

BOX BUTTE COUNTY SCHOOL DISTRICT #07-0010

HEMINGFORD PUBLIC SCHOOLS

BOARD OF EDUCATION MEETING AGENDA

Monday, August 14, 2023

South Campus

The Board of Education of School District 07-0010 will meet on Monday, August 14, 2023 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(s)
- 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 10, 2023 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 to Adopt a Resolution Increasing the School District's Base Growth Percentage used to Determine the School District's Property Tax Request Authority by up to Seven Percent (7%).
 - VI.F. Discuss, Consider, and Take All Necessary Action Regarding the Issuance of a Request for Proposals to Conduct A Facilities Assessment/Audit
 - VI.G. Discuss, Consider, and Take All Necessary Action Regarding Banking Strategy to Maximize Return on Investments
 - VI.H. Discuss, Consider, and Take All Necessary Action Regarding Approval of the Following Handbooks for the 2023-2024 School Year: Student/Parent Handbook, Certificated Staff Handbook, Support Staff Handbook, and Coaches/Activities Sponsor Handbook.
 - VI.I. Discuss, Consider, and Take All Necessary Action Regarding Appointment of Student Board Representatives for the 2023-2024 School Year.

- VI.J. Discuss, Consider, and Take All Necessary Action Regarding Opening Accounts at Nebraska Bank and Approval of Transfers to the Following Funds: Cooperative Fund and Depreciation Fund
- VI.K. Discuss, Consider, and Take All Necessary Action on the Following Proposed Policies on Second Reading: Proposed Revised Policy 0502.02, Proposed Revised Policy 0504.11, Proposed Revised Policy 0505.03, Proposed Revised Policy 0505.04, Proposed Revised Policy 0506.02, Proposed Policy 0508.18, Proposed Policy 0508.18, Proposed Policy 508.19, Proposed Revised Policy 0605.07, Proposed Revised Policy 0611.06, Proposed Revised Policy 0611.07
- VI.L. Discuss, Consider, and Take All Necessary Action Regarding Authorizing the Sale and Disposal of Obsolete Equipment and Vehicles
- VII. Discussion/Possible Action Items
 - VII.A. Review ESSER III Use of Funds and Return to Learn Plan
 - VII.B. Discussion Regarding 2023-2024 Budget Development
- VIII. Administration Reports
- IX. Superintendent Report
- X. Policy Review (Policies 0801.01 through 0801.14)
- 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	
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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# 0000377753

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

MEETING NOTICE

**Regular Board Meeting at
7:00 pm on August 14th at South Campus
LB 243 Notice of Vote to
Increase Base Growth Percentage**

Notice is hereby given that a regular meeting of the Board of Education of the School District of Hemingford, in the Counties of Box Butte, Dawes, and Sheridan 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 14th day of August 2023, at South Campus (816 Niobrara Avenue, Hemingford, Nebraska), which meeting shall be open to the public. Among other topics to be discussed, pursuant to LB 243 (2023), the Board will vote on whether to increase the school district's base growth percentage by up to seven percent (7%). An agenda for such meeting, kept continuously current, is available for public inspection at the office of the Superintendent, located at 911 Niobrara Avenue, Hemingford, Nebraska 68948.

Published in the Hemingford Ledger
Hemingford, NE
July 27, 2023 ZNEZ

Sales Rep Accnt Rep Ordered By

SSH_Open dbaker Travis

Fax: EMail: khanks@gubn.org

Total Amount \$7.20

Payment Amount \$0.00

Amount Due \$7.20

Tax Amount: 0.00

Payment Meth: Invoice Statement

<u>Status</u>	<u>Materials</u>				
		<u>Tear Sheets</u>	<u>Proofs</u>	<u>Affidavits</u>	<u>Blind Box</u>
		0	0	1	

PO Number:

<u>Ad Number</u>	<u>Ad Type</u>	<u>Ad Size</u>	<u>Color</u>
0000377753-01	CLS Legal Liner SH	1 X 29 li	\$0.00

Production Method

AdBooker (Liner)

<u>Product and Zone</u>	<u>Placement</u>	<u>Position</u>	<u># Inserts</u>
HLP Ledger	C-Legal Ads	Meetings and Events	1

Run Schedule Invoice Text: MEETING NOTICE Regular Board Meeting at 7:00 pm on

Run Dates 7/27/2023

TagLine: MEETING NOTICE



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Order# 0000377753

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Hemingford Public Schools

Annual Board of Education Calendar

Month	Budget	Curriculum	Personnel	Policy	Board Development	Other
January 5:00 PM			<ul style="list-style-type: none"> • Approve Negotiated Agreement with HEA (Upon Mutual Acceptance) • Appoint Superintendent as Authorized Representative for Federal, State, and Local Matters. 	<ul style="list-style-type: none"> • Adopt Board and Superintendent Goals • Review Board Member Code of Ethics • Review/Revise Policies 	<ul style="list-style-type: none"> • Discussion and/or Appointment of Board Committees • NASB Legislative Issues Conference 	<ul style="list-style-type: none"> • Oath of Office • Board Officer Elections • Designate Depository • Designate Legal Firm • Designate Treasurer • Designate Auditor for the District • Review Report Required by State Statute 79-506
February 5:00 PM		<ul style="list-style-type: none"> • Review Report on Multicultural Education 	<ul style="list-style-type: none"> • Approve Negotiated Agreement with HEA (Upon Mutual Acceptance) 	<ul style="list-style-type: none"> • Review/Revise Policies 	<ul style="list-style-type: none"> • NASB Presidents' Retreat 	<ul style="list-style-type: none"> • Monitor Proposed Legislation
March 5:00 PM	<ul style="list-style-type: none"> • Review State Aid Certification (When Available) • Establish Technology Budget for Following Year 	<ul style="list-style-type: none"> • Curriculum Committee Review of Curriculum Materials Proposed for Adoption (as needed) • Committee on American Civics Meeting 	<ul style="list-style-type: none"> • Establish Salaries for Administrators • Approve Negotiated Agreement with HEA (Upon Mutual Acceptance) 	<ul style="list-style-type: none"> • Adopt Resolution Pertaining to Non-Resident Students • Review/Revise Policies 	<ul style="list-style-type: none"> • NRCSA Spring Conference 	<ul style="list-style-type: none"> • Discuss School Calendar • Monitor Proposed Legislation
April 7:00 PM	<ul style="list-style-type: none"> • Review State Aid Certification (When Available) 	<ul style="list-style-type: none"> • Consider Adoption of Curriculum and/or Textbooks for Subsequent Year 		<ul style="list-style-type: none"> • Review/Revise Policies 		<ul style="list-style-type: none"> • Adopt School Calendar • Review Report Required by State Statute 79-506
May 7:00 PM	<ul style="list-style-type: none"> • Review State Aid Certification (When Available) 	<ul style="list-style-type: none"> • Review Statewide Assessment Results (Writing) 		<ul style="list-style-type: none"> • Review/Revise Policies 	<ul style="list-style-type: none"> • Attend Graduation Ceremony 	
June 7:00 PM		<ul style="list-style-type: none"> • Year End Assessment and Curriculum Review • Review School Improvement Plan • Committee on American Civics Meeting 	<ul style="list-style-type: none"> • Superintendent Evaluation (first year) 	<ul style="list-style-type: none"> • Review Bullying Prevention Policy • Approve Student, Athletic, and Staff Handbooks 	<ul style="list-style-type: none"> • Board Self-Assessment and Goal Planning • NASB School Law Seminar 	

Hemingford Public Schools

Annual Board of Education Calendar

Month	Budget	Curriculum	Personnel	Policy	Board Development	Other
July 7:00 PM	<ul style="list-style-type: none"> Budget Committee Work Session Review Budget Authority and Allowable Reserve Percentage Certification 	<ul style="list-style-type: none"> Review Summer School Program Report 		<ul style="list-style-type: none"> Student Fees Policy Parent Involvement Policy 	<ul style="list-style-type: none"> NASB School Finance Workshop Review NASB Board Awards of Achievement NASB School Law Workshop 	<ul style="list-style-type: none"> Adopt Board Goals Review Report Required by State Statute 79-506
August 7:00 PM	<ul style="list-style-type: none"> Review Proposed Budget Review Certifications of District's Assessed Valuation 				<ul style="list-style-type: none"> NASB Area Membership Meeting 	<ul style="list-style-type: none"> Facilities Tour
September 7:00 PM	<ul style="list-style-type: none"> Budget Hearing Adopt Budget Tax Request Hearing Approve Tax Request for Fund Levies 	<ul style="list-style-type: none"> Review ACT Results Review School Improvement Plan Review Statewide Assessment Results (Reading, Math, Science) 	<ul style="list-style-type: none"> Consider HEA Request for Recognition as Bargaining Agent (if delivered to Board) 		<ul style="list-style-type: none"> NASA/NASB Labor Relations Conference 	<ul style="list-style-type: none"> Review Statewide Assessment Results (when available)
October 7:00 PM	<ul style="list-style-type: none"> Review Fall Enrollment Figures Prepare for Negotiations 		<ul style="list-style-type: none"> Consider HEA Request for Recognition as Bargaining Agent 			<ul style="list-style-type: none"> Review Annual Emergency Safety Plan Review Report Required by State Statute 79-506
November 5:00 PM	<ul style="list-style-type: none"> Audit Committee Review of Audit Report 	<ul style="list-style-type: none"> Review District Annual Report 	<ul style="list-style-type: none"> Distribute/Complete Superintendent Evaluation Begin Negotiations 		<ul style="list-style-type: none"> NASB/NASA State Education Conference 	
December 5:00 PM	<ul style="list-style-type: none"> Approve Fiscal Year Audit Report (November or December) 	<ul style="list-style-type: none"> Review School Improvement Plan 	<ul style="list-style-type: none"> Approve Negotiated Agreement with HEA (Upon Mutual Acceptance) Superintendent Evaluation)	<ul style="list-style-type: none"> Host Board/Staff Recognition Dinner

Revised February 2023

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

Number	
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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:

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

July 10, 2023

Board of Education Regular Meeting Minutes

A regular meeting of the Board of Education of School District 07-0010 was called to order at 7:03 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.

Justin Ansley: Present, Brett Cullan: Present, Rick Horstman: Absent, Blanche Randolph: Present, Trish Schumacher: Present, Micki Votruba: Present.

Motion by Trish Schumacher to excuse Rick Horstman Seconded by Blanche Randolph Roll Call: Ansley: Aye, Cullan: Aye, Horstman: Absent, Randolph: Aye, Schumacher: Aye, Votruba: Aye 5-0-0 Motion carried.

Motion by Brett Cullan that the Agenda be approved as presented Seconded by Micki Votruba Roll Call: Ansley: Aye, Cullan: Aye, Horstman: Absent, Randolph: Aye, Schumacher: Aye, Votruba: Aye 5-0-0 Motion carried.

The Board recognized the following students: Science Olympiad State Qualifiers: Arielle Lawrence, Brinna Phillips, Dax Powell, Drew Varner, Carlye Kresl, Lillian Hausenauer-Brown. State Golf Qualifiers: Jacob Bryner, Owen Plog, Dax Powell, Neo Powell, Drew Varner. State Track and Field Qualifiers: Dakota Horstman, Theron Miller.

Motion by Micki Votruba to approve the Consent Agenda Seconded by Brett Cullan Roll Call: Ansley: Aye, Cullan: Aye, Horstman: Absent, Randolph: Aye, Schumacher: Aye, Votruba: Aye 5-0-0 Motion carried.

Motion by Blanche Randolph claims for July be approved as presented: General Fund: \$273,248.27, Building Fund: \$22,108.28 Seconded by Micki Votruba Roll Call: Ansley: Aye, Cullan: Aye, Horstman: Absent, Randolph: Aye, Schumacher: Aye, Votruba: Aye 5-0-0 Motion carried.

Justin Ansley Opened a hearing on the following policies at 7:26 pm: 0504.19 Student Fee Policy, 0504.20 Parental Involvement Policy, and 1005.03 Bullying Prevention Policy. There was no comment from the public on these policies. The hearing was closed at 7:29 pm.

Motion by Blanche Randolph to reaffirm the policies. 0504.19 Student Fee Policy, 0504.20 Parental Involvement Policy, and 1005.03 Bullying Prevention Policy Seconded by Justin Ansley Roll Call: Ansley: Aye, Cullan: Aye, Horstman: Absent, Randolph: Aye, Schumacher: Aye, Votruba: Aye 5-0-0 Motion carried.

Motion by Micki Votruba to adopt Dimensions Science curriculum for grades K-1 and TCI Social Studies curriculum for grades 7, 8, and 9 Seconded by Brett Cullan Roll Call: Ansley: Aye, Cullan: Aye, Horstman: Absent, Randolph: Aye, Schumacher: Aye, Votruba: Aye 5-0-0 Motion carried.

Motion by Trish Schumacher Motion to approve the following policies as presented on second reading Repeal Policy 0410.03E1, Proposed Revised Policy 0411.53, Proposed Revised Policy 0412.01, Proposed Revised Policy 0412.07, Proposed Revised Policy 0413.01, Proposed Revised Policy 0413.01R1, Proposed Revised Policy 0413.02, Proposed Revised Policy 0414.03, Repeal Policy 0415.03E1 Seconded by Blanche Randolph Roll Call: Ansley: Aye, Cullan: Aye, Horstman: Absent, Randolph: Aye, Schumacher: Aye, Votruba: Aye 5-0-0 Motion carried.

Motion by Brett Cullan approve the use of Local Substitutes for the 2023-2024 school year. Seconded by Trish Schumacher Roll Call: Ansley: Aye, Cullan: Aye, Horstman: Absent, Randolph: Aye, Schumacher: Aye, Votruba: Aye 5-0-0 Motion carried.

Motion by Blanche Randolph Set lunch prices as presented Breakfast: Preschool \$2.50, Elementary \$2.50, High School \$2.50, Adults \$3.00, Additional Entree/Meat \$2.00, Milk/Juice\$0.55 Lunch: Preschool \$3.00, Elementary \$3.00, High School \$3.25, Adults \$5.00, Additional Entree/Meat \$2.00, Milk/Juice\$0.55 Seconded by Justin Ansley Roll Call: Ansley: Aye, Cullan: Aye, Horstman: Absent, Randolph: Aye, Schumacher: Aye, Votruba: Aye 5-0-0 Motion carried.

Motion by Trish Schumacher Approve the proposed goals for the superintendent: Policy - Complete consolidation of policies into a single, accessible document with dates of adoption, review, and revision indicated and available to the community. Professional Leadership - Conduct a collaborative review of teacher evaluation procedures and recommend updates to the board of education for consideration. Community Relations - Work with professionals to complete a facilities assessment/audit and review the results in collaboration with the community. Seconded by Micki Votruba Roll Call: Ansley: Aye, Cullan: Aye, Horstman: Absent, Randolph: Aye, Schumacher: Aye, Votruba: Aye 5-0-0 Motion carried.

Motion by Blanche Randolph Approve first reading of the following policies: Proposed Revised Policy 0502.02, Proposed Revised Policy 0504.11, Proposed Revised Policy 0505.03, Proposed Revised Policy 0505.04, Proposed Revised Policy 0506.02, Proposed Policy 0508.18, Proposed Policy 0508.18, Proposed Policy 508.19, Proposed Revised Policy 0605.07, Proposed Revised Policy 0611.06, Proposed Revised Policy 0611.07 Seconded by Micki Votruba Roll Call: Ansley: Aye, Cullan: Aye, Horstman: Absent, Randolph: Aye, Schumacher: Aye, Votruba: Aye 5-0-0 Motion carried.

The board discussed drafts of the handbooks. Handbook approval is scheduled for the August meeting.

Administrative Reports were provided by Mrs. Plog and Dr. Miller. Written reports were submitted by Mr. Arneson and Mrs. Curtis.

Policy review for the month was conducted for policies 0701.00 through 0705.02.

The board will review policies 0801.01 through 0801.14 for next month.

Meeting was adjourned at 8:45 PM.

The next regular meeting of the Hemingford Board of Education will be held on August 14th at 7:00 PM at South Campus.

Dr. Travis Miller
Superintendent

Blanche Randolph
Board Secretary

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

August 9, 2023

Committee on American Civics Meeting Minutes

A committee meeting of the Committee on American Civics of the Board of Education of School District 07-0010 was called to order at 6:01 PM at South Campus. Notice of the meeting was given in advance through the Hemingford Ledger. Committee members were notified in advance of the meeting.

Brett Cullan: Present, Blanche Randolph: Present, Micki Votruba: Present.

Motion by Micki Votruba Approve the Agenda Seconded by Blanche Randolph Roll Call: Cullan: Aye, Randolph: Aye, Votruba: Aye Motion Carried 3-0.

The Committee reviewed applications for Student Board Representative appointment. The committee will make appointment recommendations to the full board at the August meeting.

The meeting was adjourned at 6:08 PM.

Dr. Travis Miller
Superintendent

Blanche Randolph
Board Secretary

Activity Fund Balance Report - Summary - Exclude Encumbrances
09/2022 - 08/2023

Regular; Beginning Month 09/2022; Processing Month 08/2023; 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	52,081.85	159.49	200,000.00	0.00	251,922.36
05 704 1010	ATHLETICS / ACTIVITIES	(93,883.60)	131,602.90	25,621.61	0.00	(199,864.89)
05 704 1020	ATHLETIC CLUB / CONCESSION STAND	3,675.28	19,953.78	19,346.43	0.00	3,067.93
05 704 1030	CHEERLEADERS - FUNDRAISING	4,999.72	17,615.07	4,844.94	0.00	(7,770.41)
05 704 1035	FOOTBALL FUNDRAISING	32,516.30	29,750.87	218.00	0.00	2,983.43
05 704 1040	VOLLEYBALL - FUNDRAISING	3,058.48	4,052.75	6,572.37	0.00	5,578.10
05 704 1045	WRESTLING FUNDRAISER	1,174.02	4,566.12	7,431.18	0.00	4,039.08
05 704 1050	CC FUNDRAISER	2,353.82	818.51	2,348.48	0.00	3,883.79
05 704 1055	TRACK FUNDRAISING	241.46	1,248.00	1,508.00	0.00	501.46
05 704 1056	GIRLS ATH FUNDRAISING	0.00	8,100.08	12,812.00	0.00	4,711.92
05 704 1057	GIRLS ON THE RUN	0.00	0.00	756.94	0.00	756.94
05 704 1999	GRADUATED CLASSES	8,783.66	0.00	0.00	0.00	8,783.66
05 704 2022	CLASS OF 2022	(281.40)	0.00	0.00	0.00	(281.40)
05 704 2023	CLASS OF 2023	2,006.85	2,483.04	546.00	0.00	69.81
05 704 2024	CLASS OF 2024	1,600.31	1,102.63	1,622.61	0.00	2,120.29
05 704 2025	CLASS OF 2025	5,462.85	285.76	1,628.00	0.00	6,805.09
05 704 2026	CLASS OF 2026	405.00	0.00	640.00	0.00	1,045.00
05 704 2027	CLASS OF 2027	675.00	0.00	367.90	0.00	1,042.90
05 704 2028	CLASS OF 2028	100.00	0.00	80.00	0.00	180.00
05 704 3010	DC TRIP-WORLD STRIDE	15,253.72	37,413.64	24,939.10	0.00	2,779.18
05 704 3020	DRAMATICS	(9,952.91)	3,126.11	3,645.00	0.00	(9,434.02)
05 704 3030	FFA	40,676.57	42,248.75	28,895.65	0.00	27,323.47
05 704 3035	SHOP MATERIALS	5,921.45	878.57	1,799.00	0.00	6,841.88
05 704 3040	FCCLA	1,482.35	3,371.28	2,321.42	0.00	432.49
05 704 3050	HONOR SOCIETY	(1,649.56)	558.36	1,295.00	0.00	(912.92)
05 704 3060	FOOTBALL FUNDRAISER	0.00	0.00	0.00	0.00	0.00
05 704 3070	MUSIC	4,967.36	1,052.20	1,425.27	0.00	5,340.43
05 704 3080	SCHOLARSHIPS	968.00	1,000.00	2,176.00	0.00	2,144.00
05 704 3090	STUCO - MIDDLE SCHOOL	4,351.94	811.10	667.14	0.00	4,207.98
05 704 3100	STUDENT COUNCIL	3,527.97	476.45	288.00	0.00	3,339.52
05 704 3110	HEALTH PROFESSIONS CLUB	989.17	0.00	0.00	0.00	989.17
05 704 3120	YEARBOOK	18,038.02	6,692.69	640.00	0.00	11,985.33
05 704 3200	SCIENCE	556.07	0.00	350.00	0.00	906.07
05 704 4010	COURTESY FUND	1,811.87	331.10	380.25	0.00	1,861.02
05 704 4020	ELEMENTARY TEACHERS	8,915.40	0.00	16.90	0.00	8,932.30
05 704 4021	ELEM PRINCIPAL FUND	0.00	40.00	1,057.28	0.00	1,017.28

Activity Fund Balance Report - Summary - Exclude Encumbrances
 09/2022 - 08/2023

Regular; Beginning Month 09/2022; Processing Month 08/2023; 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 4025	HIGH SCHOOL TEACHERS	8,077.81	0.00	0.00	0.00	8,077.81
05 704 4026	HS PRINCIPAL FUND	0.00	83.99	2,360.00	0.00	2,276.01
05 704 4040	MISC/STUDENT OPPORTUNITIES	2,958.32	1,077.20	1,159.10	0.00	3,040.22
05 704 4045	BOOKFAIR	5,209.93	3,729.53	3,692.14	0.00	5,172.54
05 704 4050	FINE ARTS & CULTURE CLUB	900.54	1,860.22	2,137.50	0.00	1,177.82
05 704 4060	HOPE SQUAD	227.96	825.88	3,458.98	0.00	2,861.06
05 704 4070	BOBCAT CARES	0.00	200.00	1,250.00	0.00	1,050.00
Fund Total: 05		138,201.58	327,516.07	370,298.19	0.00	180,983.70

**Expenditure Report by Function/Object -
Summary**

08/11/2023 10:04 AM

Regular; Processing Month 08/2023; Function Number 84 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	(1,000.00)	0.00	1,000.00	0.00	0.00	1,000.00
1100	REGULAR INSTRUCTIONAL PROGRAMS	3,629,800.00	265,586.58	3,203,281.26	88.54	426,518.74	0.00	10,552.18	415,966.56
1120	1120	100.00	0.00	60.00	60.00	40.00	0.00	0.00	40.00
1130	1130	6,250.00	380.99	4,828.68	84.36	1,421.32	0.00	444.10	977.22
1140	1140	11,000.00	0.00	3,684.51	33.50	7,315.49	0.00	0.00	7,315.49
1150	VO AG PROGRAM	9,250.00	1,573.00	8,708.12	113.43	541.88	0.00	1,784.22	(1,242.34)
1160	PROVERTY PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1170	1170	2,000.00	0.00	2,384.25	126.67	(384.25)	0.00	149.19	(533.44)
1180	1180	4,000.00	0.00	5,556.05	142.85	(1,656.05)	0.00	58.00	(1,714.05)
1190	EARLY CHILDHOOD ED PROGRAMS	156,600.00	11,647.22	144,967.43	94.63	11,632.57	0.00	3,223.34	8,409.23
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS	928,600.00	45,913.53	727,127.02	78.32	201,472.98	0.00	124.85	201,348.13
1213	1213	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00
1291	SPED AGES 3-5	0.00	0.00	502.79	0.00	(502.79)	0.00	0.00	(502.79)
1292	SPED AGES 0-2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1300	SUMMER SCHOOL	0.00	0.00	4,947.48	0.00	(4,947.48)	0.00	300.00	(5,247.48)
2120	GUIDANCE SERVICES	117,700.00	7,074.69	73,718.07	62.63	43,981.93	0.00	0.00	43,981.93
2130	HEALTH SERVICES	91,000.00	5,988.22	74,993.05	82.41	16,006.95	0.00	0.00	16,006.95
2140	PSYCHOLOGICAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2141	PSYCHOLOGICAL SERVICES SPED SCHOOL AGE	37,000.00	3,702.60	29,290.20	79.16	7,709.80	0.00	0.00	7,709.80
2142	PSYCHOLOGICAL SERVICES SPED AGE 3-5	500.00	0.00	38.55	7.71	461.45	0.00	0.00	461.45
2150	SPEECH & AUDIOLOGY SERVICES	1,000.00	0.00	967.25	96.73	32.75	0.00	0.00	32.75
2151	SPEECH & AUDIOLOGY SERV SPED SCHOOL AGE	500.00	0.00	0.00	0.00	500.00	0.00	0.00	500.00
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	19,100.00	2,105.96	24,277.72	127.11	(5,177.72)	0.00	0.00	(5,177.72)
2162	OT SERVICES SPED AGE 3-5	5,000.00	23.66	1,202.40	24.05	3,797.60	0.00	0.00	3,797.60
2163	OT SERVICES SPED AGE 0-2	12,200.00	236.63	5,686.17	46.61	6,513.83	0.00	0.00	6,513.83
2171	PT SERVICES SPED SCHOOL AGE	22,000.00	470.26	15,790.49	71.77	6,209.51	0.00	0.00	6,209.51
2172	PT SERVICES SPED AGE 3-5	5,500.00	32.67	1,578.46	28.70	3,921.54	0.00	0.00	3,921.54
2173	PT SERVICES SPED AGE 0-2	4,000.00	1,868.35	6,154.64	153.87	(2,154.64)	0.00	0.00	(2,154.64)
2180	VISION SERVICES	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00
2181	VISION SERVICES SPED SCHOOL AGE	5,000.00	724.94	9,268.74	185.37	(4,268.74)	0.00	0.00	(4,268.74)
2182	VISION SERVICES SPED AGE 3-5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2190	OTHER PUPIL SUPPORT SERVICES	10,000.00	403.30	9,320.00	93.20	680.00	0.00	0.00	680.00
2210	IMPROVEMENT OF INSTRUCTION	6,500.00	0.00	844.76	15.30	5,655.24	0.00	150.00	5,505.24
2211	SCHOOL IMPROVEMENT	6,000.00	100.00	3,188.04	53.13	2,811.96	0.00	0.00	2,811.96
2212	INST STAFF CURR DEV	0.00	0.00	123.00	0.00	(123.00)	0.00	0.00	(123.00)
2213	INST STAFF TRAINING	28,500.00	3,225.00	9,221.83	32.36	19,278.17	0.00	0.00	19,278.17
2220	LIBRARY/MEDIA SERVICES	154,700.00	2,571.56	28,020.67	18.11	126,679.33	0.00	0.00	126,679.33
2224	EDUCATIONAL TELEVISION SERVICES	25,000.00	6,322.42	26,212.15	104.85	(1,212.15)	0.00	0.00	(1,212.15)
2230	INSTRUCTION-RELATED TECHNOLOGY	106,500.00	14,826.87	71,773.68	80.45	34,726.32	0.00	13,910.11	20,816.21
2240	ACADEMIC STUDENT ASSESSMENT	0.00	0.00	2,351.98	0.00	(2,351.98)	0.00	8,329.43	(10,681.41)
2310	BOARD OF EDUCATION	127,000.00	110,640.00	167,476.29	131.98	(40,476.29)	0.00	140.34	(40,616.63)
2320	EXECUTIVE ADMINISTRATION	188,300.00	16,164.58	177,580.64	94.39	10,719.36	0.00	156.00	10,563.36
2330	DISTRICT LEGAL SERVICES	15,000.00	360.00	8,889.50	59.26	6,110.50	0.00	0.00	6,110.50
2410	OFFICE OF PRINCIPAL	385,590.00	28,433.91	394,836.86	103.40	(9,246.86)	0.00	3,859.05	(13,105.91)
2510	GENERAL ADMIN-BUSINESS SERVICE	222,750.00	15,043.24	129,675.50	58.23	93,074.50	0.00	40.48	93,034.02
2530	PRINT, PUB, DUP SERVICES	15,000.00	745.09	12,082.68	80.55	2,917.32	0.00	0.00	2,917.32
2570	PERSONNEL SERVICES	0.00	0.00	467.51	0.00	(467.51)	0.00	0.00	(467.51)
2580	ADMIN TECH SERVICES	0.00	3,040.00	3,040.00	0.00	(3,040.00)	0.00	0.00	(3,040.00)
2610	SUPPORT SERVICES OPERATION OF BUILDING	391,000.00	27,551.71	365,678.03	93.78	25,321.97	0.00	988.34	24,333.63
2620	SUPPORT SERVICES-MAINT OF BUILDING	160,100.00	27,796.00	164,247.06	106.41	(4,147.06)	0.00	6,110.20	(10,257.26)
2650	VEHICLE OPP, ACQUISITION AND MAINTENANCE	145,000.00	0.00	0.00	0.00	145,000.00	0.00	0.00	145,000.00

Expenditure Report by Function/Object -
Summary

08/11/2023 10:04 AM

Regular; Processing Month 08/2023; Function Number 84 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
2670	SAFETY	30,000.00	1,502.50	26,725.07	121.79	3,274.93	0.00	9,811.61	(6,536.68)
2710	VEHICLE OPP & PURCH REG ED	556,250.00	13,528.01	361,368.48	64.97	194,881.52	0.00	0.00	194,881.52
2711	VEHICLE OPP & PURCH LCC	10,000.00	0.00	5,912.66	59.13	4,087.34	0.00	0.00	4,087.34
2712	VEHICLE OPP & PURCH SCHOOL AGE SPED	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00
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	60,000.00	418.86	64,514.34	107.52	(4,514.34)	0.00	0.00	(4,514.34)
2732	VEHICLE SERV & MAINT SCHOOL AGE SPED	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00
2790	OTHER TRANS REG STUDENTS	10,000.00	0.00	0.00	0.00	10,000.00	0.00	0.00	10,000.00
2792	OTHER TRANS SCHOOL AGE SPED	32,100.00	0.00	0.00	0.00	32,100.00	0.00	0.00	32,100.00
3300	COMMUNITY SERVICES	10,000.00	0.00	3,465.83	34.66	6,534.17	0.00	0.00	6,534.17
3500	STATE CATEGORICAL PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3512	DISTANCE EDUCATION INCENTIVE PAYMENTS	0.00	7,723.89	100,936.58	0.00	(100,936.58)	0.00	0.00	(100,936.58)
3535	HIGH ABILITY LEARNERS	4,000.00	111.56	5,915.23	148.63	(1,915.23)	0.00	30.00	(1,945.23)
4700	BUILDING IMPROVEMENTS	0.00	1,590.00	1,590.00	0.00	(1,590.00)	0.00	3,385.50	(4,975.50)
6200	TITLE I, PART A ESSA IMP BASIC BY LOCAL	102,600.00	8,695.37	105,505.17	102.83	(2,905.17)	0.00	0.00	(2,905.17)
6210	TITLE I PART A ACCT ESSA IMPROV BASIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6310	TITLE II, PART A ESSA SUPP EFF INSTUCT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6401	6401	7,000.00	0.00	0.00	0.00	7,000.00	0.00	0.00	7,000.00
6402	IDEA PART B(611) BASE ALLOC TRANS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6403	IDEA PART B(611) BASE ALLOC-SCHOOL AGE	0.00	325.60	3,757.60	0.00	(3,757.60)	0.00	0.00	(3,757.60)
6404	IDEA PART B(611) BASE ALLOC BIRTH TO 4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6406	IDEA PRESCHOOL(619) BASE ALLOC	48,600.00	284.76	2,204.37	4.54	46,395.63	0.00	0.00	46,395.63
6410	IDEA ENROLLMENT/POVERTY	110,000.00	0.00	0.00	0.00	110,000.00	0.00	0.00	110,000.00
6421	IDEA PART-B ARP-BASE&ENROLLMENT POVERTY BIRTH-21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6700	FED VOC & APP TECH ED (CARL PERKINS)	0.00	0.00	1,847.25	0.00	(1,847.25)	0.00	0.00	(1,847.25)
6990	OTHER FED CATEGORICAL RECEIPTS	0.00	0.00	9,566.92	0.00	(9,566.92)	0.00	0.00	(9,566.92)
6992	REAP	0.00	47,708.58	64,458.33	0.00	(64,458.33)	0.00	27,092.00	(91,550.33)
6996	6996	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6997	ESSER II	144,028.00	0.00	89,612.00	62.22	54,416.00	0.00	0.00	54,416.00
6998	ESSER III	275,000.00	11,843.25	387,215.05	140.81	(112,215.05)	0.00	0.00	(112,215.05)
8000	TRANSFERS (OUTGOING)	175,000.00	100,000.00	335,000.00	191.43	(160,000.00)	0.00	0.00	(160,000.00)
9000	NON-PROGRAM EXPENDITURES	0.00	1,670.66	20,047.92	0.00	(20,047.92)	0.00	0.00	(20,047.92)
01	GENERAL FUND	8,634,868.00	799,956.02	7,512,786.31	88.05	1,122,081.69	0.00	90,638.94	1,031,442.75

HEMINGFORD PUBLIC SCHOOLS

August 14, 2023

GENERAL FUND:

Statement Balance 07-31-2023	\$ 501,743.57
G/F MM Statement Balance 07-31-2023	\$1,813,424.73
- Outstanding Checks	<u>\$ 67,945.58</u>
Balance 07-31-2023	\$2,247,222.72

+ August Tax Receipts:	<u>\$ 59,120.53</u>
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Subtotal: General Fund	\$2,306,343.25
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August Bills:	\$ 438,437.74
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August Payroll:	<u>\$ 437,459.37</u>
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-Total August Expenses:	<u>\$ 875,897.11</u>
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Balance General Fund:	<u>\$1,430,446.14</u>
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BUILDING FUND:

Checking Balance 07-31-2023	\$ 1,726,949.25
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Liquid Asset Fund	\$ 415,738.44
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2 CD's: 30 month (.15%)- Mat. 10-18-23 (BOW)	\$ 155,565.30
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12 month – (NE Bank)	\$ 157,059.21
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August Tax Receipts:	<u>\$ 2,370.56</u>
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Building Fund Balance 07-31-2023	<u>\$2,457,682.76</u>
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Posted - All; Batch Description 3 Records Selected

User ID: KAH

Vendor Name	Description	Amount
Checking Account ID 1	Fund Number 01 GENERAL FUND	
21ST CENTURY EQUIPMENT	MAINTENANCE SUPPLY	69.57
21ST CENTURY EQUIPMENT	MAINTENANCE SUPPLY	62.85
Check Number 6023 Total	21ST CENTURY EQUIPMENT	<u>132.42</u>
ACTION COMMUNICATIONS INC./DBA C&R ELETRONICS	BUS RADIO REPAIR	85.00
ACTION COMMUNICATIONS INC./DBA C&R ELETRONICS	BUS RADIO REPAIR	117.00
ACTION COMMUNICATIONS INC./DBA C&R ELETRONICS	BUS RADIO REPAIR	85.00
Check Number 6024 Total	ACTION COMMUNICATIONS INC./DBA C&R ELETRONICS	<u>287.00</u>
AMAZON	KDG SUPPLIES	106.66
AMAZON	Classroom Supplies	580.54
AMAZON	Books for Professional Development	741.70
AMAZON	IEP Checklist book to use for book study	279.65
AMAZON	FCS cooking/sewing supplies	24.70
AMAZON	behaviors in the classroom	32.00
AMAZON	School Supplies	152.34
AMAZON	Classroom Supplies	30.98
AMAZON	Classroom Supplies	80.08
Check Number 6011 Total	AMAZON	<u>2,028.65</u>
AMERICINN	CY WAKEMAN WKSHIP	134.00
Check Number 6011 Total	AMERICINN	<u>134.00</u>
ARBYS	POWERSCHOOL WORKSHOP	24.05
Check Number 6011 Total	ARBYS	<u>24.05</u>
ARNESON, SARAH	TUITION REIMB	750.00
Check Number 6025 Total	ARNESON, SARAH	<u>750.00</u>
BEST WESTERN INN	NEW SUPT TRAINING MTG	98.00
BEST WESTERN INN	NEW SUPT TRAINING MTG	98.00
BEST WESTERN INN	PROJECT EMBRACE - LODGING	98.00
Check Number 6026 Total	BEST WESTERN INN	<u>294.00</u>
BLACK HILLS ENERGY	GAS - SCHOOL BUILDING	219.53
BLACK HILLS ENERGY	GAS - SUPT HOUSE	90.67
Check Number 6027 Total	BLACK HILLS ENERGY	<u>310.20</u>
BLOEDORN'S LUMBER CO.	CEILING TILE REBUILD	376.17
BLOEDORN'S LUMBER CO.	MAINTENANCE SUPPLY	44.42
BLOEDORN'S LUMBER CO.	MODULAR PROJECT-PAINT/SEALANT	325.60
Check Number 6028 Total	BLOEDORN'S LUMBER CO.	<u>746.19</u>
BLUUM OF TEXAS LLC	Device Purchase for 23/24 School Year.	9,225.00
Check Number 6029 Total	BLUUM OF TEXAS LLC	<u>9,225.00</u>
BOMGAARS	DISCHARGE HOSE	119.00
Check Number 6011 Total	BOMGAARS	<u>119.00</u>
CAPITAL BUSINESS SYSTEMS, INC	COPIER LEASE	803.16
CAPITAL BUSINESS SYSTEMS, INC	COPIER LEASE PMT	745.09

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User ID: KAH

Vendor Name	Description	Amount
Check Number 6030 Total	CAPITAL BUSINESS SYSTEMS, INC	1,548.25
CLARK, JAYME	TUITION REIMB	750.00
Check Number 6031 Total	CLARK, JAYME	750.00
COACH MASTERS	WINDSHIELD REPLACED - BIG RED	500.00
Check Number 6032 Total	COACH MASTERS	500.00
CROWNE PLAZA KEARNEY	2023 ADMIN DAYS LODGING	2,024.25
Check Number 6033 Total	CROWNE PLAZA KEARNEY	2,024.25
CULLIGAN WATER CONDITIONING	SOFT WATER SERVICE	195.37
Check Number 6034 Total	CULLIGAN WATER CONDITIONING	195.37
CUNNIGHAMS JOURNAL	POWERSCHOOL WORKSHOP	61.59
CUNNIGHAMS JOURNAL	FCS CONFERENCE - PERKINS GRANT	39.36
Check Number 6011 Total	CUNNIGHAMS JOURNAL	100.95
CUTTING EDGE CURRICULUM INC. dba CAERT, INC	2023 AG SUBSCRIPTION	1,500.00
Check Number 6035 Total	CUTTING EDGE CURRICULUM INC. dba CAERT, INC	1,500.00
CYTEK MEDIA SYSTEMS, INC.	SOUTH CAMPUS DL ROOM	37,423.00
Check Number 6036 Total	CYTEK MEDIA SYSTEMS, INC.	37,423.00
DARREN'S CARQUEST AUTO PARTS	BATTERY	229.95
Check Number 6037 Total	DARREN'S CARQUEST AUTO PARTS	229.95
DAS STATE ACCOUNTING - CENTRAL FINANCE	PARTICIPATION FEE - JUNE 2023	238.13
DAS STATE ACCOUNTING - CENTRAL FINANCE	PARTICIPATION FEE - JULY	267.63
Check Number 6038 Total	DAS STATE ACCOUNTING - CENTRAL FINANCE	505.76
EAGLE CHEVROLET	NEW SUBURBAN #2 - 17523	65,280.00
Check Number 6012 Total	EAGLE CHEVROLET	65,280.00
ED PUZZLE	SCIENCE-SPEECH SUBSCRIPTIONS	24.00
Check Number 6011 Total	ED PUZZLE	24.00
EDUCATIONAL SERVICE UNIT #13	DL;INTERNET;NEVA;PBDS;MIPS;ONTOCOLLEGE	5,777.53
EDUCATIONAL SERVICE UNIT #13	PSYCH;LOW VISION;SPED;SUPERVISION;SRS	5,917.05
EDUCATIONAL SERVICE UNIT #13	DL;INTERNET;NEVA;COUNSEL;PL;NCECBVI	2,901.27
Check Number 6041 Total	EDUCATIONAL SERVICE UNIT #13	14,595.85
FARMERS COOP	MAINTENENCE SUPPLY	33.95
FARMERS COOP	MAINTNENCE SUPPLY	17.97
FARMERS COOP	BULK FASTENERS	5.40
FARMERS COOP	LAWN FERTILIZER	211.80
Check Number 6042 Total	FARMERS COOP	269.12
FILAMENT ESSENTIAL SERVICES	SOCS WEBHOSTING CONTRACT 23-24	2,360.00
Check Number 6043 Total	FILAMENT ESSENTIAL SERVICES	2,360.00
FUEL TRIPS- ELAN	FUEL TRIPS - CREDIT CARD	648.69

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Posted - All; Batch Description 3 Records Selected

User ID: KAH

Vendor Name	Description	Amount
Check Number 6011 Total	FUEL TRIPS- ELAN	648.69
FYRE MODERN GRILL	CY WAKEMAN WKSHP	129.70
Check Number 6011 Total	FYRE MODERN GRILL	129.70
GNMSS HEMINGFORD	BUS PHYSICAL	218.00
Check Number 6044 Total	GNMSS HEMINGFORD	218.00
HEMINGFORD CO-OP TELEPHONE CO	TELEPHONE/INTERNET	1,060.31
Check Number 6045 Total	HEMINGFORD CO-OP TELEPHONE CO	1,060.31
HEMINGFORD MUNICIPAL UTILITIE	UTILITIES	6,438.28
Check Number 6046 Total	HEMINGFORD MUNICIPAL UTILITIE	6,438.28
HEMINGFORD PUBLIC SCHOOLS ACTIVITY FUND	TRANSFER #3 FROM G/F TO A/F	100,000.00
Check Number 6047 Total	HEMINGFORD PUBLIC SCHOOLS ACTIVITY FUND	100,000.00
HOUGHTON MIFFLIN HARCOURT PUBLISHING CO	Science Materials for K and 1	472.64
HOUGHTON MIFFLIN HARCOURT PUBLISHING CO	Science Materials for K and 1	3,187.50
HOUGHTON MIFFLIN HARCOURT PUBLISHING CO	Science Materials for K and 1	5,710.97
HOUGHTON MIFFLIN HARCOURT PUBLISHING CO	Science Materials for K and 1	70.35
HOUGHTON MIFFLIN HARCOURT PUBLISHING CO	Additional K-1 Science Materials	1,921.54
Check Number 6048 Total	HOUGHTON MIFFLIN HARCOURT PUBLISHING CO	11,363.00
HUSS AUTO REPAIR	VEHICLE MAINTENANCE	150.68
HUSS AUTO REPAIR	VEHICLE MAINTENANCE	268.18
Check Number 6049 Total	HUSS AUTO REPAIR	418.86
HUSS, JANELLE	TUITION REIMB	750.00
Check Number 6050 Total	HUSS, JANELLE	750.00
IDEAL LINEN AND UNIFORM	CUSTODIAL SUPPLY	90.71
IDEAL LINEN AND UNIFORM	CUSTODIAL SUPPLY	90.71
IDEAL LINEN AND UNIFORM	CUSTODIAL SUPPLY	90.71
Check Number 6051 Total	IDEAL LINEN AND UNIFORM	272.13
IDEAL/BLUFFS FACILITY SOLUTIONS	CUSTODIAL SUPPLY	58.56
IDEAL/BLUFFS FACILITY SOLUTIONS	CUSTODIAL SUPPLY	2,076.34
IDEAL/BLUFFS FACILITY SOLUTIONS	CUSTODIAL SUPPLY	897.33
Check Number 6052 Total	IDEAL/BLUFFS FACILITY SOLUTIONS	3,032.23
JOURNEYED.COM, INC.	K-12 23-24 ADOBE LIC RENEWAL	500.00
Check Number 6053 Total	JOURNEYED.COM, INC.	500.00
JW PEPPER & SON, INC	Veterans Day Program	17.99
JW PEPPER & SON, INC	7-12 Pep Band Music	45.00
JW PEPPER & SON, INC	Veterans Day Program	30.00
Check Number 6054 Total	JW PEPPER & SON, INC	92.99
KEATING & ASSOCIATES, INC.	CAFETERIA PLAN PARTICIPATION FEE	200.00

Vendor Name	Description	Amount
Check Number 6055 Total	KEATING & ASSOCIATES, INC.	200.00
KSB School Law PC, LLO	LEGAL SERVICES	360.00
Check Number 6056 Total	KSB School Law PC, LLO	360.00
LAQUINTA INN & SUITES KEARNEY	NPERS MTG	135.00
Check Number 6057 Total	LAQUINTA INN & SUITES KEARNEY	135.00
LEARNING ALLY, THE	BOOKS ON TAPE SUBSCRIPTION	1,169.10
Check Number 6058 Total	LEARNING ALLY, THE	1,169.10
LISA BRIGGS, OT, LLC	OT SERVICE/MILEAGE	2,366.25
Check Number 6059 Total	LISA BRIGGS, OT, LLC	2,366.25
LOS MAGUEYES	VO AG CONF - PERKINS GRANT	22.20
Check Number 6011 Total	LOS MAGUEYES	22.20
MAR-BOW MUSIC CO.	2 Instrument Repairs	70.00
Check Number 6060 Total	MAR-BOW MUSIC CO.	70.00
MC SIGNS AND DECALS	BOBCAT TUMBLERS	100.00
Check Number 6061 Total	MC SIGNS AND DECALS	100.00
MENARDS	SUPPLIES FOR PREK PLAYGROUND SET UP	177.14
Check Number 6011 Total	MENARDS	177.14
MICROTEL INN AND SUITES	VO AG CONF - PERKINS GRANT	360.05
Check Number 6011 Total	MICROTEL INN AND SUITES	360.05
MOBIUS COMMUNICATIONS CO	3RD QRT MONITORING FEE	600.00
Check Number 6062 Total	MOBIUS COMMUNICATIONS CO	600.00
MORFORD'S DECORATING CENTER	VCT REPAIR	34.96
MORFORD'S DECORATING CENTER	CARPET MODULARS	2,333.75
Check Number 6063 Total	MORFORD'S DECORATING CENTER	2,368.71
NASB ALICAP	2023-24 INSURANCE POLICY RENEWAL	110,440.00
Check Number 6064 Total	NASB ALICAP	110,440.00
NATIONAL ART AND SCHOOL SUPPLIES	COOP OFFICE SUPPLIES	827.31
Check Number 6065 Total	NATIONAL ART AND SCHOOL SUPPLIES	827.31
NE COUNCIL OF SCHOOL ADMINISTRATORS	ADMIN DAYS REGISTRATION	308.00
NE COUNCIL OF SCHOOL ADMINISTRATORS	ADMIN DAYS REGISTRATION	1,232.00
NE COUNCIL OF SCHOOL ADMINISTRATORS	BUSINESS MGR WORKSHOP	100.00
Check Number 6066 Total	NE COUNCIL OF SCHOOL ADMINISTRATORS	1,640.00
NE SAFETY CENTER	SAFETY CENTER AGREEMENT	250.00
Check Number 6067 Total	NE SAFETY CENTER	250.00
PAYNE, JULIANNE	TUITION REIMBURSEMENT	750.00
Check Number 6068 Total	PAYNE, JULIANNE	750.00

