeKind,” and “I Love Public Schools” days. Staff attire needs to be compliant with expectations for student dress. Staff Members are permitted to wear jeans on Fridays when they have contributed to the jean scholarship program. Staff Members are permitted to wear jeans on Fridays when they have contributed to the jean scholarship program.

### **STAFF WELLNESS**

Hemingford 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. HPS staff members are encouraged to serve as healthy role models for students.

### **STUDENT BOOKS**

Each teacher is responsible for issuing books to students. The number and condition of the book must be recorded in the grade book when issued. New books must be stamped and numbered before being issued to the student. If a student loses or destroys a textbook, report it to the principal's office immediately.

### **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.

Teachers 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. Students should not be sent to unsupervised areas of the building without staff supervision.

### **STUDENTS - LEAVING THE ROOM**

Teachers should honor excuses for leaving the room, but discourage and guard against leaving too often or unnecessarily. Only one student at a time should be out of the room and they should have a proper hall pass. Unless teachers are careful, some pupils will take advantage and misuse a well meant privilege. Teachers must use their best judgment in cases of illness or emergencies. **It is seldom necessary for a high school pupil to be excused.** Pupils who become ill are to be reported at once to the Principal's office and sent to the nurse. Do not send ill pupils home alone. Students will phone the principal's office upon arrival at home.

### **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.

### **SUBSTITUTE TEACHERS**

Substitute teachers will be hired by the principals' offices. Teachers are responsible for having a complete substitute teacher folder if required by the principal. Lesson plans, class rosters, and seating charts must be easily accessed in the event a substitute teacher is needed. **PLEASE BE PREPARED FOR YOUR SUBSTITUTE TEACHER.** Sometimes substitutes are difficult to find.

### **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 Hemingford 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. Teachers 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.

### **TEACHERS' WORKROOM**

The work room is to be kept as neat as possible. Avoid discussing individual students in the teacher's workroom. Additionally, ensure that communications in the teacher's 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 teachers' workroom and teachers' break room. Your assistance in this is greatly appreciated.

### **TEACHER WEBSITES**

Each teacher is authorized to maintain a webpage containing grade-appropriate and relevant information such as contact information, professional profile information (with qualifications and degree(s) held), grading procedures, upcoming coursework, a list of class rules or course syllabus, and other information of educational value. Posting of student information, student work, and images of students must be approved through the school principal and must be in accordance with board policy and any state and federal regulations.

### **TELEPHONE**

Teachers 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. Teachers **will not** be called to the telephone during class time except in case of emergency.

### **VIDEOS**

Although there are times when it is appropriate to use videos in the classroom, teachers must make sound educational decisions when showing videos to students. Teachers are expected to follow these basic guidelines:

- The teacher has viewed the material in advance and in its entirety.
- The material is related to the curriculum; teacher has articulated in the lesson plan the educational purpose for showing the film or video.
- The material is appropriate for the age of the students (including the movie rating, e.g., no "R-Rated videos.")
- Written parental consent when the content or age appropriateness is unclear or

undetermined.

- Comparable learning opportunities will be given to students when parents do not want their children to see a film or video.

### **VIDEO SURVEILLANCE**

The Board of Education has authorized the use of video cameras on Hemingford 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, another teacher or an administrator should be present. Be prepared to support any issues you discuss with parents with sufficient documentation. 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, more specifically, the teaching staff 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.

### **EYE AND FACE PROTECTIVE DEVICES**

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) Every student and teacher in schools or other educational institutions shall be required to wear appropriate industrial-quality eye protective devices at all times while participating in or observing the following courses of instruction:

- (a) Vocational, technical, industrial arts, chemical, or chemical-physical, involving exposure to:
  - (i) Hot molten metals or other molten materials;
  - (ii) Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials;
  - (iii) Heat treatment, tempering, or kiln firing of any metal or other materials;
  - (iv) Gas or electric arc welding or other forms of welding processes;
  - (v) Repair or servicing of any vehicle; or
  - (vi) Caustic or explosive materials; and
- (b) Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other hazards not enumerated.

Such devices shall be furnished by the school or educational institution for all students, teachers, and visitors to shops and laboratories of such institutions. Teachers are directed to ensure that the proper devices are available and in use prior to any instruction or observation.

(2) For purposes of this section, unless the context otherwise requires, industrial-quality eye protective devices means devices which meet the standard of the American National Standard Practice for Occupational and Educational Eye and Face Protection, Z 87.1(1979) as approved by the American National Standards Institute, Inc.

### **“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 video conference 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**

### **EMPLOYEE GRIEVANCES - 0402.05**

School employees are encouraged to solve difficulties and problems within the school or department in which they are employed. In the event that a difficulty or grievance cannot be

settled within the school or department, the employee is encouraged to bring the matter to the attention of the district administrator in charge of certificated personnel. This grievance procedure serves to secure, at the lowest possible administrative or supervisory level, proper and equitable solutions to grievance, and to guarantee orderly succession of procedures within which solutions may be pursued. School personnel are encouraged to ask their immediate supervisor for assistance on any matters that relate to their duties.

It will be incumbent upon all district employees to follow these procedures to settle their grievances. Within this general framework the following specific purposes are to be served by this grievance procedure:

1. To ensure that a complaint is considered fairly, with all due speed and without prejudice or reprisal to the aggrieved person.
2. To encourage teacher expression regarding conditions that affects him or her professionally.
3. To provide a specific procedure that will facilitate the understanding of district policies that affect teachers.
4. To build confidence in the sincerity and integrity of the procedure as a means to establish the facts upon which a grievance is based and a fair conclusion is reached.

Nothing in this policy shall contradict the requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board.

Cross Reference:

301.04 Communication Channels

### **STAFF CONDUCT WITH STUDENTS - 0402.15**

The Board expects all staff members, including teachers, coaches, counselors, administrators, and others to maintain the highest professional, moral, and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers. The term “students” excludes a staff member’s immediate family members.

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in and outside of the educational setting; and consistency with the educational mission of the schools.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

### **Unacceptable Conduct**

Examples of unacceptable conduct by staff members include but are not limited to the following:

- Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment By Employees;
- Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
- Associating with students in any situation or activity that includes the presence of alcohol, drugs, or tobacco or that could be considered sexually suggestive;
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;
- Sending students on personal errands;
- Sexual banter, allusions, jokes, or innuendos with students;
- Asking a student to keep a secret;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students with terms of endearment, pet names, or otherwise in an overly familiar manner; and

- Permitting students to address you by your first name, nickname or otherwise in an overly familiar manner.
- Being alone with individual students by closing a room door except when dealing with issues of health by appropriate personnel, or being alone with individual students outside of normal school hours;
- Maintaining personal contact with a student outside of school by phone, email, Instant Messenger or Internet chat rooms, social networking websites, or letters (beyond homework or other legitimate school business);
- Exchanging personal gifts (beyond the customary student teacher gifts); and/or
- Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school sponsored events or except as participants in organized community activities.

Students and/or their parents/guardians are strongly encouraged to notify the principal if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to notify promptly the principal or superintendent if they become aware of a situation that may constitute a violation of this policy.

Staff violations of this policy may result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Health and Human Services and/or law enforcement in accordance with the Board's policy on Child Abuse Reporting.

Every report of alleged violations of this policy that can be interpreted at the outset to fall within the protections of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of an ongoing investigation of this policy, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged violations of this policy.

This policy shall be included in future employee, student and volunteer handbooks.



# SUPPORT STAFF HANDBOOK



Hemingford Public Schools  
2022-2023

**GUBN - Get Up Bobcat Nation**

**Acknowledgement for Receipt of  
Hemingford Public Schools  
“SUPPORT STAFF HANDBOOK”**

**I, \_\_\_\_\_ (your name) acknowledge that I was issued a copy of the Support Staff Handbook for Hemingford Public Schools for the school year 2022-2023 which included a copy of Board Policy 0402.15 Staff Conduct with Students.**

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

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**your signature**

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# ORGANIZATION

## EDUCATIONAL PHILOSOPHY OF THE SCHOOL DISTRICT

As a school corporation of Nebraska, the Hemingford School District, acting through its School Board, is dedicated to promoting an equal opportunity for a quality public education to its students within the limitations of the school district's ability and willingness to furnish financial support to provide for students in cooperation with their parents and the school district community, the opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance to and encourages critical thinking in the students for a lifetime.

The board endeavors through the dedication of the school district's resources, to encourage students, who come to the school district from a variety of backgrounds, to look forward to the time when they will have jobs, homes, families, places in the school district community, and attain recognition as individuals. In order to achieve this goal, the board will seek qualified employees dedicated to development of their professional skills for the betterment of the education program and for the expertise for educational productivity.

Instruction and curriculum are the key elements of a public education. Critical thinking and problem-solving skills that will assist the students' preparation for life shall be instructed as part of a sequentially coordinated curriculum. The school district strives to prepare students for employment, to discover and nurture creative talent and to prepare them to meet and cope with social change in an atmosphere conducive to learning.

The support and involvement of the home and the school district community are essential to achieve educational excellence in the school district. The school district strives to maintain an active relationship with the home and the school district community to create within the students an awareness of dignity and worth of the individual, civic responsibility and respect for authority.

## **MISSION STATEMENT, OBJECTIVES AND BELIEFS**

### **Mission Statement**

Empowering individuals to become Resourceful, Respectful, And Responsible.... Lifelong Learners.

### **District Objectives**

1. To develop each child to his full capacity.
2. To build an appreciation and an understanding of our democratic ideals and the functioning of democratic government.
3. To develop an understanding of and respect for all people with emphasis on their rights and responsibilities.
4. To develop ethical character with respect for moral and spiritual values.
5. To develop mastery of the basic skills which are needed for intelligent participation in the modern world.
6. To develop mental, social, and physical health.
7. To develop an understanding of world problems.
8. To encourage the child to think clearly, evaluate independently and work cooperatively with others.
9. To develop initiative in the worthy use of leisure time.

### **Beliefs**

We believe that all children:

1. Look to us; parents, community and school for their personal foundation.
2. Are unique individuals and valuable resources deserving the opportunity to learn all they can.
3. Are worthy individuals deserving of respect, recognition and compassion.
4. Are entitled to a positive vision and the support of school, parents and community to obtain the best possible education.
5. Should be provided an education to help them develop to their fullest potential to prepare them for a changing world.
6. Are important and unique and if nurtured with love, they will learn and succeed.
7. Deserve a productive learning environment with quality facilities, facilitators and activities.
8. Have the ability to learn.

## **PURPOSE**

This handbook is prepared for the purpose of providing information on customs and policies pertaining to the Hemingford Public 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 Hemingford Public 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 0402.05. Can you attach the policy number as well as hand out a copy of board policy so that staff have very clear direction on this.