Vendor Name	Description	Amount
PEPPERJAX GRILL	POWERSCHOOL WORKSHOP-MEAL	27.29
Check Number 6011 Total	PEPPERJAX GRILL	27.29
PERKINS	VO AG CONF - PERKINS GRANT	21.91
Check Number 6011 Total	PERKINS	21.91
PHILLIPS F & T, INC.	FUEL	253.73
Check Number 6069 Total	PHILLIPS F & T, INC.	253.73
POWERSCHOOL GROUP LLC	POWERSCHOOL SUBSCRIPTION	5,702.90
Check Number 6070 Total	POWERSCHOOL GROUP LLC	5,702.90
PROCHAZKA, STEVE	Shadow Box for HS office.	88.03
Check Number 6071 Total	PROCHAZKA, STEVE	88.03
QUICKCARE MEDICAL SERVICES	BUS DRIVER PHYSICALS	250.00
Check Number 6072 Total	QUICKCARE MEDICAL SERVICES	250.00
R&J INDUSTRIES	SOUTH CAMPUS/MOD RAMP	1,590.00
Check Number 6073 Total	R&J INDUSTRIES	1,590.00
RABEN'S MARKET	CUSTODIAL SUPPLIES	81.37
RABEN'S MARKET	JANITOR SUPPLIES	17.64
Check Number 6074 Total	RABEN'S MARKET	99.01
RASMUSSEN MECHANICAL SERVICES, INC.	PREVENTATIVE MAINTENANCE	1,950.00
Check Number 6075 Total	RASMUSSEN MECHANICAL SERVICES, INC.	1,950.00
RED LOBSTER	VO AG CONF - PERKINS GRANT	29.28
Check Number 6011 Total	RED LOBSTER	29.28
REIF ENTERPRISE	SPRINKLER HEADS AND REPAIR	578.45
Check Number 6076 Total	REIF ENTERPRISE	578.45
ROBERTS ELECTRIC INC.	SOUTH CAMPUS MEETING ROOM PROJ	1,060.58
ROBERTS ELECTRIC INC.	MODULAR BATHROOM REMODEL	5,662.24
ROBERTS ELECTRIC INC.	STAGE LIGHTS	2,942.47
ROBERTS ELECTRIC INC.	SHOP OFFICE ELECTRICAL	116.19
ROBERTS ELECTRIC INC.	LIBRARY ELECTRICAL WORK	100.37
Check Number 6077 Total	ROBERTS ELECTRIC INC.	9,881.85
ROCKY MOUNTAIN AIR SOLUTIONS	VO AG GAS	46.60
Check Number 6078 Total	ROCKY MOUNTAIN AIR SOLUTIONS	46.60
SAN PEDRO MEXICAN RESTAURANT	POWERSCHOOL WORKSHOP	18.62
Check Number 6011 Total	SAN PEDRO MEXICAN RESTAURANT	18.62
SCHOLASTIC INC.	SCHOLASTIC NEWS 3	263.56
SCHOLASTIC INC.	KDG RENEWAL FOR 23-24	191.96
SCHOLASTIC INC.	Scholastic News Grade 2- Print/Digital	171.31
Check Number 6079 Total	SCHOLASTIC INC.	626.83
SCHOOL DATEBOOKS	HS PLANNERS	184.63

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Posted - All; Batch Description 3 Records Selected

User ID: KAH

Vendor Name	Description	Amount
SCHOOL DATEBOOKS	ELEMENTARY PLANNERS	368.98
Check Number 6080 Total	SCHOOL DATEBOOKS	<u>553.61</u>
SHERWIN WILLIAMS CO., THE	Extension Pole (for painting)	63.74
Check Number 6081 Total	SHERWIN WILLIAMS CO., THE	<u>63.74</u>
SIMON	PLAYGROUND GRAVEL	859.51
Check Number 6082 Total	SIMON	<u>859.51</u>
SOAR PEDIATRIC THERAPY, LLC	PT SERVICES/MILEAGE	1,412.39
SOAR PEDIATRIC THERAPY, LLC	PT SERVICES	958.89
Check Number 6083 Total	SOAR PEDIATRIC THERAPY, LLC	<u>2,371.28</u>
SOFTWARE UNLIMITED, INC	ACCTING SOFTWARE; CENSUS; WEBLINK FEE	7,400.00
Check Number 6084 Total	SOFTWARE UNLIMITED, INC	<u>7,400.00</u>
STERLING COMPUTERS CORP.	Firewall Update	8,623.97
Check Number 6085 Total	STERLING COMPUTERS CORP.	<u>8,623.97</u>
STUDENT ASSURANCE SERVICES	STUDENT INSURANCE COVERAGE	902.50
Check Number 6086 Total	STUDENT ASSURANCE SERVICES	<u>902.50</u>
SUBWAY	VO AG CONF - PERKINS GRANT	18.65
Check Number 6011 Total	SUBWAY	<u>18.65</u>
TALKTOOLS	SPEECH SUPPLIES	43.50
Check Number 6087 Total	TALKTOOLS	<u>43.50</u>
TCI	SOCIAL STUDIES MATERIALS	3,667.75
Check Number 6088 Total	TCI	<u>3,667.75</u>
TODD'S BODY SHOP	DEDUCTIBLE ON WINDSHIELD	500.00
Check Number 6089 Total	TODD'S BODY SHOP	<u>500.00</u>
U.S. POSTAL SERVICE	POSTAGE	15.00
U.S. POSTAL SERVICE	POSTAGE	11.35
Check Number 6011 Total	U.S. POSTAL SERVICE	<u>26.35</u>
UNITY SCHOOL BUS PARTS	2 CAR SEATS FOR BUS	398.01
Check Number 6090 Total	UNITY SCHOOL BUS PARTS	<u>398.01</u>
VALOR GENERAL STORE	PAINT - GYM	264.51
VALOR GENERAL STORE	PAINT - HS PRIN OFFICE	42.75
VALOR GENERAL STORE	PAINT - AG SHOP	204.95
VALOR GENERAL STORE	PAINT PROJECT	41.63
VALOR GENERAL STORE	VO AG SUPPLIES	16.44
VALOR GENERAL STORE	PAINT - GYM PROJECT	7.83
VALOR GENERAL STORE	PAINT - HS PRIN	86.15
VALOR GENERAL STORE	MAINTENANCE SUPPLY	2.52
VALOR GENERAL STORE	PAINT- HS PRIN OFFICE	101.27
VALOR GENERAL STORE	PAINT/SUPPLIES GYM PROJECT	1,016.39
VALOR GENERAL STORE	FLOOR SCRUBBER BATTERIES	574.00
VALOR GENERAL STORE	PAINT - HS OFFICE	80.98

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User ID: KAH

Vendor Name	Description	Amount
VALOR GENERAL STORE	RETURNED - BATTERY CORE CHARGER	(36.00)
VALOR GENERAL STORE	HS PRIN OFFICE PROJECT	124.81
VALOR GENERAL STORE	AG ED SUPPLIES	9.96
VALOR GENERAL STORE	PAINT - SUPT OFFICE	48.99
VALOR GENERAL STORE	PAINT SUPPLIES - GYM PROJECT	38.93
VALOR GENERAL STORE	PRIN OFFICE PROJ	1.49
Check Number 6092 Total	VALOR GENERAL STORE	<u>2,627.60</u>
WALL STREET JOURNAL	SUBSCRIPTION	38.99
Check Number 6011 Total	WALL STREET JOURNAL	<u>38.99</u>
WEATHERTECH	Floor mat - new suburban	232.90
Check Number 6011 Total	WEATHERTECH	<u>232.90</u>
WESTCO	FUEL	609.92
Check Number 6093 Total	WESTCO	<u>609.92</u>
WOODWIND & THE BRASSWIND, THE	Replacement Instrument Cases for 7-12	218.00
Check Number 6094 Total	WOODWIND & THE BRASSWIND, THE	<u>218.00</u>
Fund Number 01		<u>438,437.74</u>
Checking Account ID 1		<u>438,437.74</u>

Board Report - Board

Posted - All; Batch Description 2023-07 BLDG FUND

Vendor Name	Description	Amount
Checking Account ID 8	Fund Number 08 BUILDING FUND	
PROTEX CENTRAL INC.	OUTSIDE ACCESS INSTALLATION	4,052.78
Check Number	1513 Total PROTEX CENTRAL INC.	<u>4,052.78</u>
Fund Number 08		<u>4,052.78</u>
Checking Account ID 8		<u>4,052.78</u>

Vendor Name	Description	Amount
Checking Account ID 6	Fund Number 06 NUTRITION FUND	
CARDMEMBER SERVICES - ELAN FINANCIAL	SNF CONFERENCE - MEALS	171.22
Check Number 7088 Total	CARDMEMBER SERVICES - ELAN FINANCIAL	<u>171.22</u>
COMFORT INN -- KEARNEY	SNF CONFERENCE - LODGING	719.70
Check Number 7089 Total	COMFORT INN -- KEARNEY	<u>719.70</u>
INNOVATIVE OFFICE SOLUTIONS, LLC	COOP SUPPLIES - KITCHEN	983.93
Check Number 7090 Total	INNOVATIVE OFFICE SOLUTIONS, LLC	<u>983.93</u>
Fund Number 06		<u>1,874.85</u>
Checking Account ID 6		<u>1,874.85</u>

**RESOLUTION OF THE BOARD OF EDUCATION TO
INCREASE BASE GROWTH PERCENTAGE TO
DETERMINE ITS PROPERTY TAX REQUEST AUTHORITY**

WHEREAS, the Board of Education ("Board") for **Box Butte County School District 07-0010**, commonly known as **Hemingford Public School District #10** (the "School District"), is planning the School District's annual budget for the 2023–2024 school year; and

WHEREAS, the funding needed for the School District to meet its obligations to its students will require an increase in the base growth percentage used to determine the School District's property tax request authority under NEB. REV. STAT. § 79-3403; and

WHEREAS, Nebraska law authorizes the Board, upon an affirmative vote of at least seventy percent (70%) of the Board, to increase such base growth percentage by up to 7%.

BE IT THEREFORE RESOLVED that, pursuant to NEB. REV. STAT. § 79-3405(2), the Board hereby increases the base growth percentage used to determine its property tax request authority for the 2023–2024 budget in an amount of 7%.

Said Resolution was adopted by the Board of Education by a vote of ____ to ____ on the 14th day of August, 2023.

President of the Board of Education

ATTEST:

Secretary of the Board of Education

**REQUEST FOR PROPOSALS (RFP)
HEMINGFORD PUBLIC SCHOOLS
FACILITY AUDIT AND ASSESSMENT**

1. REQUEST FOR PROPOSALS. Hemingford Public Schools (District) is requesting proposals from qualified firms or individuals (Architect) to conduct a facility audit and assessment and to create a short-term and long-term master plan for construction projects and facility improvements.

2. PROJECT OVERVIEW. The Architect will conduct a facility audit and assessment that allows the District to plan for the maintenance, repair, and renewal of the following facility: Hemingford Public Schools, 913 Niobrara, Hemingford, NE 69348 including the South Campus building, the agriculture education shop, the gymnasium, maintenance shop, storage buildings, and facilities shared with the Box Butte County Agricultural Society (bus barn, storage buildings, football field, practice field, parking lots, and track/field facilities). The Architect will, at a minimum:

- Inspect, document, and grade the condition of the facility and all major systems;
- Identify and document deficiencies and corrective actions for each deficiency;
- Identify code compliance deficiencies and corrective actions for each deficiency;
- Provide useful life information and determine where each structure/system/major component falls within its life cycle
- Develop prioritization for current conditions and identified deficiencies and proposed timeline for corrective actions;
- Prepare accurate and realistic cost estimates for the proposed corrective actions;
- Identify opportunities for cost savings, increasing system and energy efficiencies and performance, and cost avoidance

The audit and assessment will focus on the following:

- Building Substructure – foundations, basements, tunnels
- Building Envelope – roof, exterior siding, curtain wall windows, exterior doors
- Interior Construction - walls, doors, flooring, visible structural components, ceilings and ceiling systems
- Lighting
- Health/Fire/Life Safety Systems
- Disability Accessibility - ADA requirements
- Heating, Ventilation, and Air Conditioning

- Plumbing Systems
- Building Electrical and Service Distribution
- Site Electrical and Service Distribution
- Fire Suppression
- Special Electrical Systems and Emergency Power
- Roadways, parking lots, sidewalks, and exterior lighting
- Water (not irrigation), sanitary, and storm sewers
- Security Systems
- Control Systems

The Energy Audit should include the following:

- A detailed building survey of systems and operations
- Breakdown of energy source and end use
- Identification of energy conservation measures (ECM) for each energy system
- Range of savings and costs for the ECMs
- Spotlight on operational discrepancies
- Outlining priorities for limited resources, next steps, and identification of ECMs requiring more thorough data collection and analysis
- Cost/savings analysis of potential energy and water savings opportunities

The Assessment should also include a plan to work with the school district staff to engage the community before, during, and after the assessment. The plan for engagement should include specific actions used to provide opportunities for stakeholder input. This input should be elicited (at a minimum) from the following stakeholder groups:

- Students
- Parents
- Taxpayers
- Teachers
- School District Staff
- Board of Education

3. EXPERIENCE AND QUALIFICATIONS. Each Architect submitting a proposal should include, but not be limited to, the following information:

- A. The name of the firm and location of all its offices, specifically indicating the principal place of business.
- B. A brief history of the firm and the range of services offered.

- C. The age of the firm, the total number of years of experience providing architectural services for both educational and non-educational projects, and the average number of employees over the past five (5) years.
- D. The education, training, experience, licensing, and qualifications of members of the firm and key employees for this project. Include an organization chart.
- E. The experience, qualifications, and expertise of the firm with this types of project, specifically the design services for educational entities. Reflect management plans, community relations, innovative ideas, technical capabilities, project experience, and ability to perform the services as reflected by workload and having adequate personnel, equipment, and facilities.
- F. Fee proposals regarding the architectural and engineering costs and fees and reimbursable expenses (if any) for the professional services to be provided to the District. The fee proposal should provide a detailed breakdown of the architectural and engineering fees, including a list of all services included in the fee and all exclusions.
- G. The names of at least 3 education-related clients for whom the firm has provided the requested services to in the past five (5) years.
- H. Accessibility of the Architect personnel to the District.
- I. List and describe any litigation, arbitration, or other alternative dispute resolution proceedings the Architect has been involved in with an owner within the past ten (10) years.
- J. List and describe any actions taken by any regulatory agency against the Architect or its agents or employees with respect to any work performed.
- K. Provide any other pertinent information regarding qualifications and performance data requested by the District.
- L. To be considered responsive to the requirements of this RFP, the Architect shall provide verifiable evidence that the firm, personnel, and associated consultants are appropriately licensed in the State of Nebraska and meet all the requirements and qualifications described herein. The District reserve the right to request additional information which, in the District's opinion, is necessary to assure that the Architect's competence, business organization, and financial resources are adequate to perform the work described herein.

4. PROPOSAL SUBMISSION. 10 copies of the proposal shall be

addressed and delivered in a sealed envelope to Hemingford Public Schools, Attn: Superintendent, 913 Niobrara, Hemingford, NE 69348. Proposals will be received until 3:00 p.m. (Central Time) on _____, 2023. Any proposal received after that time and date will not be opened or considered, and will be returned to the Architect.

5. EVALUATION CRITERIA AND SELECTION. The District will evaluate each RFP submitted based on responsiveness to the District's needs. The District will take into account the estimated value, the project scope and complexity, as well as the professional nature of the services to be rendered. The award of contract, if made, will be to the Architect who is responsive to all administrative and technical requirements of the RFP, who has demonstrated competence and qualifications of the type of services required, and who receives the highest rating based upon the competence and professional qualifications to perform the services required. Evaluation criteria shall also include:

- A. Competence to perform the services as reflected by technical training and education, general experience, experience in providing the required services, and the qualifications and competence of persons who would be assigned to perform the services.
- B. Ability to perform the services as reflected by workload and the availability of adequate personnel, financial resources, equipment, and facilities to perform the services expeditiously.
- C. Past performance as reflected by the evaluation of others who have retained the services of the Architect with respect to factors such as control of costs, quality of work, and an ability to meet deadlines.
- D. Experience, qualifications, and ability to perform educational entity design and construction services.
- E. Interview presentation.
- F. Fee proposal.

5. INTERVIEWS. The District may interview up to ___ Architects evaluated as being professionally and technically qualified. The purpose of the interview is to allow the architectural firm to present its qualifications, experience, education, training, past performance, etc., in regards to the professional services to be provided to the District. Interviews will also

provide an opportunity for the board to seek clarifications from the Architect. Architects selected for an interview will be notified of the date, time, and place of the interview. Interviews are tentatively scheduled to take place on _____, 202___. The District's Boards of Education will make the final determination at its board meeting on _____, 202__.

6. CONTRACT. The District will negotiate the terms of a contract with any selected Architect. If an agreement is reached, the Architect will enter into a written contract and will perform all work pursuant to that contract. The Proposal does not constitute an agreement or contract with District, and District reserves the right to not enter into any agreement with any Architect. The proposed terms and conditions of the contract shall be determined by the type of project ultimately pursued by the district.

7. BONDS AND INSURANCE. The Architect shall procure and maintain bonds and insurance as required by law or the contract documents.

8. IDENTIFICATION OF PROPOSAL. Proposals shall be submitted in a sealed envelope with the Architect's name, address, and telephone number clearly marked on the cover. The lower left corner of the sealed envelope should read as follows: "PROPOSAL FOR ARCHITECTURAL SERVICES."

9. NOTICE. By submitting a proposal, the Architect agrees to waive any claim it has, or may have, against District and its agents or representatives, and their respective employees, arising out of, or in connection with, the administration, evaluation, or recommendation of any proposal; waiver of any requirements under the proposal documents or the contract documents; acceptance or rejection of any proposals; and award of the contract.

10. WITHDRAWAL OF PROPOSAL. A request to withdraw a proposal must be made in writing and filed with the Superintendent of Schools prior to the time set for the opening of proposals.

11. DISQUALIFICATION OF PROPOSALS. Architects may be disqualified and their proposals disregarded for reasons which include but are not limited to the following:

- A. The District have reason to believe that the Architects have engaged in collusion.
- B. The Architect being interested in any litigation against the District.
- C. The Architect is in arrears on any existing contract or has defaulted on a previous contract.
- D. The Architect has uncompleted work which, in the judgment

of the District, will prevent or hinder the prompt completion of this construction project, if it were awarded to the Architect.

12. NON-RESPONSIVE PROPOSALS. An Architect that fails to respond to any request for information may be deemed non-responsive and its proposal may not be considered.

13. DEBARMENT. Submission of a proposal in response to this RFP is certification that you, your company, and any subcontractor is not currently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from submitting proposals to any State or Federal department or agency or any political subdivision of the State of Nebraska.

14. REJECTION OF PROPOSALS. District reserves the right (a) to terminate the proposal process at any time; (b) to reject any or all proposals; and (c) to waive formalities and minor irregularities in the proposals received. District further reserves the right to conduct a pre-award survey of any firm under consideration to confirm any of the information furnished by the firm or to require other evidence of managerial, financial, technical and other capabilities, the positive establishment of which is determined by District to be necessary for the successful performance of the contract. District further reserves the right to cancel or amend this RFP at any time and will notify all recipients accordingly.

15. INQUIRIES. Submit all questions, inquiries, or requests for clarification about the project in writing to Superintendent Travis Miller at tmiller@gubn.org.

<i>Current</i>			
Building Fund:	Balance	Current yield	Approx. Annual Earnings
Nebraska Bank	\$1,726,949	2.40%	\$41,447
Nebraska Liquid Asset Fund	\$400,000	4.83%	\$19,320
Totals	\$2,126,949		\$60,767
<i>Proposed</i>			
Building Fund:	Balance	Proposed yield	Approx. Annual Earnings
Nebraska Bank	\$626,949	2.40%	\$15,047
Nebraska Liquid Asset Fund	\$0	4.83%	\$0
Nebraska Bank 3 month CD	\$1,500,000	4.83%	\$72,450
Totals	\$2,126,949		\$87,497
		Impact:	\$26,730

Recommendations:

Shift excess liquidity to a 3 month certificate to enhance overall yield of liquid portfolio. In consideration for the special pricing on the certificate, I would ask that the school and board move the balances from the liquid asset fund to Nebraska Bank. This shift is illustrated in the summary above.

This will maintain sufficient liquidity for projects underway, some funds for unplanned emergency needs, and allows for liquidity every 90 days with the CD to accommodate planned projects.

<i>Current</i>			
General Fund:			
	Balance	Current yield	Approx. Annual Earnings
Nebraska Bank	\$1,813,425	2.40%	\$43,522
Totals	\$1,813,425		\$43,522
<i>Proposed</i>			
General Fund:			
	Balance	Proposed yield	Approx. Annual Earnings
Nebraska Bank	\$1,063,425	2.40%	\$25,522
Nebraska Bank 3 month CD	\$750,000	4.83%	\$36,225
Totals	\$1,813,425		\$61,747
		Impact:	\$18,225

Recommendations:

Shift excess liquidity to a 3 month certificate to enhance overall yield of liquid portfolio.

This will maintain sufficient liquidity for a normal month of planned expenditures as well as additional liquidity for the pending payroll tax resolution or any other unplanned liquidity needs. As with the building fund, having liquidity every 90 days allows for shifting of funds if necessary (in or out of the certificate) during the grace period.

We appreciate the opportunity to continue supporting the district and look forward to further discussion.

Sincerely,

Ryan Gasseling

HEMINGFORD PUBLIC SCHOOLS 2023-2024

STUDENT/PARENT HANDBOOK



MISSION STATEMENT

Empowering individuals to become Resourceful, Respectful, and Responsible Lifelong Learners.

VISION STATEMENT

Our vision at Hemingford Public Schools is to work with parents and the community to:

- create a safe and healthy learning environment for all,
- provide and promote opportunities for academic success,
- inspire involvement using career interests and strengths, and
- prepare caring, responsible, and successful citizens.

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, 2023.

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 children 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 Travis Miller 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. Classroom Teacher/Special Education Teacher (if the student has an IEP) OR Coach/Sponsor
2. Principal OR Activities Director
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 work with parents and the community to:

- create a safe and healthy learning environment for all,
- provide and promote opportunities for academic success,
- inspire involvement using career interests and strengths, and prepare caring, responsible, and successful citizens.



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HEMINGFORD PUBLIC SCHOOLS

STAFF DIRECTORY

BOARD OF EDUCATION

Justin Ansley	President
Trish Schumacher	Vice President
Blanche Randolph	Secretary
Micki Votruba	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
Katie Failor	6th Grade
Bridget Johnston	6th Grade
Shari McClure	PreK
Lauren Morava	Title I
Bailey Swanson	K-4 Resource
Catie Deines	5-8 Resource
Josh Dean	Tech Coordinator/K-6 Computer
Morgan Kuhn	K-6 Physical Education
Samantha Gilkerson	K-12 Counselor/Guidance
Sarah Arneson	K-12 Music
Julianne Payne	K-12 Media Specialist
Samantha Miller	Nurse/Health Education
Michelle Hoxworth	K-12 Speech Pathology
Millie Butler	K-12 Art



HEMINGFORD HIGH SCHOOL TEACHING STAFF

Bailey Branson	Social Studies
Cameron McClintock	Social Studies
Jackie Davies	Math
Morgan Kuhn	10-12 Physical Education
Pete Gomez	Science
Janelle Huss	9-12 Resource
Catie Deines	5-8 Resource
Matthew Wood	7-12 Physical Education
Josh Redden	Computer & Business
Samantha Gilkerson	K-12 Counselor/Guidance
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
Bridget Raben	English
Natalie Wood	Business/Tech Coordinator
Michelle Hoxworth	K-12 Speech Pathology
Samantha Miller	Nurse/Health Education
Michelle Kluver	Spanish via DL
Millie Butler	K-12 Art
Todd Westover	School-Within-A-School

SUPPORT STAFF

Kristy Hanks	Business Manager
April Hanson	Secondary Secretary
Deb Campbell	Elementary Secretary
Brenda Davies	Elementary Library
Chad Bell	Braillist
Ann Payne	Paraprofessional
Kassy Broadway	Paraprofessional
Shawn Phillips	Paraprofessional
Shelley Wyland	Paraprofessional
Dena Paris	Paraprofessional
Jennifer Hinman	Paraprofessional
Kristina Kramer	Paraprofessional
Jake Frost	Paraprofessional
Amy Honstein	Paraprofessional
Connor Bila	Paraprofessional
Kim O’Gorman	PT Paraprofessional
Betsy Sorensen	PT Paraprofessional

DEPARTMENT HEADS



Jim Miles
Karla Mapes
Rozie Wax

Maintenance
Lunch Accounts/Trans. Director
Head Custodian

CUSTODIANS

Angela Eisenhart
Rozie Wax
Dave Minich
Kevin Conley

High School Custodian
Elementary Custodian
Gymnasium Custodian
Administration Building

FOOD SERVICE PERSONNEL

Megan Miles
Stacey Dillard
Debbie Hill
Deb Henderson

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
Brad Olson
Pete Gomez
Gordon Karney
Becky Hanley
Jennifer Lashley

Transportation Director
Route & Activities
Route
Route & Activities

CLASS SPONSORS

Graduation Coordinator

Natalie Wood

Class of 2024 – Seniors

Bridget Raben
Julianne Payne

Class of 2025 – Juniors

Ashley Talkington
Lisa Janssen

Class of 2026 – Sophomores

Janelle Huss
Josh Redden

Class of 2027 – Freshman

Gordon Karney
Suzanne Neefe

Class of 2028 – Eighth Grade

Bailey Branson
Millie Butler



ACTIVITIES

Activities/Athletic Director
Athletic Club/H-Club
HHS Student Council
Middle School Student Council
Instrumental/Vocal 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
Speech
World Stride DC Trip
Yearbook
Cheerleading
eSports
Mathcounts
Science Olympiad
HAL
Hope Squad
Art & Culture Club

Todd Westover
Todd Westover, Activities Director
Samantha Gilkerson, Millie Butler
Bridget Johnston
Sarah Arneson
Samantha Miller
Gordon Karney
Suzanne Neefe
Bridget Raben
Tabi Bryner
Gina Jespersen
Bailey Branson
Jackie Davies
Cameron McClintock
Bailey Branson
Natalie Wood
Reyna Ansley
Josh Redden
Bridget Johnston
Ashley Talkington
Ashley Talkington
Samantha Gilkerson
Millie Butler

COACHES

Activities/Athletic 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

Todd Westover
Josh Dean
Taryn Wood, Denton Payne,
Matthew Wood, & Brennan Vogel
Bailey Branson
Josh Dean
Natalie Wood
Bailey Swanson
Samantha Gilkerson
Julianne Payne
Jayme Clark
Ammie Frost
Todd Westover
Scott Delsing
Pete Gomez
Bailey Branson
Steve Morava
Lisa Janssen
Lisa Janssen



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

HS Assistant Track
Golf
Softball

Morgan Kuhn
Brennan Vogel
Daniel Curtis
Catherine Deines
Daniel Curtis
Josh Dean
Lisa Janssen, Samantha Gilkerson,
Matthew Wood
Josh Redden
Daniel Curtis
Carlos Palomo

DRAFT



School Calendar

Hemignford Public Schools 2023-2024 Calendar Get Up Bobcat Nation! https://www.hemignfordschools.org/																											
2023							August 2023							2024													
AUGUST							6 - 13 - Box Butte County Fair							JANUARY													
14-16 - Teacher Inservice							15 - Open House							1 2 3 4 5 6													
First Days of School/Early Dismissal 2:00														7 8 9 10 11 12 13													
13 14 15 16 17 18 19														14 15 16 17 18 19 20													
20 21 22 23 24 25 26														21 22 23 24 25 26 27													
27 28 29 30 31														28 29 30 31													
September 2023																											
4 - Labor Day - No School																											
15 - Teacher Work Day - No School for Students																											
SEPTEMBER							October 2023							FEBRUARY													
1 2							13 - End of First Quarter							1 2 3													
3 4 5 6 7 8 9							18 - Inservice A.M. P/T Conferences 1:00							4 5 6 7 8 9 10													
10 11 12 13 14 15 16							19-20 - Fall Break - No School							11 12 13 14 15 16 17													
17 18 19 20 21 22 23														18 19 20 21 22 23 24													
24 25 26 27 28 29 30							November 2023							25 26 27 28 29													
22-24 - Thanksgiving Break - No School																											
OCTOBER							December 2023							MARCH													
1 2 3 4 5 6 7							21 - End of Quarter 2/Semester 1 (2:00 dismissal)							1 2													
8 9 10 11 12 13 14							22-31 - Christmas Break - No School							3 4 5 6 7 8 9													
15 16 17 18 19 20 21														10 11 12 13 14 15 16													
22 23 24 25 26 27 28							January 2024							17 18 19 20 21 22 23													
29 30 31							1-2 - Christmas Break - No School							24 25 26 27 28 29 30													
3 - Inservice - No School																											
4 - Start of Quarter 3																											
NOVEMBER							February 2024							APRIL													
1 2 3 4							2 - Teacher Work Day - No School for Students							1 2 3 4 5 6													
5 6 7 8 9 10 11							16-19 - Winter Break - No School							7 8 9 10 11 12 13													
12 13 14 15 16 17 18							19 - Inservice							14 15 16 17 18 19 20													
19 20 21 22 23 24 25							March 2024							21 22 23 24 25 26 27													
26 27 28 29 30							8 - End of Quarter 3							28 29 30													
DECEMBER							April 2024							MAY													
1 2							1 - Easter Break - No School							1 2 3 4													
3 4 5 6 7 8 9							19 - Teacher Work Day - No School for Students							5 6 7 8 9 10 11													
10 11 12 13 14 15 16							May 2024							12 13 14 15 16 17 18													
17 18 19 20 21 22 23							11- Graduation							19 20 21 22 23 24 25													
24 25 26 27 28 29 30							21 - Students Last Day (2:00 dismissal)							26 27 28 29 30 31													
31							22-23 - Inservice																				
Box Butte County Fair																											
First Day/Last Day of School (2:00 pm Dismissal)																											
Teacher Inservice and Parent/Teacher Conferences																											
No School																											
Inservice for Staff																											
End of Quarter/Semester																											
Teacher Work Day - No School for Students																											
Proposed in-service dates are subject to revision, pending availability of consultants &/or district needs. Preschool will not be in session on half days and on Parent-Teacher Conference Days. Breakfast will not be served on late starts due to inclement weather. NOTE: Depending on time of year and calendar status, days missed due to inclement weather, contagious disease, pandemic flu, or other Acts of God, may or may not be re-scheduled as extended days or make-up days, subject to administrative discretion. If make-up days are added to the end of the year, the last day for students (May) and last day for teachers (May) will be later than noted herein.																											

	Staff	Student
Q1	44	40
Q2	44	43
Q3	47	44
Q4	50	46
Total	185	173



ARTICLE 2: SCHOOL DAY

Section 1: Daily Schedule

Monday-Thursday: Elementary Arrival and Departure

7:45	Breakfast Begins —there is no supervision before this time.
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 no supervision before this time.
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)	SST
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
11:48-12:18	(30 minutes)	Junior High Lunch
11:50-12:40	(50 minutes)	High School Period 5
12:20-1:10	(50 minutes)	Junior High Period 5
12:40-1:10	(30 minutes)	High School Lunch
1:12-2:02	(50 minutes)	Period 6
2:04-2:54	(50 minutes)	Period 7
2:56-3:46	(50 minutes)	Period 8
*3:42	Bus Rider Dismissal	

Friday: Junior High / High School Arrival and Departure

7:45-8:00	(15 minutes)	SST
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
11:27-11:57	(30 minutes)	Junior High Lunch
11:29-12:08	(39 minutes)	High School Period 6
11:59-12:38	(39 minutes)	Junior High Period 6
12:08-12:38	(30 minutes)	High School Lunch
12:40-1:19	(39 minutes)	Period 7
1:21-2:00	(39 minutes)	Period 8
*1:55	Bus Riders Dismissal	



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 the 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 that, when activated, includes the evacuation of the building or moving to safer areas of the building. All regular drills are held as required by law throughout 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 may have lunch privileges revoked. If students are utilizing open campus lunch they should leave school grounds and not return to the building or school grounds until the end of the lunch period. Students will reenter the building through the main entrance. **The school does not provide supervision for any student that leaves the designated lunch area at any time during the open campus lunch period.**

Section 5: Distribution of Food

Students are not permitted to distribute or sell food, beverages, or other items on school property without prior approval from the administration. The Nebraska Competitive Food Rule requires that no other program or school group sell food or beverages anywhere on the school campus without prior approval and is required to comply with specific guidelines. Any teacher or staff member has the right to confiscate food products from students during the school day that do not comply with Section 6: Food and Drinks.

Section 6: Food and Drinks

While gum is allowed in classrooms, it should be disposed of properly. Candy may be allowed on occasion when it is permitted by the teacher. Certain elementary grades and secondary courses, such as band and choir may restrict the use of gum and candy for safety and equipment reasons. Snacks that follow the school's wellness policy are permitted in the classroom. Large bags of food or candy, along with sugary drinks, coffee/smoothies, and energy drinks are a distraction from the educational environment for students and are not appropriate for the classroom setting. All drinks must have a sealable lid, no cans are permitted. Perishable food items shall not be kept in lockers.



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 who must leave school for any reason must check out of the office before leaving. Students leaving must be cleared in advance by a note or phone call from the student's parent or guardian. In the event that school personnel are unable to contact a parent or guardian the school principal or superintendent will make an in loco parentis decision about whether or not a student will be permitted to leave school. Students will be dismissed from the classroom at the designated time per parent request.

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 its 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 at 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, and 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

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 the 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 the 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: Protection of Student Rights

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. The approximate dates during the school year when a survey requesting personal information as defined in the Protection of Pupil Rights policy is scheduled are as follows: SHARPS Survey is typically administered in the fall, and Health Class surveys may be administered during health class rotation. More information shall be provided prior to survey administration. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

Section 6: 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 use of metal detectors and/or video/audio surveillance may be used when conducting searches.

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 that 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 7: Cell Phones and Electronic Devices (including earbuds)

Ref: SB Policy 504.12

Students may not use cell phones and electronic devices (including earbuds) while at school, except as permitted in this handbook.

- Personal cell phones and electronic devices (including earbuds) 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/electronic device use in class.
- Students may use cell phones and electronic devices (including earbuds) 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 and electronic devices (including earbuds) or other electronic devices while they are in locker rooms or restrooms.
- Students may not use cell phones and electronic devices (including earbuds) 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/or electronic devices (including earbuds) or any other electronic devices. The school district is not responsible for the theft, loss, or damage of a cell phone or any communication made to or from a cell phone.

Students who violate this policy may have their cell phones and electronic devices (including earbuds) 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.

Infractions:



During school hours students' personal cell phones and electronic devices (including earbuds) will remain off and out of sight or will only be allowed for educational purposes at the discretion of the teacher. If contact needs to be made with a student during school hours please call the office.

Consequences for Infractions:

- Level One: One verbal warning (per class). Once a student is given a verbal warning, any future noncompliance may become a Level Two offense, whether on the same day/class or on future days.

Protocol: A staff member will give the student a verbal reminder that their device needs to be off and out of sight.

- Level Two: The device is taken away for the class period (per class). If a device is taken away during a class any future non-compliance during that class may become a Level Three offense.

Protocol: A staff member will take away the student's device and keep it on their desk until the end of the class period.

- Level Three: The device is taken to the office and the student must pick it up there at the end of the day.

Protocol: A staff member will take away the student's device and it will be given to the office. The student may pick up the device at the end of the school day.

- Level Four: The device is taken to the office and a parent/guardian must pick it up, it will remain at the school office until a parent/guardian picks up the device.

Protocol: A staff member will take away the student's device and it will be given to the office. A parent/guardian must pick up the cell phone at the school office.

- Level Five +: A parent meeting may be held to develop a behavior plan which may include student device restrictions including cell phone and electronic devices (including earbuds) check-in/check-out daily in the office.

Protocol: The student will leave their cell phone, electronic device, or earbuds at the front office upon arrival at school and may pick up the cell phone prior to leaving for the day.

Section 8: 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 9: 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, wallets, 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 10: 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 11: 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 12: 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 13: 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 a 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 14: 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.

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.
4. The respective Building's Principal shall be the editor of all school publications.

Section 15: 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 rules apply to dances.**

Section 16: 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 rules apply.** Parents of Homecoming candidates will be asked to help chaperone.

Section 17: 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 unless the junior class votes to allow freshmen to attend. 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 rules apply.**

Section 18: 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 19: 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 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 20: 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.

Section 21: Safe 2 Help Tip Reporting Service

Safety is one of our district's top priorities, that's why we're now using Safe 2 Help, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration and local law enforcement. The following are ways to access the reporting system:

1. HPS App: Click the Safe2Help icon.
2. Phone: 833-980-7233
3. Website: <https://safe2helpne.com>

Easily report tips on bullying, harassment, drugs, suicidal concerns, vandalism or any safety issue you're concerned about. Tips may be submitted anonymously too. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

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

Section 22: Video Surveillance and Photographs

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students, and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district's appropriate use and student discipline policies. For example, students are not prohibited from making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, subject to other applicable board policy. However, this policy generally prohibits students from



using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

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 that 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.

Section 2: Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Expectations for Regular Attendance:

Students are expected to attend every class, every day.

- 1) The only "excused" absences shall be:
 - a.) absences when a licensed health care provider has confirmed in writing that, in his/her professional medical opinion and within his/her scope of practice, the student or a child whom the student is parenting is so physically or mentally ill that attendance of the student is impracticable or impossible;
 - b.) absences when severe weather conditions have made the roads impassable so that the student's attendance impracticable or impossible;
 - c.) student attendance at a school-sponsored activity;
 - d.) student has been suspended or expelled from school by the school district; and
 - e.) absences required by law enforcement, child protective services, or a court of competent jurisdiction confirmed in writing to the school district.
- 2) All other absences, including absences for minor illnesses, parent requests, family events, and routine medical appointments are simply "absences."

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 ensure that the student is accounted for. **Appointment cards may be requested to verify an absence.** Students not accounted for will be considered truant. When a student returns from an absence, he/she shall report to the office to check in. Parents should make every attempt to schedule medical and other appointments outside of school hours when possible.



Excessive Absenteeism

Ref: SB Policy: 503.04

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, the Attendance Officer will file a report with the county attorney of the county in which the student resides.

Section 3: Homework Policy

Ref: SB Policy: 503.03

As a general guideline, on the due date of an assignment, a "0" will be entered in the grade book as a placeholder until missing work is completed/turned in so long as the work is in prior to the end of the quarter. Late work will be handled in accordance with the grading practices guidelines. Students who are absent shall make up the work missed and receive full credit for the missed school work. It shall be the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed. Students are responsible for communicating with their teachers regarding this and all absences. Students missing work due to absences will have 2 days to make up work before a "0" is entered however, a grade will be entered when the work is completed/turned in so long as the work is in prior to the end of the quarter. *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.

Depending on the grade level and/or class make-up work will be accessible through Google Classroom, email, or a homework folder 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/or parent/guardian will make arrangements with the teacher for the student to make up the work within the required time.

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 4: 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 5: Leaving School

Ref: SB Policy: 503.05

Students who must leave school for any reason must check out of the office before leaving. Students leaving must be cleared in advance by a note or phone call from the student's parent or guardian. In the event that school personnel are unable to contact a parent or guardian the school principal or superintendent will make an



in loco parentis decision about whether or not a student will be permitted to leave school. Students will be dismissed from the classroom once the parent has signed the child out through the office.

Section 6: 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.

Section 7: 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. Elementary students should be picked up from the office so that they can be checked out by the building secretary. Elementary 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 8: Entrance Age

Ref: SB Policy: 502.03

Kindergarten children are eligible for enrollment if they are five years of age on or before July 31st 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 31st 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 9: 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 the 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:

	1--Beginning	2--Progressing	3--Proficient	4--Advanced
K and 1st	Does not meet district standards	Working towards district standards	Meets district standards	Above district standards
2nd and 3rd	Student rarely demonstrates an understanding of the concepts and the application of skills and strategies.	Student occasionally demonstrates an understanding of the concepts and the application of skills and strategies.	Student usually demonstrates an understanding of the concepts and the application of skills and strategies.	Student consistently 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

The official grade point average (GPA) of graduating students is based on a minimum of 8 semesters of studies in order to allow students sufficient opportunity for demonstrating achievement. Temporary GPA's will be sent to colleges and universities who request information for admission. The official GPA will be furnished to post-secondary institutions upon request.



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.

Honors Recognized at High School Graduation

Hemingford High School will use the cum laude system to recognize academic excellence at graduation with the following GPA standards for levels of achievement and recognition.

97% and above = Summa Cum Laude (gold medallion)

95-96% = Magna Cum Laude (silver medallion)

93-94% = Cum Laude (bronze medallion)

Beginning with the 2027 graduating class, valedictorian and salutatorian will no longer be determined or recognized.

Students may wear honor cords and other regalia as approved by the high school principal. As a general guideline, honor cords will only be recognized when associated with school-sponsored programs. Medals will be reserved for academic achievements. Stoles will be reserved for nationally recognized honors programs.

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 teachers 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)

Ninth Grade: NWEA: MAP Growth, Pre-ACT

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.



Section 14: Academic Integrity

Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades that accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

Definitions:

The following definitions provide a guide to the standards of academic integrity:

(1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others.

Cheating includes but is not limited to:

(a) Tests (includes tests, quizzes, and other examinations or academic performances):

(1) Advance Information: Obtaining, reviewing, or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(2) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material or AI (artificial intelligence) systems, devices, or information while taking a test except as expressly permitted.

For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(3) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

(4) Use of Other Students to Take Tests. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(5) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

(1) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(2) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(3) Assistance from Others or Unauthorized use of the work of an AI system: Having another person or program assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay



reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's. Likewise, using material generated through an AI (artificial intelligence) system and submitting it as original work is considered cheating.

(4) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(5) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works.

Plagiarism includes but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, paragraphs or illustrations, or models) directly from the work of another without proper credit.

Academic work frequently involves the use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to an outside source.

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

(3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, copy your papers or lab projects, and fail to report a known act of cheating or plagiarism to the instructor or administration.

Sanctions:

The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade that the instructor determines to be appropriate for the work.

(2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

(3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

4) Dual Credit or College Credit class academic integrity offenses may be reported to the college providing



credit. The college guidelines and rules will have governance on sanctions.

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 procedures and policies 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 the 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 the 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 the control of communicable diseases. These regulations include the 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 or is presenting symptoms of 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 records 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 the 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 for 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.

The 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 at their 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 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 7th 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 1st 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 7th graders. Dates of immunizations are required. Students with a history of varicella disease (chicken pox) must provide evidence of immunity in the form of a signature of the parent with the date of illness, the signature of the healthcare provider with the 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. A 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 attacks 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 documentation 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 your 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.

Section 2: Smoke-Free Environment

The District implements regulations and practices which will ensure a smoke-free environment in compliance with The Nebraska Clean Indoor Air Act, section 71-5716, et seq., and the applicable Nebraska regulations (Nebraska Health and Human Services, Title 178, Chapter 7, "Rules and Regulations for the Implementation of the Nebraska Clean Indoor Air Act in Public Places and At Public Meetings"). Smoking is not permitted within any indoor facility owned or leased or contracted for, and utilized for the provision of routine or regular kindergarten, elementary, or secondary education or library services to children or for Head Start services.

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.
9. The possession, use, or distribution of any tobacco product, including cigarettes, cigars, chew or other tobacco or tobacco derivative products or any other such look-alike or imitation product.
10. The possession, use, or distribution of any vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product.

It shall further be the policy of the district that violation of any of the above prohibited acts will result in a 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 the parent or physician.

Random Drug Testing of Students Involved in Extracurricular Activities and Competitions

The Hemingford school district supports and values student participation in extracurricular activities and competitions. Such participation is a privilege and not a right. Students in all extracurricular activities and competitions in grades 7-12 shall be subject to mandatory random testing for the presence of tobacco/nicotine, alcohol, and/or illegal drugs.

Purpose of Random Drug Testing



1. The purpose of this policy is to promote the health and safety of our students who participate in extracurricular activities or competitions and to deter the use of alcohol, illicit drugs, and tobacco among them.
2. The school district has recognized that observed and suspected drug, alcohol, and tobacco/nicotine use and abuse have increased among the student population, including students participating in extracurricular activities or competitions.
3. The school district seeks to provide safe, substance-free schools.
4. The school district seeks to deter the use of illegal and prohibited drugs, alcohol, and tobacco/nicotine among students.
5. The school district recognizes that students who use illegal and prohibited substances pose a threat to the health and safety of themselves, other students, teachers, administrators, and other persons.
6. The school district believes that the drug, alcohol, and tobacco/nicotine problem among the student body needs to be addressed. A large number of students who participate in extracurricular activities and competitions do not use drugs, alcohol, and tobacco/nicotine. The school district wishes to give those students an ongoing reason to say, “No,” when presented with a chance to use.

**For more information please refer to the Hemingford Public Schools Random Drug Testing of Students Involved in Extracurricular Activities and Competitions Handbook.*

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.

Student Discipline Act

Neb. Rev. Stat. § 79-254 to 79-294

The purpose of the Student Discipline Act is to assure the protection of all elementary and secondary school students' constitutional right to due process and fundamental fairness within the context of an orderly and effective educational process. The sanctions defined in the act shall be interpreted at all times in the light of the principles of free speech and assembly protected under the Constitution of Nebraska and the United States Constitution and in recognition of the right of every student to public education.

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. Individuals placed in ISS will have closed campus lunch. 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 attendance in all schools within the system for a period not to exceed 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 interference with school purposes.
2. Prior to the 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 have been satisfactory or not shall be made by the 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.



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 a 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 remains 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 with 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 79-294, 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 that 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 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, 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 stimulation 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 and electronic devices (including earbuds) 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 emails 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 is 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.
12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.



14. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
15. Willfully violating the behavioral expectations for riding school buses or vehicles.
16. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
 - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
 - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
17. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

For purposes of this policy, the term "dangerous weapon" includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student's locker, in the main office or in another



secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

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 the 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 a 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 a 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 a 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 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, 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 therefrom. 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, the 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 a substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or a 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) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground
- 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” or that would damage property (e.g. cleats).
- Headwear including hats, caps, bandannas, hoodie hoods, scarves, and non-prescription glasses/sunglasses; Hats/headcover/glasses (none prescription) 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 lewd, indecent, or vulgar double meaning.
- Clothing or jewelry displaying words or images that carry double meanings or profanity (bad words) in writing, pictures or slogans.
- Visible body piercing (other than ears)
- 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: 504.20

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.

Part 7: Inappropriate Public Displays of Affection (IPDA)

Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling, or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face additional discipline up to and including long-term suspension or expulsion.

Part 8: Specific Rule Items

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

- Students in the hallway during class time must have a pass with them, and may not leave class without permission.
- Students are expected to follow other classroom rules as set by individual teachers.
- Lunch is to be eaten in the cafeteria/Red Zone or off campus during open campus lunchtime unless special permission is granted.
- Students are expected to bring all books and necessary materials to class.
- Assignments for all classes are due as assigned by the teacher.
- 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.
- Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
- Students are to be in their seats and ready for class on the tardy bell.
- Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
- Snow handling is prohibited.
- Sunflower seeds, etc. are not allowed in the school building or classrooms.
- Students are not to be in the school facilities without supervision.
- Lying or otherwise deceiving staff or administration.
- Willfully disobeying any reasonable written or oral request of a school staff member or voicing of disrespect to those in authority.



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 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 justifiable 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, student, 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.

Online Book Access: Sora by OverDrive & Nebraska Access

Unlimited access to thousands of books through our online library. Talk to your librarian for login information.

- **SORA:** The Sora reading app gives K-12 students one-tap access to ebooks, audiobooks, Read-Alongs, magazines, and more on any device, at any time.
 - Borrow: access the book on any device and it will keep your page.
 - Place Hold: Do not have access yet to this book, but if you place hold you will be notified when it is available.
 - All books are checked in after 20 days, you will not be fined, and when you renew the book your place will be held.
- **Nebraska Access:** Nebraska Access is a portal to information discovery, courtesy of the Nebraska Library Commission. It includes access to premium research databases, available exclusively to Nebraska residents, as well as additional sources of information about Nebraska that anyone can use.
 - Explora: Access to current, high-quality information resources at your library, in school, and at home. Search thousands of full text popular magazine and journal articles; genealogical, health, legal, small business, and science resources; reading recommendations; and research resources for K-12 students.
 - Information on Nebraska-related topics, including living and working in the state; researching Nebraska government, history, and genealogy; planning a Nebraska visit or exploring the state, finding services, entertainment, education; and other frequently asked questions.

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 reserved 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 the first period in the morning. If a reserved 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 1st 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.

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 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 the 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 educational resources. The following procedures and guidelines govern the use of school computers (including but not limited to school-owned tablets, laptops, and 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 online auctions, online 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 a 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 educational 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 regard 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, and 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 the 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 unsecured 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. Acknowledgments

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 for 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 students 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 a G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using a 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 the 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 abilities 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 2nd week of each semester.
3. Teachers will post the most recent academic grades for each student by 12:00 pm on Tuesday, the ineligibility list will go into effect on Wednesday morning. Eligibility runs from Wednesday through the following Tuesday beginning with the 3rd week of each semester.
4. The administrator will pull the current Quarter's 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. 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 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. Playing time and team selection will be determined by the authority of the coaching staff and is based on a variety of factors.

At the high school level, 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, athletes should always strive to do their best in competition. Playing time and team selection will be determined by the authority of the coaching staff and is based on a variety of factors.

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 a 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 sports season has ended, including the playoffs.

Section 6: Regular Practices

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

The school day for Junior High students participating in a sport (during that sport season) will end after 7th period. Students participating in a sport are required to attend the full duration of practice with their team.



Junior High students not participating in a sport are required to attend physical education class. When students are not participating in a sport (such as the times of the school year that fall between sports seasons) they are required to attend physical education class.

EXCEPTION ----- Students who are failing class(s) may be required to attend Academic Support during practice. If a student misses practice to due attending academic support, the coaches will have the discretion to assess whether prior engagement in practices was sufficient enough to allow a student to participate without unnecessary risk to the student and their teammates (e.g. a student doesn't know how to properly execute plays learned in practice or engage in sufficient conditioning, may potentially pose an unnecessary risk of injury.) If eligible, the student may still attend the contest/travel with the team, but the student's role will be subject to the coach's assessment.

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 ½ **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 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 1st contest following the violation.

SECOND OFFENSE: Suspension of all activities for 30 calendar days beginning with the 1st 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 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:

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|---------------------------|----------------|------------------------|
| ● 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:

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|-------------------------------------|---|
| ● Protective mouthpieces 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:

The district may 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.

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 are 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 fundraising activities of the organization in order to participate in the activities supported by the fundraising. The Board of Education must approve fundraising 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:

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

H. Other Student Activities:

Students may participate in activities that are not sponsored by the school or are traditionally totally supported by fundraising 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 fundraising 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 coursework 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	\$2.50	Adult Breakfast	\$3.00
Pre-School Lunch	\$3.00	K-6 Lunch	\$3.00
7-12 Lunch	\$3.25	Adult Lunch	\$5.00
Milk	\$0.55	Additional Entree/Meat	\$2.00

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 in accordance with the school’s wellness policy. 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; 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 the 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 the 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

Notice Concerning Directory Information

Ref: SB Policy: 507.02

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 unauthorized disclosure of education records. In some courses student work and/or projects may be displayed, posted on social media, 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

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 is 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 Conference
- 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 Test 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.

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 throughout 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.

Parents who wish to join their student(s) 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.**

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.** 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.”



STUDENT FEE WAIVER APPLICATION

Ref: SB Policy: 504.19

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: _____

Student Name(s)

Grade

_____	_____	_____
_____	_____	_____
_____	_____	_____

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

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 ACKNOWLEDGMENT PARENT-STUDENT HANDBOOK
OF HEMINGFORD PUBLIC SCHOOLS**

This signed receipt acknowledges receipt of the 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 the proper use of technology. The undersigned, as a 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 respond 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, 2023.



CERTIFICATED STAFF HANDBOOK



**Hemingford Public
Schools
2023-2024**

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 2023-2024 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.

Vision Statement

Our vision at Hemingford Public Schools is to work with parents and the community to:

- create a safe and healthy learning environment for all,
- provide and promote opportunities for academic success,
- inspire involvement using career interests and strengths, and
- prepare caring, responsible, and successful citizens.

School Improvement Goals

Academic Goal:

All students will demonstrate growth in math on state and/or national assessments by the end of the 2025-2026 school year.

Instructional Goal:

Students and teachers will be engaged in evidence-based instructional strategies to improve learning.

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 PowerSchool our 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 including ear buds 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 (PowerSchool) for all disciplinary and behavioral documentation and referrals. All discipline referrals must be submitted to the principal or his/her designee via PowerSchool. All student disciplinary documentation is to be kept in the PowerSchool 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.

EMPLOYEE FAMILY MEMBERS AND VISITORS

Employees are welcome to bring their children to visit their worksite, provided that the visits are infrequent, brief, and planned in a fashion that limits disruption to the workplace and/or staff member responsibilities. Other family members, spouses, significant others, or visitors may be allowed from time to time at the discretion of the administrator/supervisor. If the frequency, length, or nature of visits becomes problematic, the employee will be advised of the situation and will be expected to take corrective action.

Employees are not permitted to bring ill children to work. This guidance is not to be utilized as a backup childcare arrangement. Employees are provided paid time off benefits which should be used for personal reasons or to care for an ill child.

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 1st.

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. Staff Absence Forms
5. 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 toward 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 guidelines will issued from time to time by the superintendent of schools in accordance with policy.** 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, FOOD, 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. Staff members interested in having class parties or supplying food need to have that approved by the principal prior to planning the event.

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

Staff members 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 will wear shoes at all times.

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.

HEMINGFORD PUBLIC SCHOOLS



2023-2024
Coaches and Sponsors
Handbook

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INTRODUCTION

This handbook has been prepared to guide all extracurricular personnel in the successful performance of their assigned tasks. In establishing this guide, many factors are considered. An attempt has been made to include all areas, problems and circumstances that normally occur in daily performance of duties. However, not all possible situations can be planned for or against. Procedures for particular situations not covered by this handbook will be established as they occur.

While carrying out your duty assignment always act for the best interest of all students concerned and for the best interest of each individual student. There are no minor sports or activities; whatever you do is important. Each sport or assignment is vital and necessary to you, to your school, to our community and to the overall excellence of our total program.

GOALS AND OBJECTIVES

Positive Experience and Maximum Potential

To provide opportunities that will allow the program to serve as a classroom where the students learn to cope with problems and deal with situations similar to those encountered as a part of daily life. These opportunities could include, but are not limited to:

- Physical, mental, and emotional growth and development.
- The acquisition and development of special skills in activities the students choose to be a part of.
- Team play with the development of such characteristics as loyalty, cooperation, fair play, and other desirable social traits.
- Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that develop a habit of winning and losing graciously.
- Achievement of initial goals as set by the school, the program, and the student as an individual.
- To enable all participants to expand possibilities for future vocational pursuits.
- To provide sufficient activities that offer an outlet for a wide variety of student interests and ability levels.
- To strive for excellence that will produce successful programs within the bounds of good sportsmanship.
- To create a desire to succeed and excel.
- To provide for the constructive use of leisure time now and in the future.
- To develop high ideals of fairness in all human relationships.
- To practice self-discipline and emotional maturity in learning to make decisions under pressure.
- To be socially competent and operate within a set of rules, thus gaining a respect for the rights of others.
- To develop an understanding of the value of participation as part of a balanced educational program.
- To provide a positive image of school activities at Hemingford Public Schools

HEMINGFORD ACTIVITIES PHILOSOPHY

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.

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.

COACHING CREED

1. Be a resource person able to assist the athlete to develop his or her athletic potential and self-dependency.
2. Recognize individual differences in athletes and always think of the athlete's long-term best interest.
3. Aim for excellence based upon realistic goals and the athlete's growth and development.
4. Lead by example. Teach and practice cooperation, self-discipline, respect for officials and opponents and proper attitudes in language, dress and deportment.
5. Make sport challenging and fun. Skills and techniques need not be learned painfully.
6. Be honest and consistent with athletes. They appreciate knowing where they stand.
7. Be prepared to interact with the media, league officials and parents. They too have important roles to play in sports.
8. Coaching involves training by responsible people who are flexible and willing to continually learn and develop.
9. Physical fitness should be a Lifelong goal for all. Encourage athletes to be fit all year, every year and not just for the season.

GENERAL INFORMATION

Mascot: Bobcats

Colors: Red & White

Administration:

Dr. Travis Miller
Superintendent

Misty Curtis
Principal

Todd Westover
Activities Director

Western Trail Conference

Bayard
Bridgeport
Hemingford
Gordon-Rushville
Kimball
Mitchell
Morrill

Panhandle Conference

Crawford
Edgemont, SD
Hay Springs
Hemingford
Hyannis
Morrill
Sioux Co.
St. Agnes Academy(JH only)

SCHOOL SPONSORED ACTIVITIES

Basketball*	FFA	Play Production**	Student Council
Cheerleading	Football*	eSports	Track*
Golf*	Vocal Music**	Wrestling*	Speech **
Cross Country*	Instrumental Music**	Softball*	Volleyball*
FCCLA	H-Club	NHS	Mathcounts
Quiz Bowl	Science Olympiad	Yearbook	HAL
Hope Squad			

*** Denotes sports that will determine 12 season sport award winners.**

****Denotes activities that will determine 12 season fine arts award winners.**

COACH/SPONSOR EXPECTATIONS

1. Develop reasonable training rules and regulations and be sure your team/organization members understand what is expected of them. A copy of your training rules should be given to the Athletic Director.
2. Watch closely the health of your athletes. This includes reporting any potential illegal or harmful activities up to and including concussions, bullying or hazing to the activities director immediately.
3. Have water breaks and rest periods.

4. Keep the length of practice sessions reasonable and release students from practices on time!
5. No swearing among coaches or athletes. There is no defending or justifying this action. Coaches set the example.
6. No tobacco among coaches on school property.
7. A professional relationship between coaches, players and game officials is a must.
8. Winning is an important goal, but the welfare of your athletes is always number one. Don't let the pressures cause you to forget this.
9. Emphasize often to your team that good sportsmanship will prevail. Only captains communicate with game officials and then only in a courteous manner. Again coaches set the example. Cool heads are a must in highly emotional situations.
10. Take some practice time periodically to discuss the intangibles. Emphasize the importance of good behavior and sportsmanship and the benefits derived from athletic participation. If we are to justify athletics and our own positions as coaches, we need to continually point out the educational values of our program. Let your behavior and sportsmanship be a model to your team.
11. Be sure that all athletes receive the required number of practice sessions.
12. Be sure all athletes have completed the Athletic Participation, Parental Consent, and Physician's Report Form. It is mandatory that all parts of these forms are completed, signed by all concerned, and on file with the high school office before athletes are allowed to participate in any way.
13. No practice sessions until the official starting practice date for your sport. It is all right to check out gear and pass out forms and information sheets before the official start date. Pre conditioning will be allowed one week prior to the start of practice.
14. Supervision especially in the places like the locker room have the highest frequency of incidents where you as coaches/sponsors and the school district may be found negligent and liable. Coaches and sponsors will have a plan in place to ensure the best possible supervision of students while they are under their responsibility during practice and competitions.
15. District requires head coaches to complete the online or in person NSAA rules meeting in the sport(s) they coach if such meetings are required.
16. All Open Gyms must be approved in advance. Established prior to the school year ending.
17. Work with the Athletic Director on developing a budget for your sport and seeing that eligibility lists are checked each week.
18. Work with the Athletic Director on submitting transportation requests such as departure times for the entire season two weeks in advance of the opening contest. Bus requisition forms must be submitted and

approved well in advance of an activity. If no requisition form is submitted and approved, then no transportation will be available.

19. Maintain accurate records on all equipment. See that all equipment is accounted for and checked in immediately at the close of the season. Inventory all equipment and submit a report to the Athletic Director within two weeks of the end of your season. Uniforms are not to be worn around the community unless approved by the coaches in conjunction with the Athletic Director and administration.

20. Prepare and submit requests for replacement equipment to the Athletic Director.

21. No Sunday athletic practices, walkthroughs or shoot-arounds are permitted without prior approval.

22. All coaches/sponsors are required to adhere to NSAA and school guidelines relating to summer participation, camps and practices.

23. Coaches must visually witness the signing out of student-athletes by their parents or guardians.

24. Maintain effective communication with parents/guardians/families. This is especially important when dealing with violations of behavioral expectations, student injuries, or other situations where parents need to receive information from coaches/sponsors.

WORKING WITH PARENTS

- Coaching is exciting and rewarding, but from time to time you may experience difficulty with parents. *Some may want* their children to play more or they might question some of your judgments as a coach. This is normal, so do not feel that you are alone if this happens. Here are a few thoughts to remember when dealing with parents:
- Always listen to their ideas and feelings. Remember, they are interested and concerned because their children are involved. Encourage parental involvement.
- Express appreciation for their interest and concern. This will make them more open and at ease with you.
- No coach can please everyone. Don't try.
- Know what your objectives are and do what you believe to be of value to the team.
- Make certain all parents know your ground rules. Have rules and regulations, your philosophy, practice dates and times, etc. printed on a sheet of paper you can pass out to all parents. Have a parent meeting before the season begins to discuss your operating procedures if necessary.
- Resist unfair pressure. You are the coach and it's your responsibility to make decisions.
- Most importantly, be fair. If you treat all players equally, you will gain respect. Be consistent! If you change a rule or philosophy during the season, you may be in for trouble. If you do change something, make sure the parents are informed as soon as possible.
- Handle any confrontation one-on-one and not in a crowd situation. Don't be defensive. Don't argue with a parent. Listen to their viewpoint, and thank them for it. Don't discuss individual players with other parents.
- Ask parents not to criticize their children during a practice game. Don't let your players be humiliated, even by their own parents.
- Don't blame the players for their parents' actions, if negative. Try to maintain a fair attitude.
- Parents must accept the fact that officials and coaches should not be subjected to criticism during or after ball games. Parents and coaches should wait 24 hours before engaging in any type of criticism directed towards a coach.

- Always remember that you will be dealing with all types of children and parents with different backgrounds and ideals. One of your main challenges as a coach is to deal with these differences in a positive manner so the team's season will be an exciting and enjoyable experience for all.

INVENTORY

Each season, each coach/sponsor is responsible for maintaining an inventory of equipment and supplies. Each assistant coach should work with his/her head coach and each head coach should work with his/her athletic director to requisition and maintain equipment with which to prepare his/her team for the season.

At the end of each season, each coach is responsible for making an inventory of equipment and supplies and for reporting to the athletic director any equipment or supplies that are missing, damaged, lost or that need to be replaced.

The athletic director should maintain an inventory of all equipment and supplies and utilize this inventory when making requisitions.

The Inventory Sheet on the following page is for you to use to record your inventory if you need it. Your actual inventory list will be kept on a Google Sheet that will be provided for you by the Activities Director.

HEAD COACHES RESPONSIBILITY CHECKLIST

1. **Attire:** All students will wear a shirt of some kind at all times inside or outside.
2. **Athletic Team Handbook:** Prior to the first day of practice, for each sport season, every head coach will supply all athletes a handbook including; training regulations, lettering requirements, schedules, rules and procedures, practice information, and all other pertinent information deemed necessary by the head coach/sponsor.
3. **Awards:** Coaches will determine the lettering criteria for their sport beyond what is outlined in the school handbook. Awards earned from the media need to be turned into the Activities Director with the season summary. Year end athletic awards will be presented at the Awards Banquet.
4. **Bleachers:** The bleachers are to remain pushed in at all times unless a competition is taking place. When they are pushed in no one is allowed to sit, stand or climb on the bleachers. Coaches may be required to pull bleachers to prepare for a contest in order to facilitate practices. The bleachers are not a storage area; no equipment should be stored behind the bleachers.
5. **Booster Club:** Coaches are strongly encouraged to be an active part in meetings, fundraisers, and work days sponsored by the booster club. Wish lists should be turned in with the season summary. Requisitions through the booster club must be approved by the administration (activities director) before being approved by a vote at a booster meeting.
6. **Budget Procedure:** All requests for purchases will need to be made through the WebLink online requisitioning program. Justification and/or changes may be required for purchases. Requests will be reviewed by the Activities Director and Superintendent prior to approval of any orders.
7. **Camps and Fundraising:** Spending must be in line with the NCAA, NSAA and school policy. Please see additional information later in this handbook regarding fundraising, fund accounting, cash management, and expenditure procedures.
8. **Church Nights:** Practices need to be completed and all students out of the gym by 6:00 p.m. As a general rule, no contests will be permitted on Wednesday if such contests will conflict with community activities. No contest will be allowed on Sunday. Sunday practices must follow the guidelines and procedures for approval as stated in this handbook.
9. **Coaches Aides/Volunteers:** Coaches Aides/Volunteers are defined as a non-certified person employed by the school district, or a volunteer who is helping with an athletic program. It is extremely important that all Head Coaches communicate with these people what our expectations of them are and what parameters they are to work under. These individuals should not be left as the only supervisor. Coaches Aides/Volunteers will follow the same code of ethics as all certified persons.

10. **Coaches Clinics:** All coaches may attend the All-Sports Clinic sponsored by the Nebraska Coaches Association in Lincoln in late summer. This cost will be paid by the district. The district also will pay for your NSAA Gold card if you request it.
11. **Contests:** The Activities Director will schedule and contract all contests. Requests for contests or changes need to be discussed with the administration before making any other arrangements. Contests on school days where students will miss classroom activities require a heads up to those teachers 2 days in advance when possible.
12. **Damaged Equipment/Property:** Report any damaged or broken equipment or property to the Activities Director immediately.
13. **Ejections:** If at any time a coach/sponsor is ejected from a contest the following steps will be taken:
 1. The coach/sponsor will miss the next contest at that level of competition and all other levels of competition in the interim.
 2. The coach/sponsor will be responsible for taking the NSAA required course offered through the NFHS website at their own expense.
 3. The coach/sponsor will sit down with the activities director and discuss their plan of action for correcting the inappropriate behavior and ensuring that it does not happen again.
14. **Emergencies:** Refer to the Emergency Action Plans in this handbook.
15. **End of Season Report:** All head coaches and sponsors will submit a summary report which includes:
 1. Letter winners
 2. Team Record (include scores/places/opponents)
 3. Team Records
 4. Awards (including media awards)
 5. Inventory
 6. Purchase Requisitions
 7. General Comments
16. **Equipment:** Every coach is responsible for documenting all equipment handed out and collected. Collection for missing or damaged equipment must be done before the student is checked out for the year.
17. **Facility Use:** The safety of the facility should be checked on a daily basis. Any hazard should be brought to the attention of the Activities Director. A school employee must be present when facilities are being used by an organization or group affiliated with the school district. Youth teams may use the practice facility through contact with the Activities Director.
18. **Fundraising:** Must follow the procedures outlined later in this handbook.

19. **Game Day Preparations:** Every coach/sponsor is to check with the Activities Director to be sure that all final arrangements have been made for game day. **Coaches/Sponsors are expected to help with setup, teardown, and cleanup of any home event.**
20. **Hazing:** Unacceptable behavior that is tolerated by the coaching staff will put that coaches' job status in jeopardy. Coaches are expected to be vigilant for any kind of hazing.
21. **Hiring officials:** Head Coaches will collaborate with the Activities Director to determine who is hired for contests. The Activities Director will hire officials based on availability.
22. **Inclement Weather:** If school must be canceled or dismissed early because of inclement weather, practices and contests will be postponed as a rule. Occasionally, weather and road conditions clear by the early afternoon; this does not mean practices can then be held. If severe weather strikes during a practice follow the emergency medical plan included in this handbook.
23. **Injuries:** In the event that an athlete becomes injured, the coach or athletic trainer will administer emergency first aid as needed. The coach will complete an injury report and notify the school nurse, activities director and parents or guardians when an injury occurs. If an emergency situation arises, follow the emergency medical plan included in this handbook.
24. **Inventory:** After the last athlete has checked in his/her equipment a complete inventory of all equipment will be taken. Check the inventory against the previous years and report all lost, worn-out and destroyed equipment. When inventory is complete, make out a tentative list of needs to aid in the planning and budgeting for next season.
25. **Invitational Tournaments:** The Activity Director will be assigned as the tournament director. It shall be his/her responsibility to keep the coaches informed. The coaches/sponsors will assist in directing the tournament as requested by the Activity Director.
26. **Keys:** Keys are not to be loaned to athletes or patrons. If a person needs entry into the building they must be accompanied by a staff member.
27. **Locker Rooms:** Coaches are needed to help supervise the locker rooms as well as patrol who are occupying the lockers.
28. **Lodging:** As soon as the number of qualifiers are determined for state competition, lodging arrangements will be made by the Activities Director and the participating coach.
29. **Loyalty:** Success of our total program comes from supporting your fellow coaches. Communication between coaches is essential to running an effective program. Attend as many different activities as possible and encourage support for all activities.
30. **Maintenance:** All coaches must ensure the cleanliness and general appearance of all areas. Any problems or complaints will be directed to the Activities Director who in turn will deal directly with custodian, maintenance personnel and other coaches.

31. **Managers:** A list of duties and responsibilities will be made up by every coach/sponsor for his/her sport. Success many times is based on the little things that must be done and good managers are a big part of this. Each coach must encourage students to serve in this area.
32. **Negligence and Liability:** Every coach must know the legal aspect involved with negligence and liabilities. The general rule is to act the way a prudent person would in all situations and make sure you or an assistant are supervising all phases of practices and games. This includes bus pick up after games. Make all players aware of any dangers or dangerous phase's o your sport and be sure to use up to date training methods. Complete outlines of your season practices should detail what is covered with all of your athletes.
33. **NCA:** The School District will pay Nebraska Coaches Association dues for all coaches.
34. **NSAA Bulletins:** The bulletin is distributed each month and provided to coaches to read. It is the expectation that each coach will read through the bulletin. If you did not receive the coach's copy a binder of past bulletins is located in the Activities Directors office.
35. **NSAA Moratorium and Dead Week:** The NSAA has a 5-day moratorium in December. During these days all rules apply for every level of activities. Summer camps may run from the Tuesday after Memorial Day to July 31st. For interpretations of the rules contact the Activities Director.
36. **NSAA Rules meeting:** Head coaches are reminded that they must attend one of the NSAA sponsored rules meetings for your particular sport. Head coaches are asked to communicate the information to their assistants.
37. **Off-Season Programs:** Coaches are encouraged to conduct off-season programs to promote increased athletic skills; however **these programs are not to interfere with programs which are currently in-season in any way**. Coaches must supervise and organize the program.
38. **Overnight Trips:** Overnight trips may be approved at the discretion of the administration. As a general rule overnight trips should be limited to situations where there is a significant need. Use the following guidelines when teams are traveling on overnight trips.
 - Room checks, both announced and unannounced
 - No boys sleeping in girls rooms and vice a versa
 - Set curfews
 - Communicate with the front desk that no charges to the rooms by individuals is permitted.
 - Complete walk through when departing.
39. **Parental Consent Form:** All athletes must complete the NSAA parental consent form.
40. **Physicals:** All athletes must have a yearly physical examination before starting practice. The form must be signed by the physician and parent/guardians. The head coach is responsible for collaborating with the activity director to make sure that every team

member has been approved to participate according to the Activity Register site. Physicals are valid for one calendar year. Students participating in Summer weights, open gyms, leagues, and camps will need to have a physical on file on the Activity Registration site for the upcoming school year.

41. **Postponement or Cancellations:** The changing postponing or canceling scheduled events is the responsibility of the Activities Director. Coaches and administration will work together to make the best possible decision for the entire school body.
42. **Practice Sessions:** Practices should be with reason with regard to length. Practices that are extended past the normal amount of time should be communicated to the Activities Director as to the reason. When school is not in session, practice time needs approval from the Activities Director. Coaches must leave last and make sure all doors are locked and your athletes out of the building and have a ride home.
43. **Program and Eligibility:** Coaches need to turn in program information prior to the first practice. Coaches must follow the eligibility guidelines in the activity handbook.
44. **Publicity:** It's the duty of the head coach to handle the publicity for his/her teams both pre and post game. Coaches are responsible for turning in statistics, game summaries and other media relations paperwork.
45. **Safety of Facility and Players:** Coaches should check daily on all aspects of safety, (field, gym, equipment, players, etc.) and notify the Activities Director of any problems. Athletes and coaches should document any hazardous conditions and warn everyone involved of the issue.
46. **Scheduling:** All scheduling of events must be done through the activities director. The school, conference and NSAA determine the schedule for contests. Coaches cannot schedule practices, jamborees, tournaments, etc. with authorization for the Activities Director.
47. **School Attendance:** Students participating in school activities
 - o must be in school the for the equivalent of a half day in the afternoon on the day of the event/activity in order to participate in the event/activity
 - o must be in school the Friday afternoon the day before the event/activity if the event/activity is scheduled for a Saturday;
 - o must be in school the afternoon prior to the event/activity if the event/activity is scheduled for the next morning.
 - o Exceptions may be made in the case of previously scheduled doctor's appointments or unforeseen circumstances. These exceptions will be made by the Administration.
48. **Scouting/Mileage:** Subject to administrative approval, mileage will be paid at a rate determined annually when a coach is required to use his/her own vehicle. School vehicles are preferred if available, Only coaches on staff are privileged to this.
49. **Senior Night:** In fall and winter sports there will be a scheduled game to honor seniors and their parents. The night may include multiple activities.

50. **Social Media:** All communication to the team or to individual team members will be made using the “Remind” app. This is for your protection from liability.
51. **Squad selection:** The head coach is to work with assistants in the selection of all squads. You were hired as a professional. This will not be an issue or source of conversation by any stakeholder relevant to the team other than the coaching staff.
52. **State Tournaments:** The head varsity coach of teams that do not qualify for state may be allowed PTO days to attend the state tournament with approval of the supervising administrator. Transportation may be approved, subject to availability. Additional costs of attendance may be paid for by the fundraising of the organization, subject to approval by the activities director within budgetary constraints.
53. **State Tournament Tickets:** If requested the district will purchase a “Gold Card” which will allow admittance into most state championship venues. The school will NOT reimburse the price of tickets for coaches to attend state tournaments when not qualified if they choose not to get a “Gold Card.”
54. **State Tournament Qualifiers:** The school will provide meals for qualifiers, coaches, and drivers. Coaches/Sponsor are expected to keep and submit all itemized receipts to the Business Manager upon return from competition. Meal cost should be reasonable and not excessive. Rooms and transportation will be provided for those who qualify. If a team does not qualify the coaches may use the rooms and pay the reserved rate.
55. **Storage Rooms:** All athletic equipment must be stored properly. Storage areas will be reserved for specific sports and it is the coach’s responsibility to keep it cleaned and secure. Equipment is not to be left in the gym.
56. **Summer Camps:** Varsity head coaches are encouraged to have a summer camp for their sport. All receipts and expenses from the camp need to be accounted for through the business office. The monies from these camps should be used to support the student athletes.
57. **Suspensions:** If an athlete is suspended from school it will include all activities. The Activities Director will inform coaches of suspensions for athletes. Any coach suspending an athlete must turn in a written report to the Activities Director explaining the circumstances for the suspension. The coach should have a rule in place and have explained this to the athletes in a meeting.
58. **Training Room:** The athletic training room is a healthcare facility for athletic injuries. Therefore, only athletic trainers, coaches and athletes are allowed in the training room. Athletes should only be allowed in the training room under the supervision of the coach or trainer.
59. **Transportation:** Busses and vans are provided depending on the number of participants. Athletes are only permitted to drive to practices. Athletes are to ride home on the bus. Parents may sign out their students onsite at the completion of an activity as long as the coach is actually present at the time of the parent signing them out and the person signing the student is a legal parent or guardian. If an individual is riding home with someone other than a legal parent or guardian, notification must be arranged prior to the team leaving for the competition. This form can be found on the Activity Registration site. A copy should be filed with the office and the head coach.

60. **Transportation/Bus Schedule:** Coaches are responsible to collaborate with the activity director and transportation director to ensure dates, locations, and leave times are correct. All transportation request will be made by filling out the “Bus List” form shared with all coaches and sponsors. Any errors or changes need to be made a week prior to the event to prevent confusion with the transportation drivers.
61. **School Vehicles:** Don’t assume they will be full of gas when you get in them you need to check in advance. You are responsible for topping off any small vehicle on return from activities. You must complete required training and file the proper paperwork to be eligible to drive a school vehicle.
62. **Ipads and Hudl:** Coaches are responsible for making arrangements to video their contests and upload to Hudl for review/analysis of film, verification of statistics, and to promote opportunities for student-athletes desiring to compete at the collegiate level (to share with college scouts/recruiters).
63. **Washing of Uniforms:** Coaches and athletes are responsible for washing practice and game uniforms. This responsibility includes the care of the uniform.
64. **Weight Room:** the weight room is available for use by all athletes but must be supervised by a coach at all times.

Changes and additions will be made only with the approval of the Administration and Board of Education.

HEAD COACH/SPONSOR JOB DESCRIPTION

Coaches and Sponsors will be provided a copy of the job description. A signed acknowledgement and affirmation of review of the handbook will be provided to the school district. Coaches/Sponsors are expected to meet the expectations as set forth in the job description, in addition to the expectations in this handbook.

COACHING APPRAISAL/ASSESSMENT PROCEDURE

The basic purpose behind appraisal/assessment is to improve the instruction athletes receive and to improve our ability to meet our activity program objectives. Other purposes of an appraisal evaluation system are as follows.

- Afford an opportunity to identify, recognize and praise quality coaching and instruction
- Provide an opportunity to identify potential leadership within a system
- Create a climate to achieve individual improvement through job targets
- Provide information necessary to make an objective assessment of the performance of the coach.
- Assure that quality coaching is a responsibility shared by the entire coaching staff and the activities director.

Coaches should plan to complete the following as part of the assessment/appraisal process:

1. Head coach will conduct appraisal/assessment of assistant coaches.

2. Activities director will conduct appraisal/assessment of head coaches/sponsors
3. Activities director and the principal will be responsible for the contract recommendation.
4. As a general rule, appraisal/assessment should be completed within two weeks after the conclusion of the season.
5. A review of the appraisal/assessment will be held with the coach and activities director.
6. A coach may provide a rebuttal to the appraisal/assessment.
7. The coach will be provided a copy of the appraisal/assessment.

END OF SEASON RESPONSIBILITIES

All coaches within the district must complete certain end of the season responsibilities before their coaching assignment is finalized. Failure to comply may affect future assignments.

ANNUAL SPORTS REPORT

To inform the Board of Education about accomplishments and problems of the program, all varsity, junior varsity and freshman coaches and sponsors must submit an annual sports report.

The reports must be completed within a **15-day period** after the season is over and include the following:

1. Brief summary of the season and suggestions for improving the program, (coach self-evaluation form, & evaluation form completed by the activities director).
2. Complete an inventory of all equipment and supplies.
3. Name of squad members indicating letter winners, captains, managers, etc.
4. Schedules played and results of games, meets or matches.
5. Special honors received by team members.
6. New records set for the seasons for individual performance, team scoring, etc.
7. Final statistics that were kept both for individuals and the team.
8. Budget requests for the next season listing all items in priority order.
9. An updated three-year plan for the program. (Instructions below).

PROFESSIONAL COACHING AND PROGRAM PLANNING: “Development of the Three-Year Plan”

A three-year interscholastic athletic plan is designed to help you look at where your program is and how to get it to a desired level three years into the future. It doesn't matter whether you are a

first year coach seeking stability in your program or an established, successful program which is seeking the proverbial “next rung” of success, a three-year plan will help you look at what is working within your program, where technical and tactical trends are moving, and design the steps to achieve student-athlete skill-set goals. The ultimate objective of this process is to assess the direction of the sport program and to indicate a “prescription” for the continued success and improvement of the sport for all participants.

- Part One: Mission Statement

What is the defining objective and purpose of the specific sport program? “*Why does your program exist?*” The mission statement should guide the actions of the organization and all participants as well as spell out your overall goal. It provides a “pathway” to guide all decision-making and is the framework from which your program strategies are formulated.

- Part Two: Program Description

Describe the program in detail; this section should provide a brief history of the program over the course of recent years.

- Part Three: The Student Profile

Look at your underclassmen; “What’s coming up?” “What are the numbers like?” “What are the expectations of each grade level group?” If you want to move beyond the next three years in this section based on your knowledge of junior high or upper elementary students feel free to do so.

- Part Four: Program Assets and Challenges

What are the foundational pieces you have to work with currently? What are the equipment/budget/facility needs expected to be year-by-year over the next three years? Identify the obstacles that you believe you need to overcome and indicate plausible options to address in correcting these challenges.

- Part Five: Academics

What types of strategies do you have in place to address academic and/or eligibility concerns? How will you monitor academic progress and provide appropriate support/encouragement for academic success?

- Part Six: Timeline and Athletic Department Support

Create a timeline of where your program is now and where it will be in three years. Identify those specific areas of support necessary from the Athletic Department.

SUNDAY ACTIVITIES

For the purposes of maintaining good community relations and limiting unnecessary intrusion upon students and families, the following policy shall guide the school and its employees regarding school-related activities on Sundays.

To the greatest extent possible, the school and its employees shall refrain from involving students in school activities or school-related activities that occur on a Sunday.

School-related activities involving students shall be prohibited from taking place on a Sunday unless authorized in advance by the Superintendent. The Superintendent may consider approving student participation in school-related activities on Sundays under the following circumstances:

1. The school-related activity is reasonably necessary to prepare for a Conference, District, State, or National-level event that is to take place on the Sunday in question or on the immediately subsequent Monday, Tuesday, or Wednesday.
 - a. When such school-related activity is used for practice or preparation, such activity shall be limited to the hours of 1 PM to 5 PM unless other approval has been granted.
2. The school-related activity is reasonably necessary for approved participation in a Conference, District, State, or National-level event to take place on the Sunday in question.
3. The school-related activity is reasonably necessary for approved participation in a community event to take place on the Sunday in question.
4. The school-related activity is reasonably necessary for approved travel related to a Conference, District, State, or National-level event.
5. Other instances, not already listed, that are determined by the Superintendent to be reasonable, highly beneficial to students, and caused by extraordinary circumstances.

INJURY/EMERGENCY ACTION PLAN GUIDELINES

The risk of injury, catastrophic injury, and even sudden death are inherent to sports. This is something we must always keep in mind as we prepare both mentally and physically to practice our plan of action. In all emergency situations it is important to attempt to remain calm, avoid making hasty decisions, and to trust your knowledge and the training you have been given.

The following emergency action plan includes identification of the personnel involved, specific equipment needed to respond to the emergency, and an established communication system to summon the needed emergency care.

In all venues used by Hemingford Jr/Sr High School the following emergency protocol should be used:

- If there appears to be a life-threatening injury or illness, call 911.
- Inform emergency medical services (EMS) of the exact location relative to our campus and that we have an individual in need of emergency medical treatment.

- The EMS operator will ask several questions, but you need to be sure to give them the following information:
 - Name, address and telephone number of the caller
 - Condition of the individual needing emergency medical treatment
 - Details of the first-aid treatment that has been initiated
 - Any other information requested by the dispatcher/operator
- Have another staff adult contact the parents (this individual should be designated on your emergency plan in advance so there is no question as to who is responsible for this should the need arise). Do not leave information on an answering machine, go to the next emergency contact listed (use PowerSchool for additional numbers if needed). Explain the situation to them and ask if there is a specific location they would like their son or daughter transported.
- Administration, site supervisors and all other school personnel present (as needed) will act as crowd control around the injured individual.
- Provide appropriate emergency care until the arrival of EMS. This includes the use of emergency equipment such as a portable AED and emergency bags if necessary. When EMS arrives, give them all necessary information (specific injury including the events leading up to it, vital signs, treatment given, medical history of the individual involved) and answer any questions they may have.

EMERGENCY CONTACT LIST	Phone Numbers
Police/Sheriff and Emergency Medical	911
Sheriff Non-Emergency	(308) 762-6464
Hemingford Police Non-Emergency	(308) 762-6464
Superintendent: Dr. Travis Miller	(308) 641-5489
Principal: Misty Curtis	(308) 760-6637
Activities Director: Todd Westover	(402) 806-8065
Athletic Trainer:	(308) 752-6660
Alliance Hospital	(308) 762-6660
Chadron Hospital	(308) 432-5586

Basic Emergency Response Team

- Certified Athletic Trainer (if on duty)
- EMS personnel that may be on site
- School administration &/or site supervisors
- Coaches
- Other school personnel in attendance

LIGHTNING: What You Need to Know

- ***NO PLACE*** outside is safe when thunderstorms are in the area.
- If you hear thunder, lightning is close enough to strike you.
- When you hear thunder, *immediately* move to safe shelter: a substantial building with electricity or plumbing or an enclosed, metal-topped vehicle with windows up.
- Stay in a safe shelter at least 30 minutes after you hear the last sound of thunder.

Lightning During a Game

1. Should lightning occur during games when athletes are outside, the certified athletic director and site supervising administrator will be in charge of monitoring the situation.
2. The AD and site supervising administrator will use both visual and technology to monitor the lightning.
3. If the AD and site supervising administrator is alerted that there is lightning 10 miles from an outdoor sports venue they will notify at least one coach of each team of the approaching weather situation either in person or via cell phone. Play may continue at this point.
4. If the AD and site supervising administrator is alerted there is lightning less than 10 miles from an outdoor sports venue, they will notify at least one coach of each team of the approaching weather situation either in person or via cell phone. Additionally, the game officials/umpires will also be notified. Coaches, athletes and spectators will be instructed to seek shelter immediately.
5. No athletic contests will be allowed to resume outdoors until there have been no lightning strikes for 30 minutes that have occurred within 10 miles of the outdoor facility in which the contest is being held.

Lightning During a Practice

1. Should lightning occur during games when athletes are outside, the head coach and any administrator(s) still on campus will be in charge of monitoring the situation.
2. The head coach and administrator(s) will use both visual and technology to monitor the lightning.
3. If the head coach and administrator(s) are alerted that there is lightning 10-20 miles from the venue they will notify all assistant coaches of that program as well as head and assistant coaches of other programs of the approaching weather situation either in person or via cell phone. Practice may continue at this point.

4. If the head coach and administrator(s) are alerted there is lightning within 10 miles of the venue, they will notify all assistant coaches of that program as well as head and assistant coaches of other programs of the approaching weather situation either in person or via cell phone. Coaches and athletes will be instructed to seek shelter immediately.
5. No practices will be allowed to resume outdoors until there have been no lightning strikes for 30 minutes that have occurred within 10 miles.

Indoor Lightning Safety

- Stay off corded phones, computers and other electrical equipment that put you in direct contact with electricity.
- Avoid plumbing, including sinks, baths and faucets.
- Stay away from windows and doors and stay off porches.
- Do not lie on concrete floors, and do not lean against concrete walls.

Last Resort Outdoor Risk Reduction Tips

If you are caught outside *with no safe shelter anywhere nearby* the following actions *may* reduce your risk:

- Immediately get off elevated areas such as hills, mountain ridges or peaks
- Never lie flat on the ground
- Never shelter under an isolated tree
- Never use a cliff or rocky overhang for shelter
- Immediately get out and away from ponds, lakes and other bodies of water
- Stay away from objects that conduct electricity (barbed wire fences, power lines, windmills, etc.)

INJURY/EMERGENCY PLAN: Big Gym – Volleyball, Basketball, Wrestling, and Concerts

1. The certified athletic trainer (ATC) or most qualified individual on the scene will evaluate the injury situation. The head coach, or a designated assistant coach will stand by to assist. If an ATC is not on duty, a designated assistant coach will contact the ATC if needed. An AED is located in the gym if needed.
2. An additional designated assistant coach or student manager will be responsible for retrieving ice &/or any necessary emergency equipment (splint, crutches, etc.).
3. Administration, site supervisors and all other school personnel present (as needed) will act as crowd control around the injured individual.
4. If the Emergency Medical System (EMS) needs to be activated, a designated assistant coach will make the call. When the call is made the following script should be used:

“This is **caller’s name** from Hemingford High School. There has been an accident at the **sport/activity** game at Hemingford, and **give the general extent of the injury**. We are located at 913 Niobrara Ave. and the entrance to the gym is on the South side of the big gym building. Please enter through the gym entrance, the door marked **????**. Someone will be waiting outside to direct you in.” Allow the 911 operator to hang up first at the conclusion of the call.

5. The designated assistant coach that made the call to EMS will go to the door **????** after making the call to direct EMS to the injured person when they arrive.
6. Administration/site supervisors will clear a path for the ambulance to meet the injury situation.
7. The head or assistant coach that remained with the ATC will record all vital information as directed.
8. If the injured individual requires a spine board, EMS will complete that procedure at which point the patient will be turned over to them for transport.
9. The designated assistant coach will call and notify parents and administration of the situation and transport location.
10. If available, the ATC, designated assistant coach or a school representative will accompany the individual to the hospital.

The same protocol will apply to visiting team injuries as well.

In the event of severe weather, the administrator(s)/site supervisor(s) will make an announcement over the PA system and direct everyone to safe shelter locations.

Todd Westover, AD: 402-806-8065

Misty Curtis, Principal: 308-760-6637

Dr. Travis Miller, Superintendent: 308-642-5489

INJURY/EMERGENCY PLAN: Elementary Gym – Volleyball, Basketball

1. The certified athletic trainer (ATC) or most qualified individual on the scene will evaluate the injury situation. The head coach, or a designated assistant coach will stand by to assist. If an ATC is not on duty, a designated assistant coach will contact the ATC if needed. An AED is located in the gym if needed.
2. An additional designated assistant coach or student manager will be responsible for retrieving ice &/or any necessary emergency equipment (splint, crutches, etc.).
3. Administration, site supervisors and all other school personnel present (as needed) will act as crowd control around the injured individual.
4. If the Emergency Medical System (EMS) needs to be activated, a designated assistant coach will make the call. When the call is made the following script should be used:

“This is **caller’s name** from Hemingford High School. There has been an accident at the **sport/activity** game at Hemingford and **give the general extent of the injury**. We are located at 911 Niobrara Ave. and the entrance to the gym is on the East side of the cafeteria. Please enter through the main High School entrance, the door marked “**???**”. Someone will be waiting outside to direct you in.” Allow the 911 operator to hang up first at the conclusion of the call.

5. The designated assistant coach that made the call to EMS will go to the door **????** after making the call to direct EMS to the injured person when they arrive.
6. Administration/site supervisors will clear a path for the ambulance to meet the injury situation.
7. The head or assistant coach that remained with the ATC will record all vital information as directed.
8. If the injured individual requires a spine board, EMS will complete that procedure at which point the patient will be turned over to them for transport.
9. The designated assistant coach will call and notify parents and administration of the situation and transport location.
10. If available, the ATC, designated assistant coach or a school representative will accompany the individual to the hospital.

The same protocol will apply to visiting team injuries as well.

In the event of severe weather, the administrator(s)/site supervisor(s) will make an announcement over the PA system and direct everyone to safe shelter locations.

Todd Westover, AD: 402-806-8065

Misty Curtis, Principal: 308-760-6637

Dr. Travis Miller, Superintendent: 308-642-5489

INJURY/EMERGENCY PLAN: Football Field – Football, Cross Country

1. The certified athletic trainer (ATC) will handle the immediate care of the injured individual and stabilize the head/neck/spine if needed. A portable AED will be on site if needed.
2. A designated assistant coach or student manager will be responsible for retrieving ice &/or any necessary emergency equipment (splint, crutches, etc.).
3. Administration, site supervisors and all other school personnel present (as needed) will act as crowd control around the injured individual with the person in charge at the shoulder of the medical personnel.
4. If the Emergency Medical System (EMS) needs to be activated, they will be signaled to the field by the ATC or their designee. The ATC will remain with the injured individual providing any needed treatment until EMS arrives. If EMS is not on site, the designated assistant coach will call 911. When the call is made the following script should be used:

“This is **caller’s name** from Hemingford High School. There has been an accident at the **sport/activity** game at Hemingford and **give the general extent of the injury**. We are located at Box Butte Fairgrounds at the football field/track. Someone will be waiting by the fairground entrance to give you directions.” Allow the 911 operator to hang up first at the conclusion of the call.

5. The designated assistant coach that made the call to EMS will go to the fairground entrance after making the call to direct EMS to the injured person when they arrive.
6. Administration/site supervisors will clear a path for the ambulance to meet the injury situation.
7. The head or assistant coach that remained with the ATC will record all vital information as directed.
8. If the injured individual requires a spine board, EMS will complete that procedure at which point the patient will be turned over to them for transport.
9. The designated assistant coach will call and notify parents and administration of the situation and transport location.
10. If available, the ATC, designated assistant coach or a school representative will accompany the individual to the hospital.

The same protocol will apply to visiting team injuries as well.

In the event of severe weather, the administrator(s)/site supervisor(s) will make an announcement over the PA system and direct everyone to safe shelter locations.

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PUBLIC ADDRESS ANNOUNCEMENTS FOR EMERGENCIES

Football Field & Cross Country Meets

Spectators (Non-tornadic weather): Please exit the stadium at a walking pace. If you are staying on school property, please stay in your vehicles. Please remain there until the weather has passed. Re-admittance to the game will be allowed if and when we continue the game.

Spectators (Tornadic weather): Please exit the stadium and proceed to the school. As you enter the school through the main west doors labeled W 13 there will be school officials to direct you to designated tornado shelters. Please remain there until the all clear sounds. Re-admittance to the game will be allowed if and when we continue the game.

Coaches/Players/School Personnel (Non-tornadic weather): Please go to the school and remain in your locker rooms or the gym. Stay away from all exterior doors and windows.

Coaches/Players/School Personnel (Tornadic weather): Please exit the stadium and proceed to the school. We ask that you stay in your locker rooms until the all clear sounds.

School Gymnasiums

Spectators (Non-tornadic weather): If you are staying on school property please remain in the gym. Please stay off the playing floor and remain in the stands.

Spectators (Tornadic weather): We ask that you exit the gym to the lower locker rooms and wrestling room. Please remain there until the all clear sounds.

Coaches/Players/School Personnel (Non-tornadic weather): Please stay on the team bench or go to your designated locker room. Stay away from all exterior doors and windows.

Coaches/Players/School Personnel (Tornadic weather): Please proceed to your designated locker room. Please remain in your locker room until the all clear sounds.

CONCUSSIONS

- Concussions continue to be a focus of attention in football at all levels of competition. The NFHS has been at the forefront of national sports organizations in emphasizing the importance of concussion education, recognition and proper management.
- Discussion of proper concussion management at all levels of play in all sports has led to the adoption of rules changes and concussion-specific policies by multiple athletic organizations, state associations and school districts. Coaches and game officials need to become familiar with the signs and symptoms of a concussed athlete so that appropriate steps can be taken to safeguard the health and safety of participants.
- Athletes must know that they should never try to “tough out” a suspected concussion. Teammates, parents and coaches should never encourage an athlete to “play through” the symptoms of a concussion. In addition, there should never be an attribution of bravery associated with athletes who play despite having concussion signs or symptoms. The risks of such behavior must be emphasized to all members of the team, as well as all coaches and parents. If an athlete returns to activity before being fully healed from an initial concussion, the athlete is at an increased risk for a repeat concussion. A repeat concussion that occurs before the brain has a chance to recover from the first can slow recovery or increase the chance for long-term problems. In rare cases, a repeat concussion can result in severe swelling and bleeding in the brain that can be fatal.
- Governing bodies at all levels of play continue to review and revise playing rules and encourage practices that decrease the risk of concussion. Among the most concerning data from the past several high school football seasons is that concussions continue to account for a high percentage of the injuries reported and that more than half of all concussions were a direct result of helmet-to-helmet contact!
- All coaches should undergo education and utilize available professional development tools regarding the signs and symptoms of concussion and the proper management of athletes with a suspected concussion. The NFHS offers the free course “Concussion in

Sports: What You Need to Know” that is available at www.nfhslearn.com. The free course is a brief and user-friendly resource not just for coaches, but also for students, parents and other interested persons. Many states have developed their own education programs. It is incumbent upon coaches to lead by example in recognizing the seriousness of all suspected concussions.