### **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 15th 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. 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 15th 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.

### **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.

### **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**

Hemingford 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 Hemingford 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.

**CLOCKING IN AND REPORTING WORK HOURS**

Employees will be expected to accurately report hours worked through district software used for time reporting. Timely and accurate tracking of hours through the electronic system is necessary for calculation of payroll and reporting of hours to the Nebraska Public Employees Retirement System (NPERS)

**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 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 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 0415.06.

### **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 1<sup>st</sup> through May 31<sup>st</sup>.***

### ***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.
2. 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.

3. Employees are not to use radar detectors, laser detectors, or similar devices while transporting students or using school vehicles.
4. 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.
5. 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.
6. 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.
7. 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 Aide 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**

Hemingford 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 messaging system (Remind) which will allow the school to contact each family with regard to school closing and other notifications. This system is designed to message 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 station KCOW, KNEB, and KCSR 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 Hemingford 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 Hemingford 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 statute provides that the “fair use” of a copyrighted work, including reproduction “for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research” is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted “fair use,” rather than an infringement of the copyright:

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

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” 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, Hemingford School personnel are expected to follow the procedures as written in the Emergency Responses Manual.

**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. Please email or visit with the building secretary for coordination of custodial and maintenance requests.

**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 Superintendent's Office and updated as needed.

1. W4's
2. Address
3. Telephone Number
4. Marital Status
5. Payroll Deductions
6. Annuities
7. Health Insurance Coverage
8. Supplemental Insurance
9. Savings or Investment Plans

**NOTE: All of the above are due prior to September 1<sup>st</sup>.**

### **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.

### **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 ensure 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 Hemingford 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 immediately in front of 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 Hemingford 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 through the school website. Staff are encouraged to become familiar with board policies. Please direct any questions about board policy to the Superintendent. Policies can be accessed at the following link: <https://meeting.sparqdata.com/public/Organization/Hemingford>

**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.

**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 fundraising 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. This includes polos, button down shirts, dress pants, khaki's, etc. The wearing of T-shirts should be limited to promotion of school spirit and messaging that supports educational initiatives and school endorsed educational causes, such as post-secondary learning promotion, “#BeKind,” and “I Love Public Schools” days. Staff attire needs to be compliant with expectations for student dress. Staff Members are permitted to wear jeans on Fridays when they have contributed to the jean scholarship program.

### **STAFF WELLNESS**

Hemingford 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. HPS 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 must be worn at all times.

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 outside the school building during 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 outside the school building 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.

### **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 Hemingford 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 workroom 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 workroom 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 Hemingford 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.

## **Selected Board Policies**

### **EMPLOYEE GRIEVANCES - 0402.05**

School employees are encouraged to solve difficulties and problems within the school or department in which they are employed. In the event that a difficulty or grievance cannot be settled within the school or department, the employee is encouraged to bring the matter to the attention of the district administrator in charge of certificated personnel. This grievance procedure serves to secure, at the lowest possible administrative or supervisory level, proper and equitable solutions to grievance, and to guarantee orderly succession of procedures within which solutions may be pursued. School personnel are encouraged to ask their immediate supervisor for assistance on any matters that relate to their duties.

It will be incumbent upon all district employees to follow these procedures to settle their grievances. Within this general framework the following specific purposes are to be served by this grievance procedure:

1. To ensure that a complaint is considered fairly, with all due speed and without prejudice or reprisal to the aggrieved person.
2. To encourage teacher expression regarding conditions that affects him or her professionally.
3. To provide a specific procedure that will facilitate the understanding of district policies that affect teachers.
4. To build confidence in the sincerity and integrity of the procedure as a means to establish the facts upon which a grievance is based and a fair conclusion is reached.

Nothing in this policy shall contradict the requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board.

Cross Reference:

301.04 Communication Channels

### **STAFF CONDUCT WITH STUDENTS - 0402.15**

The Board expects all staff members, including teachers, coaches, counselors, administrators, and others to maintain the highest professional, moral, and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers. The term “students” excludes a staff member’s immediate family members.

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in and outside of the educational setting; and consistency with the educational mission of the schools.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

#### **Unacceptable Conduct**

Examples of unacceptable conduct by staff members include but are not limited to the following:

- Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment By Employees;
- Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
- Associating with students in any situation or activity that includes the presence of alcohol, drugs, or tobacco or that could be considered sexually suggestive;
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;

- Sending students on personal errands;
- Sexual banter, allusions, jokes, or innuendos with students;
- Asking a student to keep a secret;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students with terms of endearment, pet names, or otherwise in an overly familiar manner; and
- Permitting students to address you by your first name, nickname or otherwise in an overly familiar manner.
- Being alone with individual students by closing a room door except when dealing with issues of health by appropriate personnel, or being alone with individual students outside of normal school hours;
- Maintaining personal contact with a student outside of school by phone, email, Instant Messenger or Internet chat rooms, social networking websites, or letters (beyond homework or other legitimate school business);
- Exchanging personal gifts (beyond the customary student teacher gifts); and/or
- Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school sponsored events or except as participants in organized community activities.

Students and/or their parents/guardians are strongly encouraged to notify the principal if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to notify promptly the principal or superintendent if they become aware of a situation that may constitute a violation of this policy.

Staff violations of this policy may result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Health and Human Services and/or law enforcement in accordance with the Board's policy on Child Abuse Reporting.

Every report of alleged violations of this policy that can be interpreted at the outset to fall within the protections of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of an ongoing investigation of this policy, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged violations of this policy.

This policy shall be included in future employee, student and volunteer handbooks.



# SUBSTITUTE TEACHER HANDBOOK



Hemingford Public Schools  
2022-2023

**GUBN - Get Up Bobcat Nation**

**Acknowledgement for Receipt of  
Hemingford Public Schools  
“SUBSTITUTE TEACHER HANDBOOK”**

**I, \_\_\_\_\_ (your name) acknowledge that I was issued a copy of the Substitute Teacher Handbook for Hemingford Public Schools for the school year 2022-2023 which included a copy of Board Policy 0402.15 Staff Conduct with Students.. This handbook was issued to me before the first day of substitute teaching.**

**I was given an overview of the contents of the handbook by the Hemingford Public Schools Administration. I am responsible for familiarizing myself with the contents of the Substitute Teacher Handbook and the Student/Parent Handbook(s) for my building(s). My signature on this form indicates that I have read and intend to comply with the contents of the Substitute Teacher Handbook.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
your signature

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# WELCOME

## MESSAGE FROM THE SUPERINTENDENT

Dear Substitute Teacher,

I would like to take some time to express, in advance, my gratitude for your contributions to Hemingford Public Schools as a substitute teacher.

Substitute teachers play a vital role in the functioning of our school. The work you do makes a significant contribution to our school and to our continuous work on providing a quality education to our students.

It is my sincere hope that you enjoy substitute teaching at Hemingford Public Schools and that you will continue to share your talents with our students and our community throughout the school year.

If you have made any changes to phone numbers or other contact information please contact Mrs. Kristy Hanks in the Central Office prior to the start of the school year. As in the past, we will use the Frontline system for working with you to schedule substitute teachers.

The rate of compensation for substitute teaching for the 2022-2023 school year will be \$120 per day (\$60 for half days). In addition, we will continue to offer a complimentary meal to our substitute teachers.

I sincerely hope that you will continue to share your talents with our students during the upcoming school year. I look forward to working with you to provide the highest quality education for our students.

I believe that together we can create exceptional learning experiences for our students. Thank you for being a part of our school.

Sincerely,

Dr. Travis W. Miller  
Superintendent of Schools

## **GENERAL INFORMATION**

### **PURPOSE**

This handbook is prepared for the purpose of providing information on customs and policies pertaining to the Hemingford Schools. It is intended for use by substitute teachers as a guide in developing a well-coordinated instructional 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 classroom teachers, including substitute teachers. Each teacher 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 teacher grows professionally in his effectiveness as a superior teacher, so grows the Hemingford Schools as a more effective school system.

### **WHEN TO ARRIVE**

When possible, substitute teachers are asked to arrive at 7:45. If you were called late and cannot be at the school by then, please make sure the building secretary knows and can make plans for supervision of students until you are able to arrive. Students will be entering classrooms at 8:00, so please arrive early enough to get settled in, read through any supervision assignments, and be prepared to greet students when they arrive in your classroom.

### **WHEN TO DEPART**

Unless there is a need for afterschool supervision, please plan to see the students out the door and safely to dismissal at the end of the day. Once the students have left, please complete any notes to the regular teacher and let the office secretary know you are leaving, either by stopping by the office on the way out of the building or by placing a message with the secretary through the school phone system. Once parents and students have cleared the parking lot, please feel free to leave, even if the regular teachers are required to stay longer.

### **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 15th following the previous month's last workday. As an example, the September payroll will reflect days worked in August.

### **EMERGENCY PROCEDURES**

Each classroom has an Emergency Response Manual. Please be sure to know the location of each of this manual and take a few moments to review the contents in the event of an emergency.

### **STUDENT ILLNESS**

If a student is sick, please contact the office and work with the secretary to determine whether to send the student to the nurse or to request assistance from the nurse in the classroom.

### **PHONE OPERATION**

Please familiarize yourself with the operation of the telephones in each building where you work as a substitute. The building secretaries and principals can provide a brief overview.

### **COMPLIMENTARY BREAKFAST AND LUNCH**

Substitute Teachers receive a complimentary “grab and go” breakfast and a lunch from the school nutrition program.

### **ATTENDANCE PROCEDURES**

Teachers are to take attendance within the first 10 minutes of each instructional period in the secondary school and at such times as assigned by the principal in the elementary school. Teachers are to contact the office immediately regarding any student who is absent and not previously marked as absent by the school office in the school’s computerized attendance system. Teachers are responsible for ensuring that attendance records are accurate and regularly updated. For example, if a student comes to class after attendance has been taken then the student’s attendance record needs to be updated to “tardy” instead of “absent”. Additionally, teachers are required to read email announcements regarding students’ attendance at activities so that student attendance properly reflects the students’ attendance at school/activity functions as being “present.”

### **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 messaging system (Remind) which will allow the school to contact each family with regard to school closing and other notifications. This system is designed to message 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 station KCOW, KNEB, and KCSR 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.

### **CLASSROOM MANAGEMENT**

Teachers have the responsibility of managing their classrooms in a manner that allows students to effectively accomplish their learning tasks. Realizing there is a wide variety of teaching styles, learning styles, and subject content, classroom management should also vary. There are, however, some common procedures teachers of well-managed classrooms follow:

1. Be prepared for class. When the bell rings, the teacher is ready to begin class. A meaningful activity is planned for each class on each day.
2. Make assignments reasonable and clear.
3. Be a neat dresser, well groomed; be businesslike and friendly.
4. Do not allow students to address you by your first name or a nickname.
5. Communicate your classroom expectations to the students. Keep rules to a minimum.
6. Be consistent each day of the school year.
7. Avoid punishing the entire class for the actions of a few.
8. Avoid comments to students you would not make in the presence of their parents.
9. Avoid comments or actions that could humiliate a student.
10. Be willing to apologize.
11. Communicate with the parents---call them on the telephone or write a note when concerns arise. Use Progress Reports and Eligibility Reports appropriately.
12. Avoid arguments with students in front of a class. Even if you win, you've lost.
13. Be enthusiastic. If you don't want to be here, neither will the students.
14. Keep the level of your voice under control. Avoid yelling.
15. Be creative with assignments and instructions. Facilitate success.
16. Get to know your students, take an interest. Attend activities.
17. Physically manhandling students will not be supported, except when defending yourself, separating students in a confrontation, or preventing injury to a student.
18. Seating arrangements should be maintained in classrooms. Inspect desks daily for damage.
19. Detentions assigned by an individual teacher are the responsibility of that teacher. Do not assign detentions to students if you are unable to supervise the student during the assigned time.
20. Limit free time; maintain appropriate control of your classroom and area.

### **COMMUNICATION**

Teachers at Hemingford 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 teachers. The teaching profession, as a whole, is frequently and unjustly judged by the attitude and conduct of a single teacher. 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.

Teachers 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.

### **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.

### **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.

### **DISCIPLINE**

As professional educators, teachers are expected to create reasonable classroom rules and consequences. 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 wrongdoing of a few is discouraged. Grades are not to be reduced as a form of discipline for poor behavior. The forms of discipline that you choose should be consistent, reasonable, and fair.

Discipline is a very important factor in the success of any teacher. Teachers may know their subject matter and the most current research, but these are of little value unless they are able to control the pupils in their classes.

Discipline is the responsibility of each individual teacher. 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 teacher 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. Teachers are encouraged to read and may be required to

read “Tools for Teaching” by Fred Jones for additional guidance in proper classroom management.

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

### **GUM AND CANDY**

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.

### **HALL SUPERVISION**

Every teacher is 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. Teachers are to file all accidents no matter how large or small. Lawsuits can happen several years later. A written record could be great assistance in presenting requested testimony.

### **LETTERS TO PARENTS**

Please have all general letters to parents cleared through the principal before releasing.

### **MUTUAL RESPECT**

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

### **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 conduct is expected from all personnel of Hemingford 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 holders of public school certificates must be familiar with the Standards of Conduct and Ethics as set forth in Title 92, Nebraska Administrative Code, Chapter 27.

### **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.

### **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.

### **RECESS SUPERVISION**

Supervision of students at recess or other non-instructional times is an expectation for teachers in the district. When supervising please engage in the practices described in the “Supervision of Students” section of this handbook.

### **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.

### **SANITATION, HEALTH, AND ROOM MAINTENANCE**

Teachers are expected to engage in keeping a sanitary classroom. This includes directing students in the process of regularly sanitizing desks, counters, doorknobs, light switches, and other frequently touched surfaces, according to specific instructions given by the Building Principal or Superintendent, in addition to the regularly scheduled sanitation by the custodial staff.

Teachers may be expected to engage in monitoring student health including taking temperatures, recording health screening data, and reporting any health concerns to the school nurse or other designated individual, according to specific instructions given by the Building Principal or Superintendent.

Teachers are expected to serve as role models in meeting and complying with health practices and guidelines, including those enacted for public health purposes.

Before leaving the classroom each day, close windows, turn out all lights and lock the room. Elementary teachers, 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.

### **SCHOOL BOARD POLICIES**

School Board policies are made available to the staff and to the public. Please direct any questions about Board policy to the Superintendent.

### **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.

### **STUDENT PASSES**

Teachers should limit the amount of traffic in the hallways during class time. It is a distraction to other classes. Each student that leaves your class must have a pink pass. The student is to go directly to the designated destination and return. Please make an effort to reduce hall wandering. Students absent from your room are your responsibility. Limit restroom and drink privileges to one student leaving the room at a time. Pink passes are required for the students coming to the office for any reason.

### **SECTION 504 PLANS, IEP PLANS, STUDENT ASSISTANCE TEAM PLANS, DYSLEXIA PLANS, READING INTERVENTION PLANS, AND BEHAVIORAL/HEALTH PLANS**

Students may have plans to receive individualized accommodations or modifications. The regular education teacher, principal, school counselor, and special education teachers can provide guidance and strategies for substitute teachers to work with students to implement such plans.

### **STAFF DRESS**

Teachers should be conscious of the importance of appropriateness and neatness in dress and grooming. Set a positive example about the importance of school. Dress the part of a professional educator. Business casual attire is appropriate. This includes polos, button down

shirts, dress pants, khaki's, etc. The wearing of T-shirts should be limited to promotion of school spirit and messaging that supports educational initiatives and school endorsed educational causes, such as post-secondary learning promotion, “#BeKind,” and “I Love Public Schools” days. Staff attire needs to be compliant with expectations for student dress. Staff Members are permitted to wear jeans on Fridays when they have contributed to the jean scholarship program. Staff Members are permitted to wear jeans on Fridays when they have contributed to the jean scholarship program.

### **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.

Teachers 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.

### **STUDENTS - LEAVING THE ROOM**

Teachers should honor excuses for leaving the room, but discourage and guard against leaving too often or unnecessarily. Only one student at a time should be out of the room and they should have a proper hall pass. Unless teachers are careful, some pupils will take advantage and misuse a well meant privilege. Teachers must use their best judgment in cases of illness or emergencies. **It is seldom necessary for a high school pupil to be excused.** Pupils who become ill are to be reported at once to the Principal's office and sent to the nurse. Do not send ill pupils home alone. Students will phone the principal's office upon arrival at home.

## 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.

## 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 Hemingford 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. Teachers 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.

#### **TEACHERS' WORKROOM**

The work room is to be kept as neat as possible. Avoid discussing individual students in the teacher's workroom. Additionally, ensure that communications in the teacher's 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 teachers' workroom and teachers' break room. Your assistance in this is greatly appreciated.

#### **TELEPHONE**

Teachers 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. Teachers **will not** be called to the telephone during class time except in case of emergency.

## VIDEOS

Although there are times when it is appropriate to use videos in the classroom, teachers must make sound educational decisions when showing videos to students. Teachers are expected to follow these basic guidelines:

- The teacher has viewed the material in advance and in its entirety.
- The material is related to the curriculum; the teacher has articulated in the lesson plan the educational purpose for showing the film or video.
- The material is appropriate for the age of the students (including the movie rating, e.g., no “R-Rated videos.”)
- Written parental consent when the content or age appropriateness is unclear or undetermined.
- Comparable learning opportunities will be given to students when parents do not want their children to see a film or video.

## VIDEO SURVEILLANCE

The Board of Education has authorized the use of video cameras on Hemingford 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, another teacher or an administrator should be present. Be prepared to support any issues you discuss with parents with sufficient documentation. 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, more specifically, the teaching staff 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.

### **EYE AND FACE PROTECTIVE DEVICES**

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) Every student and teacher in schools or other educational institutions shall be required to wear appropriate industrial-quality eye protective devices at all times while participating in or observing the following courses of instruction:

- (a) Vocational, technical, industrial arts, chemical, or chemical-physical, involving exposure to:
  - (i) Hot molten metals or other molten materials;
  - (ii) Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials;
  - (iii) Heat treatment, tempering, or kiln firing of any metal or other materials;
  - (iv) Gas or electric arc welding or other forms of welding processes;
  - (v) Repair or servicing of any vehicle; or
  - (vi) Caustic or explosive materials; and
- (b) Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other hazards not enumerated.

Such devices shall be furnished by the school or educational institution for all students, teachers, and visitors to shops and laboratories of such institutions. Teachers are directed to ensure that the proper devices are available and in use prior to any instruction or observation.

(2) For purposes of this section, unless the context otherwise requires, industrial-quality eye protective devices means devices which meet the standard of the American National Standard Practice for Occupational and Educational Eye and Face Protection, Z 87.1(1979) as approved by the American National Standards Institute, Inc.

## **SELECTED BOARD POLICIES**

### **EMPLOYEE GRIEVANCES - 0402.05**

School employees are encouraged to solve difficulties and problems within the school or department in which they are employed. In the event that a difficulty or grievance cannot be settled within the school or department, the employee is encouraged to bring the matter to the attention of the district administrator in charge of certificated personnel. This grievance procedure serves to secure, at the lowest possible administrative or supervisory level, proper and equitable solutions to grievance, and to guarantee orderly succession of procedures within which solutions may be pursued. School personnel are encouraged to ask their immediate supervisor for assistance on any matters that relate to their duties.

It will be incumbent upon all district employees to follow these procedures to settle their grievances. Within this general framework the following specific purposes are to be served by this grievance procedure:

1. To ensure that a complaint is considered fairly, with all due speed and without prejudice or reprisal to the aggrieved person.
2. To encourage teacher expression regarding conditions that affects him or her professionally.
3. To provide a specific procedure that will facilitate the understanding of district policies that affect teachers.
4. To build confidence in the sincerity and integrity of the procedure as a means to establish the facts upon which a grievance is based and a fair conclusion is reached.

Nothing in this policy shall contradict the requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board.

Cross Reference:

301.04 Communication Channels

**STAFF CONDUCT WITH STUDENTS - 0402.15**

The Board expects all staff members, including teachers, coaches, counselors, administrators, and others to maintain the highest professional, moral, and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers. The term “students” excludes a staff member’s immediate family members.

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in and outside of the educational setting; and consistency with the educational mission of the schools.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

**Unacceptable Conduct**

Examples of unacceptable conduct by staff members include but are not limited to the following:

- Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment By Employees;
- Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
- Associating with students in any situation or activity that includes the presence of alcohol, drugs, or tobacco or that could be considered sexually suggestive;
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;
- Sending students on personal errands;

- Sexual banter, allusions, jokes, or innuendos with students;
- Asking a student to keep a secret;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students with terms of endearment, pet names, or otherwise in an overly familiar manner; and
- Permitting students to address you by your first name, nickname or otherwise in an overly familiar manner.
- Being alone with individual students by closing a room door except when dealing with issues of health by appropriate personnel, or being alone with individual students outside of normal school hours;
- Maintaining personal contact with a student outside of school by phone, email, Instant Messenger or Internet chat rooms, social networking websites, or letters (beyond homework or other legitimate school business);
- Exchanging personal gifts (beyond the customary student teacher gifts); and/or
- Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school sponsored events or except as participants in organized community activities.