- Contact to and with the Helmet: Over the years, the NFHS Football Rules Committee has repeatedly emphasized the need to keep the HEAD OUT OF FOOTBALL because of the potential for catastrophic head and neck injuries. The committee in its publications for review by coaches and game officials has specifically targeted some form of helmet review or illegal helmet contact emphasis 24 times since 1980. In the past few years, all levels of football have increased the focus on decreasing the risk of concussion, and it is widely conceded that one of the biggest steps in this effort is to eliminate direct helmet-to-helmet contact and any other contact both with and to the helmet.
- Any initiation of contact with the helmet is illegal; therefore, there must be a focus on enforcing the existing rules. These rules include fouls such as butt blocking, face tackling and spearing (all of which are illegal helmet contact fouls) as well as other acts prohibited by the provisions regarding unnecessary roughness. These types of contact, such as blows to the head by the defender, initiating contact to the head, and helmet-to-helmet contact are all unnecessary to the playing of the game. When in doubt, contact to or with the helmet should be ruled a foul by game officials.

Hemingford Concussion Management Team:

The concussion management team (CMT) will consist of the activities director, school nurse(s), athletic trainer(s), teachers, and coaches of the individual diagnosed with a concussion.

Concussion Protocol

If at any time a student participating in an activity is thought to have a possible concussion the following steps will be taken:

- A coach/sponsor/teacher will call a parent/guardian & they or a trainer, doctor, or nurse will stay with the participant until they have been picked up by the parent/guardian to be taken to see a doctor. If a parent/guardian/emergency contact is not able to pick up the participant, it is acceptable for the coach/sponsor/teacher to give the student a ride to a location where they will be supervised. The participant is not to ride home on a bus or with another student. Document that you informed a parent/guardian/emergency contact.
- The coach/sponsor/teacher will contact the parent/guardian later in the evening to find out the diagnosis. Document this contact as well.
- If the diagnosis is a concussion, the coach/sponsor/teacher will notify the activities director and school nurse, and be responsible for making sure the participant does not take part in any activities (this includes all practices and competitions) until cleared to do so in writing by a doctor.

Protocol for returning to “normal” activity:

- Parents will be informed that the best thing they can do for their child after a concussion diagnosis is to keep them at home with limited exposure to light and/or electronic devices. It is also recommended that there be very limited mental exertion and no prolonged periods of concentration.
- Parents will also be asked to complete a form that will allow the physician who saw the child to share information with the school CMT.
- At school, we will provide a quiet place for rest, a quiet place to eat lunch, and academic modifications as needed while helping the child gradually transition back to a “normal” day.
- Teachers and coaches of the individual diagnosed with a concussion will be asked to observe the child for symptoms and fill out a form for the school CMT. The school CMT will then complete a symptom checklist regularly to determine the appropriate level of academic activity for the child.
- Once the child is symptom free and able to resume “normal” academic activity, the athletic trainer will follow a progression to get the child back to “normal” physical activity. This process will include an impact test.
- Once the child is able to resume “normal” physical activity, and has been cleared to do so by a physician, they will be allowed to participate in school activities again.

HELMET TECHNOLOGY AND PROPER HELMET FITTING

The heightened concern about concussions and the variety of football helmets available have led participants and coaches to seek a helmet that they believe will best protect a player from concussion. While many new football helmets incorporate innovative materials and designs, no existing football helmet is “concussion proof.” Therefore, it is incumbent upon athletic administrators, coaches, game officials, parents and participants to understand the limitations of all protective equipment, including the helmet. Everyone must realize that a combination of best practices, including but not limited to, repeated instruction on proper tackling and blocking techniques, proper helmet fitting and equipment tracking/recertification procedures, and proper and consistent officiating, are the keys to limiting injury risk and must be emphasized within each program.

Proper helmet fit has been a concern in recent years as anecdotal and documented reports of players having helmets completely dislodged during games continue to mount. To emphasize this point, the NFHS Football Rules Committee has passed a rule in 2012 that requires the athlete to leave the game for a single play if the helmet comes off during live ball action, unless the removal is due to a foul by the defense. If no foul is called, then the player must be removed. It is imperative that the athletes take an active role in the proper fitting, wear and use of the helmet and realize the “comfort” shortcuts are not permitted.

Every football helmet manufacturer provides various helmet-fitting pamphlets with each helmet sold, detailing how to properly fit the helmet. If the helmet-fitting pamphlets or other football helmet-related instructions are missing, please contact the respective football helmet

manufacturer.

HEAT ACCLIMATIZATION AND PREVENTING HEAT ILLNESS

Exertional Heat Stroke (EHS) is the leading cause of preventable death in high school athletics. Athletes participating in high-intensity, long-duration or repeated same-day practices during the summer months or other hot-weather days pose the greatest risk. Football has received the most attention because of the number and severity of exertional heat illnesses. Notably, the National Center for Catastrophic Sports Injury Research reports that 37 high school football players died of EHS between 1995 and 2010. EHS also results in thousands of emergency room visits and hospitalizations throughout the nation each year.

In the spring of 2012, the NFHS Sports Medicine Advisory Committee (SMAC) released a new position statement “Heat Acclimatization and Heat Illness Prevention.” The position statement is intended to provide an outline of “Fundamentals” and may be used as a guiding document by member state associations. Also, the

NFHS has released a 20-minute free online course “A Guide to Heat Acclimatization and Heat Illness Prevention” at www.nfhslearn.com, regarding this life-threatening topic. Further and more detailed information will be found within the NFHS online course, as well as the 4th Edition of the NFHS Sports Medicine Handbook, the NFHS SMAC position statement “Recommendations for Hydration to Minimize the Risk for Dehydration and Heat Illness” and other resources.

The new position statement and online course are intended to reduce the risk and incidence of EHS and the resulting deaths and injuries. The NFHS recognizes that various states and regions of the country have unique climates and an assortment of resources, and that there is no “one-size-fits-all” optimal acclimatization plan. However, the NFHS and the NFHS SMAC strongly encourage member state associations to incorporate all of the “Fundamental Musts” into any heat acclimatization plan to improve athlete safety. In addition, the online “A Guide to Heat Acclimatization and Heat Illness Prevention” should be required viewing for all coaches.

Heat Acclimatization and Heat Illness Prevention Keys for Coaches

1. Recognize that Exertional Heatstroke (EHS) is the leading preventable cause of death among high school athletes.
2. Know the importance of a formal preseason heat acclimatization plan.
3. Know the importance of having and implementing a specific hydration plan, keeping your athletes well hydrated, and providing ample opportunities for, and encouraging, regular fluid replacement.
4. Know the importance of appropriately modifying activities in relation to the environmental heat stress and contributing individual risk factors (e.g., illness, obesity) to keep your athletes safe and performing well.
5. Know the importance for all staff to closely monitor all athletes during practice and training in the heat, and recognize the signs and symptoms of developing heat illnesses.

6. Know the importance of, and resources for, establishing an emergency action plan, practicing the aspects of that plan, and promptly implementing it in case of suspected EHS or other medical emergency.

Fundamentals of a Heat Acclimatization Plan

1. Physical exertion and training activities should begin slowly and continue progressively. An athlete cannot be “conditioned” in a period of only two to three weeks.
2. Keep each athlete’s individual level of conditioning and medical status in mind and adjust activity accordingly. These factors directly affect heat illness risk.
3. Adjust intensity (lower) and rest breaks (increase frequency/duration), and consider reducing uniform and protective equipment, while being sure to monitor all players more closely as conditions are increasingly warm/humid, especially if there is a change in weather from the previous few days.
4. Athletes must begin practices and training activities adequately hydrated.
5. Recognize early signs of distress and developing exertional heat illness, and promptly adjust activity and treat accordingly. First aid should not be delayed!
6. Recognize more serious signs of exertional heat-related distress (clumsiness, stumbling, collapse, obvious behavioral changes and/or other central nervous system problems), immediately stop activity and promptly seek medical attention by activating the Emergency Medical System. On-site rapid cooling should begin immediately.
7. An Emergency Action Plan with clearly defined written and practiced protocols should be developed and in place ahead of time.

The NSAA has adopted a Heat Acclimatization and Contact Plan specific to football & it is required that all member schools follow the plan. That plan is on the following page(s).

14-Day Heat-Acclimatization Period

1. Days 1 through 5 of the heat-acclimatization period consist of the first 5 days of formal practice. During this time, athletes may not participate in more than 1 practice per day.
2. If a practice is interrupted by inclement weather or heat restrictions, the practice should recommence once conditions are deemed safe. Total practice time should not exceed 3 hours.
3. A 1-hour maximum walk-through is permitted during days 1–5 of the heat-acclimatization period. However, a 3-hour recovery period should be inserted between the practice and walk-through (or vice versa). The only pieces of player equipment to be worn by the individuals during the walk-through are shoes and helmets. The only pieces of general equipment to be used during the walk-through are footballs and kicking tees.
4. During days 1–2 of the heat-acclimatization period, in sports requiring helmets or shoulder pads, a helmet should be the only protective equipment permitted (goalies, as in the case of field hockey and related sports, should not wear full protective gear or perform activities that would require protective equipment).
During days 3–4, only helmets and shoulder pads should be worn.

A. Football only: On days 3–4, contact with blocking sleds and tackling dummies may be initiated.

Beginning on day 5, all protective equipment may be worn and full contact may begin.

B. Full-contact sports: 100% live contact drills should begin no earlier than day 6.

5. Beginning no earlier than day 6 and continuing through day 14, double-practice days must be followed by a single-practice day. On single-practice days, 1 walk-through is permitted, separated from the practice by at least 3 hours of continuous rest. When a double-practice day is followed by a rest day, another double-practice day is permitted

6. On a double-practice day, neither practice should exceed 3 hours in duration, and student-athletes should not participate in more than 5 total hours of practice. Warm-up, stretching, cool-down, walk-through, conditioning, and weight-room activities are included as part of the practice time. The 2 practices should be separated by at least 3 continuous hours in a cool environment.

7. Because the risk of exertional heat illnesses during the preseason heat-acclimatization period is high, we strongly recommend that an athletic trainer be on site before, during, and after all practices.

NSAA SMAC Revised and Approved – April, 2014

NSAA SMAC Recommendations – April, 2013

1. Casa DJ, Csillan, D. Preseason Heat-Acclimatization Guidelines for Secondary School Athletics. *Journal of Athletic Training*. 2009;44(3):332-333.
2. Casa DJ, Almquist J, et al. The Inter-Association Task Force for Preventing Sudden Death in Secondary School Athletics Programs: Best-Practices Recommendations. *Journal of Athletic Training*.
3. National Federation of State High School Associations Sports Medicine Advisory Committee. Heat acclimatization and heat illness prevention position statement. Published 2012.

PRACTICE: LEVELS OF PHYSICAL CONTACT

Levels of Contact focus on the varying levels of intensity throughout practices to build player confidence, ensure their safety and prevent both physical and mental exhaustion. These Levels of Contact will increase player safety by reducing the risk of helmet-to-helmet contact without sacrificing skill.

Five intensity levels are used to introduce players to practice drills which position them to master the fundamentals and increase skill development.

Air (Coach determined outcome)

Players run a drill unopposed without contact.

Bags (Coach determined outcome)

Drill is run against a bag or another soft-contact surface.

Control (Coach determined outcome)

Drill is run at assigned speed until the moment of contact; one player is predetermined

the “winner” by the coach. Contact remains above the waist and players stay on their

Thud (No coach determined outcome)

Drill is run at assigned speed through the moment of contact; no predetermined “winner”. Contact remains above the waist, players stay on their feet and a quick whistle

Live Action (No coach determined outcome)

Games, scrimmages and drills run in game-like conditions. These are the only times that players are taken to the ground.

Day 1-2

3.11.4.6 – No Contact Rule

Equipment – Helmets

Allowable Contact – “Air” and “Bag”

- Unlimited

Day 3-4

Equipment – Helmets and shoulder pads

Allowable Contact – “Air”, “Bag” and “Control”

- Unlimited

Day 5-14

Equipment – Full protective equipment may be worn

Allowable Contact – “Air”, “Bag” and “Control”

- Unlimited

Allowable Contact – “Thud” and “Live Action”

- Maximum 30 minutes per practice
- No more than 2 consecutive days
- Only one practice (on a scheduled 2-a-day)
- 2 scheduled scrimmages, not to exceed 90 minutes each

Day 15-Remainder of the Season

- Equipment – Full protective equipment may be worn

Allowable Contact – “Air”, “Bag” and “Control”

- Unlimited

Allowable Contact – “Thud” and “Live Action”

- Maximum of 4 days per week (including games)
- No more than 2 consecutive days
- Maximum of 30 minutes per practice

SOCIAL MEDIA

INTENT

The school district supports the appropriate use of technology to communicate with students for legitimate educational purposes. Employees and agents of the school district are responsible for conducting themselves professionally, exercising sound judgment, and teaching and modeling high standards of behavior and civic values, regardless of location. This expectation applies to

employees' conduct and interactions with students and to all material that employees post through school district media, texting, personal websites, blogs, and other social networking sites including but not limited to Facebook, MySpace, YouTube, and Twitter.

PROHIBITED ACTIONS

District employees, volunteers, and others serving as agents of the school district are prohibited from engaging in inappropriate communication with students including but not limited to online or digital socializing, social networking (i.e. Facebook, Twitter, YouTube, etc.), internet use, email, texting, blogging, or other electronic communication that violates the law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education ("Rule 27").

The following use of social or digital media is a violation of this policy. The following list is intended to be illustrative and does not describe every kind of prohibited behavior.

1. Sending any correspondence, including but not limited to text or email, that does not directly serve a school or educational purpose.
2. Authorizing students to access your personal, social media accounts (e.g. "friending" or "following") or requesting that students provide you with access to their personal social media accounts.
3. Communicating with students about sex, personal matters, intimate matters, or similar matters.
4. Joking with students about matters involving sex, using double entendre, or making suggestive remarks of a sexual or intimate nature.
5. Sharing sexually inappropriate material or objects with students.
6. Displaying pornography.
7. Making a sexual advance or engaging in any activity of a sexual or romantic nature with a student.
8. Disclosing confidential student records or information.
9. Disclosing confidential personnel records or information of other school district employees, agents, or volunteers.
10. Behaving in any manner that results in a disruption to the school environment.
11. Behaving in any manner that impairs the employee's ability to perform his or her employment duties or impairs his or her ability to be an effective employee.
12. Using an employment title or including any reference to the employee's affiliation with the school district unless the communication is school related and in compliance with the law, district policies, and Rule 27.
13. Including mascots, symbols, logos, or other district trademarks in non-school related communications.

EXCLUSIONS

The aforementioned prohibition shall not apply to the following such that these exclusions do not otherwise constitute a violation of the law, district policies, or Rule 27:

- A. School-purposed, non-personal social media accounts and messaging applications created solely for school-related matters to which all of the employees' students within an established group, their parents, and school officials are allowed or offered access.

- B. Personal, social media accounts and messaging applications of students who are immediate family members (limited to children, grandchildren, brothers, sisters, nieces, and nephews).
- C. Contact with students through personal social media accounts or messaging applications when students are not immediate family members but for which explicit, parental consent has been obtained by the employee from the student's parent/guardian and whereby the employee acts within the parameters for which parental consent has been given.

LIMITATIONS NOT CONSTRUED

Nothing in this policy should be construed to:

- A. limit an employee's right to speak as a citizen about matters of public concern; or
- B. prohibit an employee from communicating with students about non-school organizations or activities for which the employee is a coach or sponsor so long as the employee's communication is in compliance with the non-school organization's standards of conduct, school district policies, the law, and Rule 27; or
- C. regulate any communication that is unrelated to the employee's position of employment with the school district and otherwise protected by the United States Constitution and the Nebraska Constitution.

DUTY TO NOTIFY

School district employees are required to promptly notify an administrator if they become aware of any situation that may constitute a violation of this policy.

Students, parents, or any other person should notify an administrator if they believe that a school district employee or any other person affiliated with the school district may be engaging in conduct that violates this policy.

VIOLATION

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

FUNDRAISERS AND MANAGEMENT OF CASH AND OTHER RECEIPTS

Coaches and Sponsors need to keep in mind when planning fundraising activities that we live in a small community that gets asked to donate money for multiple school and community activities. Hemingford is a very generous community, but we do not want to take advantage of this situation. With that in mind please plan fundraising using the following guidelines.

Purpose

The purpose of this section is to provide guidance to coaches and activity sponsors in organizing and conducting fundraisers, to ensure that all funds raised are properly secured, managed, and deposited.

Approval Process

All proposed fundraisers must be submitted for advanced approval to the activities director, principal of the school, and the superintendent's office. The approval process includes a review of the fundraising activity, its purpose, timeline, target amount, and any potential risks. The approval process may take up to 10 business days, and no fundraising activity should be conducted until approval has been obtained.

Fundraising Methods

Coaches and activity sponsors must ensure that all fundraising activities comply with all federal, state, and local laws and regulations, as well as any applicable school district policies. Only those fundraising activities that are legal, ethical, and aligned with the school district's values and mission should be approved.

On-Campus Fundraising

If you are interested in selling food items at a contest that is in the gym your group will need to also be in charge of the concession stand that day as well.

You are responsible to secure and set up any tables and chairs that you need. More importantly, you are responsible for the cleaning of those items and returning them to where they are stored immediately following the competition.

Off-Campus Fundraising

This includes selling food items as examples. It also includes online sales of items like apparel and Christmas wreaths. PLEASE PLAN AHEAD! Make sure you are not selling a similar product or asking for donations for the same thing as another organization. You will not be allowed to run the same fundraiser as another group. There are some established fundraisers that organizations have been doing for several years. You will not be allowed to use the same type of fundraiser as the ones that have been established.

The exception would be the sales of online apparel for a specific sport or activity. These sales should be held in proximity to the beginning of the activity's season.

Please plan on doing one major fundraiser. Please avoid doing a new fundraiser every month, as people get tired of getting requested for donations. Plan ahead to give yourself time to secure and return the fundraiser request, and allow for time for it to make it through the administrative channels.

State qualification apparel sales should not be run as a fundraiser and should be sold as close to a breakeven price point as possible. Chances are you have already gotten a donation from these same patrons.

Collection and Deposit of Funds

All cash and checks received during fundraising activities must be collected in a secure and tamper-proof container, which should be clearly labeled with the name of the fundraising activity and the date of collection. Coaches and activity sponsors are responsible for ensuring the safekeeping of all funds until they can be turned in to the school for deposit.

Cash and checks must be deposited in the school's bank account on a weekly (or more frequent) basis. When possible, no cash or checks should be held overnight, and no cash or checks should be used to purchase any items for the fundraiser or for any other purpose.

Accounts

All accounts should be part of the school district's financial system. No accounts are authorized on behalf of the school or in the name of the school (or any school group's name). If any accounts currently exist, they should be closed and funds deposited with the Business Manager immediately.

Records and Reporting

Coaches and activity sponsors must keep detailed and accurate records of all fundraising activities, including the name of the activity, the date, the amount of money raised, and the expenses incurred. These records must be submitted to the High School office or the Business office within 10 business days of the conclusion of the fundraising activity.

Conclusion

The success of any fundraising activity is dependent on proper planning, execution, and management. Coaches and activity sponsors should familiarize themselves with these procedures and ensure that all fundraising activities comply. Any questions or concerns regarding fundraising activities should be directed to the superintendent's office.

EXPENDITURE PROCEDURES

Purpose

The purpose of this section is to provide guidance to coaches and activity sponsors regarding expenditures made in connection with their coaching and sponsorship responsibilities.

Approval Process

All purchases or expenses made in connection with coaching or sponsoring an activity must be approved in advance by the activities director, the principal of the school, and the superintendent's office. Approval must be obtained before any purchase is made. Purchases made without approval or by personal payment (rather than through the school) will not be reimbursed. The approval process may take up to 10 business days, and no purchases should be made until approval has been obtained.

Eligible Expenses

Expenses that are eligible for purchase include items that are necessary for the successful operation of the activity, such as supplies, equipment, transportation, and registration fees. The expenses must be reasonable and necessary for the activity and must comply with all federal, state, and local laws and NSAA regulations, as well as any applicable school district policies.

Documentation and Reporting

Coaches and activity sponsors must keep detailed and accurate records of all expenses incurred in connection with the activity, including detailed/itemized receipts, invoices, and other supporting documentation. These records must be submitted to the Business Manager within three days of the transactions/etc.

Conclusion

Coaches and activity sponsors should familiarize themselves with these procedures and ensure that all expenses are necessary and comply with the policy. Any questions or concerns regarding expenses should be directed to the Business Office.

ACTIVITY FUNDS (Dual Accounts)

Purpose

The purpose of this section is to provide guidance to coaches and activity sponsors regarding the management of activity funds and the use of the two separate accounts.

Activity Fund Accounts

Each activity will have two separate accounts: one account funded by the school district through transfers from the general fund, and the other account funded by students fundraising, hosting camps/clinics, and donations. The purpose of each account is as follows:

School District Funded Account

This account is funded by the school district and is used to help with required and necessary costs, such as registration fees and the cost of officials hired by the school during the activity season. The funds in this account are intended to support the basic operations of the activity and ensure that all required and necessary costs are covered including practice and game equipment, game uniforms, and first aid supplies.

Student Funded Account

This account is funded by students fundraising, hosting camps/clinics, and donations. The funds in this account may be used to help pay for supplemental equipment, personalized warm-up attire, meals for teams during travel, summer development activities, and other various needs of each program including uniforms purchased outside of the regular rotation. The funds in this account are intended to support activities beyond the basic operations covered by the school district-funded account.

Use of Funds

All funds received by each activity must be deposited into the appropriate account. Coaches and activity sponsors must ensure that all expenditures are made in accordance with the purpose of each account. All expenditures must be approved in advance by the activities director, principal of the school, and the superintendent's office, and all expenses must be supported by appropriate documentation, including detailed/itemized receipts, invoices, and other supporting documentation.

Accounting and Reporting

All funds received and expended by each activity must be recorded and reported in accordance with generally accepted accounting principles and any applicable school district policies. Coaches and activity sponsors must maintain accurate and detailed records of all activity funds, including receipts, invoices, and other supporting documentation. These records must be submitted to the principal of the school or the superintendent's office on a regular basis.

Conclusion

Coaches and activity sponsors should familiarize themselves with these procedures and ensure that all activity funds are managed in accordance with the purpose of each account. Any questions or concerns regarding activity funds should be directed to the superintendent's office.

BOARD POLICY: 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.

ACKNOWLEDGEMENT FOR RECEIPT

of

Hemingford Public Schools

“COACHES AND SPONSORS HANDBOOK”

I, _____ (your name) acknowledge that I was issued a copy of the Coaches and Activity Sponsors Handbook for Hemingford Public Schools for the school year 2023-2024 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 Coaches and Activity Sponsors 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 Coaches and Activity Sponsors Handbook.

Date

Your Signature

SUPPORT STAFF HANDBOOK



Hemingford Public Schools 2023-2024

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 2023-2024 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.

Vision Statement

Our vision at Hemingford Public Schools is to work with parents and the community to:

- create a safe and healthy learning environment for all,
- provide and promote opportunities for academic success,
- inspire involvement using career interests and strengths, and
- prepare caring, responsible, and successful citizens.

School Improvement Goals

Academic Goal:

All students will demonstrate growth in math on state and/or national assessments by the end of the 2025-2026 school year.

Instructional Goal:

Students and teachers will be engaged in evidence-based instructional strategies to improve learning.

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 1st through May 31st.

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 procedures and assignments may result in termination of employment.

In the event an employee forgets to clock in or out, the employee is required to send an email with the information about the missed punch, the reason for the missed punch and actual time of arrival or departure from work to Kristy Hanks, Business Manager. khanks@gubn.org

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.

EMPLOYEE FAMILY MEMBERS AND VISITORS

Employees are welcome to bring their children to visit their worksite, provided that the visits are infrequent, brief, and planned in a fashion that limits disruption to the workplace and/or staff member responsibilities. Other family members, spouses, significant others, or visitors may be allowed from time to time at the discretion of the administrator/supervisor. If the frequency, length, or nature of visits becomes problematic, the employee will be advised of the situation and will be expected to take corrective action.

Employees are not permitted to bring ill children to work. This guidance is not to be utilized as a backup childcare arrangement. Employees are provided paid time off benefits which should be used for personal reasons or to care for an ill child.

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 1st.

FUNDRAISERS AND ACTIVITIES ACCOUNTS

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

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

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

HALL SUPERVISION

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

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.



HONORS RECOGNIZED AT HIGH SCHOOL GRADUATION CLASS RANKINGS
AND GRADE POINT AVERAGE

The official grade point average (GPA) of graduating students is based on ~~a minimum of 8 semesters of studies~~ all high school credit hours in order to allow students sufficient opportunity for demonstrating achievement. Temporary GPA's will be sent to colleges and universities who request information for admission.

The official GPA will be furnished to post-secondary institutions upon request.

Hemingford High School will use the *cum laude* system to recognize academic excellence at graduation with the following GPA standards for levels of achievement and recognition.

97% and above = *Summa Cum Laude* (gold medallion)

95-96% = *Magna Cum Laude* (silver medallion)

93-94% = *Cum Laude* (bronze medallion)

Beginning with the 2027 graduating class, valedictorian and salutatorian will no longer be determined or recognized.

Students may wear honor cords and other regalia as approved by the high school principal. As a general guideline, honor cords will only be recognized when associated with school-sponsored programs. Medals will be reserved for academic achievements. Stoles will be reserved for nationally recognized honors programs.

The following procedures will also remain in effect until after the commencement of the class of 2026, at which time they will be eliminated:

The district will name a Valedictorian (Rank 1st in class) and Salutatorian (Rank 2nd in class) based solely upon class rank. Students must have attended Hemingford Schools for a minimum of 3 consecutive semesters to be eligible. If there is a tie in GPA for 1st or 2nd ranking, then students tied will be honored.

Legal Reference: Neb. Statute 79-526

Cross Reference: 507 Student Records

Approved _____

Reviewed _____

Revised _____

NONRESIDENT STUDENTS/OPTION ENROLLMENT

Students who are eligible to attend a Nebraska public school but who are not legal residents of the school district may be admitted into the school district in accordance with the option enrollment program authorized by state statutes. Option enrollment students shall be accepted without charge. If the student has previously had an option enrollment accepted in any district, the application shall be rejected unless a statutory exception to this rule applies for that student.

Application for option enrollment should be made between September 1 and March 15 for enrollment during the following and subsequent school years. Upon agreement of the school boards of the resident district and the option (receiving) district, deadlines for application and approval of the option may be waived. Following the March 15 deadline, applications requesting admittance must contain a release approval from the resident district prior to the option district's consideration for acceptance.

The application for option enrollment does not require a release from the resident district and the receiving district has forty-five days to issue acceptance or rejection if:

1. after February 1 the student relocated to a different resident district, or
2. the student's option district merged with another district effective after February 1, and
3. the student's attendance would occur during the next immediate and subsequent school years.

For applications submitted by the March 15 deadline, written notification of approval or rejection of the application will be made before April 1 to the student's parent/guardian and the resident district. If the district rejects an application for a student to option in or out, the district will provide notification by certified mail to the parent/guardian of the specific reasons for rejection including a description of services and accommodations required that the district does not have the capacity to provide, and the process for appealing the decision to the State Board of Education.

The board shall adopt standards and conditions for acceptance or rejection of a request for release of a resident student submitting an option application after March 15. Such standards shall not include the failure to meet the March 15 deadline. For those applications, the option district shall notify the parent/guardian and the resident district whether the application is accepted or rejected within sixty days after submission. False or substantively misleading information submitted by a parent/guardian on an application to an option district may be cause for the option district to reject a previously accepted application prior to the student's attendance.

The board shall adopt a resolution setting forth and publish its specific standards for acceptance and rejection of applications as an option school. ~~Standards will conform prior to those set forth by~~ October 15 of each school year for

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Approved _____ Reviewed _____ Revised _____
the next school year. Standards will conform to those set forth by state statute. These
may include the capacity of a program, class, grade level, or school building ~~or~~.

Capacity for the availability of appropriate district's special education programs operated
by services shall be determined on a case-by-case basis as determined by the Director of
Special Education or designee. If the district receives an option enrollment application
indicating the student has an individualized education program under the Individuals with
Disabilities Education Act or may be eligible to receive special education or related
services, it shall be evaluated to determine if the appropriate class, grade level, or school
building in the district has the capacity to provide the student with the appropriate
services and accommodations.

The standards shall not include previous academic achievement, athletic or other
extracurricular ability, disabilities, proficiency in the English language, or previous
disciplinary proceedings except as allowed by law.

An option district shall give first priority for enrollment to siblings of option students
within the requirements of state statutes. The board shall follow statutes regarding the
application of a student who relocates in a different district but wants to continue
attending his or her original resident district or current option district.

Nonresident students not going through option enrollment may also be admitted under a
contract with the student's resident district at the discretion of the superintendent upon
application and payment of tuition as stated in the contract. The tuition rate shall be the
current per-pupil cost of the school district as computed by the superintendent.

Students whose residency in the district ceases during a school year may continue
attending school for the remainder of the school year without payment of tuition.

The district may choose to provide transportation to the option student in the same
manner as for resident students and may choose whether or not to charge the parents of
those option students a fee to recover the district's costs for the transportation. All option
students who qualify for free lunches are eligible for either free transportation or the
reimbursement of transportation costs from the school district as provided by state
statute. Students receiving special education services shall receive transportation services
as provided in the student's Individualized Education Plan.

Legal Reference: Neb. Statute 79-215
 79-232 to 246
 NDE Rule 19.008

Cross Reference: 503 Student Attendance
 801 Transportation

WEAPONS

The board believes weapons and other dangerous objects and look-a-likes in school district facilities including concealed weapons cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

Weapons and other dangerous objects and look-a-likes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

The term “dangerous object” shall include noxious or flammable material, fireworks, devices intended to administer an electric shock (tasers, electric batons, prods, or stun guns) chemical weapons (i.e. mace, pepper spray), martial arts weapons or other instruments including those which eject a projectile or substance of any kind, or any replica or facsimile of any of the above, whether functional or nonfunctional, whether designed for use as a weapon or for some other use.

Parents of students found to possess weapons or dangerous objects or look-a-likes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects including concealed weapons shall be reported to the law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms as defined in 18 U.S.C. 921 to school or knowingly possessing firearms including concealed firearms at school may be expelled for a period of not less than one year. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons or dangerous objects under the control of law enforcement officials shall be exempt from this policy. Firearms kept in a locked firearm rack that is on a motor vehicle or that are contained within a private vehicle operated by a nonstudent adult that are not loaded are also exempt. Firearms also may be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard. The principal may allow authorized persons to display weapons or other dangerous objects or look-a-likes for educational purposes and must be kept in a designated location during the school day. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to implement this policy.

Legal Reference: Neb. Statute 79-263
 Neb. Statute 28-1204.04
 Improving America's Schools Act of 1994, P.L. 103-382.
 18 U.S.C. § 921 (1994).
 McClain v. Lafayette County Bd. of Education, 673 F.2d
 106 (5th Cir. 1982).

Cross Reference: 505 Student Discipline
 508 Student Health and Well-Being

Approved Reviewed Revised

STUDENT ORGANIZATIONS

Secondary school student-initiated, noncurriculum-related groups and student curriculum-related groups, upon receiving permission from the principal, may use school facilities for group meetings during noninstructional time. Nothing in this policy shall contradict the federal Equal Access Act.

Noninstructional time shall mean any time before the first period of the day and after the last period of the day in which any student attends class. Meetings shall not interfere with the orderly conduct of the education program or other school district operations. It shall be within the discretion of the principal to determine whether the meetings will interfere with the orderly conduct of the education program or other school district operations. Activities relating to and part of the education program shall have priority over the activities of another organization.

Access by Federally Recognized Youth Organizations

The district shall, upon request, allow a representative of any federally recognized youth organization to provide (1) oral or written information to the students regarding that youth organization and how the organization furthers the educational interests and civic involvement of students in a manner consistent with good citizenship and (2) services and activities to any student who is a member of the organization. A federally recognized youth organization is one listed in 36 U.S.C. Subtitle II, Part B. Each requesting youth organization shall be permitted to provide such information, services, and activities at school at least once during each school year. Administrators shall make a good faith effort to select a date, time, and location for each requesting organization to provide such information, services, or activities that is mutually agreeable to the school district and to the organization, but all final decisions rest with the administration. Any such organization representative not employed by the district shall be subject to a background check at the organization's expense. Administrators may prohibit any organization representative convicted of a felony or otherwise presenting safety concerns as described in the district's Visitors to School Policy from being on the school grounds. Nothing in this section shall override or contradict the district's Parental Involvement Policy.

NON-FEDERALLY RECOGNIZED ORGANIZATIONS

Curriculum-Related Organizations

It shall also be the responsibility of the principal to determine whether a student group is curriculum-related. One or more of the following questions will be answered affirmatively if the group is curriculum-related:

- Is the subject matter of the group actually taught in a regularly offered course?

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 1st 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 1st.
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

1. 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.

2. Capacity Limits. Enrollment will ordinarily be subject to capacity limits. Any grade level, program, or course which has been determined to be at capacity for option enrollment purposes will not ordinarily be available for non-public school students. ~~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.~~

3. 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.

4. 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.

5. Selection of Courses. ~~Subject to Paragraphs 1 through 4 of this Paragraph C, and all other applicable provisions of this Policy, non-public school students may select their courses. 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 unless otherwise required by the law. 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. Any student who is a resident of the District and who is enrolled in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements may participate in any of the District's extracurricular activity programs to the same extent and subject to the same requirements, conditions, and procedures as a full-time student in the District. The District's Activities Director will coordinate with the student's parent or guardian to secure assurances of compliance with these expectations. Any student covered by this subsection must enroll in five credit hours through the District in any semester. There shall be no preference given to any student participating in any extracurricular activity based off their status as a full-time or part-time student. Part-time students will be expected to comply with the same or similar expectations as full-time students to participate in any activity, including team rules. 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

Legal Reference: Neb. Rev. Stat. Sec. 79-2,136 and Sec. 79-526
LB 705, § 75

Title 92, Nebraska Administrative Code, Chapter 10

Approved:

Reviewed:

Revised: 9-12-2022

Graduation Requirements

Students must successfully complete the courses required by the board and the Nebraska Department of Education in order to graduate.

High school students must complete 260 credits prior to graduation. The following credits will be required:

- A minimum of 260 academic hours are required for high school graduation
- 205 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
 - 5 in Financial Literacy or Personal Finance

Students will be able to utilize Dual Credit classes to fulfill this requirement. Students may take college classes in all curricular areas to fulfill this requirement. Seniors that are in good standing and have all requirements filled, will be allowed to take up to 4 college classes.

The administration may allow high school credit to be awarded to students enrolled in a middle grades course if the course content and requirements are equivalent to a course offered in the high school.

Pre-college students should check additional requirements often prescribed by the college of their choice, especially prior 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~~ earning credit and payment is the responsibility of the student.

Cross Reference NDE Rule 10, part 003.05B

Revised: March 14, 2022

NALOXONE IN SCHOOL

The Board hereby permits the storage, administration, and implementation of naloxone (also known as Narcan) in school, so long as such storage, administration, and implementation complies with all legal requirements and the best interests of student health.

The Superintendent is hereby delegated the authority to develop rules and regulations to handle and administer naloxone in the event of a suspect opioid overdose, or in other emergency situations that require prompt attention.

Legal Reference: Neb. Rev. Stat. § 28-470

Approved:

Reviewed:

Revised:

BEHAVIORAL POINTS OF CONTACT

The Superintendent is delegated the authority to designate one or more behavioral awareness and health points of contact for each school building in the District. The behavioral awareness and health point of contact may be an administrator, nurse, psychologist, counselor, or another appropriate staff member. Each behavioral awareness and health point of contact will be trained in behavioral awareness and health and have knowledge of community service providers and other resources that are available for the students and families in the District. The District will maintain or have access to a registry of local mental health and counseling resources for students and parents.

The points of contact will be listed on the District's website and in the student handbook.

The Superintendent shall report the designated behavioral awareness and health points of contact to the Nebraska State Department of Education each year when requested by the Department.

In addition, all District employees who interact with students, as determined by the Superintendent, shall receive at least one hour of behavioral and mental health training with a focus on suicide awareness and prevention training each year. The Superintendent or designee shall be responsible for coordinating this training.

Legal Reference: Neb. Rev. Stat. § 79-11,159
 LB 705, § 4 (2023)

Approved:
Reviewed:
Revised:

SEIZURE SAFE SCHOOLS

Each school building will have a “seizure action plan” if the following criteria are met: (1) at least one student in that building has been identified as having a seizure disorder; and (2) that student’s parent or guardian and health care provider have worked with the school to develop a seizure action plan.

Every building with a seizure action plan will have at least one employee who has met the training requirements necessary to administer or assist with the self-administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms.

In accordance with state law, except in the case of an emergency, prior to the administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms by a school employee, a student's parent or guardian must:

1. Provide the school with a written authorization to administer the medication at school;
2. Provide a written statement from the student's health care practitioner containing the following information:
 - a. The student's name;
 - b. The name and purpose of the medication;
 - c. The prescribed dosage;
 - d. The route of administration;
 - e. The frequency that the medication may be administered; and
 - f. The circumstances under which the medication may be administered.
3. Provide the medication to the school in its unopened, sealed package with the intact label affixed by the dispensing pharmacy; and
4. Collaborate with school employees to create a seizure action plan.

If permitted by the student's seizure action plan, a student shall be allowed to possess the supplies, equipment, and medication necessary to treat a seizure disorder in accordance with such seizure action plan.

Any authorization provided by a parent or guardian shall be effective only for the school year in which it is provided and shall be renewed each following school year.

Legal Reference: Neb. Statute 79-3201 to 3207

Approved:
Reviewed:
Revised:

EXPULSION OF STUDENTS ALTERNATIVE EDUCATION PROGRAMS OR
PLANS FOR EXPELLED STUDENTS

~~For the purposes of this policy and as defined in the Student Discipline Act, expulsion shall mean exclusion from attendance in all schools within the district for a period of time as defined in Nebraska statute 79-283.~~

~~Students may be expelled for violations of board policy, school rules or the law. It shall be within the discretion of the administrator to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.~~

~~The superintendent will develop procedural rules, regulations and guidelines governing expulsions. These shall be approved by the Board of Education and made known to students, parents and school staff.~~

~~All cases of expulsion shall be preceded by short-term suspension and its related procedures or by the condition of emergency exclusion which applies only when a student (a) has a dangerous communicable disease transmissible through normal school contacts and poses an immediate threat to the health and safety of the school community; or (b) exhibits conduct which presents a clear threat to the physical safety of himself/herself or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education. It shall be within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. The principal shall keep records of expulsions in addition to the board's records.~~

~~When a student is recommended for expulsion by the board, the student shall be provided with:~~

- ~~1. Notice of the standard of conduct allegedly violated, acts the student is alleged to have committed and a summary of the evidence to be presented against the student;~~
- ~~2. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;~~
- ~~3. A statement that the student has a right to a hearing, upon request, on the specified charges;~~
- ~~4. A description of the hearing procedures, along with procedures for appealing any decision rendered at the hearing;~~

~~5. A statement the principal, legal counsel for the school, the student, the student's parent or representative or guardian has the right;~~

Approved _____ Reviewed _____ Revised _____

- ~~A. to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and;~~
- ~~B. to know the identity of the witnesses to appear at the hearing and the substance of their testimony;~~

~~6. A form on which the student or the student's parent/guardian may request a hearing.~~

~~Supplemental to these procedures, a special education student must be provided with additional procedures. A determination should be made of whether the student is actually guilty of the misconduct. A staffing team should determine whether the student's behavior is caused by the student's disability and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded.~~

~~If the special education student's conduct is not caused by the disability, the student may be expelled or suspended for a longterm period following written notice to the parent and pursuant to the school district's expulsion hearing procedures. If the misconduct is caused by the disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.~~

Legal Reference: _____ Neb. Statute 28-1204.04
 _____ 79-245 et seq.
 Goss v. Lopez, 419 U.S. 565 (1975).
 Wood v. Strickland, 420 U.S. 308 (1975)
 20 U.S.C. §§ 1400 et seq. (Individuals with Disabilities
 — Education Act)
 34 C.F.R. §§ 104.1 et seq.
 34 C.F.R. §§ 300 et seq.

Cross Reference: _____ 504 — Student Rights and Responsibilities
 _____ 505 — Student Discipline

Alternative Education Programs or Plans For Expelled Students

In the event action is being taken to expel a student from this school district, the Administration may offer the student an alternative school, class, or educational program (hereinafter referred to as an "alternative program"); or (2) the development of a plan of behavior modification, educational objects, and financial resources and community programs available to meet the behavioral and educational objects, and monthly reviews to assess the student's progress toward meeting the specified goals and objects. An expelled student may not be required to attend the alternative program.

A. ALTERNATIVE EDUCATION PROGRAM:

The Superintendent or Superintendent's designee is hereby granted the authority to arrange and plan for a student's alternative educational program, based on the available resources and student's individual circumstances.

B. EDUCATION PLAN PROGRAM:

If the administration elects not to provide an alternative education program, or if a student declines to participate in the alternative education program, the following procedures shall be followed:

(1) A conference shall be called by a school administrator and held to assist the district in the development of a plan with the participation of a parent or a legal guardian, the student, a school representative, and a representative of either a community organization with a mission of assisting young people or a representative of an agency involved with juvenile justice.

(2) The plan shall be in writing and adopted by a school administrator and presented to the student and the parent or legal guardian.

(3) The plan shall:

(a) Specify guidelines and consequences for behaviors which have been identified as preventing the student from achieving the desired benefits from the educational opportunities provided,

(b) Identify educational objectives that must be achieved in order to receive credits toward graduation,

(c) Specify the financial resources of the community programs available to meet both the educational and behavioral objects identified, and

d) Require the student to attend monthly reviews in order to assess the student's progress toward meeting the specified goals and objectives.

The school district shall submit such plan on the form "Section 79-266(2) Plan" attached to this policy as Appendix "1".

Legal Reference: Neb. Rev. Stat. Sec. 79-266
NDE Rule 17

Approved:

Reviewed:

Revised:

APPENDIX "1"

SECTION 79-266(2) PLAN

Student:

Date and Participants:

(List parent or legal guardian, school representative, and community or agency representative)

(a) **Guidelines and Consequences for Behaviors**

The student has been recommended for expulsion for conduct as specified in correspondence and memoranda recently provided to the student and the student's parents or guardian. This conduct has had the effect of preventing the student from achieving the desired benefits from the educational opportunities provided. The student is expected to conform his conduct to the school rules for which he has been recommended for expulsion and all other established school rules. Further disciplinary measures, including possible future expulsions, can result from future violations of such behavioral guidelines and expectations.

(b) **Educational Objectives**

In order to graduate, the student needs to receive the credits listed in Attachment "A", subject to future modifications in graduation requirements.

(c) **Financial Resources and Community Programs Available**

The financial resources and community programs available to meet the educational and behavioral objectives identified in this plan include school resources (e.g., upon return from the recommended expulsion, counseling with the school counselor, and meetings with the school administration and teachers) and community organizations which assist young people (e.g., civic organizations, local college and university programs, and community college programs).

(d) **Monthly Reviews & Other**

During the period of the expulsion, the student shall be required to attend monthly reviews with the Principal or designee to assess the student's progress toward meeting the specified goals and objectives. The student shall be responsible for contacting the named school official to schedule the monthly meetings. (Attach separate sheet for any additional information or terms of plan).

Dated this _____ day of _____, 20___, adopted by the school administrator after a conference held to assist the district in the development of the plan with the participation of a parent or legal guardian, the student, a school representative,

and a representative of either a community organization with a mission of assisting young people or a representative of an agency involved in juvenile justice, and presented to the student and parent or legal guardian at the conference prior to the student being expelled in accordance with law.