Students and/or their parents/guardians are strongly encouraged to notify the principal if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to notify promptly the principal or superintendent if they become aware of a situation that may constitute a violation of this policy.

Staff violations of this policy may result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Health and Human Services and/or law enforcement in accordance with the Board's policy on Child Abuse Reporting.

Every report of alleged violations of this policy that can be interpreted at the outset to fall within the protections of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of an ongoing investigation of this policy, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged violations of this policy.

This policy shall be included in future employee, student and volunteer handbooks.

## STUDENT BOARD REPRESENTATIVE - DRAFT PROPOSED POLICY

### **I. PURPOSE**

This policy aims to define the selection and term of office and the rights and responsibilities of the student board representative on the Board of Education.

### **II. SELECTION AND TERM OF OFFICE**

1. Student representation to the Board of Education is open to all academically eligible students in grades 9-12.
2. The term of office will be one semester. The first semester will start in September and end in December. The second semester will start in January and end in April.
3. For the program's initial year, applications will be due by August 26th. The Committee on American Civics will then review applications. Based on a review of applicants, the Committee may select students for interview. The committee will then make a nomination to the Board of Education for appointment by the full board at the September meeting of the Board. If no student applications are received by the deadline, then the Board of Education will work with the High School Principal to appoint a student representative for each semester.
4. In subsequent years, students must complete the application in full by April 15<sup>th</sup> to be considered for the next school year. The Committee on American Civics will then review applications. Based on a review of applicants, the Committee may select students for interview. The committee will then make a nomination to the Board of Education of one student board representative for the first semester to be sworn in at the September Board of Education meeting and one student representative for the second semester to be sworn in at the January Board of Education meeting. If no student applications are received by the deadline, then the Board of Education will work with the High School Principal to appoint a student representative for each semester.
5. The student board representative serves at the discretion of the Board of Education. The Board of Education may remove a student board representative for failure to fulfill his or her duties, for failure to maintain

academic standards, or for behaviors that the Board determines unacceptable as a student board representative.

### **III. RIGHTS AND RESPONSIBILITIES**

1. The student board representative will work to represent the opinions of all students and not solely their own personal interests.
2. The student board representative will dress and act appropriately while serving on the Board of Education in a manner consistent with the Board Member Code of Ethics, and follow all the rules, policies, and regulations that the Board of Education follows.
3. The student board representative will attend and sit on all regular meetings of the Board of Education during their semester term and can be appointed to Board committees at the discretion of the Board of Education President.
4. Following the student board representative's selection, they will attend an orientation session with the Superintendent and the Board of Education President. This session will be held before the student board representative's first Board of Education meeting.
5. The student board representative will not have the right to make or second motions or vote on agenda items before the Board. The input of the student board representative during discussions will be the primary way the student's perspectives will contribute to the work of the Board.
6. The student board representative will not be permitted to participate in Board of Education meetings from which the general public is excluded to include: executive/closed sessions, negotiations sessions, or personnel portions of the regular meetings of the Board of Education.
7. The student board representative will receive all regular meeting agendas, minutes, and other pertinent information, excluding any confidential materials.
8. The student board representative will communicate with fellow students to obtain input and keep students informed on pertinent issues before the Board of Education in a manner approved by the High School Principal.

9. The student board representative will submit a monthly report to the Board of Education regarding student activities and other pertinent student information.
  
10. The student board representative will be required to develop an initiative for the betterment of the school district to be approved by the High School Principal before being presented to the Board of Education for consideration.
  
11. The student board representative will submit a written summary of their experience on the Board of Education after their semester term.

Adopted:

Reviewed:

Revised:

# STUDENT BOARD REPRESENTATIVE - DRAFT MONTHLY REPORT TEMPLATE



Student Board Representative

Board of Education Report

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Submitted by: Student Name

1. Student Activities

- a.
- b.
- c.
- d.

2. Other Pertinent Student Information/Feedback from Students

- a.
- b.
- c.
- d.

3. Progress on Student Board Member Initiative

- a.
- b.
- c.
- d.

# STUDENT BOARD REPRESENTATIVE - DRAFT SUMMARY REPORT TEMPLATE



Student Board Representative  
Summary Board of Education Report

Date: \_\_\_/\_\_\_/\_\_\_\_\_

Submitted by: Student Name

1. Student Board Representative Initiative:
  - a.
  - b.
  
2. Successes Experienced:
  - a.
  - b.
  
3. Challenges/Obstacles Experienced:
  - a.
  - b.
  
4. Opportunities to Improve the Student Board Representative Program:
  - a.
  - b.
  
5. Thoughts/Recommendations for Future Student Board Representatives:
  - a.
  - b.
  
6. Meetings Attended and Hours of Service Log:

| Meeting/Activity | Hours |
|------------------|-------|
|                  |       |

|                        |  |
|------------------------|--|
|                        |  |
|                        |  |
|                        |  |
| Total Hours of Service |  |



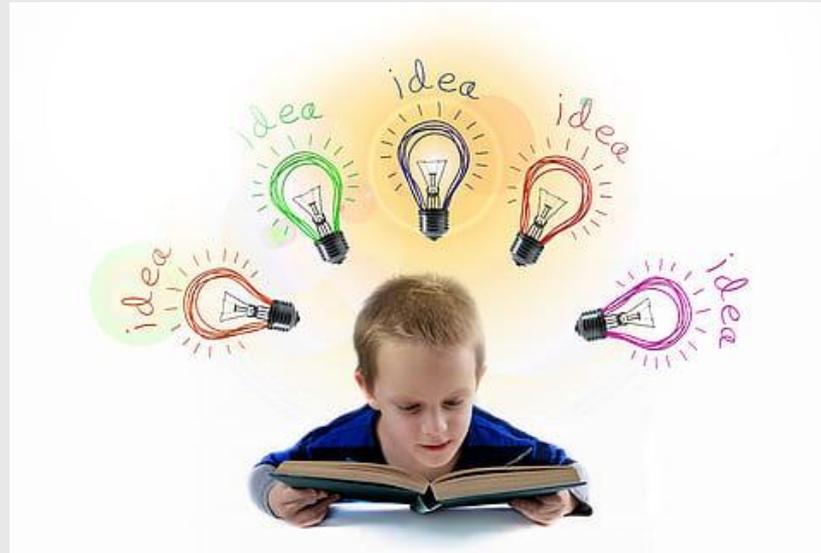
# Student Board Representative

# School Board Representative Program

Within itself, the program will benefit not only the school as a whole by bringing in ideas, concerns, or new initiatives throughout the years to come, but it will also benefit, help flourish the up and coming students we have here in Hemingford Public Schools. By allowing this program to take off, we are paving the path for more posterity to reach their full potential whilst entering the real-world. This can be managed by students putting their best foot forward on new propositions they may have to see, not only the school thrive, but the entire community as a whole.

# Our purpose

- Assist students to become more involved within their school from the inside out
- Allow students to be immersed into a government ideology for semesters long
- Demonstrate determination and imagination within the students themselves

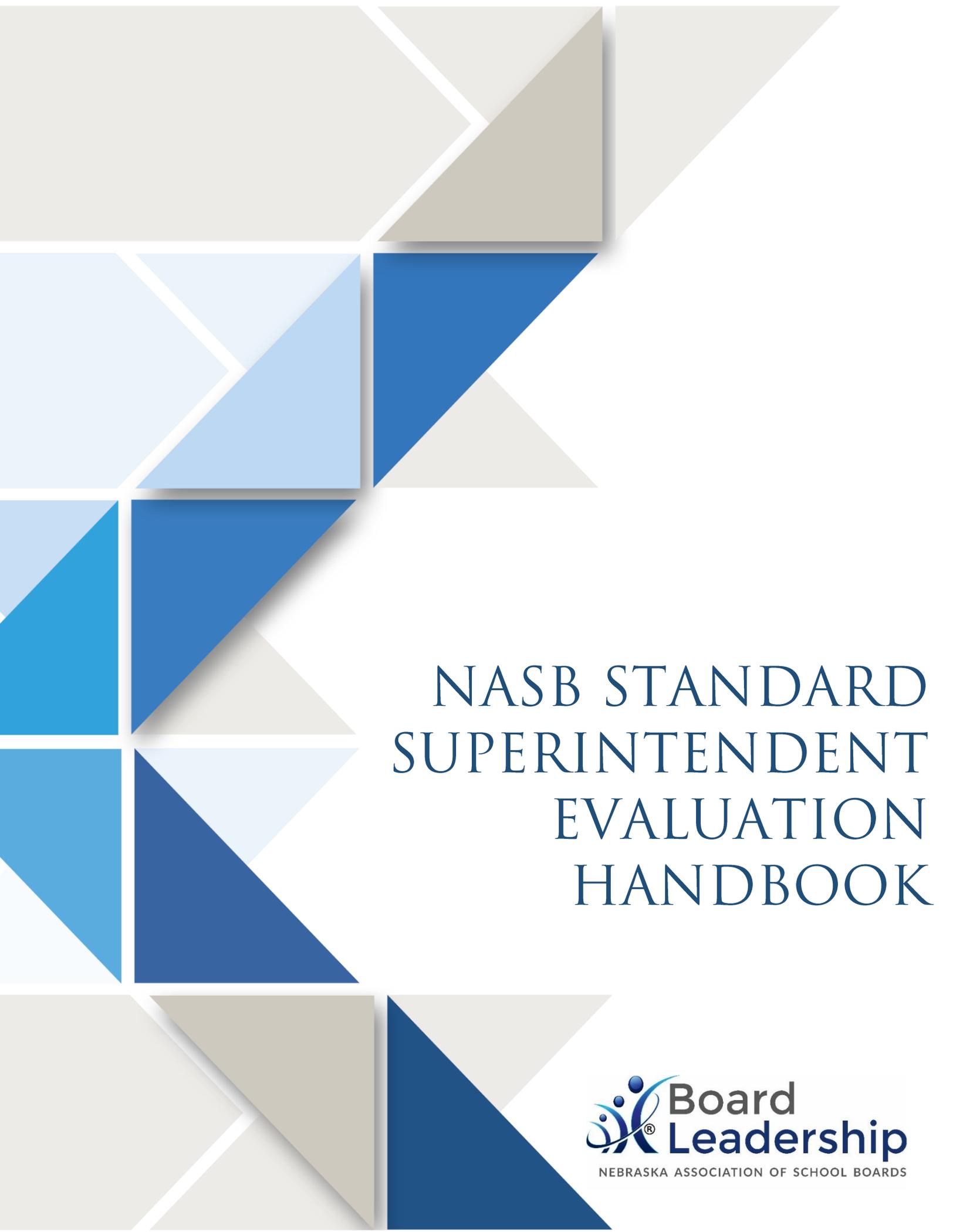


# Major key points to the program

- ELIGIBLE students 9-12 in Hemingford High School
  - Active within the school itself and the many opportunities given to them
- Semester long terms for students
- In person interviews with the selected board member themselves (Committee on American Civics/education)
- Student rep. will voice ALL opinions rather than just their own beliefs
- Work to present ideas, concerns, and opinions from all students throughout the school to provide a comfortable, enjoyable atmosphere for them to flourish
- Monthly reports will be written up by each of the student board representatives at the end of their terms
  - Written summary of their accomplishments, experiences, and concerns about the position

# Steps within the program itself

1. Made for eligible, devoted students within Hemingford High School (9-12)
  - a. Will be required to submit their google form to the Board regarding their academic standings, extra curricular activities, volunteer hours, etc
2. The Board will then set up for interviews after viewing the forms and make their decisions on who they would like to represent their school for the 2022-23 school year
3. The student representative will need to be present, attentive during each meeting throughout their terms
  - a. They may be appointed different positions throughout their term by the board members if they may be asked upon
4. The program is designed for students that strive to see their school succeed in all manners throughout the year with sporting events, academic successes, etc



# NASB STANDARD SUPERINTENDENT EVALUATION HANDBOOK

## THE NASB MISSION STATEMENT

THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS  
PROVIDES PROGRAMS, SERVICES, AND ADVOCACY TO  
STRENGTHEN PUBLIC EDUCATION FOR ALL NEBRASKANS.