Adopted by _____

[Administrator]

Attachments: Attachment "A" (academic credits needed to graduate or other, if applicable)

SUSPENSION AND EXPULSION OF STUDENTS-STUDENT DISCIPLINE

~~The authority to suspend for a "short term" and to propose an "extended term" suspension and/or expulsion is delegated to the principal or his or her designee. A short-term suspension shall mean the exclusion of a student from school attendance for a period not to exceed five school days. A long-term suspension means the exclusion of a student from school attendance for a period exceeding five school days but less than twenty school days.~~

~~The provisions of this section apply to all pupils enrolled in the school district. When considering possible courses of action for special education students in regard to alleged violations of school rules, policies, and regulations, procedural due process rights guaranteed under applicable Federal and State statutes are applicable. The school district is obligated to see that every special education student is provided an appropriate educational program without cost to the parent. Conversely, schools are not required to maintain pupils who are a danger to themselves or others in regular attendance centers.~~

~~Suspension from classes or school will not be carried out unless the student while subject to school authority:~~

- ~~1. uses violence, force, threat or intimidation in a manner causing substantial interference with school purposes; or~~
- ~~2. causes or attempts to cause substantial damage to school or private property or steals or attempts to steal school or private property of substantial value; or~~
- ~~3. causes or attempts to cause physical injury to another person except in selfdefense; or threatens or intimidates any student for the purpose or intent of obtaining something of value from the student; or~~
- ~~4. possesses or transmits any firearm, knife, explosive or other dangerous object that is ordinarily considered a weapon; or~~
- ~~5. engages 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 or being under the influence of a controlled substance or alcoholic liquor; or~~
- ~~6. commits public indecency as defined in Nebraska statute 28-806 if that student is at least twelve years of age but less than nineteen years of age; or~~
- ~~7. commits or attempts to commit sexual assault against any person if a complaint has been filed by a prosecutor alleging the incident as required in Nebraska statute 79-267.8; or~~
- ~~8. engages in bullying as defined in section 79-2,137; or~~
- ~~9. engages in any other illegal activity which constitutes a danger to other students or interferes with school purposes; or~~
- ~~10. repeatedly violates the policies, rules and standards of student conduct established by the district.~~

Approved _____ Reviewed _____ Revised _____

~~A given suspension will be for a period of time not to exceed 5 school days. A student will be informed of the charges against him or her and, if the student denies them, an explanation of the evidence will be given and the student will be given an opportunity to refute the charges. No time delay is necessary between the time a pupil is notified of the charges and the time of the hearing before the principal.~~

~~Guidelines to ensure that students are afforded due process during a suspension or proposed suspension from school will be developed. The procedural rules, regulations and guidelines will be approved by the Board of Education and made known to students, parents and school staff.~~

~~Every report of alleged violations of student conduct policies 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 student conduct investigation, 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 student conduct policies.~~

~~Administrative procedures complying with the Student Discipline Act shall also be in place to ensure due process to the student should the principal decide to administer a long-term suspension, expulsion, or mandatory reassignment.~~

~~Emergency Exclusion: Any student may be excluded from school in the following circumstances:~~

- ~~1) If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or~~
- ~~2) If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.~~

~~Such an emergency exclusion shall be based upon a clear factual situation warranting it and shall last not longer than is necessary to avoid the dangers described above.~~

~~If the emergency exclusion will be for five days or less, the procedures for a short-term suspension shall be followed. If the superintendent or his or her designee determines that such emergency exclusion shall extend beyond five days, a hearing will be held and a final determination made within ten school days after the initial date of exclusion. Such procedure shall substantially comply with the procedures set forth in state statutes 79-266~~

~~to 287 for a long-term suspension or expulsion and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.~~

~~The principal should make a reasonable effort to contact the parent(s) or guardian(s) of a suspended student by telephone or to communicate to them directly regarding the specific act(s) for which the suspension is ordered and the length of the suspension. If personal contact cannot be made then a notice will be mailed to parents within 24 hours stating the specific act(s) for which the suspension is ordered and the length of the suspension.~~

~~All records and documentation regarding suspension will be destroyed within three years of the student's continuous absence from school. No information regarding a suspension will be communicated to any person not directly involved in the disciplinary proceedings.~~

~~The right of appeal to the Board of Education in cases involving student suspension described in this policy does not extend to a suspension from a student extracurricular activities program or other disciplinary action affecting participation in an extracurricular activities program.~~

~~For the purposes of this policy and as defined in the Student Discipline Act, expulsion shall mean exclusion from attendance in all schools within the district for a period of time as defined in Nebraska statute 79-283.~~

~~Students may be expelled for violations of board policy, school rules or the law. It shall be within the discretion of the administrator to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.~~

~~The superintendent will develop procedural rules, regulations and guidelines governing expulsions. These shall be approved by the Board of Education and made known to students, parents and school staff. The principal shall keep records of all expulsions.~~

~~All cases of expulsion shall be preceded by short-term suspension and its related procedures or by the condition of emergency exclusion which applies only when a student (a) has a dangerous communicable disease transmissible through normal school contacts and poses an immediate threat to the health and safety of the school community; or (b) exhibits conduct which presents a clear threat to the physical safety of himself/herself or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.~~

~~When a student is expelled, the student shall be provided with:~~

- ~~1. Notice of the standard of conduct allegedly violated, acts the student is alleged to have committed and a summary of the evidence to be presented against the student;~~

- ~~2. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;~~
- ~~3. A statement that the student has a right to a hearing, upon request, on the specified charges;~~
- ~~4. A description of the hearing procedures, along with procedures for appealing any decision rendered at the hearing;~~
- ~~5. A statement the principal, legal counsel for the school, the student, the student's parent or representative or guardian has the right;
 - ~~A. to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and;~~
 - ~~B. to know the identity of the witnesses to appear at the hearing and the substance of their testimony;~~~~
- ~~6. A form on which the student or the student's parent/guardian may request a hearing.~~

Violations of Law Relating to Suspensions or Expulsions

~~1. Student violations or suspected violations of Nebraska law will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Student violations of school policy that are not apparent violations of law will be addressed by school administrators without reporting them to law enforcement. Administrators should consider the student's maturity, and known behavioral, emotional or mental disorders, if applicable. It will be the responsibility of the referring administrator to contact the student's parent that a referral to legal authorities has been or will be made, if applicable.~~

~~On or before August 1 the school board will annually review the reporting guidelines above with the County Attorney. These shall be distributed to all parents and guardians and their students at the beginning of each school year, or at the time of enrollment if during the school year. The guidelines shall also be posted conspicuously in each school during the school year.~~

~~2. Except in instances of suspected child abuse, when a principal or designee releases a minor student to a law enforcement officer for the purpose of removing the minor from the school premises, immediate steps shall be taken to notify the parent, guardian, or other relative having control of the minor about the minor's release to the officer and about the place to which the minor is reportedly being taken. In cases of suspected child abuse, the principal or designee will provide the law enforcement officer with the address and telephone number of the minor's parents or guardian.~~

~~Supplemental to these procedures, a special education student must be provided with additional procedures. A determination should be made of whether the student is actually guilty of the misconduct. A staffing team should determine whether the student's behavior is caused by the student's disability and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded.~~

~~If the special education student's conduct is not caused by the disability, the student may be expelled or suspended for a longterm period following written notice to the parent and pursuant to the school district's expulsion hearing procedures. If the misconduct is caused by the disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.~~

~~Legal Reference: Neb. Statute 28-1204.04
79-254 et seq. (Student Discipline Act)
20 U.S.C. §§ 1400 et seq. (Individuals with Disabilities
Education Act)
34 C.F.R. §§ 104.1 et seq.
34 C.F.R. §§ 300 et seq.
Goss v. Lopez, 419 U.S. 565 (1975).
Wood v. Strickland, 420 U.S. 308 (1975)~~

~~Cross Reference: 504 Student Rights and Responsibilities
505 Student Discipline~~

Student Discipline

A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
- b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.
- e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a

long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

3. Expulsion:

a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if 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. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.

c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be

automatically scheduled for review before the beginning of the school year in accordance with law.

d. Alternative Education: Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

g. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

h. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, no pre-kindergarten through second grade student may be suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with this Policy's disciplinary procedures.

4. Emergency Exclusion: A student may be excluded from school in the following circumstances:

- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

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

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. 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 that 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 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, 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 stimulation 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 and electronic devices (including earbuds) 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 emails 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 is 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.
12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
 13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
 14. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
 15. Willfully violating the behavioral expectations for riding school buses or vehicles.
 16. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or

terminated by the school district during the expulsion period on such terms as the administration may establish:

- a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
 - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
17. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

For purposes of this policy, the term "dangerous weapon" includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student's locker, in the main office or in another secure location designated by the building principal.

A student shall not carry a personal safety or security device during the school day.

D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
- b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
- c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
- e. Head wear including hats, caps, bandannas, and scarves.
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- g. Clothing or jewelry that is gang related.
- h. Visible body piercing (other than ears).

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of

prohibited items or grooming which may be available in the Principal's office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

2. Academic Integrity.

a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

b. Definitions: The following definitions provide a guide to the standards of academic integrity:

(1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

(a) Tests (includes tests, quizzes and other examinations or academic performances):

(i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are

distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(iii) Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.

(iv) Use of Other Student to Take Test. Having another person take one’s place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

(3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

(2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

(3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Electronic Devices

a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

b. Definitions.

(1) “Electronic devices” include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

(2) “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:

(i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or

(ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person

to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or, (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. Possession and Use of Electronic Devices.

(1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.

(2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

(3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).

(4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

(1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on

assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

(i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.

(ii) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(iii) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(3) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

(i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.

(ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

(4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially

or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1. 1st Offense: Student will be confronted and directed to cease.
2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Students in the hallway during class time must have a pass with them, and may not leave class without permission.
2. Students are expected to follow other classroom rules as set by individual teachers.
3. Lunch is to be eaten in the cafeteria/Red Zone or off campus during open campus lunchtime unless special permission is granted.
4. Students are expected to bring all books and necessary materials to class.
5. Assignments for all classes are due as assigned by the teacher.
6. 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.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.
9. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
10. Snow handling is prohibited.

11. Sunflower seeds, etc. are not allowed in the school building or classrooms.
12. Students are not to be in the school facilities without supervision.
13. Lying or otherwise deceiving staff or administration.
14. Willfully disobeying any reasonable written or oral request of a school staff member or voicing of disrespect to those in authority.

G. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

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.

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296

Approved:

Reviewed:

Revised:

LEASE, SALE OR DISPOSAL OF SCHOOL DISTRICT PROPERTY

Decisions regarding the lease, sale, or disposal of school district property shall be made by a two-thirds vote of the board in consultation with the Superintendent. In making its decision the board will consider the needs of the education program and the efficient use of public funds.

School property, such as equipment, furnishings, or supplies (collectively referred to as equipment), will be disposed of when it is determined to be of no further use to the school district. It shall be the objective of the school district in disposing of the equipment to achieve the best available price or most economical disposal.

Obsolete equipment with little or no value can be donated to charities or other worthy community organizations. Other materials with little or no value will be hauled to the dump. Discarded items shall not be claimed by employees except by prior approval of the administration.

Obsolete equipment having a value of at least \$1,000 shall be disposed of in a manner determined by the board, allowing patrons and other interested parties access to it. The sale of equipment, furnishings or supplies disposed of in this manner shall be published in a newspaper of general circulation.

If needed, one or more qualified individuals may be employed to prepare an appraisal of the property.

In the case of the razing of a school district facility, at a cost of \$25,000 or more, the board will advertise and take bids for the purpose of awarding the contract for the project.

The superintendent shall be responsible for coordinating the action necessary for the board to accomplish the lease, sale, or disposal of school district property, including student-constructed buildings. It shall also be the responsibility of the superintendent to make a recommendation to the board regarding the use of school district real property not being utilized for the education program.

Legal Reference: Neb. Statute 79-10,114

Cross Reference: 705 Revenue
706.01 Bidding Procedures

Approved _____ Reviewed _____ Revised _____

Hemingford Public Schools
Administrative Reports to Board of Education

August 14, 2023

Mr. Arneson
HES Enrollment

PreSchool	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade	6th Grade	Total
24	24	22	23	37	27	30	37	224

Thank you

- The elementary building looks great. Thank you to the custodial and maintenance staff for all their hard work over the summer to make our building and grounds ready for the first day of school.
- To everyone who helped with updating the modulars so they are ADA compliant. The East modular's bathrooms and middle room looks great. The ramps are an awesome addition to our learning environment.
- For allowing me to attend the NAESP National Conference. It was a wonderful trip and a fantastic learning event. Getting to chat with other elementary principals from around the nation is a really neat experience.

Strategic Plan

- We are having our Back to School/Open House night Tuesday from 5:30 to 7:30. This is a step to help increase our community engagement. This year the community was invited to have a booth to share information about their services.
- This fall we will be implementing a Tier I MTSS Behavior Intervention Support Model called PAWS.(Put Safety First, Accept Responsibility, Work Together, Self Respect) This collaborative work began in 2019 and then was paused with the times. We are excited to get the support up and running. Schoolwide Behavior expectations have been outlined in 7 main categories: schoolwide, classroom, hallways, cafeteria, bathrooms, buses, and school activities. Posters will be hung in the corresponding locations. Thank you Misty for making the awesome looking posters!
- We are getting our mClass Progress Monitoring up and running. The staff will be trained on Tuesday on the program.

Mrs. Curtis
HHS Enrollment

7th Grade	8th Grade	9th Grade	10th Grade	11th Grade	12th Grade	Total
23	27	30	34	23	23	160

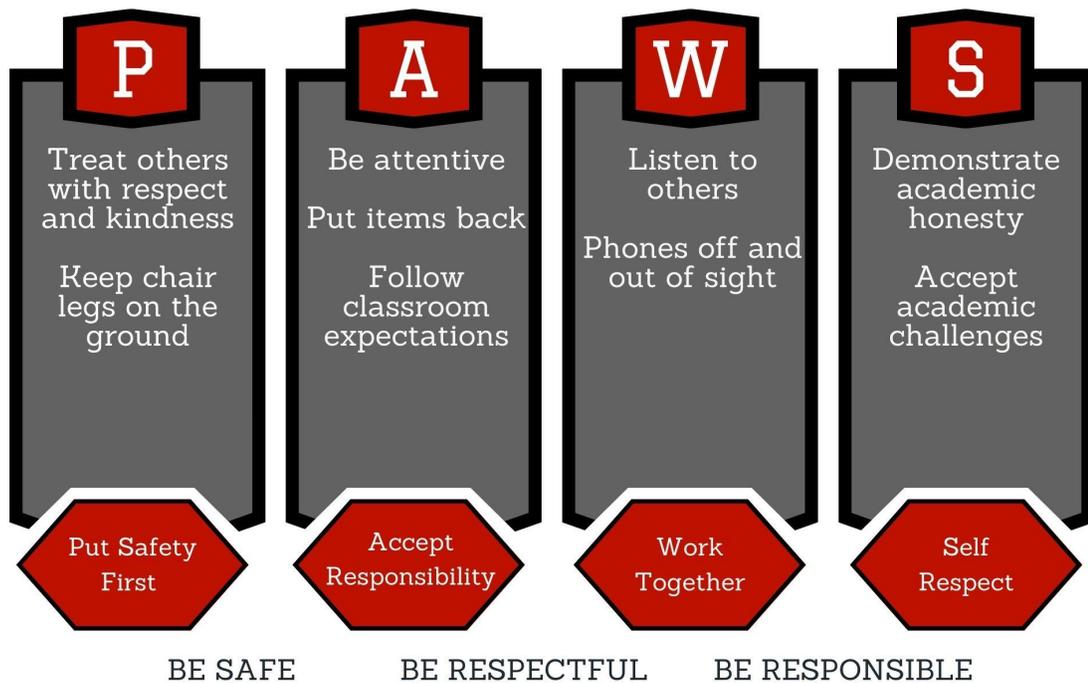
Thank You

- To the Maintenance and Custodial staff for all of their hard work this summer! The building(s) look fantastic! To name a few big projects: ramps and ADA-accessible bathrooms were added to the modulars, paint has been updated throughout the buildings, and the half wall in the Spanish room was removed making more usable space within the classroom.
- 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. Kudos to our hard working staff and community members!!

Strategic Plan Update

- This fall we will be implementing a Tier I MTSS Behavior Intervention Support Model called PAWS. This collaborative work began in 2019 and then was paused with the times. We are excited to get the support up and running. Schoolwide Behavior expectations have been outlined in 7 main categories: schoolwide, classroom, hallways, cafeteria, bathrooms, buses, and school activities. Posters will be hung in the corresponding locations.

CLASSROOM EXPECTATIONS THE BOBCAT WAY



- We were able to get a Viewboard in the High School and the Zoom room at South Campus. This equipment will assist us in collaborative meeting and training opportunities, improve parent communication and provide an avenue to increased community involvement.
- To support our school culture and climate, I took time this summer to deck out the girl's bathroom with encouraging words, positive behavior reminders, and self-affirmations.



- A grading guidelines committee has been developed to provide evidence-based guidance to the development of aligned grading practices PK-12. After reading several evidence-based books the committee of staff and administration met to discuss and outline some common grading practice expectations. I am excited that the committee members have aligned philosophies on improving student success and providing differentiated learning opportunities and assessments that allow students to demonstrate their mastery of skills.

Policy/Procedures

- The legislature overhauled the Student Discipline Act. I have been attending training sessions with NDE, the NCSA, and with lawyers to update our handbook to align with Nebraska Statute changes. Timelines are the main area of the changes.
- I have worked tirelessly this summer to update our handbook to align it with these changes along with updating wording to match current practices and providing guidance in various areas. Here are a few areas of improvement in addition to the Student Discipline Act:
 - More guidance is provided in Section 6: Food and Drinks to align with the school's wellness policy.
 - More guidance is provided in Section 7: Cell Phones and Other Electronic Devices giving staff and students consistent guidance on infractions for noncompliance.
 - Section 21: Safe 2 Help Tip Reporting Service was added in alignment with state requirements.
 - Clean up the wording in Section 1: Attendance Policy
 - Clean up the wording in Section 3: Homework Policy
 - Add Section 14: Academic Integrity to meet law recommendations.

- Update wording in the Harassment and Bullying Prevention Program in alignment with state requirements.
- Update Item 17: Part 11: Library Regulations (High School) to include our online library access and to add resources and get rid of obsolete practices (CD-ROM)
- Update wording in Section 6: Regular Practices to match Rule 10 requirements.
- Update Section 6: National School Lunch Program pricing
- Update the wording in Section 5: Searches of Lockers and Other Types of Searches to comply with KSB law requirements.
- Item 26: Section 22: Video Surveillance and Photographs added to comply with KSB Law requirements.
- Add Section 2: Smoke-Free Environment in compliance with The Nebraska Clean Indoor Air Act, section 71-5716, et seq., and the applicable Nebraska regulations (Nebraska Health and Human Services, Title 178, Chapter 7, "Rules and Regulations for the Implementation of the Nebraska Clean Indoor Air Act in Public Places and At Public Meetings").

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

Special Education Numbers - From SRS (Student Records System) Current as of 8/10/23

Birth-3
2

Preschool	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade	6th Grade	Total
3	2	9	8	5	2	4	10	43

7th Grade	8th Grade	9th Grade	10th Grade	11th Grade	12th Grade	12+ (To age 21)	Total
3	5	6	5	8	5	1	33

Total Enrollment in PowerSchool - 355

Total Special Education Students - 78

Special Education Percentage - 22%

State Average- 16% (NDE State Education Profile as of 2021-2022, most recent data year available)

- The upgrades to South Campus to expand the Zoom capabilities are very exciting! I am hopeful that we will be able to use the technology to increase our local professional development opportunities.
- The ramps and bathroom remodeling of the Middle School modulars are progressing. Thank you very much for supporting the need to get our modulars up to ADA compliance.
- Dr. Miller, Mr. Arneson, Mrs. Curtis, Kristy Hanks, and I attended Administrator Days in Kearney on July 26-28. We were fortunate to ride down with the superintendent (Mr. Mo Hanks) and principal (Mrs. Keri Homan) from Crawford. The camaraderie and discussions that we held in the vehicle were almost as good as the conference itself! If anyone is interested in hearing more about the sessions from Admin Days, just let me know.
- Kristy Hanks and I were able to complete our ESSA Consolidated Grant Application during our time in Kearney at Admin Days. We receive a little less than \$68,000 from this grant and use the money to fund the salary and benefits of our Title I teacher, Lauren Morava.
- On Tuesday, August 1, I attended the Project Embrace workshop in North Platte to learn more about the child welfare system. It was different from many of the trainings I attend because this included DHHS case workers, service providers, attorneys, CASA volunteers, and foster parents. The training focused on issues concerning babies and toddlers in the system, supports and resources for families, and strategies for situations that arise due to court proceedings. It was very interesting and I learned a lot.
- On August 4, a group of teachers and administrators met at South Campus to look at our grading practices across the district and work on getting more consistency between teachers and grade levels. I thought the time spent was very productive, and I appreciate the teachers for giving up their precious summer hours to put in the hard work. The members of the committee were: Gina Jespersen, Bridget Raben, Pete Gomez, Michelle Kløver, Dr. Miller, Mrs. Curtis, Mr. Arneson, and myself.
- I hope to see you all at the Open House tomorrow night! It should be a fun way to kick off the school year!

Superintendent's Report

August 14, 2023

Mission/Vision/Goals

- Training for mClass is scheduled for Tuesday at South Campus. Thanks to Mrs. Morava and Mr. Arneson for their work on this important part of our MTSS process.

Policy

- School personnel across the state continue to make sense of the recent legislation. It will be interesting to see how situations play out across the state as the legislation is interpreted.
- I am continuing to work on getting policies consolidated into a single, searchable document. I have attached the current version. While I have made a lot of progress on this project, there is still a long way to go.

Budget Planning and Management

- Kristy and I attended NDE's budget workshop in North Platte in July. The training was informative.
- We are planning to request reimbursement of REAP funds for Fiscal Year 23 this month. The Zoom Room upgrade at South Campus is a major component of this reimbursement request.
- We are making progress on the transition to TMS (Time Management Systems) for staff time clock management. The monitoring, synchronization, and reporting features of the system seem to align well with some of the overall transitions we would like to make regarding tracking of hours/rates for payroll purposes.

Educational Leadership

- I appreciate all of the time and work by Mrs. Plog, Mr. Arneson, Mr. Westover, and Mrs. Curtis in preparing for the upcoming school year.
- Teachers have been working to get their rooms ready for the school year. Their commitment to their students is appreciated.

Organizational and Cultural Leadership

- I have appreciated the expertise and insights of the Grading Practices Committee. The following teachers provided a lot of time and expertise to help get some consistent practices identified. Members of the committee are: Mr. Peter Gomez - Science Teacher, Ms. Gina Jespersen - Elementary Teacher, Mrs. Michelle Kluver - Spanish Teacher, Mrs. Bridget Raben - English Teacher, Mr. Eric Arneson - Elementary Principal Teacher, Mrs. Misty Curtis - High School Principal, and Mrs. Mandy Plog - Special Education Director

Professional Leadership

- I have a meeting on Friday with the committee that is working on proposals to share with the governor. If you have any additional ideas on how the state can support our work, please let me know.

Community Relations

- We have invited the business community to join us in welcoming our students and families back to school during the Open House. I hope everyone will be able to attend.

Board-Superintendent Relations

- The NASB Area Membership Meeting is scheduled for August 23rd in Gering. Please let me know if you would like me to get you registered. Here is a link to the agenda for the meetings: <https://members.nasbonline.org/events/area-membership-meetings>
- The Labor Relations Conference NCSA/NASB is scheduled for October 4th and 5th in Lincoln. I would encourage members of the negotiations committee to consider attending if your schedule allows.
- The State Education Conference will be November 15th - 17th in Omaha. Additional information will be forthcoming in August/September from NASB.

Strategic Plan (Highlights)

- Reporting order on these Principles is based on the Prioritization Summary:
 - **Guiding Principle III: Student and Staff Well-Being**
 - There will be some transitions for our Employee Assistance Program (EAP) program this year. The services will remain the same, but they will be operating under a different name. Our EAP provider, LifeWorks will be known as TELUS Health One. This name change will not impact the services and benefits our staff currently have access too
 - I appreciate the work our team has done moving forward with materials and teaching expectations for our students (PAWS) that were developed a few years ago. The plan is to move those expectations from paper to practice to support shared understanding by students and staff members. This is a Tier I (MTSS) behavioral support.
 - **Guiding Principle I: Student-Centered Learning**
 - New curricular materials are in for social studies (7-9) and science (K-1). I am optimistic these materials will be beneficial to teachers and students.
 - **Guiding Principle IV: Communication and Engagement**
 - As we begin the year, it is important to be able to help people “go to the source” when they have questions. Here is a link to some information for our community regarding how best to communicate with our team: <https://www.hemingfordschools.org/vnews/display.v/ART/62f28c75d5895>

- **Guiding Principal II: Personnel Effectiveness**
 - We have a great group of committed educators on staff. I am looking forward to a great school year.
- **Guiding Principal V: District Resources**
 - Kristy Hanks is commended for all of her work this year. Time after time she has risen to the occasion of taking on new opportunities to improve our operations. I appreciate her leadership and stewardship of our resources.

Planned Professional Travel

- August 23rd - ESU#13 Administrators' Advisory and NASB Area Membership Meeting in Gering.
- October 3-4 - Labor Relations Conference in Lincoln
- November 15-17 - State Education Conference in Omaha
- I plan to attend student activities as my schedule allows.

Board Reminders (from the Contract with the Superintendent)

- **Evaluation.** The Board shall evaluate the Superintendent twice during the Superintendent's first year of employment and at least once each year thereafter. The first evaluation during the first year of employment and the yearly evaluations after the first year of employment shall occur no later than the regular November meeting. The Superintendent shall: remind the Board members in writing of this provision no later than its regular October meeting; make the Superintendent evaluation an agenda item for the regular November Board meeting during each year of this contract; and provide the Board members with the written evaluation instrument that is on file with the Nebraska Department of Education.
- **Renewal of Contract.** If a Board representative does not inform the Superintendent in writing on or before the seventh day after the regular December 2022 board meeting (and each December thereafter) of the Board's intention to consider the nonrenewal or amendment of this contract, the contract will automatically renew for a period of one year from and after the expiration date provided in Section 1 of this contract. The Superintendent shall remind the Board in writing of this provision no later than its regular November meeting of each year of this contract and shall make the renewal of the Superintendent's employment contract an agenda item for the regular December board meeting during each year of this contract. At the time of each contract renewal and/or amendment, the Superintendent shall be responsible for taking all necessary steps to ensure that the District has complied with the Superintendent Pay Transparency Act.

Leave Log

- I have used one day of PTO leave (August 11). I have 29 PTO Days Remaining in the contract year ending June 30th. I am planning to take some PTO again on Friday, August 18th.

Hemingford Public Schools Board of Education

Policy Manual



Empowering individuals to become Resourceful,
Respectful, and Responsible Lifelong Learners.

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Section 100 - District Organization and Basic Commitments

100.1 - TERMINOLOGY USED IN THIS MANUAL

Throughout this manual, when actions, duties or responsibilities are ascribed to the “superintendent” or the “principal,” it shall be understood that those actions, duties or responsibilities are ascribed to the “superintendent or his/her designee” or to the “principal or his/her designee.”

Throughout this manual, when actions, rights or responsibilities are ascribed to the “parent” of a student, it shall be understood that those actions, rights or responsibilities are ascribed to the “parent(s)/guardian(s)” of a student.

Approved:

Reviewed:

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101.00 - LEGAL STATUS OF THE SCHOOL DISTRICT

Nebraska law authorizes the creation of public schools known as Common Schools System. As part of this Common Schools System, this school district is a school corporation created and organized under Nebraska law. This school district shall be known as District #10, of Box Butte County, in the State of Nebraska. It will be known commonly as the Hemingford Public School. The district shall operate as a Class III school as defined by the laws of the state.

The affairs of the district shall be conducted by elected officials, six in number, and be known as the Hemingford Public School District Board of Education. This school corporation has local control over school matters in the territory of the school district, as outlined by the applicable state statutes.

Legal Reference: Neb. Constitution, Art. VII, Sect. 1, 2
 Neb. Statute 79-405
 79-501 et seq.
 Languis v. Deboer, 181 Neb 36 (1966)

Cross Reference: 201.01 Board Powers and Responsibilities

Approved:
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102.00 - 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.

Legal Reference: Neb. Statute 79-526
 79-701
 NDE Rule 10.012.01A

Cross Reference 103 Equal Educational Opportunity
 104 Educational and Operational Planning
 205 School Board Policy Process
 601 Goals and Objectives of Instructional Plan
 603 Curriculum Development

Approved:
Reviewed:
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102.01 - 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.

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103.00 - EQUAL EDUCATIONAL OPPORTUNITY

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules, and regulations pertaining to contract compliance and equal opportunity.

The district does not discriminate based on race (including skin color, hair texture, and protective hairstyles), color, religion, national origin, age, sex, disability, or marital status, sexual orientation or gender identity in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated as Compliance Coordinator to handle inquiries regarding the nondiscrimination policies:

Name and/or Title: Dr. Travis Miller, Superintendent
Address: 911 Niobrara, Hemingford, NE 69348
Telephone No.: 308-487-3328

The board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm, and harassment. Harassment or discriminatory behavior that denies civil rights or access to equal educational opportunities includes comments, name-calling, physical conduct, or other expressive behavior directed at an individual or group that intentionally demeans the race, color, national origin, sex, disability, age, or marital status of the individual or individuals or creates an intimidating, hostile or demeaning environment for education.

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, during an ongoing investigation of this policy, potential issues of sexual harassment or 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 sexual harassment or discrimination as well as the incidents of alleged violations of this policy.

Legal Reference: Neb. Statute 79-2,114-2,124
 20 U.S.C. §§ 1221 et seq.
 20 U.S.C. §§ 1681 et seq.
 20 U.S.C. §§ 1701 -1721
 29 U.S. C. § 794
 42 U.S.C. §§ 12101 et seq.
 28 C.F.R. Pt. 35.1
 34 C.F.R. Pt. 100
 34 C.F.R. Pt. 104

34 C.F.R. Pt. 106

Cross Reference

- 102 Educational Philosophy of the District
- 402.01 Equal Employment Opportunity
- 404.06 Harassment by Employees
- 501 Objectives for Equal Educational Opportunities for
Students
- 504.18 Harassment by Students

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104.00 - EDUCATIONAL AND OPERATIONAL PLANNING

At least every 5 years the board shall conduct an in-depth needs assessment, soliciting information from business and community members, regarding their expectations for adequate student preparation. One purpose of this assessment is to assist the board in developing and evaluating a statement of philosophy for the school district. The second purpose of this assessment is to determine the areas of student performance, knowledge, and attitudes and the areas of school district operations that are judged to be most crucial in meeting school or school district goals. As part of its assessment, the board shall develop a process for communicating with business and the community regarding their expectations for adequate student preparation. The statement of philosophy shall describe the board's beliefs about topics which shall include the nature of learning, the purpose of the school district, the scope of educational experiences that the school district should provide, the nature of its learners and a description of a desirable learning atmosphere.

In conjunction with the in-depth needs assessment of the school district, the board shall authorize the appointment of a committee representing administrators, employees, parents, students and community members, to make recommendations and assist the board in determining the priorities of the school district in addition to the basic skills areas of the education program.

It shall be the responsibility of the superintendent to ensure the school district community is informed of the board's policies, programs and goals and has an opportunity to express their thoughts and suggestions for the operation of the school district. The superintendent shall report annually to the board about the means used to keep the community informed. All references to "superintendent" in this policy manual shall mean the "superintendent or the superintendent's designee" unless otherwise stated in the board policy.

As a result of the board and committee's work, the board shall determine major educational needs and rank them in priority order; develop long-range goals and plans to meet the needs; establish and implement short-range and intermediate-range plans to meet the goals and to attain the desired levels of student performance; evaluate progress toward meeting the goals and maintain a record of progress under the plan that includes reports of student performance and results of school improvement projects; and annually report the school district's progress made under the plan to the committee, community and Nebraska Department of Education.

Legal Reference: Neb. Statute 79-526
 79-701, 702
 79-729
 79-1301
 NDE Rule 10-004.01A1
 10-004.02A1
 10-004.07

Cross Reference

102 Educational Philosophy of the District
201.01 Board Powers and Responsibilities
203.06 Board Committees
301.03 Succession of Authority to the Superintendent
604.01 Basic Instruction Program
902.01 Buildings and Sites Long Range Planning

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Section 200 - School Board

201 - Legal Status of the School Board

201.01 - POWERS AND RESPONSIBILITIES OF THE BOARD

The board of the Hemingford School District, acting on behalf of the school district, shall have jurisdiction over school matters within the territory of the school district.

The board is empowered to make policy for its own governance, for employees, for students and for school district facilities. The board is also empowered to enforce its policies. The board may, through its quasi-judicial power, conduct hearings and rule on issues and disputes confronting the school district.

The board has these powers and all other powers expressly granted to it in federal and state law as well as the powers that can be reasonably implied from the express powers.

The board is authorized to govern the school district which it oversees. As the governing board of the school district, the board has three duties to perform: legislative duty, executive duty, and evaluative duty.

As a representative of the citizens of the school district, the board is responsible for legislating policy for the school district. As a policy making body, the board has jurisdiction to enact policy with the force and effect of law for the management and operation of the school district.

It is the responsibility of the board, under the board's executive duty, to select its chief executive officer, the superintendent, to operate the school district on the board's behalf. All references to "superintendent" in this policy manual shall mean the "superintendent or the superintendent's designee" unless otherwise stated in the board policy. The board delegates to the superintendent its authority to carry out board policy, to formulate and carry out rules and regulations and to handle the administrative details in a manner which supports and is consistent with board policy. The board may enter into certain contracts as permitted by law for periods not to exceed four years.

The board has a responsibility to review the education program's performance under its evaluative duty. The board regularly reviews the education program and associated support services. The review includes a careful study and examination of the facts, conditions and circumstances surrounding the amount of funds received or expended and the education program's ability to achieve the board's educational philosophy for the school district.

Legal Reference: Neb. Statute 79-261 to 263
 79-501 to 524
 79-734
 NDE Rule 10.004.01

Cross Reference 102 Educational Philosophy of the District
 104 Educational and Operational Planning
 205 School Board Policy Process
 301.03 Succession of Authority to the Superintendent
 601 Goals and Objectives of Instructional Plan

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201.01R1 - GUIDELINES FOR BOARD AND SUPERINTENDENT OPERATIONS

Limits of Authority of the Board

AUTHORITY LIMITS:

All actions of the board shall be taken only in official board meetings called, scheduled and conducted according to the bylaws of the Board of Education and the laws of the State of Nebraska.

Individual members of the board should avoid making decisions as an individual or group outside legal board meetings that will commit the board or district to a particular course of action. Requests for board action presented to board members outside of regular board meetings should be accepted without comment or commitment by the board member. A board member may direct the complainant to take up the issue with the proper school official if they have not already done so. Those making the requests should be directed to address the Board of Education as a whole at a regular board meeting. Only after an issue or problem has been presented to the entire Board of Education, and all sides to such issue or problem have been presented, and the logic involved has been considered by all members, will board members make individual commitments.

It shall be the policy of all board members to inform employees to consult with their immediate supervisor for instructions. No board member will give instructions or indicate what he or she thinks the superintendent's instructions should be on any specific issue or problem. Employees who approach board members with grievances will be instructed to consult with their immediate supervisor, and, if necessary, arrangements will be made for employees to meet with the entire board to air their grievances. Employees must make those arrangements with the superintendent of schools through the district's grievance policy.

An exception to this policy is in order whenever the board in an official meeting has expressly appointed a particular board member, or committee of board members, with specific authority to act on behalf of the board. The primary responsibility of the Board of Education is a legislative one under which it provides a framework for the operation and maintenance of the school system and delegates the administrative authority to carry out these policies to the superintendent and staff.

Superintendent's Memo of Understanding

1. Board Meetings
 - 1.1. In the materials submitted to board members prior to a board meeting, the Superintendent shall present all relevant information (including both the information that supports his recommendations and that which does not.)
 - 1.2. With regard to any action items on the agenda, the Superintendent shall inform the Board of the viable options or alternatives, if any, which may exist.

- 1.3. Neither the Superintendent nor any of the board members shall engage in any of the following tactics at board meetings:
 - 1.4. Disclosing “surprise” information that could have been shared with others prior to the meeting
 - 1.5. Asking “surprise” questions designed to “catch someone off-guard” or embarrass them rather than to seek clarification or additional information
 - 1.6. Bringing up “surprise” items (other than emergency items) for discussion when such items are not on the agenda
 - 1.7. A list of all bills will be available to board members prior to the meeting. The board members may review those bills and call or conference with the Superintendent with any questions they may have prior to arriving for the board meeting.
2. Complaints
 - 2.1. The complaints are brought to board members, the board members will listen to the complaint, but will direct the complainant to the appropriate level in the chain of authority in the school system. The board member will not offer or agree to become an advocate for the complainant or commit to taking any action on the complaint.
 - 2.2. If the complainant has exhausted his/her administrative remedies (including having presented his/her complaint to the Superintendent), the board member shall direct the complainant to reduce his/her complaint to writing and submit it to the president of the Board. The president of the board shall provide a copy of the written complaint to the Superintendent and review it with him/her. After conferencing with Superintendent, the president shall decide whether or not the complaint is a matter that warrants board consideration. If so, he/she shall place the matter on an upcoming board agenda. If not, he/she shall so notify the complainant.
 - 2.3. Notwithstanding any provisions above to the contrary, any complaints involving allegations of personal or professional misconduct on the part of the Superintendent shall be directed to the president of the Board.
3. Hiring Practices
 - 3.1. The Superintendent shall be responsible for the recruiting, screening, and interviewing processes for all employment vacancies in the district. He/she shall recommend candidates for employment in the District. The board of education shall decide whether or not to accept the recommendation.
 - 3.2. If the board of education does not accept the recommendation of the Superintendent, the Superintendent shall submit a different recommendation at a subsequent meeting of the board.
 - 3.3. No member of the board shall lobby the superintendent to recommend a relative, friend, acquaintance, or any other candidate for any position of employment with the District. It shall not be considered a violation of this Paragraph if a candidate lists a board member as a reference in his/her application for employment.

4. Employee Job Performance Reviews (Evaluations)
 - 4.1. The Superintendent and his/her designee(s) shall be responsible for conducting job performance review (evaluations) for all employees in the District (except the Superintendent). The board of education shall be responsible for the job performance review of the Superintendent.
 - 4.2. No individual board member shall request to examine any employee's job performance reviews or request an administrator to discuss an employee's evaluation with them. The board as a whole, however, may, in closed session and with a majority of the members voting in favor of such, examine the job performance reviews of employees.
 - 4.3. Notwithstanding the provisions of the preceding paragraph, if the Superintendent and/or his/her designee(s) are considering non-renewal, dismissal, or disciplinary action against an employee and the employee has a statutory or contractual right to have the Superintendent's decision or recommendation reviewed by the board, members of the board shall not request to examine such employees job performance reviews until such matters have been concluded and the time for an appeal to the board has expired.
 - 4.4. The board shall have a legitimate educational purpose for examining job performance reviews. In no event will the board examine job performance reviews simply out of curiosity or for personal reasons.
 - 4.5. No board member shall disclose, discuss, or in any way communicate the contents of any job performance review with anyone other than another board member or the Superintendent.

5. Purchases
 - 5.1. The Superintendent shall have the responsibility of operating the school system within the overall limits of the approved budget.
 - 5.2. Once the budget is approved, the Superintendent shall have the authority and discretion to approve all purchases of goods, materials, and services which he/she believes are necessary or desirable for the operation of the school district.
 - 5.3. Notwithstanding the provisions of the preceding paragraph, the Superintendent shall present the following purchases for prior board approval:
 - 5.4. The purchase of a new textbook series in any curriculum area. Prior approval shall not be required for the routine replacement of damaged or lost textbooks nor the purchase of necessary additional copies of a current textbook series.
 - 5.5. The purchase or lease of new vehicles.
 - 5.6. The purchase of any item or expenditure that exceeds \$5,000 unless that expenditure was contemplated and discussed during the budget development process. If time is of the essence, the purchase may be made but reported at the next meeting. This exemption would only apply to replacement of existing equipment. Purchases of new or additional equipment are not exempt from this requirement.

6. School "Visits"
 - 6.1. In order to avoid creating channels of communication around the Superintendent and, thus, reducing his/her effectiveness as the leader of the school system, board members will visit schools and seek direct communication with employees only under a systematic plan mutually agreed to by and between the Board and the Superintendent.
 - 6.2. The preceding provision shall not apply to activities open to the public or visits where the board member is acting solely in his/her role as a parent of a student.

7. Micro-Management
 - 7.1. No member of the Board (nor the Board as a whole) shall become involved in micromanagement of District operations.
 - 7.2. "Micro-management" shall mean becoming actively involved in matters that are not policy-related in nature or that are not specifically required of the board by law.
 - 7.3. The primary responsibility of the Board shall be to formulate and adopt policies. The primary responsibility of the Superintendent shall be to implement and enforce such policies and to administer the day-to-day operations of the District.
 - 7.4. No individual board member will give directions or orders to the Superintendent or any other employees of the District.
 - 7.5. Board members shall not call (or have someone else call) the Superintendent out of conferences or meetings except for emergency situations (unless requested to do so by the Superintendent.)

8. Board Policies
 - 8.1. The Superintendent shall assist the Board with reviewing and revising its policies on a regular basis.
 - 8.2. When situations arise which are not covered by Board policy, the Superintendent shall have the authority to take whatever action he/she believes to be best under the circumstances.

Approved:
Reviewed:
Revised:

201.02 - BOARD MEMBERSHIP - ELECTIONS AND APPOINTMENTS

The annual school election takes place on the first Tuesday after the first Monday in November in even numbered years. The terms shall be staggered so that three board members are elected at each general election. The newly elected members shall be seated on the board in January following the election in November. School District #10 is divided into three wards for the selection of candidates for the election. If more than two candidates file for election in one ward, the number of candidates will be reduced to two through the primary election. The election in November will be at large with all voters within District #10 voting for one member from each ward. All elections will follow the election statutes of the State of Nebraska.

The Wards are as follows:

Ward A: All of the district west of a north-south line along the section lines running north and south of a point one mile west of the center of the Village of Hemingford, AKA, Box Butte Avenue, Hemingford, NE.

Ward B: All of the district outside the Village of Hemingford corporate limits not included in Ward A.

Ward C: All of the district within the corporate limits of the Village of Hemingford. Incumbents must file for election at the office of the County Clerk, Box Butte County, by February 15 prior to the date of the primary election. All other candidates must file for election by March 1 prior to the date of the primary election.

If a vacancy occurs on the board it may be filled within 45 days by appointment of a qualified registered voter by the remaining members of the board for the remainder of the unexpired term. If the board does not fill the vacancy by appointment, the vacancy may be filled by election at a special election or school district meeting called for that purpose. If a majority of the offices of the school board members are vacant, the Secretary of State will call a special school district election to fill the vacancies.

It is prohibited to meet in closed session for discussion of the appointment or election of a new board member.

Legal Reference: Neb. Statute 32-501 et seq.

Approved:

Reviewed:

Revised:

201.03 - QUALIFICATIONS

Serving on the school board is an honor and privilege. Its rewards are respect from the community, students, and employees and the satisfaction from knowing each board member contributed to the success of the children in the school district community. Only those who are willing to put forth the effort to care and to make a difference should consider running for a position on the board.

Individuals who are willing to serve on the board should believe public education is important, support the democratic process, willingly devote time and energy to board work, respect educators and have the ability to examine the facts and make a decision. The board believes an individual considering a position on the school board should possess these characteristics.

Persons wanting to run for a position on the board must be a resident of the school district, an eligible elector of the district and free from a financial conflict of interest with the position. No member of a school board may be engaged in a contract to teach by the school district on which board he or she serves.

Legal Reference: Neb. Statute 79-543, 544

Cross Reference: 201.01 Board Powers and Responsibilities
 201.06 Vacancies
 202.01 Board Member Conflict of Interest

Approved:

Reviewed:

Revised:

201.04 - OATH OF OFFICE

Board members are public officials, and as such they may wish to pledge to uphold the Nebraska and the United States Constitution and carry out the responsibilities of the office to the best of the board member's ability.

Each school board member before entering upon their respective duties may be given the following oath of office at the first meeting attended as an elected member. The superintendent shall administer this oath of office.

"I, ...(name)..., do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Nebraska, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely and without mental reservation or for purpose of evasion; and that I will faithfully and impartially perform the duties of the office of the Hemingford School District #10 Board of Education according to law, and to the best of my ability. And I do further swear that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence; and that during such time as I am in this position I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence. So help me God."

Legal Reference: Neb. Statute 11-101
 Frans v. Young, Nebraska (1890)

Cross Reference: 101 Legal Status of the School District
 201.01 Board Powers and Responsibilities
 201.02 Board Membership - Elections/Appointment
 202.01 Board Member Code of Ethics

Approved:
Reviewed:
Revised:

201.05 - TERM OF OFFICE

Board members nominated by primary election and elected by general election will serve for four years. Board members appointed to fill a vacant position will serve for the remainder of the unexpired term.

Being a board member is a unique opportunity for a citizen to participate on a governing board of the school district. Eligible board members are encouraged to consider running for more than one term.

Legal Reference: Neb. Statute 32-543, 570

Cross Reference: 201.02 Board Membership - Elections/Appointment

Approved:

Reviewed:

Revised:

201.06 - VACANCIES

A vacancy occurs when a board member resigns, forfeits or otherwise leaves the office. A vacancy also includes, but is not limited to, the following: failure to elect at an election when there is no incumbent to continue in office until his or her successor is elected and qualified, failure to reside in the school district or a continuous absence from the district of more than 60 days, absence from more than 2 consecutive regular board meetings unless excused by a majority of the remaining members of the board, death of the incumbent, a court order declaring the seat vacant, conviction of a felony, or any public offense in violation of the oath of office.

The resignation of a member or any other reason for a vacancy shall be made a part of the minutes of the school board. The board shall give notice of the date the vacancy occurred, the office vacated, and the length of the unexpired term in writing to the election commissioner or county clerk, and by a notice published in a newspaper of general circulation in the school district.

It is prohibited to meet in closed session for discussion of the appointment or election of a new board member.

Legal Reference: Neb. Statute 32-560 et seq.
 32-1308
 84-1410(1)(d)

Cross Reference: 201.02 Board Membership - Elections/Appointment
 201.03 Qualifications

Approved:
Reviewed:
Revised:

201.07 - BOARD MEMBER LIABILITY

Board members shall not be held personally liable for actions taken in the performance of their duties and responsibilities vested in them by the laws of Nebraska and the members of the school district community. In carrying out the duties and responsibilities of their office, board members shall act in good faith.

The school district shall defend, save harmless and indemnify board members against tort claims or demands, whether groundless or otherwise, arising out of an alleged act or omission occurring within the scope of their official duties, unless it constitutes a willful or wanton act or omission. However, the school district shall not save harmless or indemnify board members for punitive damages.

Legal Reference: Neb. Statute 79-516

Cross Reference: 805.01 Insurance

Approved:

Reviewed:

Revised:

201.08 - STUDENT BOARD REPRESENTATIVE

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

Student representation to the Board of Education is open to all academically eligible students in grades 9-12.

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.

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.

In subsequent years, students must complete the application in full by April 15th 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.

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

The student board representative will work to represent the opinions of all students and not solely their own personal interests.

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.

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.

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.

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.

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.

The student board representative will receive all regular meeting agendas, minutes, and other pertinent information, excluding any confidential materials.

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.

The student board representative will submit a monthly report to the Board of Education regarding student activities and other pertinent student information.

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.

The student board representative will submit a written summary of their experience on the Board of Education after their semester term.

Adopted: August 16, 2022

Reviewed:

Revised:

202 - School Board Member Conduct

202.01 - BOARD MEMBER CODE OF ETHICS

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

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

AS A SCHOOL BOARD MEMBER:

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

16. I will endeavor to keep informed on local, state and national educational developments of significance so I may become a better board member.

IN MEETING MY RESPONSIBILITY TO MY SCHOOL DISTRICT COMMUNITY:

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

IN MY RELATIONSHIP WITH THE SUPERINTENDENT AND EMPLOYEES:

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

TO COOPERATE WITH OTHER SCHOOL BOARDS:

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

Legal Reference: Neb. Statute 79-526

Cross Reference: 201.01 Board Powers and Responsibilities
 202.02 Board Member Conflict of Interest

Adopted:
Reviewed: January 9, 2023
Revised:

202.02 - BOARD MEMBER CONFLICT OF INTEREST

It shall be the responsibility of each board member to be aware of an actual or potential conflict of interest. It shall also be the responsibility of each board member to take the action necessary to eliminate such a conflict of interest. Should a conflict of interest arise, a board member should not participate in any action relating to the issue from which the conflict arose.

No voting board member may have an interest in any contract to which the district, or anyone for its benefit, is party. The prohibition applies when the board member or the board member's immediate family is a partner, director, officer, or is a stockholder of closed corporation stock worth one thousand dollars or more at fair market value or which represents more than a five per cent equity interest, or is a stockholder of publicly traded stock worth ten thousand dollars or more at fair market value or which represents more than ten percent equity interest. An individual who occupies a confidential professional relationship protected by law is exempt from this policy. This policy does not apply to publicly traded stock under a trading account.

The above prohibition does not apply if the voting board member:

1. Supplies a written statement describing the matter up for decision and the nature of the conflict to the Nebraska Accountability and Disclosure Commission, the Superintendent and to the board secretary. The secretary shall enter the statement onto the public records of the district.
2. The board member must take such action as the Commission advises to remove himself or herself from influence over the decision.
3. Does not vote on the matter of granting the contract, except if the number of members of the board declaring an interest in the contract would prevent the board, with all members present, from securing a quorum on the issue, then all members may vote on the matter and this action will be reported to the commission; and
4. Does not act for the district to inspect, supervise or determine the performance of contracts under which he or she has an interest.

A board member who is an employee of a business involved in a contract with the district and who has no ownership interest or will receive no direct fee or commission shall not be deemed to have an interest within the meaning of this policy. The receiving of deposits, cashing of checks and buying and selling of warrants and bonds of indebtedness of any school district by a financial institution will not be considered an interest in the contract under this policy.