## NASB BOARD LEADERSHIP TEAM MISSION

TO PROMOTE AND ADVANCE EFFECTIVE BOARD  
GOVERNANCE AND LEADERSHIP TO SUPPORT  
LEARNING FOR ALL STUDENTS.

Marcia R. Herring, NASB Director of Board Leadership

[mherring@NASBonline.org](mailto:mherring@NASBonline.org)

Katie Coble, NASB Board Leadership Associate

[kcoble@NASBonline.org](mailto:kcoble@NASBonline.org)

1.800.422.4572



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# NASB SUPERINTENDENT EVALUATION SYSTEM

The superintendent evaluation is one of the fundamental responsibilities of the school board. The intended purpose is to assess the superintendent in relation to performance-based standards that prove effective in relation to student learning. The superintendent should take the lead by conducting a self-assessment to aid in the development of goal setting, a professional development plan, and personal reflection of how he/she has demonstrated success in the performance of his/her duties.

The board and superintendent must exercise mutual understanding of the value and overall purpose of the evaluation process. Personalities and personal relationships must be removed from the process placing an emphasis on the professional attributes of the superintendent’s job performance. When effective and purposeful, a quality superintendent evaluation process will also aid in the development of mutual respect between the board-superintendent working relationship, benefit and clarify respective roles and responsibilities, create common understanding of the leadership qualities, and provide a mechanism for public accountability. Consequently, it is important to allow for flexibility in the process, remembering to differentiate between goals that can reasonably be expected to be achieved and goals that are subject to circumstances beyond the superintendent’s ability to control.

The board through their governance role should accomplish the following objectives through the evaluation process:

- Clarify the superintendent’s role as defined by the board
- Develop an appropriate working relationship between the board and superintendent
- Support job performance improvement and development
- Establish goals and objectives to align to the district goals, strategic plan, and vision of the district

Strengthening the board-superintendent working relationship is vital to the continuing health and productive performance of the school district’s leadership team. The evaluation process is not an exercise that can be accomplished without design and purpose. The board and superintendent must be equally familiar with the process, adapt and apply the performance criteria to the expectations and responsibilities of the superintendent and the mission, vision, and goals for the school district. Therefore, it is important to understand the performance evaluation is an applicable method of communicating future expectations, not simply for reviewing past performance. A carefully administered evaluation reflects the record of the superintendent’s annual performance and provides a constructive accountability method for communication.

## SUPERINTENDENT EVALUATION OUTLINE

The Association recommends a defined course of action to ensure the board executes an effective and appropriate evaluation process.

### Designing an effective board process:

The board president will:

- ✓ Connect with NDE to verify the tool on record with the department  
Contact Dr. Micki Charf [micki.charf@nebraska.gov](mailto:micki.charf@nebraska.gov) or Mr. Todd Wolverton [todd.wolverton@nebraska.gov](mailto:todd.wolverton@nebraska.gov) at the Nebraska Department of Education to:
  - 1) Verify the superintendent evaluation on file with NDE, or
  - 2) Email a new superintendent evaluation to NDE requesting certification
- ✓ Request certification of the tool the board is adopting
- ✓ Upon receipt of certification place the new superintendent evaluation on the board meeting agenda for the board to officially adopt
- ✓ Forward a copy of the board meeting minutes to the contact who provided certification to validate the board's action to adopt
- ✓ Review and update a superintendent job description aligned to the evaluation instrument
- ✓ Review, update, and adopt the evaluation instrument periodically
- ✓ Consider board policy to determine if the evaluation is to be reviewed at a specific board meeting (i.e., November, December, etc.)
- ✓ Review the language of the superintendent contract to determine if the contract addresses superintendent evaluation
- ✓ Adopt an annual timeline to support board procedures for administering the superintendent evaluation according to policy and applicable contract language

### Administering the Superintendent Evaluation through the NASB Online Survey Service

The Association will:

- ✓ Distribute the superintendent evaluation on behalf of the board according to the timeline set forth
- ✓ Forward the superintendent link to complete a self-evaluation (this is typically a seven-day period)
- ✓ Compile the results of the self-evaluation and email a copy to each board member along with the link to the superintendent evaluation
- ✓ Distribute a link to all board members to complete evaluation (this is typically a ten-day period)
- ✓ Send reminders to board members who have not completed the assessment prior to the deadline
- ✓ Compile the results of the feedback provided by the board
- ✓ Develop an Executive Summary highlighting board strengths and areas of need

- ✓ Distribute the evaluation report and summary to the Board President either through email or the U.S. Postal Service.
- ✓ Provide follow-up call with Board President to discuss summary and explain best practice and protocols/procedures moving forward

Note: A sample report is included on page 21 of this handbook

Returning districts will be given a comparative Superintendent Evaluation report showing standard averages from the current year and the most recent assessment. This use of comparative data allows the board to establish progress on areas of growth and goals.

- ✓ Add superintendent evaluation to the regular board meeting agenda
- ✓ Remember, the superintendent evaluation summary is protected from the Open Meetings Law request as it is a personnel document
- ✓ Discuss the superintendent evaluation during a regular meeting of the board in open session unless otherwise guided
- ✓ Contact the school attorney to verify the need for a closed session to discuss the superintendent evaluation

*Note: It is the recommendation of the Association that the board conduct the superintendent evaluation in open session to ensure the board does not risk violating the Nebraska Open Meetings Law. The Association strongly advises the board president to contact the school attorney to ascertain his/her position with respect to the evaluation of the superintendent.*

- ✓ Celebrate the positive success derived under the leadership of the current superintendent
- ✓ Work collaboratively with the superintendent to define goals and expectations to align to the identified areas of growth

NASB recommends the board continually review and adopt a superintendent evaluation instrument that effectively identifies the district's achievement progress under the superintendent's leadership.

## NASB STANDARD SUPERINTENDENT EVALUATION INSTRUMENT

The superintendent's evaluation serves several functions. Most importantly, it will link the superintendent's assessment to the district's vision and goals by establishing a set of performance indicators for the superintendent. The effective evaluation process fosters communication and understanding between the board and superintendent, commends the superintendent for accomplishments, and documents decisions made regarding the superintendent's employment.

## **Standard I: Mission, Vision, & Goals**

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

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

|      |   | Excellent | Good | Average | Fair | Poor | Unsure |
|------|---|-----------|------|---------|------|------|--------|
| I.a. | Works collaboratively with the board to define, adopt, and institute the district mission, vision, and goals.   |           |      |         |      |      |        |
| I.b. | Assumes the key leadership role and responsibility for growth and improved student learning.  |           |      |         |      |      |        |
| I.c. | Seeks input from the board when appropriate.  |           |      |         |      |      |        |
| I.d. | Engages internal stakeholders (i.e. administration, staff, students) and external stakeholders (i.e. parents, community) in the discussion of long-term plans and goals.  |           |      |         |      |      |        |
| I.e. | Effectively utilizes data to guide and monitor progress of district goals.  |           |      |         |      |      |        |
| I.f. | Implements and monitors progress of the district/strategic plan.  |           |      |         |      |      |        |
| I.g. | Identifies and proactively addresses potential barriers to ensure the success of the school district.   |           |      |         |      |      |        |
|      | <p>Provide evidence to support your choices above.<br/>*Suggested supplemental evidence for this standard includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• District strategic plan/district goals</li> <li>• Plan for implementing monitoring and reporting progress of strategic plan/district goals</li> <li>• School improvement plan (including updates/assessment of progress and modifications)</li> <li>• School improvement teams</li> <li>• Superintendent performance plan aligned with district priorities and indicators to measure progress and success</li> <li>• Student performance data</li> <li>• Engagement/communication plan</li> <li>• Meeting agendas/minutes</li> </ul> |           |      |         |      |      |        |
|      | If you were to suggest one improvement to Mission, Vision, and Goals for the upcoming year, what would it be?   |           |      |         |      |      |        |



## **Standard II: Policy**

*Standard Descriptor: The superintendent works collaboratively with the board to define, update, and adopt effective and purposeful district policy.*

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

|       |   | Excellent | Good | Average | Fair | Poor | Unsure |
|-------|---|-----------|------|---------|------|------|--------|
| II.a. | Works with the board to review, update and adopt effective and purposeful district policy.  |           |      |         |      |      |        |
| II.b. | Governs consistently through board policy and administrative protocol and procedures.   |           |      |         |      |      |        |
| II.c. | Provides public access to district policy.  |           |      |         |      |      |        |
| II.d. | Ensures all handbooks are aligned to district policy.   |           |      |         |      |      |        |
| II.e. | Implements a policy to ensure curriculum is reviewed and aligned with current state standards.  |           |      |         |      |      |        |
| II.f. | Ensures student discipline is implemented with integrity and consistency.   |           |      |         |      |      |        |
| II.g. | Personnel policies are clear and implemented consistently.  |           |      |         |      |      |        |
| II.h. | Monitors administrators' implementation of policy and procedures.   |           |      |         |      |      |        |
|       | Provide evidence to support your choices above.<br><i>*Suggested supplemental evidence for this standard includes but is not limited to:</i> <ul style="list-style-type: none"> <li>• District adopted policy review process/calendar</li> <li>• Progress/updates of the board's work with policy</li> <li>• Policy committee minutes</li> <li>• Curriculum review policy</li> <li>• Meeting agendas/minutes</li> </ul> |           |      |         |      |      |        |
|       | If you were to suggest one improvement to Policy for the upcoming year, what would it be?   |           |      |         |      |      |        |