If a board member's immediate family member is an employee of the school district, the member may vote on all issues of the contract which are generally applicable to all employees

or all employees within a classification and do not single out his or her family member for special action.

Any contract entered into with an interested board member shall be subject to applicable competitive bidding requirements and shall be fair and reasonable to the school district.

A voting board member or district employee may employ, recommend the employment of, or supervise the employment of an immediate family member if he or she does not abuse his or her official position and makes a full disclosure of the relationship to the board and a written disclosure of the relationship to the board secretary. No board member or administrator shall employ an immediate family member without first having made a reasonable solicitation and consideration of applications for such employment. The family member must be qualified for, able to perform, and required to perform the duties of the position. The family member must not be paid an unreasonably high salary. No existing employee may be terminated for the purpose of making a position available to such a family member.

Any newly elected or appointed board member or administrator shall make a full disclosure of any immediate family member employed in a position subject to this policy as soon as reasonably possible after the date of taking office.

No board member or district employee shall use their position or any confidential information received through their position to obtain financial gain, other than compensation provided by law, for himself or herself, an immediate family member, or a business with which the individual is associated. No board member shall use or authorize the use of personnel, property, resources or funds under his or her official care for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage or defeat of a ballot question.

The superintendent shall keep a record for the district for every contract entered into by the district in which a board member has an interest. This information shall be kept for five years from the date of the board member's last day in office and will include the following:

1. Names of contracting parties;
2. The nature of the interest of the board member in question;
3. The date that the contract was approved by the district;
4. The amount of the contract; and
5. Basic terms of the contract.

The record kept by the superintendent shall be available for public inspection during the normal working hours of the superintendent's office.

All board members and district employees are responsible for obeying all final rulings or appeals of the Accountability and Disclosure Commission. If a case is contested before the Commission by the district, the superintendent shall ensure that the district is represented at the hearing. If a case is contested by a board member, that member shall be responsible for his/her own representation and shall be responsible for any Commission fines or penalties.

An open account established by the district with a business in which a board member has an interest, shall be deemed a contract subject to the provisions of this policy. The superintendent shall maintain a running account of all amounts purchased in open accounts.

Contracts involving one hundred dollars or less in which a board member may have an interest are excluded from the provisions of this policy.

Legal Reference: Nebraska Statute 49-1493 to 49-14,103.07

Cross Reference: 201 Legal Status of the School Board
202.01 Board Member Code of Ethics
206.04 Board Member Compensation and Expenses
402.04 Nepotism

Adopted:
Reviewed:
Revised:

202.02E1 - CONFLICT OF INTEREST STATEMENTS

Potential Conflict of Interest Statements may be filed with the recording secretary of the board of education on a form provided by the Nebraska Accountability and Disclosure Commission.

203.02E2 - EMPLOYMENT OF IMMEDIATE FAMILY MEMBERS

Employment of Immediate Family Members Disclosure Statements may be filed with the recording secretary of the board of education on a form provided by the Nebraska Accountability and Disclosure Commission.

202.02E3 - CONTRACTUAL INTEREST STATEMENT

Contractual Interest Statements may be filed with the recording secretary of the board of education on a form provided by the Nebraska Accountability and Disclosure Commission.

202.03 - BOARD SELF-EVALUATION

The primary purpose for board self-evaluation is for the improvement of school board leadership. In evaluating the board's functions and roles, the board may focus attention to the following:

1. Evaluation shall be conducted annually at a scheduled time and place;
2. The evaluation should be a composite of the individual board members' opinions;
3. The evaluation should include a constructive discussion of strengths and weaknesses; and
4. The board should be free to comment on any area related to its function of governing the district.

The board and superintendent will cooperatively develop an evaluation plan that annually evaluates the various aspects of the board's functions, duties, and roles. The evaluation will include the following items:

1. The evaluation instrument shall define and describe the standards against which the board evaluates its performance.
2. The evaluation shall include the establishment of objectives and strategies for improving board performance.
3. The evaluation shall analyze progress toward existing board goals and examine the need to establish new or revised goals.

Legal Reference: Neb. Statute 79-526

Cross Reference: 102 Educational Philosophy of the District
 104 Educational and Operational Planning
 201.01 Board Powers and Responsibilities
 702.02 Budget Planning, Preparation and Schedules
 902.01 Buildings and Sites Long Range Planning
 1001 Principles and Objectives for Community Relations

Approved:

Reviewed:

Revised:

203.03 - VICE PRESIDENT

If the board president is unable or unwilling to carry out the duties required, it shall be the responsibility of the vice president of the board to carry out the duties of the president. If the president is unable or unwilling to complete the term of office, the vice president shall serve as president for the balance of the president's term of office, and a new vice president shall be elected.

The vice president of the board shall be elected by a majority vote at the organizational meeting each year to serve a one-year term of office.

The vice president shall accept control of the meeting from the president when the president wishes to make or second a motion. The vice president shall take an active role in board decisions by discussing and voting on matters before the board in the same manner as other board members.

Legal Reference: Neb. Statute 79-564
 79-569 et seq.
 79-593

Cross Reference: 201.01 Board Powers and Responsibilities

Approved:
Reviewed:
Revised:

203.04 - SECRETARY

A secretary shall be elected annually by the board.

It shall be the responsibility of the board secretary, as custodian of school district records, to preserve and maintain the records and documents pertaining to the business of the board; to keep complete minutes of special and regular board meetings; to cause the meeting minutes and a list of all approved claims to be published; to keep a record of the results of regular and special elections; to keep an accurate account of school funds; to sign warrants drawn on the school funds after board approval; and to complete and maintain the annual school census. The board clerk may assist the secretary in the completion of his/her duties.

Legal Reference: Neb. Statute 79-528
 79-564
 79-576 to 580

Cross Reference: 104.01 Annual School Census
 201.01 Board Powers and Responsibilities
 204.11 Meeting Minutes

Approved:
Reviewed:
Revised:

203.05 - TREASURER

It shall be the responsibility of the board to annually appoint a board clerk/treasurer.

It shall be the responsibility of the treasurer to receive the funds collected for the district by the county treasurer, to pay out the funds for expenses approved by the board, to maintain accurate accounting records for each fund, to manage district's investments for the maximum benefit to the district, to report monthly and annually the status of all district funds and investments, and to file required reports with the appropriate state agencies and other entities.

The treasurer will work with the secretary to coordinate the recording, preserving and reporting of financial records, reports, cash flow needs and district investments.

If the treasurer is unable or unwilling to carry out the duties required, it shall be the responsibility of the superintendent or other person designated by board policy to carry out the duties of the treasurer.

The treasurer shall do one of the following within ten days after election to the position:
Give bond in an amount set by the board of not less than \$500 and not more than double the amount of money to come into his/her hands as treasurer at any one time.
Give evidence of an equal amount of insurance coverage by the district.

The cost of the bond or insurance coverage will be paid by the school district.

Legal Reference: Neb. Statute 79-586 to 590

Cross Reference: 201.01 Board Powers and Responsibilities
 700 Business Operation

Approved:

Reviewed:

Revised:

203.06 - BOARD COMMITTEES

Committees will be appointed by the president of the board. These committees are created for specific tasks of seeking information or investigation and will report back to the board for its consideration and action. Committee action is advisory only. Each committee will have a chairperson appointed by the president. In addition to appointing the three members to the Committee on American Civics at the annual board organizational meeting in January for one year, the board may wish to appoint additional committees on topics such as

- A. American Civics/Curriculum
- B. Negotiations/Finance
- C. Transportation
- D. Building/Grounds

The Committee on American Civics shall:

1. Hold no fewer than two public meetings annually, at least one when public testimony is accepted;
2. Keep minutes of each meeting showing the time and place of the meeting, which members were present or absent, and the substance and details of all matters discussed;
3. Examine and ensure that the social studies curriculum used in the district is aligned with the social studies standards adopted by the Nebraska Department of Education and teaches foundational knowledge in civics, history, economics, financial literacy, and geography;
4. Review and approve the social studies curriculum to ensure that it stresses the services of the men and women who played a crucial role in the achievement of national independence, establishment of our constitutional government, and preservation of the union and includes the incorporation of multicultural education to instill a pride and respect for the nation's institutions and not be merely a recital of events and dates;
5. Ensure that any curriculum recommended or approved by the committee on American civics is made readily accessible to the public and contains a reference to this section;
6. Ensure that the district develops and utilizes formative, interim, and summative assessments to measure student mastery of the social studies standards adopted by the Nebraska Department of Education;
7. Ensure that the social studies curriculum in the district incorporates one or more of the following for each student:
 - a. naturalization test used by United States Citizenship and Immigration Services prior to the completion of eighth grade and again prior to the completion of twelfth grade with the individual score from each test for each student made available to a parent or guardian of such student; or
 - b. Attendance or participation between the beginning of eighth grade and completion of twelfth grade in a meeting of a public body which is a subdivision of the state and not a subcommittee of that body, followed by the completion of a

- project or paper in which each student demonstrates or discusses the personal learning experience of such student related to that attendance or participation; or
- c. Completion of a project or paper and a class presentation between the commencement of eighth grade and the completion of twelfth grade on a person or persons or an event commemorated by either George Washington's birthday, Abraham Lincoln's birthday, Dr. Martin Luther King, Jr.'s birthday, Native American Heritage Day, Constitution Day, Memorial Day, Veterans Day, or Thanksgiving Day or on a topic related to such person or persons or event; and
8. Take all such other steps as will assure the carrying out of the provisions of this section and provide a report to the school board regarding the committee's findings and recommendations.

Legal Reference: Neb. Statute 79-724

Cross Reference: 201.01 Board Powers and Responsibilities
 604.11 Citizenship

Approved:

Reviewed:

Revised:

203.07 - ADVISORY BOARD COMMITTEES

Whenever the board considers it necessary, the board may appoint a committee composed of patrons, students, staff, administrators and board members.

An advisory committee is formed by board resolution which shall outline the duties and purpose of the committee. The committee is advisory in nature and has no duty or responsibility other than that specifically stated in the board resolution. The committee shall automatically dissolve upon the delivery of its final recommendation to the board or upon completion of the duties outlined in the board resolution. The board will receive the report of the committee for consideration. The board retains the authority to make a final decision on the issue. The committee will conduct its meetings as open meetings and a record of committee members present will be kept.

The method for selection of committee members shall be stated in the board resolution. When possible, and when the necessary expertise required allows, the committee members will be representative of the school district community and shall consider the various viewpoints on the issue. The board may designate a specific board member and administrator to serve on an advisory committee. The committee will select its own chairperson, unless the board designates otherwise.

Legal Reference: Neb. Statute 84-1408 to 1414

Cross Reference: 104 Educational and Operational Planning
 204.05 Open Meetings
 204.06 Closed Sessions
 1001 Principles and Objectives for Community Relations

Approved:

Reviewed:

Revised:

203.08 - SCHOOL BOARD LEGAL COUNSEL

It shall be the responsibility of the board to employ legal counsel to assist the board and the administration in carrying out their duties with respect to the numerous legal issues confronting the school district. The board may appoint legal counsel on an annual basis.

The superintendent and board president shall have the authority to contact the board's legal counsel on behalf of the board when the superintendent or board president believe it is necessary for the management of the school district. The board's legal counsel may attend regular or special school board meetings upon the request of the board or the superintendent. Other board members may contact legal counsel upon approval of a majority of the board. It shall be the responsibility of each board member to pay the legal fees, if any, of an attorney the board member consulted regarding matters of the school district unless the board has authorized the board member to consult an attorney on the matter in accordance with this policy.

It shall be the responsibility of the superintendent to keep the board informed of matters for which legal counsel was consulted, particularly if the legal services will involve unusual expense for the school district.

In legal matters between the board and the superintendent, the school attorney shall be disqualified from acting in behalf of either party.

Legal Reference: Neb. Statute 79-513

Cross Reference: 201.01 Board Powers and Responsibilities

Approved:

Reviewed:

Revised:

204 - School Board Meetings

204.01 - REGULAR BOARD MEETINGS

The regular meeting shall be held on the second Monday of each month, except for the regular September meeting, which will be held on the third Monday of that month,

204.03 - PUBLIC HEARINGS

Public notice of a public hearing shall be in the same manner as for a board meeting and shall be given at least two days before the hearing is to be held.

At public hearings, citizens of the district who register to speak will be allowed to speak only on the issue for which the public hearing is being held. Speakers are asked to keep their remarks as brief as possible. Prior to the beginning of the hearing, speakers and spectators will be apprised of the rules of order to be followed regarding time limitations, questions, remarks and rebuttals. In no event will a speaker be allowed to take the time of another speaker.

The board shall conduct public hearings in an orderly fashion. At the beginning of the hearing statements, background materials and public hearing rules and procedures will be presented by the board president or administrators. The board president will recognize the speakers. A board member may ask questions of the speakers after receiving permission from the board president. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the board or the proceedings shall be asked to leave.

Legal Reference: Neb. Statute 84-1408 et seq.

Cross Reference: 702.03 Budget Adoption Process
 1005.03 Parental Involvement in the Schools

Approved:

Reviewed:

Revised:

204.04 - WORK SESSIONS AND RETREATS

The board may, as needed or desired, schedule work sessions and retreats in order to provide its members and the administration with the opportunity to conduct planning, research, and thoughtful discussion without taking immediate action. The board has the authority to hire an outside facilitator to assist them in these work sessions.

Topics for discussion and study will be announced publicly, and work sessions and retreats will be conducted in open session. However, no board action will take place at the work session.

Legal Reference: Neb. Statute 84-1408 to 1414

Approved:

Reviewed:

Revised:

204.05 - OPEN MEETINGS

The conduct of board meetings is governed by the open meetings laws.

A gathering of a majority of board members for the purposes of briefing, discussion of board business, formation of policy or taking formal action is a board meeting. Meetings of the board shall be conducted in a meeting open to the public unless the board is temporarily convened in a closed session.

Chance or social gatherings, attendance at or travel to conventions or workshops or other occasions when there is no discussion of or action on any matter within the board's supervision, control, jurisdiction, or advisory power will not constitute a meeting.

Legal Reference: Neb. Statute 84-1408 to 1410

Approved:

Reviewed:

Revised:

204.06 - CLOSED SESSIONS

A closed, or executive, session will take place as part of an open meeting of the board. The item for discussion in the closed session shall be listed as part of the tentative agenda on the public notice. The motion for a closed session, including its subject matter and the reason necessitating the closed session, shall be made and seconded during the open meeting, and approved by a majority of the voting members. The minutes shall state the entire motion for the closed session, the roll call vote to enter closed session, and the time the closed session began and ended. Following approval of the motion to close, the presiding officer shall restate on the record the limitation of the subject matter of the closed session immediately prior to the closed session.

The board shall restrict its considerations to only those matters set forth in the minutes as the reason for the closed session. A closed session may be held (1) if it is clearly necessary for the protection of the public interest or (2) for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. Specific reasons for the board entering into a closed session from an open meeting include, but are not limited to, the following:

Strategy sessions with respect to collective bargaining, real estate purchases, or litigation;

Discussion regarding the use of security personnel or devices;

Investigative proceedings regarding allegations of criminal misconduct;

Evaluations of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if that person has not requested a public meeting.

No formal action may be taken until the board has reconvened in open session.

Any board member may challenge the continuation of a closed session if he or she believes the session has exceeded the reason stated in the motion to hold the closed session. A majority vote of the board is required in order to overrule the challenge. The challenge and its disposition shall be recorded in the meeting minutes.

Legal Reference: Neb. Statute 84-1410

Approved:

Reviewed:

Revised:

204.07 - MEETING NOTICE

Reasonable advance public notice shall be given for meetings and work sessions held by the board in a local newspaper designated and recorded in the board minutes and, if available, on the newspaper's web site. The board may also, but is not required to, post notice of the meeting in public places throughout the district. Public notice shall indicate the meeting's time, place, and date, and shall include a statement that the agenda shall be readily available for public inspection at the district office. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting and a copy kept readily available for public inspection at the superintendent's office of the district. Except for items of an emergency nature the agenda shall not be altered later than 24 hours before the meeting.

A copy of the public notice will be provided to those who have filed a request for notice with the superintendent. These requests for notice must be in writing. A copy of the public notice will also be accessible to employees and students.

In the case of special meetings, public notice shall be given in the same manner as for a regular meeting unless it is an emergency meeting. Public notice of emergency meetings shall be given as soon as practical and possible consideration the situation. Reasonable efforts shall be made to notify news media who have requested notification of meetings.

It shall be the responsibility of the superintendent to give public notice of board meetings and work sessions. The superintendent shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification of the time and place of each meeting and the subjects to be discussed.

Legal Reference: Neb. Statute 84-1408 to 1414
 79-554
 79-560
 79-561

Approved:
Reviewed:
Revised:

204.10 - AGENDA

The tentative agenda for each board meeting shall state the topics for discussion and action at the board meeting. It shall be kept continuously current and shall be readily available for public inspection at the district office during normal business hours. The agenda shall be accessible on the district's website at least twenty-four hours before the meeting.

The tentative agenda and supporting documents should, if possible, be sent to the board members three days prior to the scheduled board meeting. These documents are the private property of the board member. Persons wishing to view the tentative agenda and supporting documents may do so at the superintendent's office of the district.

The board shall take action only on the items listed on the tentative agenda made available at the time of the public notice. All action items need to be on the agenda, but all agenda items do not need to be action items. Items added to the agenda may be discussed or taken under advisement by the board. If an added item is acted upon, the minutes of the board meeting shall state the reason justifying the immediate action. Only items of an emergency nature may be added to the agenda later than twenty-four hours before the scheduled meeting.

It shall be the responsibility of the board president and superintendent to develop the agenda for each board meeting.

A consent agenda may be presented by the president and used by the board for noncontroversial business. The consent agenda will consist of routine business that requires action but not necessarily discussion. These items may all be approved at the same time. A board member may ask that any item be removed from the consent agenda. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the board.

Legal Reference: Neb. Statute 84-712
 84-1408 to 1414

Cross Reference: 203 Organization of the School Board
 403.05 Public Complaints about Employees
 503 Student Rights and Responsibilities
 1003 Public Examination of District Records

Approved:

Reviewed:

Revised:

204.11 - MEETING MINUTES

The board shall keep and maintain permanent records of the board including, but not limited to, records of the minutes of board meetings, documentation received or disclosed in open session of the meetings, and other required records of the board.

It shall be the responsibility of the board secretary to keep the minutes of the board meetings. The minutes of each board meeting shall record when and where the meeting notice was published. They shall also include as a minimum the following items: a record of the date, time, place, members present, action taken and the vote of each member, and the schedule of bills allowed shall be attached. In addition, they shall include all required information regarding any closed sessions as stated in policy 204.06. This information shall be available within 10 days of the board meeting or prior to the next convened meeting, if earlier. Minutes shall be accessible on the district's website at such time as they are available and shall remain there for at least six months. Minutes shall be forwarded to the newspaper designated as the official newspaper for publication. The schedule of bills allowed may be published on a once monthly basis in lieu of publication with the minutes. The permanent records of the board minutes may include more detail than is required for the publication of the minutes.

Legal Reference:

Neb. Statute 79-577
79-580
84-712
84-1408 to 1414

Cross Reference: 203 Organization of the School Board
1003 Public Examination of District Records
1004 Press, Radio and Television News Media

Approved:
Reviewed:
Revised:

204.12 - PUBLIC COMMENT IN BOARD MEETINGS

The board recognizes the importance of citizen participation in school district matters. In order to assure citizens are heard and board meetings are conducted efficiently and in an organized manner, the board shall set time aside for public comment, [at a specific time during the meeting][and] [prior to the discussion of each agenda item]. If the pressure of business or other circumstances dictate, the board president may decide to eliminate this practice at a particular meeting and will announce that decision at the beginning of the meeting. The orderly process of the board meeting shall not be interfered with or disrupted. Subjects for comment should involve areas within the board's proper responsibility.

The board has the discretion to limit the amount of time set aside for public comment. The board president shall specify the total amount of time available for public comment prior to opening the public comment period. If public comment is allowed prior to individual agenda items, that limit on the total comment period should also be defined. Individual comments will be limited to 5 minutes for each participant. The board president will recognize these individuals to make their comments at the appropriate time. Only those speakers recognized by the board president shall be allowed to speak. Comments by others are out of order. If disruptive, the individual making the comments or another individual causing disruption may be asked to leave the board meeting.

The board requires any member of the public desiring to address the body to identify himself or herself, including an address and the name of any organization represented by such person unless the board waives the address requirement to protect the security of the individual.

Individuals who have a complaint about employees or students who have complaints shall follow policies 403.05 and 504.01 respectively. The board will follow policy 1005.01 in handling public complaints.

Any written or printed materials to be circulated for a meeting of the school board must be submitted to the superintendent by the Wednesday preceding a Monday night meeting and such information will only be added to the agenda packet at the discretion of the superintendent after consultation with the board president.

Legal Reference: Nebraska Statute 84-1408 to 1414

Cross Reference: 201.07 Board Member Liability
403.05 Public Complaints about Employees

Approved:

Reviewed:

Revised:

204.13 - VIRTUAL CONFERENCING DURING AN EMERGENCY

If the District is included at least in part within the jurisdiction of an emergency declared by the Governor under the Emergency Management Act, the District may hold a meeting by virtual conferencing. The District shall give reasonable advance publicized notice including information regarding access for the public and news media. In addition to any formal action taken relating to the emergency, the District may hold such meeting for the purpose of briefing, discussion of public business, formation of tentative policy, or the taking of any action by the public body.

The public body shall provide access by providing a dial-in number or a link to the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act. Reasonable arrangements shall be made to accommodate the public's right to hear and speak at the meeting and record the meeting.

The secretary shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to them of the time and place of each meeting and the subjects to be discussed at that meeting.

The nature of the emergency shall be stated in the minutes. Complete minutes of the meeting specifying the nature of the emergency and any formal action taken at the meeting shall be made available

Legal Reference: Neb. Statute 84-1411

Approved:

Reviewed:

Revised:

205 - School Board Policy Process

205.01 - POLICY DEVELOPMENT

The board has jurisdiction to determine the policies which will govern the operations of the school district with the force and effect of law.

The written policy statements contained in this manual provide guidelines and goals to the citizens, administration, employees and students in the school district community. The policy statements shall be the basis for the formulation of regulations by the administration. The board shall determine the effectiveness of the policy statements by evaluating periodic reports from the administration.

Policy statements may be proposed by a board member, administrator, employee, student or member of the school district community. Proposed policy statements or ideas shall be submitted to the superintendent's office for possible placement on the board agenda. It shall be the responsibility of the superintendent to bring these proposals to the attention of the board.

Legal Reference: Neb. Statute 79-526
 79-532
 79-539
 NDE Rule 10.004.01A1

Cross Reference: 102 Educational Philosophy of the District
 201.01 Board Powers and Responsibilities

Approved:
Reviewed:
Revised:

205.02 - POLICY ADOPTION

Each of these policies shall become the official policy of the school district when the board has approved it by majority vote of the members present at any lawfully convened meeting of the board.

It shall generally be the practice of the board to adopt or amend any policy after a single reading at any regular or special board meeting. However, the board may, in its discretion, review policies at multiple meetings prior to taking action.

Each policy shall bear the date when it was adopted, revised or reviewed.

The superintendent shall maintain an electronic master copy in the central office and that the policies are maintained on the school district's web site. The SPARQ Data Meeting site will be the official policies of the district. These policies can be accessed through the district web site. The final action taken to adopt the proposed policy or amendment shall be approved by a simple majority vote of the board. The effective date of the policy shall be the later of the adoption date or a date stated in the motion.

Legal Reference: Neb. Statute 79-520 79-526
 84-712 et seq. NDE Rule 10.004.01A1

Cross Reference: 201.01 Board Powers and Responsibilities

Approved:
Reviewed:
Revised:

205.03 - POLICY REVIEW AND REVISION

The board will periodically review, update and approve the board's policy manual.

It shall be the responsibility of the superintendent to keep the board informed as to legal changes at both the federal and state levels. The superintendent shall also be responsible for bringing proposed policy statement revisions to the board's attention.

If a policy is revised because of a legal change over which the board has no control or a change which is minor, the policy may be **approved at one meeting** at the discretion of the board.

Legal Reference: Neb. Statute 79-526
 79-532
 79-539
 NDE Rule 10.012.01A

Cross Reference: 102 Educational Philosophy of the District
 201.01 Board Powers and Responsibilities

Approved:
Reviewed:
Revised:

205.05 - POLICY SUSPENSION

It shall be within the discretion or amendment of the board to suspend a policy. Policies of the board may be immediately amended or temporarily suspended by a majority vote of board members present at an official meeting of the board if the board determines that an emergency exists. This does not apply to any section of board policies established by law or by contract. Reasons for amendment or suspension of board policy shall be documented in board minutes.

Legal Reference: Nebraska Statute 79-526

Cross Reference: 201.01 Board Powers and Responsibilities

Approved:

Reviewed:

Revised:

205.06 - ADMINISTRATION IN THE ABSENCE OF POLICY

When there is no board policy in existence to provide guidance on a matter, the superintendent is authorized to act appropriately, keeping in mind the educational philosophy and financial condition of the school district.

It shall be the responsibility of the superintendent to document the action taken and to inform the board of the situation. If needed, the superintendent shall draft a proposed policy for the board to consider.

Legal Reference: Nebraska Statute 79-526

Cross Reference: 302.04 Superintendent Duties

Approved:

Reviewed:

Revised:

205.07 - REVIEW OF ADMINISTRATIVE REGULATIONS

The Superintendent has responsibility for carrying out the policies established by the board.

When necessary, it shall be the responsibility of the Superintendent to develop administrative regulations to implement the board policies. The regulations, including handbooks, will be adopted by the board when specific state or federal laws require the board to do so or when the board or superintendent considers such approval desirable.

The administrative regulations will be available no later than the first regular board meeting after the adoption of the board policy unless the board directs otherwise.

Legal Reference: Neb. Statute 79-526

Cross Reference: 201.01 Board Powers and Responsibilities
 302.04 Superintendent Duties

Approved:

Reviewed:

Revised:

205.08 - BOARD POLICY AND TEMPORARY WAIVERS OF NDE RULES

The Board understands that due to local, state or national emergency situations, the Nebraska Department of Education may occasionally issue temporary waivers of NDE Rules and Regulations. In the case of contradictions between waivers and existing board policy, all temporary waivers of NDE Rules and Regulations shall also apply to and have priority over respective district policies for the duration of their active status.

Approved:

Reviewed:

Revised:

206 - Board Member Services

206.01 - NEW BOARD MEMBER ORIENTATION

The board of education and the administrative staff shall assist each new board member to understand the board of education's functions, policies, procedures and operation of the school system. The following methods may be employed.

The incoming member shall be given selected materials including access to the on-line board policy manual, a budget document, latest annual finance reports and other reports that may foster an understanding of the operation of the district.

The incoming board member shall be invited to attend board meetings in November and December prior to taking his/her seat on the board in January.

The incoming member shall be invited to meet with the superintendent and principals to discuss the services they perform for the board.

The incoming member may attend, at district expense, workshops for newly elected members as approved by the board of education.

Cross Reference: 201.02 Board Membership - Elections/Appointment
 202 School Board Member Conduct

Approved:
Reviewed:
Revised:

206.02 - BOARD ASSOCIATION MEMBERSHIP

Participation in board member associations are beneficial to the board. The board shall maintain an active membership in the Nebraska Association of School Boards and in organizations the board determines will be of benefit to the board and the school district.

Legal Reference: Neb. Statute 79-512

Cross Reference: 206.03 Board Member Development Opportunities

Approved:

Reviewed:

Revised:

206.03 - BOARD MEMBER DEVELOPMENT OPPORTUNITIES

The board may participate in conferences sponsored by educational associations and agencies in addition to its own in-service programs and work sessions.

The board shall encourage its members to attend training and development programs with the purpose of improving members' leadership skills, increasing their knowledge of educational issues and better representing the interests of the school district.

Cross Reference: 206.02 Board Association Membership

Approved:

Reviewed:

Revised:

206.04 - BOARD MEMBER COMPENSATION AND EXPENSES

As an elected public official, the board member is a public servant who serves without compensation. Board members shall be reimbursed for actual and necessary expenses incurred in the performance of their official duties.

Board members who attend informational meetings out of the district will be reimbursed for transportation expenses or furnished a school owned vehicle. In addition, registration fees, lodging when required, and meals not to exceed \$25.00 per day when an over night stay is required will be paid for by the school district.

Board members in the performance of their official duties attending all regular, special, or emergency meetings and workshops of the district shall be paid roundtrip mileage from their home to the meeting site. The board member shall be reimbursed annually in the month of January for mileage expense. Mileage rates shall be in accordance with guidelines as established annually by the United States Internal Revenue Service.

Legal Reference: Neb. Statute 13-2201 et seq.
 79-546
 81-1174 to 1177

Cross Reference: 202.02 Board Member Conflict of Interest
 402.08 Employee Travel Compensation
 402.11 Credit Cards

Approved:
Reviewed:
Revised:

206.05 - PARTICIPATION IN INSURANCE PROGRAM BY BOARD MEMBERS

Members of board of education may participate in the school district's health and life insurance plans which are provided to school district employees. A board member electing to participate in the insurance program of the school district shall pay both the employee and the employer portions of the premiums to the district in advance of any payments being due from the district to the insurance carrier.

Every three months, the board will place on its agenda a report identifying the board members who have elected to purchase insurance coverage through the district. This report will shall be made available in the school district office for review by the public upon request.

Approved:

Reviewed:

Revised:

Section 300 - Administration

300.01 - ROLE OF ADMINISTRATION

In this series of the board policy manual, the board defines the role and the employment of school district administrators. Policies in the 400 Series, "Employees," also apply to administrators unless a more specific policy exists in the 300 Series, "Administration."

School district administrators have been given a great opportunity and responsibility to manage the school district, to provide educational leadership, and to implement the educational philosophy of the school district. They are responsible for the day-to-day operations of the school district. In carrying out these operations, the administrators are guided by board policies, the law, the needs of the students, and the wishes of the citizens in the school district community.

It shall be the responsibility of the administrators to implement and enforce the policies of the board, to oversee employees, to monitor educational issues confronting the school district, and to inform the board about school district operations.

While the board holds the superintendent ultimately responsible for these duties, the principals are more directly responsible for educational results, for the administration of the school facilities and for the employees.

The board and the administration shall work together to share information and decisions under the management team concept.

Approved:

Reviewed:

Revised:

301 - Administrative Structure

301.01 - STRUCTURE OF MANAGEMENT

The board and the administrators shall work together in making decisions and setting goals for the school district. This effort is designed to obtain, share, and use information to solve problems, make decisions, and formulate school district policies and regulations.

It shall be the responsibility of each administrator to fully participate in the management of the school district by investigating, analyzing, and expressing their views on issues. Those board members or administrators with special expertise or knowledge of an issue may be called upon to provide information. Each board member and administrator shall support the decisions reached on the issues confronting the school district.

The board shall be responsible for making the final decision in matters pertaining to the school district.

It shall be the responsibility of the superintendent to develop guidelines for cooperative decision-making.

Approved:

Reviewed:

Revised:

301.02 - MANAGEMENT TEAM

The board considers all those who have a role in the recruitment or release of employees to be part of the management team. The management team shall be headed by the superintendent. The superintendent shall convene meetings to discuss school district policies, administrative procedures and other business brought to the superintendent's attention.

The management team shall meet with the board upon the board's request or superintendent's recommendation to review overall operations of the school district and conditions affecting the management team. The management team shall have no relationship to the formal negotiating unit. In the event a member or members of the management team are unable to resolve a problem, a committee of one board member, one management team member, and the superintendent shall investigate the circumstances and make a recommendation. If the recommendation does not settle the matter, the board and the management team shall meet to resolve the matter. The board may seek the advice of outside management consultants to assist in resolving the matter.

Approved:

Reviewed:

Revised:

301.03 - SUCCESSION OF AUTHORITY TO THE SUPERINTENDENT

In the absence of the superintendent, it shall be the responsibility of the other administrators to assume the superintendent's duties. The succession of authority to the superintendent shall be in this order:

Administration Team—SPED Director, Elementary Principal, High School Principal
The school counselor(s)
The activity director

If the absence of the superintendent is temporary, the successor shall assume only those duties and responsibilities of the superintendent that require immediate action. If the board determines the absence of the superintendent will be a lengthy one, the board shall appoint an acting superintendent to assume the responsibilities of the superintendent. The successor shall assume the duties when the successor learns of the superintendent's absence or when assigned by the superintendent or the board.

All references to "superintendent" in this policy manual shall mean the "superintendent or the superintendent's designee" unless otherwise stated in the board policy.

Cross Reference: 302 Superintendent

Approved:
Reviewed:
Revised:

301.04 - COMMUNICATION CHANNELS

Questions and problems shall be resolved at the lowest organizational level nearest to the complaint. School employees shall be responsible for conferring with their immediate supervisor on questions and concerns. Students and other members of the school district community shall confer with a certificated employee and then with the principal on questions and concerns. Policies referenced at the end of this page shall serve as guidelines for additional resolution of conflicts.

If resolution is not possible by any of the above, individuals may bring it to the attention of the superintendent within 5 school days of their discussion with the principal. If there is no resolution or plan for resolution by the superintendent within 5 school days of the individual's discussion with the superintendent, the individual may ask to have the question or problem placed on the board agenda. The action of the board will be final.

It shall first be the responsibility of the administrators to resolve questions and problems raised by the employees and the students they supervise and by other members of the school district community.

Legal Reference: Nebraska Statute 79-254 et seq.

Cross Reference: 204.12 Public Participation in Board Meetings
402.05 Employee Grievances
504.01 Student Due Process Rights
506.06 Student Publications
1005.01 Public Complaints

Approved:

Reviewed:

Revised:

302 - Superintendent

302.01 - SUPERINTENDENT QUALIFICATIONS, RECRUITMENT, APPOINTMENT

The board shall employ a superintendent to serve as the chief executive officer of the board, to conduct the daily operations of the school district, and to implement board policy with the power and duties prescribed by the board and the law.

The board shall consider applicants that meet or exceed the standards set by the Nebraska Department of Education and the qualifications established in the job description for the superintendent position. In employing a superintendent, the board shall consider the qualifications, credentials and records of the applicants without regard to race, color, religion, sex, national origin, age, or disability. The board will look closely at the training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

In choosing a superintendent, the board shall also consider the school district's educational philosophy, financial situation, organizational structure, education programs, and other factors deemed relevant by the board.

The board may contract for assistance in the search for a superintendent.

Legal Reference: 29 U.S.C. §§ 621-634 (1994).
 42 U.S.C. §§ 2000e et seq. (1994).

Cross Reference: 201.01 Board Powers and Responsibilities
 301 Administrative Structure

Approved:
Reviewed:
Revised:

302.02 - SUPERINTENDENT CONTRACT AND CONTRACT NONRENEWAL

It shall be the responsibility of the board to provide the contract for the position of superintendent. The length of the contract for employment between the superintendent and the board shall be determined by the board, but shall not exceed three years. The contract will begin on July 1 and end on June 30. The contract shall state the terms of employment.

Before the board approves a proposed contract for superintendent services, or any proposed amendment to an existing contract, the board shall publish a copy of the contract or amendment, and a reasonable estimate and description of all current and future costs to the district if the proposed contract or amendment were to be approved, at least three days before the board meeting at which it will be considered. This publication shall also specify the date, time, and place of this public meeting. Electronic publication on the web site of the district shall satisfy this publication requirement if it is prominently displayed and allows public access to the entire proposed contract or amendment. The board is not required to publish the contract of a newly hired superintendent prior to board approval of the contract.

After the board approves the contract or contract amendments the board shall publish a copy of the contract, and a reasonable estimate and description of all current and future costs to the district that will be incurred as a result of the contract, within two days after the board meeting at which it was approved. Electronic publication on the web site must be prominently displayed as described above.

After approval of the contract or contract amendments, the board shall file a copy of the contract or amendments with the State Department of Education on or before August 1.

The superintendent serves the board as a probationary certificated employee, regardless of length of service. The superintendent's contract shall be deemed renewed and will remain in full force unless it is amended or not renewed. The superintendent and board may mutually agree to terminate the superintendent's contract at any time.

In the event of nonrenewal, termination or amendment of a contract, the board shall afford the superintendent notice of its intent by February 15 of the presently contracted year. Unless continued by mutual written agreement according to statutory procedures, the board shall take final action on the contract by May 15.

If the superintendent wishes to resign, to be released from a contract, or to retire, the superintendent must comply with board policies dealing with retirement, release or resignation.

Legal Reference: Neb. Statute 79-822 et seq.

Approved:

Reviewed:
Revised:

302.03 - SUPERINTENDENT SALARY AND OTHER COMPENSATION

The board has complete discretion to set the salary of the superintendent. It shall be the responsibility of the board to set the salary and benefits of the superintendent at a level that will include consideration of, but not be limited to, the economic condition of the school district and the training, experience, skill, and demonstrated competence of the superintendent. The salary shall be set at the beginning of each contract term as well as each successive year.

In addition to the salary and benefits, the superintendent's actual and necessary expenses shall be paid by the school district when the superintendent is performing work-related duties. It shall be within the discretion of the board to pay dues to professional organizations for the superintendent. The information and professional relationships offered by these organizations are an important component in assisting the superintendent with the successful completion of his or her duties.

The board also sees the importance of regional and national educational advancement and exposure, and shall/may pay all; reasonable transportation, lodging, meal, and conference expenses for the superintendent to attend a national convention or educational workshop offering at least every three years, to be placed on a rotational schedule with the principals in the district, upon board approval.

The board may approve the payment of dues and other benefits or compensation over and above the superintendent's contract. Approval of dues and other benefits or compensation shall be included in the records of the board in accordance with board policy.

Cross Reference: 302 Superintendent

Approved:

Reviewed:

Revised:

302.04 - SUPERINTENDENT DUTIES

The board employs a superintendent of schools to serve as the chief executive officer of the board. The board delegates to the superintendent the authority to implement board policy and to execute decisions made by the board concerning the internal operations of the school district, unless specifically stated otherwise.

The superintendent shall be responsible for the implementation and execution of board policy and the observance of board policy by employees and students. The superintendent shall be responsible for overall supervision and discipline of employees and the education program.

In executing the above-stated duties, the superintendent shall consider the financial situation of the school district as well as the needs of the students. Specifically the superintendent:

- Interprets and implements all board policies and all state and federal laws relevant to education;
- Supervises, either directly or through delegation, all activities of the school system according to, and consistent with, the policies of the board;
- Represents the board as a liaison between the school district and the community;
- Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the school district and the community;
- Attends and participates in all meetings of the board, except when the superintendent's employment or salary is under consideration when the superintendent has been excused, and makes recommendations affecting the school district;
- Reports to the board on such matters as deemed material to the understanding and proper management of the school district or as the board may request;
- Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submits it to the board for review and approval;
- Establishes and maintains efficient procedures and effective controls for all expenditures of school district funds in accordance with the adopted budget, subject to the direction and approval of the board;
- Files, or causes to be filed, all reports required by law;
- Makes recommendations to the board for the selection of employees for the school district;
- Makes and records assignments and transfers of all employees pursuant to their qualifications;
- Employs such employees as may be necessary, within the limits of budgetary provisions and subject to the board's approval;
- Recommends to the board, for final action, the promotion, salary change, demotion, or dismissal of any employee;
- Prescribes rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with board policies;

- Summons employees of the school district to attend such regular and occasional meetings as are necessary to carry out the education program of the school district;
- Supervises methods of teaching, supervision, and administration in effect in the schools;
- Attends such conventions and conferences as are necessary to keep informed of the latest educational trends;
- Accepts responsibility for the general efficiency of the school system, for the development of the employees, and for the educational growth and welfare of the students;
- Defines educational needs and formulates policies and plans for recommendation to the board;
- Makes administrative decisions necessary for the proper functioning of the school district;
- Responsible for scheduling the use of buildings and grounds by all groups and/or organizations;
- Acts as the purchasing agent for the board, and establishes procedures for the purchase of books, materials and supplies;
- Approves vacation schedules for employees;
- Conducts periodic district administration meetings;
- Supervises the establishment or modification of the boundaries of school attendance and transportation areas subject to approval of the board;
- Directs studies of buildings and sites, taking into consideration population trends and the educational and cultural needs of the district in order to ensure timely decisions by the board and the electorate regarding construction and renovation projects; and,
- Performs other duties as may be assigned by the board.

This list of duties shall not act to limit the board's authority and responsibility over the superintendent. In executing these duties and others the board may delegate, the superintendent shall consider the school district's financial condition as well as the needs of the students in the school district.

Cross Reference: 205 School Board Policy Process
 301 Administrative Structure

Approved:
 Reviewed:
 Revised:

302.05 - SUPERINTENDENT EVALUATION

The board will conduct an ongoing evaluation of the superintendent's skills, abilities, and competence. At a minimum, the board will formally evaluate the superintendent twice in the first year and annually thereafter. The goal of the superintendent's formal evaluation is to ensure the education program for the students is carried out, promote growth in effective administrative leadership, clarify the superintendent's role, clarify the immediate priorities of the board, and develop a working relationship between the board and the superintendent.

The formal evaluation will be based upon the following principles:

The evaluation criteria shall be in writing, clearly stated and mutually agreed upon by the board and the superintendent. The criteria will be related to the job description and the school district's goals;

At a minimum, the evaluation process will be conducted annually at a time agreed upon;

Each board member shall have an opportunity to individually evaluate the superintendent, and these individual evaluations will be compiled into an overall evaluation by the entire board;

The board as a whole may discuss its evaluation with the superintendent in open or closed session as appropriate if there will be criticism of the superintendent but if going into closed session shall follow the requirements of policy 204.06 Closed Sessions;

The individual evaluation by each board member, if individual board members so desire, will not be reviewed by the superintendent. Board members are encouraged to communicate their criticisms and concerns to the superintendent in the closed session; and

The board will complete the evaluation process by reaching consensus on goals or priorities for the superintendent for the next period of evaluation.

Any thorough evaluation of the Superintendent will likely have both positive and negative comments interspersed throughout the discussion. If the board enters into closed session it must clearly be to prevent needless harm to the reputation of an individual or for the protection of the public interest. Policy 204.06 Closed Sessions should be followed in all respects when going into or coming out of closed session.

The board president will develop a written summary of the individual evaluations, including both the strengths and the weaknesses of the superintendent, and place it in the superintendent's personnel file to be incorporated into the next cycle of evaluations.

This policy supports and does not preclude the ongoing, informal evaluation of the superintendent's skills, abilities and competence. The written evaluation should be completed between the December and February board meetings each year.

Legal Reference: Neb. Statute 79-828

Cross Reference: 204.06 Closed Sessions

Approved:

Reviewed:

Revised:

302.06 - SUPERINTENDENT PROFESSIONAL DEVELOPMENT

The board encourages the superintendent to continue professional growth by being involved in professional organizations, attending conferences, continuing education, and participating in other professional activities.

It shall be the responsibility of the superintendent to arrange the superintendent's schedule in order to enable attendance at various conferences and events. If a conference or event requires the superintendent to be absent from the office for more than four days, requires overnight travel, or involves unusual expense, the superintendent shall bring it to the attention of the board president prior to attending the event.

The superintendent shall report to the board after an event.

Cross Reference: 303.07 Administrator Professional Development
 402.08 Employee Travel Compensation

Approved:

Reviewed:

Revised:

302.07 - SUPERINTENDENT CIVIC ACTIVITIES

The board encourages the superintendent to be involved in the school district community by belonging to school district community organizations and attending and participating in school district community activities.

It shall be the responsibility of the superintendent to become involved in school district community activities and events. The board may include a lump sum amount as part of the superintendent's compensation to be used specifically for paying the annual fees of the superintendent for school district community activities and events if, in the board's judgment, the superintendent's participation will further the public purpose of promoting and deriving support for the school district and public education in general.

Cross Reference: 302.03 Superintendent Salary and Other Compensation
 303.08 Administrator Civic Activities

Approved:
Reviewed:
Revised:

302.08 - SUPERINTENDENT CONSULTING/OUTSIDE EMPLOYMENT

The superintendent's position is considered full-time employment. The board expects the superintendent to give the responsibilities of the position precedence over other employment. The superintendent may accept consulting or outside employment for pay as long as, in the judgment of the board, the work is conducted on the superintendent's personal time and it does not interfere with the performance of the superintendent's duties.

The board reserves the right, however, to request that the superintendent cease the outside employment as a condition of continued employment. The board shall give the superintendent thirty days notice to cease outside employment.

Nothing in this policy shall contradict the language of the superintendent contract in force.

Cross Reference: 302.02 Superintendent Contract and Contract Nonrenewal
 302.04 Superintendent Duties

Approved:

Reviewed:

Revised:

303 - Administrative Employees

303.01 - ADMINISTRATIVE POSITIONS

The school district shall have, in addition to the superintendent, the following administrative positions, although a change in conditions such as enrollment may necessitate further changes:

Elementary Principal

Secondary Principal

Director of Instructional Services (this can be combined with another assignment)

These administrators shall work closely with the superintendent in the day-to-day operations of the school district.

It shall be the responsibility of these administrators to uphold board policy, to instill a positive, cooperative environment with employees, and to share their expertise with each other and the board under the management team concept.

Cross Reference: 301 Administrative Structure

Approved:

Reviewed:

Revised:

303.02 - ADMINISTRATOR QUALIFICATIONS, RECRUITMENT, APPOINTMENT

The board shall employ building principals and other administrators, in addition to the superintendent, to assist in the daily operations of the school district.

The board shall consider applicants who meet or exceed the standards set by the Nebraska Department of Education and the qualifications established in the job description for the position. In employing an administrator, the board shall consider the qualifications, credentials and records of the applicants without regard to race, color, religion, sex, national origin, age, or disability. In keeping with the law, however, the board will consider the veteran status of the applicants. The board will look closely at the training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

In choosing an administrator, the board shall also consider the school district's educational philosophy, financial condition, organizational structure, education programs, and other factors deemed relevant by the board.

It shall be the responsibility of the superintendent to make a recommendation to the board for filling an administrative position, based on the requirements stated in this policy. The board shall act only on the superintendent's recommendation.

The board may contract for assistance in the search for administrators.

Approved:

Reviewed:

Revised:

303.03 - ADMINISTRATOR CONTRACT AND CONTRACT NONRENEWAL

The length of the contract for employment between an administrator and the board shall be determined by the board and stated in the contract, but shall not exceed three years. The contract shall also state the terms of the employment.

The first three years of a contract issued to a newly employed administrator shall be considered a probationary period. In the event of termination of a probationary or nonprobationary contract, the board shall follow applicable state statutes.

Administrators whose contracts will be recommended for termination, amendment or nonrenewal by the board will receive notice prior to April 15. The superintendent shall make a recommendation to the board for the termination of the administrator's contract.

It shall be the responsibility of the superintendent to create a contract for each administrative position.

Administrators who wish to resign, to be released from a contract, or to retire, must comply with board personnel policies regarding the areas of resignation, release or retirement.

Legal Reference: Neb. Statute 79-831

Approved:

Reviewed:

Revised:

303.04 - ADMINISTRATOR SALARY AND OTHER COMPENSATION

The board has complete discretion to set the salary of the administrators. It shall be the responsibility of the board to set the salary and benefits of the administrators at a level that will include consideration of, but not be limited to, the economic condition of the school district and the training, experience, skill, and demonstrated competence of the administrators. Comparisons may be used from other districts with similar size and concerns. Other conference schools as well as those in the district's array will also be considered. Consideration of the salary will take place annually.