*\*Grey-highlighted questions indicate that they are asked only to the superintendent in the self-evaluation.*

### **Standard III: Budget Planning & Management**

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

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

|        |   | Excellent | Good | Average | Fair | Poor | Unsure |
|--------|---|-----------|------|---------|------|------|--------|
| III.a. | Upholds fiscal responsibility and accountability.   |           |      |         |      |      |        |
| III.b. | Leads a collaborative board and administrative budget planning process to align resources with the district mission, vision, and goals.   |           |      |         |      |      |        |
| III.c. | Utilizes data, research, and informed decision-making to support the allocation of district resources.  |           |      |         |      |      |        |
| III.d. | Updates board with historical and current budget data to monitor revenue and expenditures.  |           |      |         |      |      |        |
| III.e. | Ensures that the district completes an annual CPA audit and discloses findings to the finance committee/board.  |           |      |         |      |      |        |
| III.f. | Advocates for and pursues innovative solutions to improve and expand fiscal and human resources.  |           |      |         |      |      |        |
| III.g. | Ensures the maintenance and upkeep of facilities.   |           |      |         |      |      |        |
|        | Provide evidence to support your choices above.<br><i>*Suggested supplemental evidence for this standard includes but is not limited to:</i> <ul style="list-style-type: none"> <li>• Budget strategic/district goals</li> <li>• Professional development plan</li> <li>• Monthly budget reports</li> <li>• Quarterly expenditure updates</li> <li>• District audit</li> <li>• Management and use of alternative resources (i.e. ESU funding, all grant applications, etc.)</li> <li>• Five/Ten-year facility plan</li> <li>• Budget development calendar/board</li> <li>• Financial policies</li> <li>• Forecast financial data</li> </ul> |           |      |         |      |      |        |
|        | If you were to suggest one improvement to Budget Planning and Management for the upcoming year, what would it be?   |           |      |         |      |      |        |

## Standard IV: Educational Leadership

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

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

The Superintendent . . .

|       |  | Excellent | Good | Average | Fair | Poor | Unsure |
|-------|--|-----------|------|---------|------|------|--------|
| IV.a. | Advocates for the learning needs of all students.  |           |      |         |      |      |        |
| IV.b. | Promotes a student-centered culture.   |           |      |         |      |      |        |
| IV.c. | Advocates for the engagement of parents/families as partners in the education of students.   |           |      |         |      |      |        |
| IV.d. | Ensures curricular and instructional decision-making is based upon current research, data, and best practice.  |           |      |         |      |      |        |
| IV.e. | Provides the time and resources to align curriculum vertically, horizontally, and to the state standards.  |           |      |         |      |      |        |
| IV.f. | Provides comprehensive coursework and opportunities to ensure college/career readiness for every student.  |           |      |         |      |      |        |
| IV.g. | Ensures the district-adopted instructional framework is implemented consistently.  |           |      |         |      |      |        |
| IV.h. | Integrates the district-adopted instructional framework into certificated staff evaluations.   |           |      |         |      |      |        |
| IV.i. | Advocates for curriculum and instruction that challenges each student.   |           |      |         |      |      |        |
| IV.j. | Optimizes alignment of resources, curriculum, and assessments to support student success.  |           |      |         |      |      |        |
| IV.k. | Provides integrated technology curriculum and resources.   |           |      |         |      |      |        |
|       | Provide evidence to support your choices above.<br><i>*Suggested supplemental evidence for this standard includes but is not limited to:</i> <ul style="list-style-type: none"> <li>• District strategic plan/district goals</li> <li>• School improvement plan (including assessment of progress and modifications)</li> <li>• School improvement teams</li> <li>• District calendar</li> <li>• Curriculum review cycle plan and updated policy for curriculum and assessment review</li> <li>• Curriculum review committee minutes</li> <li>• Student performance data and goals</li> <li>• Data to support instruction strategies and student-centered initiatives</li> <li>• Curriculum/programs additions/modifications</li> <li>• Instructional model</li> </ul> |           |      |         |      |      |        |
|       | If you were to suggest one improvement to Educational Leadership for the upcoming year, what would it be?  |           |      |         |      |      |        |

*\*Grey-highlighted questions indicate that they are asked only to the superintendent in the self-evaluation.*

## Standard V: Organizational & Cultural Leadership

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

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

The Superintendent . . .

|      |   | Excellent | Good | Average | Fair | Poor | Unsure |
|------|---|-----------|------|---------|------|------|--------|
| V.a. | Contributes to a unified school environment of trust and respect among students, staff, families, and community members.  |           |      |         |      |      |        |
| V.b. | Develops, implements, and sustains a responsive district crisis and safety plan.  |           |      |         |      |      |        |
| V.c. | Commits to developing a high-performing leadership team.  |           |      |         |      |      |        |
| V.d. | Ensures a purposeful and equitable recruiting and hiring process.   |           |      |         |      |      |        |
| V.e. | Integrates an effective conflict resolution process to address matters in a purposeful and timely manner.   |           |      |         |      |      |        |
| V.f. | Promotes a culture of shared expectations and mutual accountability.  |           |      |         |      |      |        |
| V.g. | Provides leadership to support the health and well-being of staff and students.   |           |      |         |      |      |        |
| V.h. | Promotes an environment where differing opinions and backgrounds are welcomed and embraced among staff and students.  |           |      |         |      |      |        |
|      | Provide evidence to support your choices above.<br><i>*Suggested supplemental evidence for this standard includes but is not limited to:</i> <ul style="list-style-type: none"> <li>• Conflict resolution process</li> <li>• Leadership development plan</li> <li>• Professional development plan</li> <li>• Crisis and safety plan</li> <li>• Executive summary of the safety audit</li> <li>• Hiring protocols and procedures</li> <li>• Evidence to validate engagement of parents/families</li> <li>• Diversity, equity, and inclusion initiatives</li> <li>• Personnel policies</li> </ul> |           |      |         |      |      |        |
|      | If you were to suggest one improvement to Organizational and Cultural Leadership for the upcoming year, what would it be?   |           |      |         |      |      |        |

## Standard VI: Community Relations

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

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

The Superintendent . . .

|       |  | Excellent | Good | Average | Fair | Poor | Unsure |
|-------|--|-----------|------|---------|------|------|--------|
| VI.a. | Establishes a visible presence in the district and community.  |           |      |         |      |      |        |
| VI.b. | Regularly attends and participates in school activities, events, and programs.   |           |      |         |      |      |        |
| VI.c. | Interacts and expresses genuine interest in building a connection with students.   |           |      |         |      |      |        |
| VI.d. | Develops collaborative partnerships to foster support for the school district.   |           |      |         |      |      |        |
| VI.e. | Effectively communicates key public information in a timely manner.  |           |      |         |      |      |        |
| VI.f. | Promotes a positive image of the district.   |           |      |         |      |      |        |
| VI.g. | Understands and is respectful of the political, economic, and social aspects of the community.   |           |      |         |      |      |        |
| VI.h. | Seeks a positive relationship with parents and community members.  |           |      |         |      |      |        |
| VI.i. | Engages special interest groups to work collaboratively to address concerns and opinions that may present conflict.  |           |      |         |      |      |        |
|       | <p>Provide evidence to support your choices above.<br/> <i>*Suggested supplemental evidence for this standard includes but is not limited to:</i></p> <ul style="list-style-type: none"> <li>• Community engagement summary/report</li> <li>• District partnerships and initiatives established to provide resources and support</li> <li>• Partnership support received through the district foundation, scholarships, grant monies, etc.</li> <li>• Inter-local agreements</li> <li>• District annual report</li> <li>• Communications designed by and distributed to generate support of the district</li> <li>• Membership and participation with civic, community and state organizations</li> <li>• Meeting invitations/agendas</li> </ul> |           |      |         |      |      |        |
|       | If you were to suggest one improvement to Community Relations for the upcoming year, what would it be?   |           |      |         |      |      |        |

## **Standard VII: Professional Leadership**

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

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

The Superintendent . . .

|        |   | Excellent | Good | Average | Fair | Poor | Unsure |
|--------|---|-----------|------|---------|------|------|--------|
| VII.a. | Models positive and professional leadership based upon ethics, trust, integrity, and respect.   |           |      |         |      |      |        |
| VII.b. | Addresses concerns and opinions with respect and confidence.  |           |      |         |      |      |        |
| VII.c. | Provides professional development for you to fulfill your responsibilities and grow in your position.   |           |      |         |      |      |        |
| VII.d. | Provides an effective evaluation process with constructive feedback.  |           |      |         |      |      |        |
| VII.e. | Exemplifies a life-long learning model to grow personal and professional knowledge.   |           |      |         |      |      |        |
| VII.f. | Demonstrates knowledge of current evidence-based practices for teaching and learning and seeks to develop others in this area.  |           |      |         |      |      |        |
| VII.g. | Establishes clear and consistent expectations for staff.  |           |      |         |      |      |        |
|        | Provide evidence to support your choices above.<br>*Suggested supplemental evidence for this standard includes but is not limited to: <ul style="list-style-type: none"> <li>• Memberships</li> <li>• Professional development activities (including, but not limited to conferences, workshops, committee work, studies, research, and published works)</li> <li>• Educational growth plan (professional goals and development)</li> <li>• Leadership team development plan</li> <li>• District staff professional development plan</li> </ul> |           |      |         |      |      |        |
|        | If you were to suggest one improvement to Professional Leadership for the upcoming year, what would it be?  |           |      |         |      |      |        |

*\*Grey-highlighted questions indicate that they are asked only to the superintendent in the self-evaluation.*

## **Standard VIII: Board-Superintendent Relations**

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

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

The Superintendent . . .

|         |   | Excellent | Good | Average | Fair | Poor | Unsure |
|---------|---|-----------|------|---------|------|------|--------|
| VIII.a. | Maintains an appropriate and professional relationship with the board.  |           |      |         |      |      |        |
| VIII.b. | Keeps all board members informed with consistent and open communication.  |           |      |         |      |      |        |
| VIII.c. | Demonstrates support and respect for the board and refrains from public criticism of the board.   |           |      |         |      |      |        |
| VIII.d. | Demonstrates collaborative problem solving and decision-making.   |           |      |         |      |      |        |
| VIII.e. | Supports board committee work as part of effective board decision-making.   |           |      |         |      |      |        |
| VIII.f. | Collaboratively supports or opposes, local, state and/or federal legislation impacting the district.  |           |      |         |      |      |        |
|         | Provide evidence to support your choices above.<br><i>*Suggested supplemental evidence for this standard includes but is not limited to:</i> <ul style="list-style-type: none"> <li>• Superintendent performance plan/goals</li> <li>• Board committee minutes</li> <li>• Communication plan</li> <li>• Board development plan</li> <li>• Board policies</li> <li>• Meeting agendas/minutes</li> <li>• Retreat agendas/minutes</li> </ul> |           |      |         |      |      |        |
|         | If you were to suggest one improvement to Board-Superintendent Relations for the upcoming year, what would it be?   |           |      |         |      |      |        |

## **Standard IX: Strategic Planning**

*The superintendent collaborates with the board to implement and monitor progress of the strategic plan.*

Please provide evidence to support the superintendent's leadership in strategic planning.

|       |   |  |
|-------|---|--|
| IX.a. | What evidence can the board identify to validate the superintendent is implementing and monitoring progress of the strategic plan priorities?   |  |
| IX.b. | When is the superintendent reviewing the progress/success of the strategic plan with the board?   |  |
| IX.c. | How and where is the superintendent documenting the progress and success of the strategic plan priorities?  |  |
| IX.d. | Is the superintendent aligning the budget and district resources to ensure the success of the strategic plan priorities?  |  |
| IX.e. | How has the implementation of the strategic plan altered the focus of the superintendent and his/her engagement with the board?   |  |
|       | If you were to suggest one improvement to Strategic Planning for the upcoming year, what would it be?   |  |
|       | <p>Provide evidence to support your choices above.<br/> <i>*Suggested supplemental evidence for this standard includes but is not limited to:</i></p> <ul style="list-style-type: none"> <li>• Superintendent performance plan/goals</li> <li>• NASB Strategic Plan Progress Analysis Reports</li> <li>• Board committee minutes</li> <li>• Communication plan</li> <li>• Board development plan</li> <li>• Board policies</li> <li>• Meeting agendas/minutes</li> <li>• Retreat agendas/minutes</li> </ul> |  |
|       | If you were to suggest one improvement to Strategic Planning for the upcoming year, what would it be?   |  |

## NASB STANDARD SUPERINTENDENT JOB DESCRIPTION

The superintendent's job description identifies the essential tasks that are assigned and expected of the district leader. The job description may also identify reporting relationships, describe required and desirable qualifications. The board and superintendent are collectively responsible for developing and maintaining an accurate and current job description to support the superintendent. The duties should be appropriate to the position and leadership responsibilities and aligned to the accountability defined in the evaluation instrument.

### Overview of the Position of Superintendent

The Superintendent of Schools reports directly to the board and holds all staff accountable. The superintendent promotes leadership to ensure the district provides the best possible educational programs and services for all students at the school district. To lead, guide, direct every member of the administrative, instruction, and support services staff in setting and achieving the highest standards of excellence in educational programs and operations. To be responsible for a system of supervision and evaluation for all staff designed to meet the goals of the school district. To oversee and administer the use of all facilities, property, and funds in the best interest of students, the school district, and community.

### Performance Responsibilities:

The job responsibilities of the Superintendent include the ability to function effectively in each of the following areas:

### Job Requirements:

- A. Education Specialist Degree or Doctorate
- B. Nebraska Administrative and Supervisory Certificate
- C. Experience (as defined by the Board)

### Reports to:

The Superintendent of Schools reports directly to the Board and may delegate specific powers or duties to assistants or subordinates, while maintaining final responsibility and actions taken.

### Job Responsibilities:

The Superintendent is the chief executive officer of the school district and serves in both a leadership and management role. The Superintendent may delegate performance of management; however, the Superintendent will maintain final responsibility for actions taken.

### Standard I: Mission, Vision, and Goals

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

### Performance Indicators:

- A. Develops, implements, and monitors plans for accomplishing the district mission, vision, and goals

- B. Engages internal and external stakeholders in the educational vision and priorities of the district
- C. Reviews the progress of the School Improvement Plan
- D. Leads the board in the development of a vision to support goals and long-range decision-making
- E. Provides and advocates for decision-making based upon data and best practice in allocation of district resources
- F. Plans, formulates, recommends, and advises the board concerning various issues, trends, concerns, and/or any legislation that may impact the district's mission or strategic plans

### **Standard II: Policy**

The superintendent works collaboratively with the board to define, update, and adopt effective and purposeful district policy.

#### Performance Indicators:

- A. Provides guidance to the board in the development of policy, adoption, and revisions
- B. Implements administrative protocol and procedures via effective and purposeful board policy
- C. Provides public access to district policy and ensures all handbooks aligned to board policy
- D. Ensures and monitors administrators in providing procedural enforcement and regulation
- E. Conducts all meetings of the board in accordance with the Nebraska Open Meetings Law
- F. Conducts all school business and decision-making within the parameters of NDE Rules and Regulations, state and federal laws, and board policy
- G. Files all reports required by state or federal law/regulations

### **Standard III: Budget Planning and Management**

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

#### Performance Indicators:

- A. Educates and engages the board in discussion of the development of the budget, acting in accordance with rules and regulations, statute, and policy
- B. Leads budget planning process including forecasting potential revenue, expenditures, and needs to align with available resources and district mission, vision, and goals
- C. Establishes and maintains efficient procedures and effective controls for operations and all expenditures
- D. Administers the adopted budget in accordance with legal requirements and board policy
- E. Remains accountable to the board for utilization of fiscal and human resources
- F. Provides effective financial forecasting and long and short-term financial planning to support decision-making

- G. Ensures the upkeep and maintenance of all facilities, and in collaboration with the board, plans for long-range facilities maintenance and upkeep
- H. Ensures completion of an annual CPA audit in accordance with law, board policy, and prompt disclosure of findings to board and/or finance committee

#### **Standard IV: Educational Leadership**

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

Performance Indicators:

- A. Assumes the key educational leadership role by promoting a culture centered around students, curriculum, and instruction to meet the needs of all students
- B. Promotes the engagement of parents and families as partners in the education of students
- C. Considers methods to advance programs and services to address the needs of the district
- D. Validates district is in compliance with NDE Accreditation requirements
- E. Informs the board of AQuESTT status for each building and the school district
- F. Ensures alignment of curriculum vertically, horizontally, and to the state standards and consistent implementation of the district-adopted instructional framework
- G. Integrates the district-adopted instructional framework into certificated staff evaluations
- H. Provides comprehensive coursework and opportunities to ensure college/career readiness for every student
- I. Optimizes alignment of resources, curriculum, and assessments to support student success

#### **Standard V: Organizational and Cultural Leadership**

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

Performance Indicators:

- A. Promotes a healthy environment advocating for diversity, equity, and inclusion initiatives for staff and students
- B. Creates a respectful culture of shared expectations, mutual accountabilities, and constructive feedback
- C. Develops a high-performing leadership team and conducts purposeful and equitable recruiting and hiring processes
- D. Resolves conflict and addresses social-emotional matters in a purposeful and timely manner
- E. Coordinates a responsive district crisis and safety plan

### **Standard VI: Community Relations**

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

Performance Indicators:

- A. Represents the school district through effective public relations and engagement
- B. Develops and sustains purposeful community partners to support the educational needs of the district
- C. Establishes a visible presence and positive relationships with board members, parents, students, and community members
- D. Expresses genuine interest in building a connection with students and regularly attends and participates in school activities, events, and programs

### **Standard VII: Professional Leadership**

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

Performance Indicators:

- A. Delegates duties as appropriate, with the knowledge of final responsibilities for action taken
- B. Models ethical leadership in word and deed that is based upon integrity, trust, and respect
- C. Conducts staff observations and evaluations per board policy and legal requirements, ensures that evaluations are completed by other district staff as assigned, improvement plans are implemented as the need is identified
- D. Affords opportunities for staff to participate in professional development
- E. Demonstrates a personal and professional commitment to life-long learning knowledge of current evidence-based practices, trends to support effective instruction and learning
- F. Assigns conditions of employment for staff in the best interest of the district and educational programs provided for students
- G. Participates, as deemed appropriate by the board, in negotiations with recognized employee bargaining groups

### **Standard VIII: Board-Superintendent Relations**

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

Performance Indicators:

- A. Serves as the educational leader of the school district
- B. Assists the board in fulfilling their proper roles, responsibilities, and duties in an effective manner
- C. Coordinates the work of the board through collaborative problem-solving and decision-making

- D. Demonstrates support and respect for the board and board committee work
- E. Prepares for board adoption and distribution to the public an annual report as prescribed by law
- F. Maintains an appropriate and professional relationship with the board
- G. Provides the board with facts, information, data, and recommendation for action to support informed decision-making
- H. Ensures all board members are informed with timely, consistent, and open communication

### **Standard IX. Strategic Plan**

The superintendent collaborates with the board to implement and monitor the progress of the strategic plan.

#### Performance Indicators:

- A. Provides evidence to validate the progress of the strategic plan priorities
- B. Reviews the progress and success of the strategic plan with the board
- C. Documents the progress and success of the strategic plan priorities
- D. Aligns the budget and district resources to the identified needs and priorities within the strategic plan
- E. Utilizes the strategic plan to support board discussion and engagement

# NASB STANDARD SUPERINTENDENT EVALUATION SAMPLE REPORT:

## Nebraskaland Public Schools Superintendent Evaluation Spring 2022

Superintendent  
John Smith

Board of Education  
John Doe, President  
David Hart  
Leslie Johnson  
Jane Miller  
Joseph Smith  
Karen Swanson



| <b>Board Evaluation Standard Averages</b><br><i>(listed highest to lowest)</i> |      | <b>Self-Evaluation Standard Averages</b><br><i>(listed highest to lowest)</i> |      |
|--|------|---|------|
| Standard VI: Community Relations   | 5.24 | Standard VIII: Board-Superintendent Relations                                 | 4.83 |
| Standard II: Policy  | 5.14 | Standard I: Mission, Vision, & Goals  | 4.71 |
| Standard VIII: Board-Superintendent Relations                                  | 5.13 | Standard III: Budget Planning & Management                                    | 4.57 |
| Standard IV: Educational Leadership  | 5.10 | Standard V: Organizational & Cultural Leadership                              | 4.50 |
| Standard V: Organizational & Cultural Leadership                               | 5.09 | Standard VI: Community Relations  | 4.44 |
| Standard VII: Professional Leadership  | 5.08 | Standard II: Policy   | 4.40 |
| Standard III: Budget Planning & Management                                     | 4.99 | Standard VII: Professional Leadership   | 4.16 |
| Standard I: Mission, Vision, & Goals   | 4.96 | Standard IV: Educational Leadership   | 3.90 |

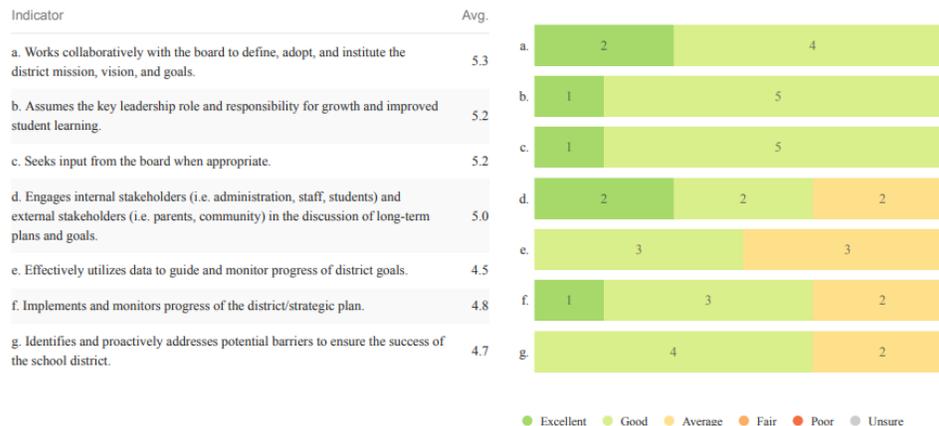
*Averages range from 1.00-6.00 with averages closer to 6.00 indicating strengths and averages closer to 1.00 indicating areas for growth.*

## Standard I: Mission, Vision, & Goals

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

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

The Superintendent . . .