In addition to the salary and benefits agreed upon, the administrator's actual and necessary expenses shall be paid by the school district when the administrator is performing work-related duties. The board shall approve the payment of other benefits or compensation over and above the administrator's contract. Approval of other benefits or items of an administrator's compensation shall be included in the records of the board in accordance with board policy.

Approved:

Reviewed:

Revised:

303.05 - ADMINISTRATOR DUTIES

Administrators shall be hired by the board to assist the superintendent in the day-to-day operations of the school district.

Each attendance center shall have a building principal responsible for the administration and operation of the attendance center. Each building principal, as chief administrator of the assigned attendance center, shall be responsible for the building and grounds, for the students and employees assigned to the attendance center, for school activities at the attendance center, for the education program offered in the attendance center, and the budget for the attendance center. The principal shall be considered the professional advisor to the superintendent in matters pertaining to the attendance center supervised by the principal. Although the principals serve under the direction of the superintendent, duties of the principal may include, but not be limited to the following:

- Cooperate in the general organization and plan of procedure in the school under the superintendent's supervision;
- Supervision of the teachers in the principal's attendance center;
- Maintain the necessary records for carrying out delegated duties;
- Work with the superintendent in rating, recommending and selecting supervised employees whenever possible;
- Work with the superintendent in determining the education program to be offered and in arranging the schedules. As much of the schedule as possible should be made before school closes for summer vacation. In the matter of courses offered, the final approval rests with the superintendent who is in turn responsible to the board;
- Ensure that proper care is taken of all school books, supplies, materials, equipment, furniture and facilities;
- Instruct teachers to make a complete annual inventory of all school property contained in their individual rooms. This inventory shall be reviewed and filed with the board secretary;
- Investigate excessive cases of absence or tardiness of students and notify the parents or guardians of unexcused absence or tardiness. All such cases should be reported to the superintendent;
- Make such reports from time to time as the superintendent may require;
- Maintain the regular schedule of school hours established by the board and make no temporary changes in the schedule without the consent of the superintendent;
- Promptly notify the superintendent whenever ventilation, sanitation or heating of the building is unsatisfactory;
- Contribute to the formation and implementation of general policies and procedures of the school;
- Perform such other duties as may be assigned by the superintendent of schools.

This list of duties shall not act to limit the board's authority and responsibility over the position of the administrators. In executing these duties and others the board may delegate, the administrators shall consider the school district's financial condition as well as the needs of the students in the school district.

Cross Reference: 301 Administrative Structure

Approved:

Reviewed:

Revised:

303.06 - ADMINISTRATOR EVALUATION

The superintendent shall conduct an ongoing process of evaluating the administrators on their skills, abilities, and competence. At a minimum, all administrators will be evaluated annually, and twice during the first year. Administrators who are new or probationary certificated employees shall be evaluated at least once each semester. The goal of the formal evaluation process is to ensure that the educational program for the students is carried out, promote growth in effective administrative leadership for the school district, clarify the administrator's role as defined by the board and the superintendent, determine areas in need of improvement, clarify the immediate priorities of the responsibilities listed in the job description, and develop a working relationship between the superintendent and the administrator.

The superintendent is responsible for designing an administrator evaluation instrument. The formal evaluation shall include written criteria related to the job description. The superintendent, after receiving input from the administrators, shall present the formal evaluation instrument to the board for approval.

The formal evaluation shall also include an opportunity for the administrator and the superintendent to discuss the written criteria, the past year's performance and the future areas of growth. The evaluation shall be completed by the superintendent, signed by the administrator and filed in the administrator's personnel file.

It shall be the responsibility of the superintendent to conduct a formal evaluation of all administrators prior to March 15.

This policy supports and does not preclude the ongoing informal evaluation of the administrator's skills, abilities and competence.

Legal Reference: Neb. Statute 79-828
 NDE Rule 10-007.06

Approved:
Reviewed:
Revised:

303.07 - ADMINISTRATOR PROFESSIONAL DEVELOPMENT

The board encourages the administrators to continue their professional growth by becoming involved in professional organizations, attending conferences, continuing their education, and participating in other professional activities.

It shall be the responsibility of the administrators to arrange their schedules in order to attend various conferences and events in which they are involved. Prior to attendance at an event, the administrator must receive approval from the superintendent. In the case where overnight travel or unusual expense is involved, the superintendent shall bring it to the attention of the board prior to the administrator attending the event.

Attendance at a regional or national conference or workshop will also be provided for each administrator every three years, at district expense, with a rotating schedule of attendance followed, including the superintendent.

The administrator shall report to the superintendent after an event.

Cross Reference: 302.06 Superintendent Professional Development
 402.08 Employee Travel Compensation

Approved:
Reviewed:
Revised:

303.08 - ADMINISTRATOR CIVIC ACTIVITIES

The board encourages the administrators to be involved in the school district community by belonging to community organizations, and by attending and participating in school district community activities.

It shall be the responsibility of the administrators to become involved in school district community activities and events. The board may include a lump sum amount as part of the administrator's compensation to be used specifically for paying the annual fees of the administrator for school district community activities and events if, in the board's judgment, the administrator's participation will further the public purpose of promoting and deriving support for the school district and public education in general. It shall be within the discretion of the board to pay annual fees for professional organizations and activities.

Cross Reference: 303.07 Superintendent Civic Activities

Approved:

Reviewed:

Revised:

303.09 - ADMINISTRATOR CONSULTING/OUTSIDE EMPLOYMENT

An administrative position is considered full-time employment. The board expects administrators to give the responsibilities of their positions in the school district precedence over other employment. An administrator may accept consulting or outside employment for pay as long as, in the judgment of the board and the superintendent, the work is conducted on the administrator's personal time and it does not interfere with the performance of the administrative duties contracted by the board.

The board reserves the right, however, to request the administrator cease the outside employment as a condition of continued employment. The board shall give the administrator thirty days notice to cease outside employment.

Approved:

Reviewed:

Revised:

304 - Policy Implementation

304.01 - DEVELOPMENT AND ENFORCEMENT OF ADMINISTRATIVE REGULATIONS

Administrative regulations may be necessary to implement board policy. It shall be the responsibility of the superintendent to develop administrative regulations.

In developing the administrative regulations, the superintendent may consult with administrators or others likely to be affected by the regulations. Once the regulations are developed, employees, students and other members of the school district community shall be informed in a manner determined by the superintendent.

The board shall be kept informed of the administrative regulations utilized and their revisions. The board may review and recommend change of administrative regulations prior to their use in the school district if they are contrary to the intent of board policy.

It shall be the responsibility of the superintendent to enforce administrative regulations.

Cross Reference: 205 School board Policy Process

Approved:

Reviewed:

Revised:

304.02 - MONITORING OF ADMINISTRATIVE REGULATIONS

The administrative regulations shall be monitored and revised when necessary. It is the responsibility of the superintendent to monitor and revise the administrative regulations.

The superintendent may rely on the board, administrators, employees, students, and other members of the school district community to inform the superintendent about the effect of and possible changes in the administrative regulations.

Cross Reference: 205 School Board Policy Process

Approved:

Reviewed:

Revised:

304.03 - HANDBOOKS AND DIRECTIVES

In order that the necessary board policies, regulations, school rules and procedures may be known by all staff members, patrons, students and parents affected, district administrators and principals are granted authority to issue staff and student/parent handbooks.

It is essential that the contents of all handbooks conform with district policies and regulations. It is also important that all handbooks bearing the name of the district or one of its schools be of a quality that reflects favorably on the district. The board, therefore, expects all handbooks to be adopted by the board and/or superintendent or designee before publication. They will be considered and adopted each year prior to classes beginning, usually at the August Board Meeting.

The board will review and approve district personnel handbooks in order that the contents may be accorded the legal status of board-approved policy and regulation. The superintendent will use his/her judgment as to whether other specific handbooks need board approval. However, all handbooks published are to be made available to the board for informational purposes.

Approved:

Reviewed:

Revised:

305.00 - ADMINISTRATOR CODE OF ETHICS

Administrators, as part of the educational leadership in the school district community, represent the views of the school district. Their actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, administrators shall conduct themselves professionally and in a manner fitting to their position.

In keeping with the spirit of the American Association of School Administrators standards, each administrator shall follow the code of ethics stated in this policy. Failure to act in accordance with this code of ethics or in a professional manner, in the judgment of the board, shall be grounds for discipline up to, and including, discharge.

The professional school administrator:

- Upholds the honor and dignity of the profession in actions and relations with students, colleagues, board members and the public;
- Obeys local, state and national laws; holds to high ethical and moral standards; and gives loyalty to this country and to the cause of democracy and liberty;
- Accepts the responsibility to master and contribute to the growing body of specialized knowledge, concepts, and skills which characterize school administration as a profession;
- Strives to provide the finest possible educational experiences and opportunities to the members of the school district community;
- Seeks to preserve and enhance the prestige and status of the profession when applying for a position or entering into contractual agreements;
- Carries out in good faith the policies duly adopted by the local board and the regulations of state authorities and renders professional service;
- Disallows consideration of private gain or personal economic interest to affect the discharge of professional responsibilities;
- Recognizes public schools are the public's business and seeks to keep the public informed about their schools; and,
- Supports and practices the management team concept.

Cross Reference: 405 Employee Conduct and Appearance

Approved:

Reviewed:

Revised:

Section 400 - Personnel

401.00 - GOALS AND OBJECTIVES OF PERSONNEL POLICIES

Through its personnel policies, the board wishes to establish conditions that will attract and hold the highest qualified personnel for all positions who will devote themselves to the education and welfare of the students. Provisions for the implementation of adopted personnel policies should include channels of communication and procedures for the handling of professional and ethical problems, through which all persons or groups affected, may voice their opinions. To keep its personnel policies, and the corresponding administrative regulations, in the highest state of effectiveness to achieve the above purposes, the superintendent is directed to establish the procedures needed.

All employees of the school district are subject to the policies of the Board of Education, applicable laws, and current employee agreements.

Approved:

Reviewed:

Revised:

402 - Employees and Internal Relations

402.01 - EQUAL OPPORTUNITY EMPLOYMENT

The Hemingford School District #10 shall provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and non-discrimination laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. Employees will support and comply with the district's established equal employment opportunity and non-discrimination policies. Employees shall be given notice of this policy annually. The board shall appoint an employee to serve as non-discrimination compliance coordinator.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Nebraska Department of Education for the position for which they apply. In employing individuals, the district will not discriminate in any aspect of employment with regard to race, color, religion, national or ethnic origin, sex, disability, age, marital status, genetic background, veteran status, pregnancy, or childbirth or related medical condition.

Advertisements and notices for vacancies within the district shall contain the following statement: "The Hemingford School District is an equal opportunity employer (EOE)." The statement shall also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and non-discrimination laws and policies, including but not limited to complaints of discrimination, and including the implementation of Title VI, Title IX, Americans with Disability Act, or Section 504 of the Rehabilitation Act of 1973 shall be directed to:

Name and/or Title: Superintendent

Address: 911 Niobrara St., P.O. Box 217, Hemingford, NE 69348

Telephone No.: 308-487-3328

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and non-discrimination laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Kansas Office of Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106, (816) 268-0599, the Nebraska Equal Opportunity Commission, State Office Building, 301 Centennial Mall South, 5th floor, P.O. Box 94394, Lincoln, NE 68509-4934, (402) 471-2024 or (800) 642-6112 or by email to OCR.KansasCity@ed.gov.

This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and procedures for filing a complaint are available at the website of the Nebraska Equal Opportunity Commission, <http://www.neoc.ne.gov/comp/comp.htm>.

Legal Reference: 29 U.S.C. §§ 621-634 (1994).
42 U.S.C. §§ 2000e et seq. (1994).
42 U.S.C. §§ 12101 et seq. (1994).
Neb. Statute 48-1101 et seq. (Nebr. Fair Employment Practice Act)

Cross Reference: 103 Equal Educational Opportunity
404.06 Harassment by Employees
406.02 Certificated Employee Qualifications, Recruitment
and Selection
412.02 Support Staff Qualifications, Recruitment and
Selection

Approved:
Reviewed:
Revised:

402.01R1 - TITLE IX COMPLAINTS AND GRIEVANCE PROCEDURE CONCERNING DISCRIMINATION

I. Definitions

- A. Grievance: Grievance means a complaint alleging any action, policy, procedure or practice which would be prohibited by Title IX.
- B. Title IX: Title IX means Title IX of the Education Amendments of 1972, the 1980 implementing regulation, and any memoranda, directives, guidelines or subsequent legislation that may be issued or enacted.
- C. Grievant: Grievant means a student or employee of Hemingford Public School District #10 who submits a grievance relevant to Title IX or an individual or group submitting a grievance in behalf of a student(s) or employee(s).
- D. Hemingford Public School District #10: Any reference to Hemingford Public School District #10 means any school, department, subunit or program operated by Hemingford Public School District #10.
- E. Title IX Coordinator: Title IX coordinator means the employee(s) designated to coordinate Hemingford Public School District #10's efforts to comply with and carry out its responsibilities under Title IX and the Title IX implementing regulation.
- F. Respondent: Respondent means a person alleged to be responsible, or who may be responsible for the Title IX violation alleged in a grievance. The term may be used to designate persons with direct responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the grievance.
- G. Hearing Officer: Hearing officer means the representative(s) of Hemingford Public School District #10 or of its governing body who is delegated authority for hearing/resolving a grievance at a specified level of grievance processing.
- H. Grievance Answer: Grievance answer means the written statement of the respondent regarding the grievance allegation and possible corrective action.
- I. Grievance Decision: Grievance decision means the written statement of a hearing officer of his/her findings regarding the validity of the grievance allegation and the corrective action to be taken.
- J. Day: Day means a working day; the calculation of days in grievance processing shall exclude Saturdays, Sundays and holidays.
- K. Corrective Action: Corrective action means action which is taken by Hemingford Public School District #10 to eliminate or modify any policy, procedure or practice found to be in violation of Title IX and/or to provide redress to any grievant injured by the identified violation.

II. Filing of Grievances

- A. Eligibility for Filing: Any student or employee, or any individual or group acting in behalf of a student or employee may file any grievance with the Title IX coordinator.
- B. Pre-grievance Meetings: Prior to the filing of a written grievance, the grievant(s) may request a pre-grievance meeting with the respondent alleged to be directly responsible for the Title IX violation and/or persons with immediate supervisory authority related to

the grievance. These persons shall make reasonable efforts to meet with any student/or employee to discuss Title IX matters that the students or employees may wish to bring to their attention. Such a pre-grievance meeting shall be at the option of the grievant(s); it shall not be a precondition for the submission of a written grievance.

- C. Grievance Filing: Grievances filed with the Title IX coordinator shall be in writing and provide the following information: name and address of grievant(s); nature and date of alleged violation; names of persons responsible for the alleged violation (where known); requested relief or corrective action (specification of desired relief shall be the option of the grievant); and any background information the grievant believes to be relevant (e.g., names of other persons affected by the violation, etc.).
- D. Grievance Forms: A grievance form shall be prepared by the Title IX coordinator to facilitate the filing of the grievance. These forms may be obtained from the Title IX coordinator. The grievant shall have the right to request assistance from the Title IX coordinator's office, or any other individual, group, or organization, to assist in the preparation of the form or in the filing of the grievance.
- E. Time Limit for Grievance Filing: A grievance must be filed within 60 days of the occurrence of the alleged Title IX violation.

III. Initial Processing of Grievances

- A. Notification of Respondents: Within five days of the filing of a grievance, the Title IX coordinator shall notify the respondent(s) of the grievance and of her/his responsibility for submission of a written grievance answer within five days after receipt of the grievance notification.
- B. Respondent's Grievance Answer: The respondent(s) receiving a copy of a grievance shall, within ten days, submit a written grievance answer to the grievant and the Title IX coordinator. Such answer shall 1) confirm or deny each fact alleged in the grievance; 2) indicate the extent to which the grievance has merit; and 3) indicate acceptance or rejection of any desired redress specified by the grievant, or outline an alternative proposal for redress.
- C. Referral to Hearing Officer: Within five days after receipt of the respondent's written grievance answer, the Title IX coordinator shall refer the grievance and the grievance answer to the hearing officer. If no grievance answer has been received on the fifth day after notification of the respondent and his/her immediate supervisor. If no grievance answer has been received within five days after issuance of this notice, the Title IX coordinator shall refer the grievance to the appropriate hearing officer with a notice of non-response. A notice of non-response shall also be sent to the grievant.

IV. Grievance Processing Levels

- A. All grievances will begin processing at Level I unless referred to Level II or III by the Title IX coordinator. The Title IX coordinator will determine the appropriate processing level. If the grievance is referred to Level II or III for first processions, the Title IX coordinator shall briefly state the reason's for this decision in the referral.
- B. Level I:

1. Level I hearing officer: The hearing officer serving in all Level I grievance activities shall be the secondary school principal or his/her designee. If the secondary principal is the respondent, the Title IX coordinator shall assign an alternate hearing officer or refer the investigation directly to Level II.
2. Written grievance decision by Level I hearing officer: When a grievance and grievance answer (or notice of non-response) are referred to Level I for first processing, the Level I hearing officer shall, within ten days of referral, conduct an initial investigation and submit a written grievance decision to the grievant, the respondent, and the Title IX coordinator. The decision shall:
 - 1) confirm or deny each fact alleged in the grievance and in the respondent's answer;
 - 2) indicate the extent to which the grievance has merit;
 - 3) indicate acceptance or rejection of any redress specified by the grievant or respondent, or
 - 4) indicate that the hearing officer will conduct an informal hearing on the grievance before rendering a decision.
3. Response to written grievance decision by grievant and respondent-request for informal Level I hearing: If the decision is not accepted by either the grievant or the respondent, he or she shall so notify the Title IX coordinator in writing within five days of the receipt of the grievance decision, and state his/her request for a Level I informal hearing. If, within five days of the issuance of the written grievance decision, no written request for an informal Level I hearing has been received from either the grievant or the respondent by the Title IX coordinator, any corrective action specified in the decision shall be taken, and the grievance shall be considered closed.
4. Nature of a Level I informal hearing: A Level I informal hearing shall be conducted in two circumstances:
 - a. The Level I hearing officer determines, after conducting an initial investigation, that the information is insufficient to permit the rendering of a grievance decision; or
 - b. Either the grievant or the respondent is dissatisfied with the written grievance decision of the Level I hearing officer. Its purpose shall be to encourage free and informal discussion of grievance issues between the grievant, the respondent, and the Level I hearing officer.
5. Scheduling of Level I informal hearing: A Level I informal hearing shall be scheduled by the Title IX coordinator within five days of the receipt of a request for such hearing from the grievant, the respondent, or the Level I hearing officer. The Title IX coordinator (or the designated representative) shall schedule the hearing at a time and place acceptable to all parties, not to exceed ten days after the receipt of a request for such a hearing.
6. Persons present at the informal hearing: Persons present at the informal hearing shall include the grievant, the respondent, and any individual requested by either party to provide assistance relevant to consideration of the grievance and the Level I hearing officer. The Title IX coordinator shall be present to act as moderator if requested by the Level I hearing officer.

7. Procedures governing the conduct of the Level I informal hearing: Any procedures established to govern the conduct of the Level I informal hearing shall be at the discretion of the Title IX coordinator.
8. Level I informal hearing decision: Within five days after the informal hearing, the Level I hearing officer shall issue a written hearing decision which includes a statement regarding the validity of the grievance allegation, and a specification of any corrective action to be taken. This decision shall specify the reasons on which the decision is based. Copies of the decision shall be sent to the grievant, the respondent and the Title IX coordinator.
9. Continued discussions: In the event that the grievance cannot be adequately discussed or resolved during the course of the informal hearing, the respondent and the hearing officer may agree to continue the informal hearing at a time and place acceptable to all parties. In this event the written decision shall not be required until five days after the final informal hearing.
10. Acceptance or rejection of hearing decision by the grievant: If the grievant rejects the Level I hearing decision, he/she shall, within ten days of the receipt of the hearing decision, notify the Title IX coordinator of his/her intent to appeal the grievance to Level II. This notification shall be in writing. If no such notification is received by the Title IX coordinator within this time period, any corrective action specified in the hearing decision shall be taken, and the grievance will be recorded as closed by the Title IX coordinator.
11. No written decision by Level I hearing officer: In the event that no written decision is issued by the Level I hearing officer within five days after the Level I informal hearing, the Title IX coordinator shall, on the fifth day, send a notice of non-response to the Level I hearing officer and to his/her immediate supervisor. If no response is received by the tenth day following the Level I hearing, the grievance shall be immediately referred by the Title IX coordinator for processing at Level II. This referral shall consist of the scheduling of a time and place for a Level II hearing, and notification of the grievant, the respondent and the Level II hearing officer.

C. Level II:

1. Level II hearing officer: The officer serving in all Level II grievance activities shall be the Superintendent of Hemingford Public School District #10 or his/her designee.
2. Nature of a Level II hearing: A Level II hearing shall be conducted in three circumstances:
 - a. A grievant is not satisfied with the decision rendered in a Level I hearing and appeals the grievance to the Level II by means of written notification to the Title IX coordinator within ten days of the receipt of the Level I hearing decision;
 - b. No written Level I hearing decision is issued by the Level I hearing officer within ten days after the completion of the Level I hearing, and the grievance is immediately referred by the Title IX coordinator for processing at Level II; or
 - c. The grievance involves policies, procedures, or practices which are general throughout the institution/agency and is referred by the Title IX coordinator (or

designated grievance representative) for first processing at Level II, with a written statement regarding the potential pervasiveness of the grievance and the numbers and roles of affected persons.

3. Scheduling of a Level II hearing; notification of participants: The Title IX coordinator shall arrange a date for Level II hearing and notify the grievant, the respondent, and the Level II hearing officer of the time, place and minimum duration of the hearing. The hearing shall be held within ten days after appeal/referral of the grievance to Level II. If any written materials or records relevant to the grievance are transmitted to the Level II hearing officer by the Title IX coordinator at the time of the notification, copies of these materials shall also be transmitted to the grievant and the respondent.
4. Persons present at the Level II hearing: Persons present at the informal hearing shall include the grievant, the respondent, any representative(s) of either the grievant or the respondent, any individual request by either party to provide information relevant to the evaluation of the grievance and the Level II hearing officer. The Title IX coordinator (or designated representative) shall be present to act as moderator and recorder. Hearings shall not be open to other persons unless requested or approved by the grievant.
5. Procedures governing the conduct of the Level II hearing:
 - a. Duration: No hearing shall be less than three hours long, unless all parties consent to a shorter hearing.
 - b. Time allocations: The time established for the duration of the hearing shall be allocated in equal parts to the grievant and the respondent. The Title IX coordinator shall moderate the usage of time. Time utilized in hearing and responding to any questions posed by the hearing officer shall not be charged against the time allocation of either party.
 - c. Grievance witnesses: Both the grievant and the respondent shall have the right to present such witnesses as they deem necessary to develop the facts pertinent to the grievance.
 - d. Questioning of witnesses: Formal rules of evidence shall not be applied at the Level II grievance hearing. The grievant and respondent shall have the right to use their allocated time to ask questions of any person participating in the hearing.
6. Level II hearing decision: Within five days after the Level II hearing, the Level II hearing officer shall issue a written decision which includes a statement regarding the validity of the grievance allegation and a specification of any corrective action to be taken. This decision shall specify the reasons on which the decision is based. Copies of the decision shall be sent to the grievant, the respondent, and the Title IX coordinator.

7. Acceptance or rejection of hearing decision by the grievant: If the grievant rejects the Level II hearing decision, he/she shall, within ten days of the receipt of the hearing decision, notify the Title IX coordinator of his/her intent to appeal the grievance to Level III. This notification shall be in writing. If no such notification is received by the Title IX coordinator within this time period, any corrective action specified in the Level II hearing decision shall be taken, and the grievance will be recorded as closed by the Title IX Coordinator.
8. No written decision by Level II hearing officer: In the event that no written decision is issued by the Level II hearing officer within five days after the Level II hearing, the title IX coordinator shall, on the fifth day, send a notice of non-response to the Level II hearing officer and to her/his immediate supervisor. If no response is received by the tenth day following the Level II hearing, the grievance shall be immediately referred by the Title IX coordinator for processing at Level III. This referral shall consist of a formal notification of the governing board of Hemingford Public School District #10 or its designated representative regarding the appeal of the grievance and a request for determination by the board of the form of Level III processing to be utilized.

D. Level III:

1. Level III hearing officer(s): The hearing officer(s) serving in all Level III activities shall be the governing board of Hemingford Public School District #10 or a representative designated by the board. For purposes of actual grievance hearing, the governing board may delegate authority to a hearing panel established by the board for this purpose.
2. Nature of a Level III hearing: A Level III hearing shall be conducted in three circumstances:
 - a. A grievant is not satisfied with the decision rendered in a Level II grievance hearing and appeals the grievance to Level III by means of written notification to the Title IX coordinator within ten days of the receipt of the Level II hearing decision;
 - b. No written Level II hearing decision is issued by the Level II hearing officer within ten days after the completion of the Level II hearing, and the grievance is immediately referred by the Title IX coordinator for processing at Level III; or
 - c. he grievance involves policies, procedures or practices for which the governing board has primary responsibility and is referred by the Title IX coordinator for first processing at Level III, with a written statement regarding board responsibility for the policies, procedures, or practices alleged to be in violation of Title IX.
3. Alternatives for Level III grievance hearings: For any grievance referred for hearing at Level III, there shall be three alternative methods of grievance processing:
 - a. The grievance hearing may be conducted by the governing board in its entirety;
 - b. The grievance hearing may be conducted by a subgroup of at least three members of the governing board; or
 - c. The grievance hearing may be conducted by a hearing panel established by the board for that purpose, consisting of not fewer that five persons. This method may be requested by the grievant in writing at the time of appeal/ referral of the grievance to

Level III processing. The governing board shall establish and publish criteria relative to the determination of the method of processing to be used for a particular grievance.

4. Determination of method of processing at Level III: The determination of the method to be used for the processing of any particular grievance shall be made by the Title IX coordinator on the basis of the criteria established by the governing board, unless a request for processing by the hearing panel is specified by the grievant in his/her grievance/appeal. Such determination shall be made within five days after referral of the grievance for Level III processing, at which time the appropriate first step for the method selected shall occur.
5. Grievance hearings conducted by the governing board or its subunit - schedule of implementation activities: If it is determined that the Level III hearing shall be conducted by the governing board or its subunit, processing activities shall occur on the following schedule:
 - a. Scheduling of the hearing: The Title IX coordinator shall arrange a date for the Level III hearing and notify the grievant, the respondent and the Level III hearing officer(s) of the time, place and minimum duration of the hearing. This shall be accomplished no later than five days after the appeal/referral of the grievance to Level III for determination of the processing method to be used. If any written materials or records relevant to the grievance are transmitted to the governing board by the Title IX coordinator at the time of notification, copies of these materials shall also be transmitted to the grievant and to the respondent.
 - b. Conducting the hearing: The hearing shall be scheduled for and conducted on a date not to exceed fifteen days after the appeal/referral of the grievance to Level III.
 - c. Issuance of final hearing decision: The board or its subunit shall issue a written decision regarding the validity of the grievance and any corrective action to be taken within ten days after the Level III hearing.
6. Grievance hearings conducted by a hearing panel - schedule of implementation activities: If it is determined that the Level III hearing shall be by a hearing panel established by the governing board, processing activities shall occur on the following schedule:
 - a. Referral of grievance to hearing panel - submission of names of possible panel members to governing board for selection: The Title IX coordinator shall make formal notification to the board of the referral of a grievance for hearing panel processing at Level III. This shall occur no later than five days after the appeal/referral of the grievance to Level III. At the time of this notification, the Title IX coordinator shall submit to the board a list of names of possible hearing panel members.
 - b. Designation of hearing panel members by governing board - notification of grievant and respondent regarding designees by the Title IX coordinator: The members of the panel shall be designated by the governing board or an authorized representative on the basis of criteria specified by the Title IX coordinator. These criteria shall include such factors as representation of the various constituencies of Hemingford Public School District #10, male/female, and racial/ethnic representation, knowledge of the particular grievance area, etc. The governing board shall select a total of not less

- than ten names of potential panel members. The grievant and the respondent shall be notified of the names of the first five designees within ten days after the referral of the grievance to Level III. The grievant and the respondent shall be permitted to challenge not more than three of the panel member's names; such challenges shall be submitted in writing to the Title IX coordinator within two days after notification. If such challenge is made by either party, the protested person(s) shall be replaced by the next person(s) named on the list of designees. Before serving on the hearing panel, each member shall participate in an orientation session provided by the Title IX coordinator or his/her designated representative. There shall be no limitation placed on the number of times that an individual may serve as a panel member.
- c. Scheduling of the hearing: The Title IX coordinator shall arrange a date for the Level III hearing and notify the grievant, the respondent and the designated panel members of the time, place and minimum duration of the hearing. This shall be accomplished no later than ten days after the referral of the grievance to Level III. If any written materials or records relevant to the grievance are transmitted to the panel members by the Title IX coordinator at the time of notification, copies of these materials shall also be transmitted to the grievant and to the respondent. If any of the first five designated panel members are unable to serve on the date scheduled for the hearing, they shall be replaced by the persons whose names appear on the original list of ten designees.
 - d. Conducting of the hearing: The hearing shall be scheduled for and conducted on a date not to exceed twenty days after the appeal/referral of the grievance to Level III.
 - e. Submission of panel recommendations to the governing board: The hearing panel shall make a written notification of its findings to the governing board or its representative within ten days after the Level III hearing. These findings shall include the panel's determination regarding the validity of the grievance and its recommendations for any necessary corrective action, as well as a statement of the reasons on which the findings have been based. Copies of the findings shall be sent to the board, the grievant, the respondent and the Title IX coordinator. All findings and recommendations of the hearing panel shall be determined by majority vote. The procedural steps to be followed during deliberations shall be determined by the hearing panel.
 - f. Issuance of final decision: The governing board or its authorized representative(s) shall consider the recommendations of the hearing panel and issue a final decision regarding the validity of the grievance and any corrective action to be taken within ten days after the receipt of the findings of the hearing panel.
7. Persons present at the Level III hearing: Persons present at the Level III hearing shall include the grievant, the respondent, any representative(s) of either the grievant or the respondent, any individual requested by either party to provide information relevant to the evaluation of the grievance, and those members of the governing board or hearing panel responsible for hearing the grievance. The Title IX coordinator (or designated representative) shall be present to act as recorder. Hearings shall not be open to the other persons unless requested or approved by the grievant.

8. Procedures governing the conduct of the Level III hearing: The specification of detailed procedures for the conduct of the Level III hearings shall be the option of the governing board. General procedures guiding the conduct of Level III hearings shall be, for the most part, similar to those used at Level II.
 - a. Duration: The governing board (or its subunit) or the designated hearing panel shall determine the duration of the hearing. No Level III grievance hearing shall be less than three hours unless all parties consent to a shorter hearing.
 - b. Time allocations: The time established for the duration of the hearing shall be allocated in equal parts to the grievant and the respondent. Usage of time shall be moderated by the person designated by the board or hearing panel to perform this function.
 - c. Grievance witnesses: Both the grievant and the respondent shall have the right to present such witnesses as they deem necessary to develop the facts pertinent to the grievance.
 - d. Questioning of witnesses: Formal rules of evidence shall not be applied at the Level III grievance hearing. The grievant and respondent shall have the right to use their allocated time to ask questions of any person participating in the hearing.
 - e. Introduction of new information: During the hearing of a grievance appealed from Level II, neither party shall be permitted to introduce information not presented at the Level II hearing, unless he/she can show cause as to why it was not introduced at Level II.
 - f. Moderation of Level III hearings: The governing board (or its subunit) or the panel responsible for grievance hearing shall designate a member who shall moderate the Level III hearing to ensure its compliance with all procedural requirements.
9. Level III hearing decision: The governing board of Hemingford Public School District #10 shall issue a written decision which includes a statement regarding the validity of the grievance allegation and a specification of any corrective action to be taken. This decision shall constitute the final decision issued pursuant to any grievance. If the Level III hearing was conducted by the governing board itself or by its subunit, the decision shall be issued within ten days after such hearing. If the Level III hearing was conducted by a hearing panel, the decision shall be issued within ten days after receipt of the findings and recommendations of the hearing panel by the governing board. If the governing board rejects the findings and recommendations of the hearing panel, its decision shall include a statement of its reasons for such rejection, stated in detail. Copies of the decision shall be sent to the grievant, the respondent, the Title IX coordinator and the Superintendent of Hemingford Public School District #10. All Level III hearing decisions shall be based on a majority vote by the governing board or its designated subunit. Any board member in disagreement with the majority shall have the option to prepare a dissenting opinion for inclusion within the final decision. In the case of grievances processed by a Level III hearing panel, the governing board may delegate authority for review/approval of panel recommendations to one member or representative. If a recommendation for rejection of panel recommendations is made by this member or representative, all records shall be transmitted to the governing board, which must approve the rejection by a vote of the majority.

- V. Grievance Appeals
 - A. Grievant Rights: If a grievant is dissatisfied with the grievance decision received at Levels I or II, he/she may appeal the grievance to the next level. Such an appeal shall be made in writing to the Title IX coordinator within ten days of the receipt of the unsatisfactory decision.
 - B. Notification of Rights of Appeal: Upon receipt of the grievance decision from the Level I or Level II hearing officer, the Title IX coordinator shall make written notification to the grievant of his/her right to appeal and of the procedure and deadline for submission of such an appeal.

- VI. General Provisions
 - A. Time Calculations and Extension:
 - 1. Calculation of time: Saturdays, Sundays and holidays shall be disregarded in calculating time periods specified in this grievance procedure.
 - 2. Extension of time: Any time limits set by this procedure may be extended by mutual consent of the grievant(s) and the respondent(s).
 - B. Grievant Right to Information: A grievant(s) may request access to information and records in the possession of the agency/institution which may bear upon the validity of the grievance. If such requested information requires an unreasonable expenditure of resources by the agency/institution, such request may be refused provided that the information is not submitted as evidence by the respondent(s), and that this refusal is considered during the grievance hearing. In order to protect the privacy of persons not directly involved in the grievance proceeding, the institution shall reserve the right to expunge names and any identifying information not directly relevant to the substance of the grievance from any information or records supplied to the grievant.
 - C. Grievant Right to Representation and Assistance:
 - 1. Right to representation: The grievant(s) has the right to be represented by knowledgeable persons, organization, or groups of his/her selection at any point during the initiation, filing, or processing of the grievance. The Title IX coordinator shall provide help in identifying such knowledgeable persons or groups.
 - 2. Right to assistance: The institution/agency shall provide assistance to grievant, including access to copies of the Title IX regulation, related guidelines, memoranda, and other relevant materials supplied the institution by the federal government as well as access to public grievance records. In addition, the Title IX coordinator designated representatives shall provide consultation and assistance in the interpretation of such information and the use of this grievance procedure.
 - D. Training of Grievance Hearing Officers: All persons designated as grievance hearing officers shall receive training regarding Title IX regulatory requirements and nondiscrimination precedents, and the basic principles and operation of this grievance procedure. This training shall be arranged by the Title IX coordinator. The Title IX coordinator shall also provide continuing consultation to hearing officers regarding Title IX requirements and the implementation of this procedure.
 - E. Confidentiality of Grievance Handling:

1. Confidentiality of proceedings: The grievant(s) shall determine whether any grievance hearing or other grievance procedure shall be open to the public or open only to participants.
 2. Confidentiality of file records: A grievant(s) shall have the right to determine whether or not his/her grievance record shall be open or closed to the public. Should the grievant decide that the grievance record shall be open to the public, he/she shall have the additional right to have any matter which directly or indirectly identifies the grievant removed from all grievance records or documents open to the public. No record of the grievance shall be entered in the personal file of any student or employee.
- F. Maintenance of Grievance Records:
1. Recording of grievance hearings:
 - a. Grievant rights: Any grievant may, at his/her expense, record any grievance hearing or proceeding on a tape recorder or similar device.
 - b. Institution/agency responsibility: Level II and Level III grievance hearings shall be recorded on recording devices supplied by the Title IX coordinator. Such recordings shall be made available to the grievant(s) and the respondent(s) at their request. Such recordings shall be maintained for a period of three years after resolution of the grievance.
 2. Maintenance of written grievance records:
 - a. Confidential grievance files: Records shall be kept of each grievance. These shall include, at minimum: the name of the grievant and his/her position in Hemingford Public School District #10; the date of grievance filing; the specific allegation made in the grievance and any corrective action requested; the names of respondents; the levels of processing and the resolution, date, and hearing officer(s) at each level;
 - a. A summary of major points, facts and evidence presented by each party to the grievance; and statement of the final resolution and the nature and date of any corrective action taken. Such records shall be maintained on a confidential basis unless otherwise specified by the grievant.
 - b. Public grievance files: For purposes of the dissemination of grievance precedents, separate file records shall be kept which indicate only the subject matter of each grievance, the resolution of each grievance, and the date of the resolution. These records shall not refer to any specific individuals and they shall be open to the public.
 - c. Duration of maintenance of written grievance records: All written grievance records shall be maintained for a minimum of three years after grievance resolution.
- G. Prohibition of Harassment: No person shall be subject to discharge, suspension, discipline, harassment or any form of discrimination for having utilized or having assisted others in the utilization of the grievance process.
- H. Role of the Title IX Coordinator: It is the primary responsibility of the Title IX coordinator to ensure the effective installation, maintenance, processing, record keeping and notification required by the grievance procedure.

- I. Financial Responsibility for Grievance Processing: All costs involved in the administration of this grievance procedure shall be assumed by Hemingford Public School District #10.

Approved:

Reviewed:

Revised:

402.02 - EMPLOYEE ORIENTATION

Employees must know their role and duties. New employees may be required to participate in an orientation program for new employees. The employee's immediate supervisor should provide the new employee with a review of the employee's responsibilities and duties. Employees involved in child care, custody or control responsibilities shall be given instruction in the handling of emergency situations which might arise in the course of the employee's work. Payroll procedures and employee benefit programs and accompanying forms will be explained to the employee by the principal. The supervisor may wish to review the staff handbook as part of the orientation process.

Teacher Orientation: The principal is responsible for the orientation of new teachers assigned to his or her school. He or she should give information and general directions in regard to the following:

1. The names of fellow teachers, the office secretary, cafeteria personnel, custodians and other special staff personnel who will come to the building.
2. Location and use of physical facilities of the building: classroom, cafeteria, library, teachers' lounge and lavatories.
3. Teaching materials: courses of study, guide books, textbooks, and supplementary materials for grade or subject.
4. Method of ordering books and supplies, securing audiovisual equipment, methods of getting material duplicated, disposing of lost and found articles.
5. Schedule and meaning of all bell signals.
6. Regulations for pupils in building and on school grounds; uses of entrances, exits, lavatories, playground areas, equipment and activities; regulations for pupils during, before and after school hours.
7. Directions regarding building meeting, in-service training meetings, other meetings, assignments to school committees, fire drill regulations, policies concerning teachers' absence, attendance dismissal, excuse of pupils from school, etc.
8. The goals and aspirations of the schools.
9. School system policies and regulations and handbooks.
10. School system Teacher Evaluation policy.

Legal Reference: Nebraska Statute 79-802

Cross Reference: 401 Guiding Principles for Employees
405 Employee Conduct and Appearance
407 Certificated Employee Compensation and Benefits
413 Support Staff Compensation and Benefits

Approved:

Reviewed:

Revised:

402.03 - EMPLOYEE CONFLICT OF INTEREST

Employees' use of their position with the school district for financial gain shall be considered a conflict of interest with their position as employees and may subject employees to disciplinary action.

Employees have access to information and a captive audience that could award the employee personal or financial gain. No employee may solicit other employees or students for personal or financial gain to the employee or employee's spouse without the approval of the superintendent. If the approval of the superintendent is given, the employee must conduct the solicitations within the conditions set by the superintendent. Further, the superintendent may require the employee to immediately cease such solicitations as a condition of continued employment.

Employees shall not act as an agent or dealer for the sale of textbooks or other school supplies. Employees shall not participate for personal financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to students or to parents. Employees shall not engage in outside work or activities where the source of information concerning the customer, client or employer originates from information obtained because of the employee's position in the school district.

It shall also be a conflict of interest for an employee to engage in any outside employment or activity which is in conflict with the employee's official duties and responsibilities. In determining whether outside employment or activity of an employee creates a conflict of interest, situations in which an unacceptable conflict of interest shall be deemed to exist shall include, but not be limited to, any of the following:

The outside employment or activity involves the use of the school district's time, facilities, equipment and supplies or the use of the school district's badge, uniform, business card or other evidences of office to give the employee or the employee's immediate family an advantage or monetary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to an employee who is employed by the school district.

The outside employment or activity involves the receipt of, promise of, or acceptance of more or other consideration by the employee or a member of the employee's immediate family from anyone other than the school district for the performance of any act that the employee would be required or expected to perform as part of the employee's regular duties or during the hours during which the employee performs service or work for the school district.

The outside employment or activity is subject to the official control, inspection, review, audit or enforcement authority of the employee during the performance of the employee's duties.

If the outside employment or activity is employment or activity in (1) or (2) above, the employee must cease the employment or activity. If the activity or employment falls under (3), then the employee must:

Cease the outside employment or activity; or

Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmative action to influence any vote, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

It shall be the responsibility of each employee to be aware of and take the necessary action to eliminate a potential conflict of interest should it arise.

Legal Reference: NDE Rule 27.004.03F

Cross Reference: 202.02 Board Member Conflict of Interest
403.04 Gifts to Employees
403.06 Employee Outside Employment

Approved:
Reviewed:
Revised:

402.05 - EMPLOYEE GRIEVANCES

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

Approved:

Reviewed:

Revised:

402.05E1 - EMPLOYEE GRIEVANCE APPEAL FORM

Name _____ Assigned Building _____

Step #I - Initial Completed Steps

- _____ 1. I have informally discussed my concern with my immediate supervisor on:
(Date) _____.
- _____ 2. My problem was resolved.
- _____ 3. I have stated my problem to my immediate supervisor in writing.
- _____ 4. I have received the written decision and reasons from my immediate supervisor.

STEP #II - Initial Completed Steps

- _____ 1. I seek to appeal the decision and actions of my immediate supervisor as a grievance.
- _____ 2. I have provided my written grievance statement and immediate supervisor's written decision to _____.
- _____ 3. A Step #II conference was held with the following supervisors and personnel present at the review conference. _____
- _____ 4. I have received the written decision and reasons from
(supervisor) _____.

USE THIS SECTION IF ANOTHER SUPERVISOR IS INVOLVED IN THE APPEAL PROCESS

Initial Completed Steps

- _____ 1. I seek to appeal the decision and action of supervisor
_____ to supervisor
_____.
- _____ 2. I have provided Supervisor _____ with my written grievance and the preceding decisions.
- _____ 3. A review conference was held on (Date) _____ with the following supervisors and personnel present at the conference. _____
- _____ 4. I have received the written decision and reasons of supervisor:

_____.

STEP #III

_____ 1. I seek to appeal the decision and actions of Supervisor _____
to the Superintendent of schools.

_____ 2. I have provided the superintendent with all written documents from previous appeal
steps.

_____ 3. The superintendent has held a review conference on date: _____ 20____ with
the following supervisors and personnel present:

_____.

_____ 4. I have reviewed a written copy of the superintendent's decision and reasons.

STEP #IV

_____ 1. I seek to appeal the decision and actions of the superintendent of schools to the
board of education.

_____ 2. I have provided written documents of each step of the appeal process to the president
of the board of education.

_____ 3. The board of education granted me an appeal hearing on date: _____
20____.

_____ 4. I have received a copy of the Board's decision and actions.

STEP #V

_____ 1. I seek to appeal the decision of the Board of Education to the Commission of
Industrial Relations. The aggrieved employee shall initial each item completed in the appeal
process and sign at that step they feel the matter was satisfactorily resolved. The supervisor
resolving the grievance matter shall keep the appeal form on file.

Approved:

Reviewed:

Revised:

402.05R1 - EMPLOYEE GRIEVANCE PROCEDURE

The district's grievance procedure is the professional channel of appeal which shall be used by professional employees to seek just and productive solutions to employee and policy conflicts. Employees, who are aggrieved by; the actions and decisions of supervisory staff; other employees; or the effects of district policy, shall seek solutions through the following procedures:

STEP #I

1. Informally present and discuss your grievance matter with your immediate supervisor.
2. If the grievance matter is not resolved to your satisfaction, state your grievance in writing to your immediate supervisor.
3. The immediate supervisor shall provide you with a written decision and reasons within three days after receiving your written grievance.

STEP #II

1. If the grievance is not resolved to your satisfaction, appeal your grievance to the principal or next ranking supervisor (follow the chain-of administrative organization) within five days.
2. Present your written grievance statements and accompanying documents to the next succeeding supervisor in charge.
3. The supervisor receiving your written appeal shall arrange a review conference with the employees involved within five days.
4. The receiving supervisor shall provide the involved parties his/her written decision within three days following the review conference.

STEP #III

1. If your grievance remains unresolved to your satisfaction, file a written appeal with the Superintendent of Schools.
2. Provide the Superintendent with all documents from the preceding procedural steps.
3. The Superintendent shall hold a review conference with the parties involved within five days after receipt of a grievance appeal.
4. The Superintendent shall provide his/her written decision and reasons to the involved parties within three days after the review conference.

STEP #IV

1. If your grievance remains unresolved, appeal in writing to the Board of Education by giving notice to the Board President.
2. Provide the Board President with all written documents from the preceding steps of the appeal process.
3. The Board President shall arrange a conference with the board and all involved parties after receiving the written appeal request as soon as practical but no later than the next regular Board meeting.

4. After the conference the Board President shall provide to all parties the written decision of the Board of Education as soon as practical. The decision of the Board of Education shall be final.

STEP #V

When an employee grievance matter concerns employment conditions covered in the current board\teacher representative written negotiated agreement, the employee may appeal a Board decision to the Commission of Industrial Relations. Any claimant shall be entitled to representation of his/her choice when a grievance claim is appealed through the procedure of the Board of Education.

CONDITIONS AND LIMITATIONS OF GRIEVANCE PROCEDURE

1. A grievance against actions and decisions of an immediate supervisor - Begin procedure at Step #I.
2. A grievance against the actions and decisions of a principal - Begin procedure at Step #II.
3. A grievance against the actions and decisions of Superintendent- Begin at Step #III.
4. A grievance against the actions and decisions of the Board of Education - Begin at Step #III.
5. A grievance against another non-supervisory employee - Begin at Step #II.
6. A grievance resulting from the interpretation of policies in the district's policy manual - Begin at the supervisory step of the individual making the interpretation.
7. A grievance which is created by the correct administration of district policy - Begin at Step #III.

Filing of Complaint: A complainant must file a complaint within 30 days after the event or action which the complaint is based upon.

Misuse of Procedure: Repeated use of the grievance procedure through Step #IV for frivolous and unsupported reasons will result in disciplinary action by the Board of Education. Only the Board of Education shall make this determination. Employee complaints not channeled through this professional communications procedure will be handled as malicious gossip and petty gripes and may cause the employee to be charged with unprofessional conduct and/or insubordination.

Grievance Procedure Conditions: It is agreed by both parties that these proceedings will be kept as informal and confidential as may be appropriate at any level of this procedure. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved employee to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step. It is understood that employees shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined. Since it is important that grievances be processed as rapidly

as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process. Staffs, who seek to appeal the decision of any supervisor, shall notify the supervisor in writing of their action seeking to appeal the decision or actions.

Approved:
Reviewed:
Revised:

402.06 - EMPLOYEE RECORDS

The school district shall maintain personnel records on employees. The records are important for the daily administration of the educational program, for implementing board policy, for budget and financial planning, and for meeting state and federal requirements.