*Values are as follows:* Excellent: 6    Good: 5    Average: 4    Fair: 2    Poor: 1    Unsure: 3

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## Standard I: Mission, Vision, & Goals

**Provide evidence to support your choices above.**

Cras fringilla egestas massa! Turpis rhoncus amet cursus massa velit.

Elit dapibus felis temporibus elementum tortor lacus viverra. Magnis vehicula duis eget.

Cursus odio consectetur iaculis lorem vehicula facilisis pede ligula luctus! Porta cras. Vestibulum elementum mattis.

Fringilla. Vestibulum aliquam id facilisi nibh porttitor euismod ut a dignissim egestas egestas laoreet.

Convallis dolorem etiam. Vitae montes placerat? Felis fringilla porttitor dignissim turpis! Amet eleifend est donec.

Tortor? Posuere consectetur faucibus! Odio sit! Porttitor vulputate purus posuere eros porta.

**If you were to suggest one improvement to Mission, Vision, & Goals for the upcoming year, what would it be?**

Rhoncus? Blandit nulla rutrum morbi eros! Mattis eu lacus atque.

Temporibus. Accusamus consectetur venenatis dolorem eleifend eros magnis! Diam. Dignissim.

Augue! Aenean ipsum donec fringilla suspendisse cursus malesuada ac. Pretium orci! Vivamus.

Justo aliquam iaculis accusamus vel. Lacus vestibulum ridiculus montes felis.

Lacus purus duis tempor venenatis non odio consectetur potenti lectus? Voluptat etiam.

Ut, maecenas vestibulum dictumst rutrum, a. Nulla? Ultricies orci luctus cras? Proin! Elit.

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## FOLLOWING THE SUPERINTENDENT EVALUATION, THE SUPERINTENDENT AND BOARD WILL:

- Adopt a timeline and develop goals to address the improvement and growth of the superintendent's performance in the identified areas as set forth in the evaluation summary
- At the conclusion of the evaluation process, it is important that all board members return their individual copies of the evaluation and the executive summary to the Board President for appropriate and secure disposal
- The Superintendent and Board President will sign one copy and that official copy will be placed in the superintendent's personnel file.
- Schedule and advertise a board work session to review the results of the assessment
- Discuss the success of the board and consider areas of growth
- Establish goals to address areas of growth, define performance indicators to measure progress, and set timelines to review, update and amend goals as progress is realized

Or,

Request support of the NASB Board Leadership team to facilitate a board retreat to lead the board through the review of the Board Self-Assessment Summary and establish board goals.

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

# Hemingford Public Schools

## Administrative Reports to Board of Education

August 15, 2022

**Mr. Arneson**

### HES Enrollment

| PreSchool | Kindergarten | 1st Grade | 2nd Grade | 3rd Grade | 4th Grade | 5th Grade | 6th Grade | Total |
|-----------|--------------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| 17        | 22           | 24        | 37        | 26        | 33        | 37        | 23        | 219   |

The elementary building is looking fantastic. Several rooms have a new coat of paint and all the lockers were painted.

We are having our Back to School/Open House night Tuesday from 5:30 to 7:00. This is a step to help increase our community engagement. There will be several learning opportunities for families throughout the night.

On Friday we had a new teacher morning. It was a great success and got our year started out on the right foot.

**Mrs. Curtis**

### HHS Enrollment

| 7th Grade | 8th Grade | 9th Grade | 10th Grade | 11th Grade | 12th Grade | Total |
|-----------|-----------|-----------|------------|------------|------------|-------|
| 26        | 28        | 33        | 25         | 22         | 33         | 167   |

### Thank You

- To the Maintenance and Custodial staff for all of their hard work this summer! The building(s) look fantastic! Huge projects included (but are not limited to) the kitchen remodel and HS library divider.
- The school and community for being so welcoming to my family and I.
- Mobius and ESU 13 for getting our distance learning and communication needs updated.
- We're pretty blessed that our school and 4h community all work together. Lots of people put in a ton of time and work to be able to share space. The school buses and vehicles are all moved out so the bus barn can turn into a 4h show barn/arena then it turns back into a bus barn after fair week. That takes a lot of work by some amazing staff and volunteers. Kudos to our hard working community members!!

### Strategic Plan Update

- Bobcat Time: Purposeful Remediation, Intervention, Mentorship, and Enrichment Time is in the Master Schedule.
  - The structure is a research based strategy to provide educational learning opportunities where all students will have access to the support they need to master skills and concepts.
- Mentor grouping will support student connections and relationships throughout the school. Teams consist of students from all grade levels and an even mixture of boys and girls.
  - Mentor Teams will engage in learning opportunities focused around Community Service, Team Building, and Building Life Skills.

### **Policy/Procedures**

- The Administrative Team has been working diligently on the handbooks to ensure wording and procedures are in line with state and federal laws.

### **Culture/Community**

- It was great to have the staff back in the building today. We spent the day planning, learning and getting our rooms ready for the students to arrive!
- This week parents and community members are invited to our Back To School Night/Open House on Tuesday night and the Big Red Barbecue on Friday night. GUBN!!

### **Mrs. Plog**

Crisis Prevention and Intervention (CPI) Recertification Training - 8/4/22

On August 4, 2022, I attended recertification training on the Crisis Prevention and Intervention (CPI) system in Ogallala. I am fully certified to train our staff in Non-violent Crisis Intervention techniques. All of our current staff have been trained in de-escalation techniques, safety strategies, and basic restraint procedures. I will train our new staff this year, along with giving a refresher to all staff that have been previously trained.

As I have discussed before, we are seeing more and more students come to school with behavioral and mental health needs. This training helps our staff pro-actively deal with the issues these students present. As a public school, we are required to educate all resident students in our district, regardless of their needs and how they come to us. We do the very best job we can, and we have amazing teachers that work with each of our students!

If you have any additional questions about the CPI system, I would be happy to sit down and discuss it in more depth. I truly believe in this system and I think it helps our students and teachers resolve many issues before they become out of control.

# Superintendent's Report

August 15, 2022

## Mission/Vision/Goals

- My understanding based on conversations with staff during inservice is that it is time for development of new school improvement goals as part of the school improvement process. As that process continues I will look forward to learning and sharing more about the status of our forthcoming goals.

## Policy

- I have appreciated Arielle Lawrence's leadership in working to envision opportunities for students to contribute to the work of the school district through her proposed student board representative policy.
- I appreciated the quality discussion at the July policy hearing regarding updating the parental involvement policy to a parental engagement policy. I appreciate Mrs. Plog's leadership from her oversight of the Title I program and putting together the proposed revised policy based on NDE's model policy.
- The proposed handbooks are intended to help with developing some shared and clarified expectations.

## Budget Planning and Management

- I have appreciated Mrs. Hanks' leadership in the business office. She is working hard to put systems in place to help ensure continued improvement in our business operations.
- I have also appreciated the opportunity to work with Joyce Klemke. Joyce's insights and experiences have been helpful as I work on reading through the financial reports.

## Educational Leadership

- I have appreciated the resources that are available to our staff in terms of technology support. Mr. Dean provided quality support for our new teachers as part of our new teacher orientation activities.

## Organizational and Cultural Leadership

- I appreciated the opportunity to be part of Mrs. Curtis' work with her staff on developing respect agreements for staff. Her work with the staff is appreciated.
- I appreciate Mr. Arneson's work in support of the work of the Climate and Culture team putting together plans for our Open House.

## Professional Leadership

- We anticipate the staff handbooks with establishing clear and consistent expectations for our staff.

## Community Relations

- I appreciate the recent partnership with the Box Butte County Sheriff's Office and the Nebraska State Patrol. Both agencies were represented well during a recent review/walkthrough of the school buildings as part of our incident response preparation.
- We are looking forward to the Open House on Tuesday. I appreciate the hard work of the Culture and Climate Team planning/preparing for the event.
- I appreciated the opportunity to join the Community Redevelopment Authority board and to meet members of the community who are committed to the economic vitality of our community.

## Board-Superintendent Relations

- I have appreciated the communication I have received regarding input on proposed policies and handbooks.
- Please let me know if you need me to get a vehicle arranged for any board members who would like to attend the Area Membership Meeting in Gering on August 29th.

## Strategic Planning

- I have shared the six guiding principles of the strategic plan in my "Welcome Back" letter in the Bobcat Bits. I shared these same principles with our staff during our back-to-school in-service.
- We look forward to the opportunity for communication and engagement with our stakeholders (Principle IV) during the upcoming Open House.
- I appreciate the leadership of our administrative team in putting together a quality in-service opportunity for our new teachers. (Principle II).
- I have appreciated the work of the Culture and Climate Team in putting together the Open House along with the upcoming Board/Staff and families gathering next Sunday evening.

## Planned Professional Travel

- August 29 ESU#13 Administrators' Advisory Meeting and NASB Area Membership Meeting (Scottsbluff/Gering)
- September 7 Western Trails Conference Fall Meeting in Kimball
- I plan to attend student activities as my schedule allows.

## Leave Log

- I used six days of PTO leave in July (July 22, 25, 26, 27, 28, and 29). I appreciate the opportunity to fulfill a family commitment during that time. I have 19 PTO Days Remaining.