The records may include, but not be limited to, records necessary for the daily administration of the school district, salary records, evaluations, application for employment, copy of current Nebraska Teaching Certificate, college transcripts showing all course work completed, date of birth, length and record of service to District 10 or other school districts, administrative communications, contracts of employment, references, and other items needed to carry out board policy. Employee personnel files are school district records and are considered confidential records and therefore are not generally open to public inspection or accessibility. Only in certain limited instances, when the employee has given a signed consent, will employee personnel records be accessible to individuals other than the employee or authorized school officials.

The district will not use or require the use of more than the last four digits of an employee's social security number for:

1. Public posting or display to the general public or an employee's coworkers.
2. Transmission over the internet except on a secure or encrypted connection.
3. Accessing an Internet web site unless a password, personal identification number or other unique authentication is required.
4. Use as an employee number for any type of employment-related activity.

The district may use more than the last four digits of an employee's social security number only for:

1. Compliance with state or federal laws, rules or regulations.
2. Voluntary commercial transactions entered into by the employee with the district for the purchase of goods or services.
3. Internal administrative purposes including providing the number to third parties for such purposes as administration of personnel benefits and employment screening and staffing. However, the following internal administrative purposes do not permit use of employee social security numbers:
 - a. As an identification number for occupational licensing.
 - b. As an identification number for drug-testing purposes except when required by state or federal law.
 - c. As an identification number for district meetings.
 - d. In files accessible by any temporary employee unless the temporary employee is bonded or insured under a blanket corporate surety bond or equivalent commercial insurance.
 - e. For posting any type of district information.

Employees may have access to their personnel files, with the exception of letters of reference, and copy items from their personnel files at a time mutually agreed upon between the superintendent and the employee. The school district may charge a reasonable fee for each copy made. However, employees will not be allowed access to the employment references written on behalf of the employee. Board members will generally only have access to an employee's file when it is necessary and legally allowed because of an employee related matter before the board.

It shall be the responsibility of the superintendent to keep employees' personnel files current. The copy of the employee's records kept at the superintendent's office is the official copy of their records.

It shall be the responsibility of the superintendent to develop administrative regulations for the implementation of this policy.

Legal Reference: Neb. Statute 79-539
 84-1201 et seq.
 Nebraska Laws 2007, LB 674

Cross Reference: 403.01 Release of Credit Information
 404 Employees' Health and Well-Being

Approved:
Reviewed:
Revised:

402.07 - TRANSPORTING OF STUDENTS BY EMPLOYEES

Generally, transportation of students shall be in a motor vehicle owned by the school district and driven by an employee. In some cases, it may be more economical or efficient for the school district to allow an employee of the school district to transport the students in the employee's motor vehicle.

Employees who transport students for school purposes must have the permission of the superintendent.

This policy statement applies to transportation of students for school purposes in addition to the regular bus route transporting students to and from their designated attendance center.

Cross Reference: 402.08 Employee Travel Compensation
 801 Transportation

Approved:

Reviewed:

Revised:

402.08 - EMPLOYEE TRAVEL COMPENSATION

When necessary and authorized by appropriate school officials, school employees who incur expenses on behalf of the school district will be reimbursed upon presentation of proper expense claim form and attached receipts to the district business office.

Reimbursable Expenses:

- A. Authorized conference and meeting registration fees. (Attach receipt)
- B. Necessary lodging expenses. (Attach receipt)
- C. Necessary meal expenses. (Attach receipts)
- D. Miscellaneous other documented expenses.
- E. Transportation expenses on an authorized commercial carrier or by authorized personal vehicle. (Attach receipt)

Transportation Provisions: When it is required, the superintendent may approve and the district will pay for the most expedient/economical form of transportation. In situations where highway transportation is approved, the district will attempt to provide a school vehicle and service credit cards. When suitable district vehicles are not available or expedient, the superintendent may authorize the use of a personal vehicle, and the district will reimburse at the rate established by the Board of Education.

Employee travel and expense requests must receive prior authorization by the superintendent. To receive district reimbursement for travel and expenses prior authorization shall be requested on the form provided by the business office. To receive district reimbursement for the use of a personal vehicle, employees shall have prior approval from the superintendent. When a school vehicle is authorized for travel and is used on the trip; employees attending the same event, but choosing to take their own vehicle will not receive reimbursement for vehicle expenses.

Use of Credit Cards: District credit cards will not be used for any private unauthorized expenditure by employees. District credit cards are restricted to the following uses:

- A. Fuel and service for district owned vehicles only, (unless approved otherwise by administration)
- B. Repairs to School Vehicle
- C. Meals
- D. Approved classroom or office expenses

All employee expense receipts incurred on behalf of the district, paid for personally or by school credit cards shall be turned into the district business office as soon as possible. Prior to reimbursement of actual and necessary expenses, the employee must submit a detailed receipt indicating the date, purpose and nature of the expense for each claim item. A credit card receipt is generally not considered a detailed receipt. Failure to provide a detailed receipt shall make the expense non-reimbursable.

General Provisions: Whenever employees or non-school persons use a personal vehicle and students and staff are passengers, the person using or loaning his/her vehicle is responsible for having adequate liability, injury or property damage insurance. School personnel authorized to use a school vehicle shall not permit a student to drive the vehicle. When non-school persons are needed to drive a school vehicle, they may be authorized by school principals if the person is over age twenty-one and licensed to drive (note specially licensed drivers may drive school buses.)

Legal Reference: Neb. Statute 13-2201 et seq.

Cross Reference: 206.04 Board Member Compensation and Expenses
402.07 Transporting of Students by Employees
402.11 Credit Cards
801.13 Use of Private Vehicles on School Business

Approved:

Reviewed:

Revised:

402.09 - RECOGNITION FOR SERVICE OF EMPLOYEES AND OTHERS

The board recognizes and appreciates service given to the district. Employees, board members, volunteers or others associated with the operations of the district may be honored by the board, administration and staff in an appropriate manner by the awarding of plaques, certificates of achievement, or items of value.

If the form of recognition thought appropriate by the administration and employees involves unusual expense to the school district, the superintendent shall seek prior approval from the board. Any expenditure for recognition of service shall be limited to \$100 per individual per occasion.

The district may authorize, upon a majority vote of the entire board, one recognition dinner each year for elected and appointed officials, employees, or volunteers of the district. In the event that a recognition dinner is authorized by board action, whether for elected and appointed officials, employees, or volunteers jointly or separately, the maximum cost which may be authorized by the board for such dinners shall not exceed \$50 per elected or appointed official, employee, or volunteer in attendance.

Legal Reference: Neb. Statute 13-2203

Cross Reference: 408 Certificated Employee Termination of Employment
 414 Support Staff Termination of Employment

Approved:

Reviewed:

Revised:

402.10 - EMPLOYEE POLITICAL ACTIVITY

Employees shall not engage in political activity upon property under the jurisdiction of the board. Activities including, but not limited to, posting of political circulars or petitions, the distribution of political circulars or petitions, the collection of or solicitation for campaign funds, solicitation for campaign workers, and the use of students for writing or addressing political materials, or the distribution of such materials to or by students are specifically prohibited.

Violation of this policy may be grounds for disciplinary action.

Cross Reference: 410.05 Certificated Employee Political Leave
 415.05 Support Staff Political Leave

Approved:
Reviewed:
Revised:

402.11 - CREDIT CARDS

The Superintendent shall determine which employees may use school district credit cards for the purchase of goods and services on behalf of the district or the actual and necessary expenses incurred in the performance of work-related duties. Actual and necessary expenses incurred in the performance of work-related duties may include, but are not limited to, fuel for school district transportation vehicles used for transporting students to and from school and for school-sponsored events, payment of claims related to professional development of the board and employees, and other expenses required by employees and the board in the performance of their duties.

The Superintendent, in consultation with the Board, shall determine the acceptable types of purchases for which the credit card may be used.

Employees using a school district credit card must submit a detailed receipt in addition to a credit card receipt indicating the date, purpose and nature of the expense for each claim item. Failure to provide a proper receipt shall make the employee responsible for expenses incurred and may lead to suspension of the employee's credit card use.

It shall be the responsibility of the board to determine through its annual audit whether the school district credit card use and procedures are appropriately handled.

The superintendent shall be responsible for implementing this policy.

Cross Reference: 206.04 Board Member Compensation and Expenses
 402.08 Employee Travel Compensation

Approved:

Reviewed:

Revised:

402.13 - COMMUNICATIONS WITH EMPLOYEES

The Board desires to maintain open communication channels between itself and the staff. The basic line of communication will be through the superintendent. The superintendent will develop and recommend to the Board processes for communications between the Board and district employees.

Communications or reports to the Board or Board committee from any staff member or members should be submitted through the superintendent. This procedure will not be construed as denying the right of any employee to address the Board about issues which are neither part of an active administrative procedure, nor disruptive to the operation of the district.

All official communications, policies and directives of staff interest and concern will be communicated to staff members through the superintendent. The superintendent will communicate as appropriate to keep staff fully informed of the Board's concerns and actions. This does not exclude communications through district committees and committee appointments.

Cross Reference: 301.04 Communication Channels

Approved:

Reviewed:

Revised:

402.15 - STAFF CONDUCT WITH STUDENTS

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.

Approved:
Reviewed:
Revised:

402.16 - PROHIBITION ON AIDING SEXUAL ABUSE

The district prohibits any employee, contractor or agent from assisting a school employee, contractor or agent in obtaining a new job if the individual or district knows or has probable cause to believe that such school employee, contractor or agent engaged in sexual misconduct regarding a minor or a student in violation of the law. This prohibition does not include the routine transmission of administrative and personnel files.

This prohibition does not apply under certain conditions specified by the Every Student Succeeds Act (ESSA) such as:

The matter has been reported to law enforcement authorities and it has been officially closed or the school officials have been notified by the prosecutor or police after an investigation that there is insufficient information to establish probable cause, or;

The individual has been acquitted or otherwise cleared of the alleged misconduct, or;

The case remains open without charges for more than 4 years after the information was reported to a law enforcement agency.

Legal Reference: ESSA section 8038, § 8546

Approved:

Reviewed:

Revised:

402.17 - WORKPLACE PRIVACY

The district will not:

1. Require or request that an employee or applicant provide or disclose any user name or password or any other related account information in order to gain access to the employee's or applicant's personal Internet account by way of an electronic communication device;
2. Require or request that an employee or applicant log into a personal Internet account by way of an electronic communication device in the presence of the employer in a manner that enables the employer to observe the contents of the employee's or applicant's personal Internet account or provides the employer access to the employee's or applicant's personal Internet account;
3. Require an employee or applicant to add anyone, including the employer, to the list of contacts associated with the employee's or applicant's personal Internet account or require or otherwise coerce an employee or applicant to change the settings on the employee's or applicant's personal Internet account which affects the ability of others to view the content of such account; or
4. Take adverse action against, fail to hire, or otherwise penalize an employee or applicant for failure to provide or disclose any of the information or to take any of the actions specified above.
5. Require an employee or applicant to waive or limit any protection granted under the Workplace Privacy Act as a condition of continued employment or of applying for or receiving an offer of employment.

The district shall maintain its right to control, monitor and review the use of its computers, technology and the Internet as stated in policy 606.06, to access any employee-related information available in the public domain, and conduct investigations related to employee actions prohibited by district policy to the extent those investigations are not expressly prohibited by the Workplace Privacy Act or other applicable state or federal law.

Legal Reference: Neb. Statutes, LB 821 (2016)

Approved:

Reviewed:

Revised:

402.18 - USE OF SCHOOL FACILITIES AND EQUIPMENT BY SCHOOL EMPLOYEES

The superintendent may approve use of school facilities, equipment and other resources by school employees except for those activities which result in personal or corporate gain. Employee personal use of district resources shall not interfere with the operations of the district or any of its educational programs and must not create any significant expense to the district. School vehicles shall not be available for personal use except as provided in individual employee contracts.

Employees are allowed to use public resources within the statutory definition of “incidental” or “de minimis” use for purposes such as research or communication that would otherwise be prohibited by state or federal statutes.

In some cases, employee use of district resources may result in the need to report such use as additional compensation in accordance with IRS codes. The superintendent will inform business personnel when he/she is aware of employee use of district resources requiring such reporting.

Cross Reference: 1006.01 Community Use of School Bldgs., Sites and Equip.

Approved:

Reviewed:

Revised:

402.50 - FREEDOM OF SPEECH

Instructional personnel are expected to exercise their constitutionally guaranteed right to freedom of expression. The board recognizes that no freedom is absolute, and that in this case restrictions come from at least three sources:

1. Legal Governing bodies can, within frequently defined limits, restrict freedom of speech, as for example within the "clear and present danger" doctrine of the United States Supreme court. Differences of opinion on acceptable regulation of freedom of speech in this sector may be resolved only by legal action.
2. Societal Communities vary in what they will tolerate in classroom discussion. Limits of such tolerance change with time and place. Differences of opinion between teachers and community feelings may not so much be a better for court adjudication as for tolerance on the part of each contender for the other's position.
3. Professional Teachers and their organizations must themselves decide that effect insisting on exercising freedom of speech, or accepting some degree of regulation thereof, will have on their role as teachers, on their ultimate effectiveness in the education process.

The board requests that any differences of opinion about exercises of abridgment of freedom of speech within or among members of the board, staff, and especially instructional personnel be reviewed by all parties concerned in the light of the above three factors.

Approved:

Reviewed:

Revised:

403 - Employees and Outside Relations

403.01 - RELEASE OF EMPLOYEE INFORMATION

The following information will be released to an entity with whom an employee has applied for credit or has obtained credit: title of position, income, and number of years employed. This information may be released without prior written notice to the employee.

If a current or former employee wishes the district to release information to a prospective employer, written consent must be provided on the district's Employee Information Release Form. Even with the receipt of the Employee Information Release Form, the district may, at the superintendent's discretion, refuse to release such information. The Employee Information Release Form will be invalid six months after the signing date.

Cross Reference: 402.06 Employee Records

Approved:

Reviewed:

Revised:

403.02 - CHILD ABUSE REPORTING

All school employees who have reasonable cause to suspect a child is a victim of abuse or neglect, including sexual abuse, or who observe conditions which reasonably would result in abuse or neglect, shall promptly report such incidents to the proper law enforcement authorities and the principal. "Employees" also includes coaches and volunteers participating in interstate amateur athletic competitions. The principal shall ensure that the report has been made to the proper law enforcement authorities.

The employee shall make an oral report to the local law enforcement agency by telephone within a 24-hour period, followed by a written report if necessary. The report will include all information required by law.

Legal Reference: Neb. Statute 28-711
 34 U.S.C. § 20341

Cross Reference: 403.03 Abuse of Students by School District Employees
 504.17 Questioning of Students by Outside Agencies
 508 Student Health and Well Being

Approved:

Reviewed:

Revised:

403.03 - ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The superintendent will appoint an investigator and alternate investigator of opposite sexes. The investigator will pass the findings on to the superintendent who will complete any further investigations as deemed necessary and take appropriate final action.

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 abuse of students investigation, 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.

The superintendent is responsible for implementing this policy and for organizing employee training when needed relating to this policy. Procedures shall be reviewed periodically for adequacy and accuracy.

Cross Reference: 403.02 Child Abuse Reporting
 404.06 Harassment by Employees
 505.06 Corporal Punishment

Approved:
Reviewed:
Revised:

403.05 - PUBLIC COMPLAINTS ABOUT EMPLOYEES

The board recognizes situations may arise in the operation of the school district which are of concern to parents and other members of the school district community. While constructive criticism is welcomed, the board desires to support its employees and their actions to free them from unnecessary, spiteful, or negative criticism and complaints that do not offer advice for improvement or change.

While speakers may, during public meetings, offer objective criticism of school operations and programs, the board will not hear personal complaints concerning district personnel nor against any person connected with the school system unless that complaint is an agenda item having followed the process described below. To do so could expose the board to a charge of being party to slander and would prejudice any necessity to act as the final review of administrative recommendations regarding the matter. The board president will direct the patron to the appropriate means for board consideration and disposition of legitimate complaints involving individuals.

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved. Prior to any board consideration however, the following should be completed:

1. Matters concerning an individual student, teacher, or other employee should first be addressed to the teacher or employee.
2. Unsettled matters from (1) above or problems and questions about individual attendance centers should be addressed to the employee's building principal for certificated employees and the superintendent for support staff. At this level, if requested by the administrator, the complainant shall put the complaint in writing.
3. Unsettled matters regarding certificated employees from (2) above or problems and questions concerning the school district should be directed to the superintendent.
4. If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board in writing. The board will follow policy 1005.01 in handling public complaints.

Cross Reference: 204.10 Agenda
 204.12 Public Participation at Board Meetings
 1005.01 Public Complaints

Approved:

Reviewed:

Revised:

403.06 - EMPLOYEE OUTSIDE EMPLOYMENT

The board believes the primary responsibility of employees is to the duties of their position within the school district as outlined in their job description. The board considers an employee's duties as part of a regular, full-time position as full-time employment. The board expects such employees to give the responsibilities of their positions in the school district precedence over any other employment.

It shall be the responsibility of the superintendent to counsel employees, whether full-time or part-time, if, in the judgment of the superintendent and the employee's immediate supervisor, the employee's outside employment interferes with the performance of the employee's duties required in the employee's position within the school district.

The board may request the employee to cease the outside employment as a condition of continued employment with the school district.

Cross Reference: 402.03 Employee Conflict of Interest
 409.05 Certificated Employee Tutoring

Approved:

Reviewed:

Revised:

403.07 - EMPLOYEE USE OF SOCIAL NETWORKS

The Superintendent and Administrative Team will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

Improper fraternization with students using social media and similar internet sites or networks, or via any electronic devices. Inappropriate contact via electronic communications is prohibited.

Inappropriateness of posting items with sexual content

Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol

Examples of inappropriate behavior from other districts, as behavior to avoid

Monitoring and penalties for improper use of district computers and technology

The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

All online communication by District employees during the school day, using District resources, or on behalf of the District is subject to District policies. Employees shall maintain a standard of professional responsibility and conduct, realizing their online actions at work and at home represent the District.

The network systems administrator may periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the Principals and Superintendent will promptly bring that inappropriate use to the attention of the staff member and may consider and apply disciplinary action up to and including termination.

Approved:

Reviewed:

Revised:

403.08 - EMPLOYEE FUNDRAISING

Any employee fundraising campaigns, including online fundraising such as crowdfunding campaigns, must have prior approval from the Superintendent before taking any actions when using the employee's position to raise funds. Any person or entity acting on behalf of the district and wishing to conduct a fundraising campaign for the benefit of the district must also begin the process by seeking prior approval from the Superintendent. All money raised through an approved fundraising campaign is subject to normal accounting procedures of the district and any additional procedures that may be required in the approval process. Any information or materials placed on fundraising websites are subject to the same district policies covering publication of materials on the district website.

Approval of requests shall depend on factors including, but not limited to:

Compatibility with the district's educational program, mission, vision, core values, beliefs, and student achievement goals;

The district's instructional priorities;

The manner in which donations are collected and distributed by the fundraising process;

Equity in funding; and

Other factors deemed relevant or appropriate by the district.

If approved, the employee shall be responsible for preparing all materials and information related to the fundraising campaign and keeping district administration apprised of the status of the campaign. The employee shall not violate any district policy or guideline and must protect the confidentiality of all student information.

The employee is responsible for compliance with all state and federal laws and other relevant district policies and procedures. All items and money generated are subject to the same controls and regulations as other district property and shall be deposited or inventoried accordingly. No money raised or items purchased shall be distributed to individual employees.

Approved:

Reviewed:

Revised:

404 - Employee Health and Well-Being

405.00 - EMPLOYEE CONDUCT AND APPEARANCE

Employees are role models for the students who come in contact with them during and after school hours. The board recognizes the positive effect employees can have on students in this capacity. To this end, the board strongly suggests and encourages employees to dress themselves, groom themselves and conduct themselves in a manner appropriate to the educational environment.

Employees shall conduct themselves in a professional manner. Employees shall dress in attire appropriate for their position. Clothing should be neat, clean, and in good taste. Discretion and common sense call for an avoidance of extremes which would interfere with or have an effect on the educational process.

Certificated employees of the school district shall follow the code of ethics for their profession as established by the Nebraska Professional Practices Commission.

Every report of alleged violations of employee conduct policies 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 employee conduct investigation, 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 employee conduct policies.

Legal Reference: NDE Rule 27

Cross Reference: 305 Administrative Code Of Ethics
402.02 Employee Orientation
404.06 Harassment by Employees
404.07 Substance-Free Workplace
408 Certificated Employee Termination of Employment
414 Support Staff Termination of Employment

Approved:

Reviewed:

Revised:

406 - Certificated Employees - General

407 - Certificated Employee Compensation and Benefits

408 - Certificated Employee Termination of Employment

409 - Certificated Employee Professional Growth

410 - Certificated Employee Vacations and Leaves of Absence

411 - Other Certificated Employees

411.53 - EMPLOYMENT OF COACHES/SPONSORS FROM OUTSIDE THE REGULAR STAFF

When coaching and sponsorship positions cannot be filled from regular staff members, the superintendent and activities director shall secure coaches/sponsors from outside the regular district staff.

All coaching and activity sponsorships are “at-will” employment. In making determinations for filling positions, the activities director and superintendent may consider the overall educational and competitive experience for student athletes and activity participants, along with other factors impacting the successful operation of the program along with the other operations of the school district.

Approved:

Reviewed:

Revised: 7-10-2023

412 - Support Staff - General

412.01 - SUPPORT STAFF DEFINED

Support staff are employees who are not administrators or employees in positions which require a Nebraska Department of Education teaching certificate and who are employed to fulfill the duties listed on their job description on a monthly or hourly basis. Support staff shall include, but not be limited to, teacher and classroom aides, custodial and maintenance employees, clerical employees, food service employees, bus drivers, and temporary help for summer or other maintenance. The position may be full-time or part-time. Full-time school nurses are often included at the board's discretion as certificated staff.

Employees may be required to secure a license to hold a particular position. Any license so required will be identified on the job description. If the school district requires an employee to secure a license the cost of obtaining the license will be the responsibility of the school district.

It shall be the responsibility of the superintendent to establish job specifications and job descriptions for support staff positions. Job descriptions may be approved by the board.

All support staff employees are considered "at will" employees who may end their employment with the district at their will or whose employment with the district can be ended at the will of the district. All support staff employees will be required to sign an "at will" employment agreement indicating their awareness and acceptance of the "at will" status of their employment.

Cross Reference: 406.01 Certificated Employee Defined
 413.03 Support Staff Group Insurance Benefits

Approved:
Reviewed:
Revised: 7-10-2023

412.07 - SUPPORT STAFF EVALUATION

All support staff may be evaluated by one or more supervisors. The written results of these evaluations will be compiled and given to the superintendent.

Supervision: All support staff employees will have at least one supervisor. The supervisor will be listed on the job description. These supervisors may include: head custodian, director of transportation, head cook, head coach/sponsor, activities director, principal, instructional services director, or superintendent. However, the overall supervision of the support staff is the responsibility of the superintendent.

Approved:

Reviewed:

Revised: 7-10-2023

413 - Support Staff Compensation and Benefits

413.01 - SUPPORT STAFF COMPENSATION

The board shall have the authority to determine the compensation to be paid for the support staff positions, keeping in mind the education and experience of the support staff member, the educational philosophy of the school district, the financial condition of the school district and any other considerations as deemed relevant by the board.

Support staff shall be classified as:

Regular employees: Employees who are employed at least 30 hours per week on a year round basis.

School time employees: Employees who are employed at least 30 hours per week during the time school is in session.

Part time employees: Employees who work less than 30 hours per week.

The superintendent or designee shall hire support staff to meet personnel needs consistent with the district's budget, instructional needs, and non-instructional operations.

Cross Reference: 412.03 Support Staff Contracts
 413.02 Support Staff Wage and Overtime Compensation

Approved:

Reviewed:

Revised: 7-10-2023

413.01R1 - SUPPORT STAFF COMPENSATION GUIDELINES

The Board of Education desires to maintain a quality work staff and will provide compensation at an adequate level to attract and keep quality support staff employees. In determining compensation for support staff, the board will take into account the responsibilities of the position, the qualifications required, past experience of the individual, and years of service to the district.

A wage schedule is established to provide a guide for paying new employees and a method of rewarding present employees for their service to the school. The superintendent will adjust the wage schedule as necessary to comply with changes in statute and labor market conditions. When positions are transitioned to FLSA-exempt status, compensation will be adjusted to a salaried basis.

All employees will be paid on the fifteenth of each month for the hours worked the previous month. If the fifteenth falls on a Saturday or Sunday, payroll checks may be issued on the preceding Friday.

Employees will be expected to accurately report hours worked through district software used for time reporting.

All deductions, as required by law, will be deducted from the payroll check. Other deductions, such as annuities, may be established by the employee. A certificate signed by the employee and on file with the business manager will be required to establish other deductions. All changes involving payroll deductions or stoppage of deductions must be submitted in writing to the business manager by the first of the month for it to be in effect for the next payroll on the fifteenth of the month.

Approved:

Reviewed:

Revised: 7-10-2023

413.02 - SUPPORT STAFF WAGE AND OVERTIME COMPENSATION

Hours in excess of forty (40) hours per week will be considered overtime and will be paid at one and one-half times the regular established pay rate. Compensation time may be granted at the discretion of the superintendent at the rate of one and one-half hours for each hour of overtime. All overtime must have prior approval of the superintendent.

Each non-exempt employee will be expected to accurately report hours worked through district software used for time reporting. Failure of the employee to maintain, or falsification of, a daily time record will be grounds for disciplinary action.

It is the responsibility of the superintendent or designee to maintain wage records.

Legal Reference: 29 U.S.C. §§ 206 et seq. (1994).
 29 C.F.R. Pt. 778 (1968).

Approved:

Reviewed:

Revised: 7-10-2023

413.03 - SUPPORT STAFF SUSPENSION, DISMISSAL AND DISCIPLINARY ACTION

The superintendent or designee shall hire support staff to meet personnel needs consistent with the district's budget, instructional needs, and non-instructional operations.

Support staff may be terminated by the superintendent at his or her discretion.

Other forms of progressive discipline may be used before termination of the employee. These may include but not be limited to counseling, written reprimand, or suspension without pay.

Approved:

Reviewed:

Revised: 7-10-2023

414 - Support Staff Termination of Employment

415 - Support Staff Vacation and Leaves of Absence

Section 500 - Students

501.00 - OBJECTIVES FOR EQUAL EDUCATIONAL OPPORTUNITIES FOR STUDENTS

This section of the board policy manual is devoted to the board's goals and objectives for assisting the students of the school district in obtaining an education. Each student shall have an opportunity to obtain an education in compliance with the policies in this series. It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use it and its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same opportunity.

The board supports the delivery of the education program and services to students free of discrimination based on race (including skin color, hair texture, and protective hairstyles), color, national origin, sex, disability, religion or marital status, sexual orientation or gender identity and provides equal access to the Boy Scouts and other designated youth groups. This concept of equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students.

Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned, operated, or chartered transportation; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management, and educational processes of the school district.

This section of the board policy refers to the term "parents" in many of the policies. The term parents for purposes of this policy manual shall mean the legal parents. It shall also mean the legal guardian or custodian of a student and students who have reached the age of majority or are otherwise considered an adult by law.

Inquiries by students regarding compliance with equal educational opportunity laws and policies, including but not limited to complaints of discrimination, shall be directed to the Compliance Coordinators or the building principal.

Inquiries may also be directed in writing to the Director of the Kansas Office of Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106, (816) 268-0550, the Nebraska Equal Opportunity Commission, State Office Building, 301 Centennial Mall South, 5th floor, P.O. Box

94394, Lincoln, NE 68509-4934, (402) 471-2024 or (800) 642-6112 or by email to OCR.KansasCity@ed.gov. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

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, during an ongoing investigation of this policy, potential issues of sexual harassment or 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 sexual harassment or discrimination as well as the incidents of alleged violations of this policy.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

Legal Reference: Sect. 504 of the Rehabilitation Act of 1973
 20 U.S.C. §1681 et seq. (1994)
 34 C.F.R. §104 et seq.
 34 C.F.R. §160 et seq.
 Neb. Statute 79-2,114 et seq. (Neb. Equal Opportunity in
 Education Act).

Cross Reference: 100 District Organization and Basic Commitments

Approved:
Reviewed:
Revised:

502 - Student Admissions

503 - Student Attendance

504 - Student Rights and Responsibilities

505 - Student Discipline

506 - Student Activities

506.01 - 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 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

Approved:

Reviewed:

Revised: 9-12-2022

506.01R1 - 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:

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.

Approved:

Reviewed:

Revised: 9-12-2022

506.11 - RANDOM DRUG TESTING OF STUDENTS INVOLVED IN EXTRACURRICULAR ACTIVITIES AND COMPETITIONS

The Hemingford school district supports and values student participation in extracurricular activities and competitions. Such participation is a privilege and not a right. Students in all extracurricular activities and competitions in grades 7-12 shall be subject to mandatory random testing for the presence of tobacco/nicotine, alcohol, and/or illegal drugs.

1. Purpose of Random Drug Testing
 - a. The purpose of this policy is to promote the health and safety of our students who participate in extracurricular activities or competitions and to deter the use of alcohol, illicit drugs, and tobacco among them.
 - b. The school district has recognized that observed and suspected drug, alcohol, and tobacco/nicotine use and abuse have increased among the student population, including students participating in extracurricular activities or competitions.
 - c. The school district seeks to provide safe, substance-free schools.
 - d. The school district seeks to deter the use of illegal and prohibited drugs, alcohol, and tobacco/nicotine among students.
 - e. The school district recognizes that students who use illegal and prohibited substances pose a threat to the health and safety of themselves, other students, teachers, administrators, and other persons.
 - f. The school district believes that the drug, alcohol, and tobacco/nicotine problem among the student body needs to be addressed. A large number of students who participate in extracurricular activities and competitions do not use drugs, alcohol, and tobacco/nicotine. The school district wishes to give those students an ongoing reason to say, "No," when presented with a chance to use.
2. Notice. Each student who participates or seeks to participate in extracurricular activities or competitions shall be given a copy of this policy. This policy may also be included in the student handbook.
3. Drug Testing Coordinator. The Drug Testing Coordinator shall be the Activities Director or his or her designee unless otherwise indicated.
4. Extracurricular Activities. This policy applies to all students who participate in extracurricular activities or competitions in our school district, which includes but is not necessarily limited to the following:

Instrumental/Vocal Music	Health Council/Health Professions
National Honor Society	One Act Play
Three Act Play/Dinner Theater	Speech
HS Quiz Bowl	JH Quiz Bowl
Student Council	Yearbook

Cheerleading	e-Sports
Mathcounts	Science Olympiad
HAL	Hope Squad
FFA	FCCLA
Football	Volleyball
Cross Country	Wrestling
Basketball	Track
Golf	Art and Culture Club
School Sponsored Dances	

5. Students Who Are Required to Submit to Drug Testing

- a. Grades. All students in grades 7-12 who participate in any extracurricular activity or competition are part of the pool subject to random drug testing.
 - b. Consent. A student and his or her parent(s)/guardian(s) must sign a consent form at the beginning of the school year, or upon entry to the school district to participate in any extracurricular activity or competition. The consent form is attached to this policy.
 - i. If consent is not signed at the beginning of the school year, the student can sign consent at the beginning of 2nd semester (or upon entry to the district.) For a student to be eligible for any extracurricular activity or competition, consent must be signed before the activity start date and/or before the first practice.
 - c. Selection Pool Eligibility. Students shall remain in the selection pool for an entire calendar year (365 days) from the date the consent form is received.
 - d. Withdrawal. Students who have a consent form on file remain eligible for random drug testing from the date the consent form is received by the school district and throughout the remainder of the school year or until the student files a Withdrawal of Student From Activity form signed by the student and his or her parent(s)/guardian(s). Upon withdrawal, the student shall not be eligible to participate in any activity that is subject to drug testing for the remainder of the school year, unless consent is signed at the beginning of 2nd semester in which case the student again returns to the pool for the remainder of the school year.
6. Drugs. Students participating in extracurricular activities or competitions are prohibited from using, possessing, distributing, manufacturing, or having drugs, alcohol, and tobacco/nicotine present in their system. For purposes of this policy, “drugs” means:
- a. Any substance considered illegal by the Uniform Controlled Substances Act, Neb. Rev. Stat. § 28-401 et seq.

- b. Any substance which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances or other prescription drugs;
- c. Alcohol for any student under the age of 21. Alcohol shall have the meaning as provided in Neb. Rev. Stat. § 48-1902(1);
- d. Any tobacco or other substance which introduces nicotine and other tobacco-related substances into the body, including alternative nicotine products, vapor products, or electronic nicotine delivery systems ingested in any way, such as by use of an e-cig, vape pen, or Juul.

7. Testing Procedures

- a. **Student Selection.** All students who participate in extracurricular activities or competitions and submit a consent form will be included in a master list and will be subject to random drug screening. The master list shall be submitted to the company employed by the district to conduct the testing.
- b. **Reasonable Suspicion Testing.** In addition to random drug testing, a student is subject to drug testing at any time when the Drug Testing Coordinator determines there is individualized reasonable suspicion based upon articulable facts to believe that the student has used a drug. The Drug Testing Coordinator will notify the student and take the necessary steps to schedule a test as soon as practicable.
- c. **Parental Request.** Students who do not participate in extracurricular activities or competitions may be added to the random drug screening master list upon parental request at the beginning of the school year.
- d. **Type of Test.** The school district reserves the right to utilize breath, saliva, urinalysis, or any other reliably recognized testing procedure. Urine and oral fluid samples which screen positive will be confirmed by the company selected by the district. Positive saliva or breath alcohol tests will be confirmed by EBT (Evidential Breath Tester). Other testing methods will be confirmed via industry-recognized processes and equipment.
- e. **Collection Site.** The Drug Testing Coordinator will designate the collection site at which students will provide specimens. The collection site may be off the premises of the school district.
- f. **Collection Procedures.** The school board will select a Drug Program Administrator (DPA) Company. The DPA shall randomly select the students subject to drug testing from the master list on a monthly basis.
 - i. The DPA will make selections based on up to 3 students monthly.

- ii. The DPA will maintain and follow generally accepted industry standards for collecting, maintaining, shipping, and accessing all specimens. The DPA will seek to obtain the sample in a manner designed to ensure accurate testing protocols while minimizing intrusion into a student's privacy.
 - iii. The DPA and the school district will provide a copy of the collection procedures upon request.
- g. **Drugs.** Students may be randomly tested for any drugs, including but not limited to nicotine, alcohol, amphetamines, marijuana or cannabinoids, cocaine, methadone, methaqualone, propoxyphene, hallucinogens, opiates, phencyclidine, synthetic opiates and PCP, steroids, barbiturates, benzodiazepines, alcohol, and any prescription drug that was obtained without proper authorization.
- h. **Results.** The DPA shall notify the school nurse, the Drug Testing Coordinator, and/or the high school principal of any non-negative test after the initial screening. The school representative shall notify the student's parents. The DPA will use a secure method to transmit all positive test results to the DPA's Medical Review Officer (MRO). The MRO will be certified by an MRO accreditation body. The MRO will be responsible for reviewing test results and determining whether the use of a substance identified by the sample analysis is from illicit use or legitimate medical use. Testing results may take up to 2 weeks. Before making a final decision, the school representative shall contact the student and his or her parent(s)/guardian(s) to discuss the final result either face-to-face or over the telephone. If the MRO determines the test results are negative, no further action shall be taken against the student. The MRO will report the results of verified positives to the DPA, who shall then notify the School Nurse, Drug Testing Coordinator, and/or High School Principal of the positive test result. The Drug Testing Coordinator shall notify the student and his or her parent(s)/guardian(s) and any staff members responsible for implementing the consequences of this policy.
- i. **Request for a Retest.** A split specimen will be collected for all testing methods except alcohol testing. A positive alcohol test will be confirmed with an EBT device. A student's parent(s)/guardian(s) may request that the split specimen be tested at a second nationally certified laboratory from a list provided by the MRO. The request for the test must be submitted in writing to the MRO (with a copy sent to the Drug Testing Coordinator) within 72 hours of being notified of the final testing result. The student and his or her parent(s)/guardian(s) must pay the associated costs for an additional test in advance. The costs will be reimbursed if

the result of the split sample test is negative. The student will remain subject to the consequences of this policy during the retesting procedure.

8. Consequences for Testing Positive. The purpose of this policy is not to punish students, but to help them make healthy choices. Whenever the test results indicate a positive test, the Drug Testing Coordinator shall schedule a confidential meeting with the student, parent/guardian, sponsor/coach, and other members of the school's administration as appropriate. At the meeting, the Drug Testing Coordinator shall explain the drug testing procedures and the policy of the district. (All offenses are cumulative for the current school year.) The consequences shall be as follows:

a. First Offense

- i. Parent/Guardian's will be notified.
- ii. The student will receive closed campus lunch for a minimum of 3 school days. Lunch privileges will return upon the completion of an accountability project presented to a designated school representative.
- iii. The student shall be provided with a list of drug counseling resources available in the panhandle.
- iv. The student may automatically be included in the next round of drug testing. If a student tests negative, they will be returned to the random drug testing pool.

b. Second Offense

- i. Parent/Guardian's will be notified.
- ii. The student will receive closed campus lunch for a minimum of 5 school days. Lunch privileges will return upon the completion of an accountability project presented to a designated school representative.
- iii. The student shall be provided with a list of drug counseling resources available in the panhandle.
- iv. The student may automatically be included in the next three rounds of drug testing. If a student tests negative, they will be returned to the random drug testing pool.

c. Third Offense

- i. Parent/Guardian's will be notified.

- ii. The student shall miss 30 calendar days of extracurricular activities or competitions at the performance level (if in season). Students shall be required to attend/participate in practice but may not travel with a team.
- iii. The student will be required to complete a drug education course provided by the school.
- iv. Extracurricular activities or competitions will resume upon the completion of the 30 day suspension and successful completion of the drug education course.
- v. The student shall be provided with a list of drug counseling resources available in the panhandle.
- vi. The student may automatically be included in the next three rounds of drug testing. If a student tests negative, they will be returned to the random drug testing pool.

d. Additional Offenses

- i. For any additional offenses, parents will be notified and a specialized plan will be implemented based on the individual student's needs as deemed necessary by the school. Plans may include but are not limited to referrals to outside agencies, law enforcement, Panhandle Public Health Department, etc.
- ii. Consequences for additional offenses may not be less than the third offense consequences.

9. Refusal to Test

A student who refuses to submit to a drug test authorized under this policy, or refuses to comply with any other provision of this policy, shall not be eligible to participate in any extracurricular activities or competitions covered under this policy including all meetings, practices, performances, and competitions for the remainder of the school year.

10. Tampering

Tampering is the use of any agent or technique which is designed to avoid detection of a drug and/or compromise the integrity of a drug test and is prohibited. This includes providing false urine samples (for example, urine substitution), contaminating the urine sample with chemicals or chemical products, the use of diuretics to dilute urine samples, and the use of masking. If the School Nurse determines that a student tampered with a drug test, the student shall be deemed to have submitted a positive test.

The use of any such agent or technique shall be treated as a positive test for drugs prohibited by this Policy and shall be subject to the penalties outlined in Section 8 of this Policy.

11. Maintenance of Records

All results of drug testing shall be confidential. Procedures for maintaining confidentiality will be developed by the school district and the testing organization. The Drug Testing records of positive tests will be housed in a secure location. This information will not be available to anyone other than appropriate school personnel and parents. This information will be destroyed upon the student's graduation or one year after the student's class graduates. Under no circumstances will this information become a part of the student's permanent file, nor will it be sent to another school when the student moves to another district or transfers to another school. The school district will not share drug test results with any non-school personnel or authorized contractor except as authorized by the student's parents in writing.

12. Appeal

The school district will rely solely upon the opinion of the MRO to determine whether the positive test result was the result of the consumption of a drug. There shall be no appeal of the test result to any school administrator or the board of education.

13. Severability

If any portion of this policy is deemed to be contrary to the law of the state of Nebraska or the United States by judicial decision or an act of Congress, then only such portion or provision directly deemed to be unconstitutional shall be stricken, and the remainder of the policy shall remain in full force.

Adopted: 5-8-2023

Reviewed:

Revised:

Hemingford Public Schools
Consent To Perform Random Drug Testing

Student Name _____ Grade _____

As a student and parent:

We understand and agree that participation in extracurricular activities or competitions is a privilege that may be withdrawn for violations of the Random Drug Testing of Students Involved in Extracurricular Activities Policy.

We have read the Random Drug Testing Policy and understand the responsibilities and consequences as an activity participant if the student violates the policy.

We understand that when students participate in any extracurricular activity or competition, they will be subjected to random drug testing, and if they refuse, will not be allowed to practice or participate in any extracurricular activity or competition. We have read this consent statement and agree to its terms.

We understand this is binding while a student is enrolled in Hemingford School District.

Consent To Perform Drug Testing

We hereby consent to allow the student named on this form to undergo drug testing for the presence of drugs, alcohol, and tobacco/nicotine in accordance with the Random Drug Testing Program adopted by the Board of Education.

We understand that any samples will be sent only to a qualified laboratory for actual testing. We hereby give our consent to the medical vendor selected by the school board, their Medical Review Office (MRO), laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform testing for the detection of drugs and to release the results of those tests as provided in the policy.

We understand these results will be forwarded to school district officials and will also be made available to us. We agree to sign any necessary releases if requested to do so.

We understand that consent according to this Consent to Perform Random Drug Testing will be effective for all extracurricular activities or competitions in which this student might participate during the current school year.

We hereby release the Hemingford Board of Education and its employees from any legal responsibility or liability for the release of such information and records, according to the policy.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Hemingford Public Schools
Revoking Consent for Random Drug Testing and
Withdrawal Of Student From Extracurricular Activities and Competitions

I understand that by signing this form I am rescinding my permission for random drug, alcohol, and tobacco/nicotine screening and no longer wish to participate in any extracurricular activity or competition.

I further understand that I am forfeiting my privilege to participate in athletics and/or extracurricular activities or competitions for the remainder of this school year.

I hereby rescind my consent to the administration of the drug screening and forfeit all participation in extracurricular activities or competitions for the remainder of the school year.

Student's Printed Name: _____

Signature: _____

Date: _____

Parent/Guardian's Printed Name: _____

Signature: _____

Date: _____

507 - Student Records

508 - Student Health and Well-Being

509 - Other Student-Related Matters

Section 600 - Instruction

601.00 - GOALS AND OBJECTIVES

This series of the board policy manual is devoted to the goals and objectives for the delivery of the education program as described by the mission statement of the district. The board's objective in the design, contents and the delivery of the education program is to provide an equal opportunity for students to pursue an education free of discrimination on the basis of race, creed, color, sex, national origin, marital status, religion or disability.

In providing the education program of the school district, the board shall strive to meet its overall goal of providing the students an opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance and encourages critical thinking in students.

In striving to meet this overall goal, the objectives of the education program are to provide students with an opportunity to:

- Acquire basic skills in obtaining information, solving problems, thinking critically and communicating effectively;
- Become effective and responsible contributors to the decision-making processes of the social and political institutions of the community, state and nation;
- Acquire entry-level job skills and knowledge necessary for further education;
- Acquire the capacities for a satisfying and responsible role as family members;
- Acquire knowledge, habits and attitudes that promote personal and public health, both physical and mental;
- Acquire an understanding of ethical principles and values and the ability to apply them to their own lives;
- Develop an understanding of their own worth, abilities, potential and limitations; and,
- Learn and enjoy the process of learning and acquire the skills necessary for a lifetime of continuous learning and adaptation to change.

Legal Reference: NDE Rule 10.012.01A

Cross Reference: 102 Educational Philosophy of the District

602 - General Organization

603 - Curriculum Development

604 - Instructional Curriculum

605 - Alternative Programs

606 - Instructional Materials

607 - Instructional Arrangements

608 - Instructional Services

609 - School Improvement Plan

610 - Testing

611 - Academic Achievement

612 - Special Education Services

612.01 - FREE APPROPRIATE PUBLIC EDUCATION

The Hemingford Public School district will provide a free appropriate public education to children with disabilities eligible for special education services in accordance with state and Federal regulations. An IEP outlines each student's individual education plan and will be reasonably designed to meet the unique educational needs of the student.

The district ensures that a free appropriate public education is available to all children with disabilities residing in the district through the school year in which the student reaches 21 years of age, including children with disabilities who have been suspended or expelled.

Approved:

Reviewed:

Revised: 3-13-23

612.02 - FULL EDUCATIONAL OPPORTUNITY GOAL

The district has a goal of providing a full educational opportunity to all children with disabilities and a detailed timetable for accomplishing that goal.

Approved:

Reviewed:

Revised: 3-13-23

612.03 - CHILD FIND

The Hemingford Public School district will develop procedures to ensure all children within the district have access to the child find process. The district will provide multiple methods to provide parents, guardians, and community members with information regarding how to refer a child for an evaluation and the identification process. Each school building will have a designated contact person who is knowledgeable about the district procedures, and the district will designate a contact person to oversee the child find process. The child find process will be consistent with Federal and state regulations (34 CFR § 300 111 and 300 131; 92 NAC 51-006 and 92 NAC 51-015 03).

All children with disabilities residing in the district, including children with disabilities who are homeless children or wards of the state and children with disabilities attending non-public schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated and a practical method is developed and implemented to determine which children with disabilities are currently receiving needed special education and related services.

Approved:

Reviewed:

Revised: 3-13-23

612.04 - EVALUATION

When a child is suspected of having a disability, the Hemingford Public School district will complete a comprehensive initial evaluation within 45 school days or 60 calendar days (whichever comes first) from the date of parental consent to determine eligibility for special education services. All evaluations (both initial evaluations and reevaluations) will be completed by qualified multidisciplinary professionals and will follow Federal and state regulations. The documented results of the evaluation will be provided to parents and included in student files. The district will use a variety of assessment instruments to ensure district teams have access to appropriate measures to complete evaluations. The district and school psychologist will follow publisher guidelines for assessments (professional qualifications, use of materials, interpretations) and will not use outdated or culturally inappropriate tools. The district and school psychologist will ensure assessment instrument regulations are followed. All evaluation components will be coordinated with the Educational Service Unit and at no expense to the parent.

Approved:

Reviewed:

Revised: 3-13-23

612.041 - ADDITIONAL EVALUATION REQUIREMENTS FOR SLD

The Hemingford Public School district will collect students' reading and math performance data at least one time a year. School teams will make data-based decisions to determine who is in need of general education interventions. Interventions will include evidence-based practices. The student's progress will be monitored in the area of the deficit. School teams will review all collected data, and if it is suspected that a student has a specific learning disability, the student will be referred for an evaluation. The parent has a right to request an evaluation at any time. The district will develop procedures to ensure compliance with all Federal and state regulations concerning evaluations. District special education staff will be trained annually on procedures and district-level policies.

Approved:

Reviewed:

Revised: 3-13-23

612.042 - EVALUATIONS

All evaluations (initial evaluations and reevaluations) will be completed by qualified multidisciplinary professionals and will follow Federal and state regulations. The documented results of the evaluation will be provided to parents and included in student files. The district will coordinate the use of a variety of assessment instruments to ensure district teams have access to appropriate measures to complete evaluations. The district and school psychologist will follow publisher guidelines for assessments (professional qualifications, use of materials, interpretations) and will not use outdated tools. All past evaluations will be reviewed before making decisions regarding current evaluation or reevaluation needs. The district will develop procedures to ensure compliance with all Federal and state regulations concerning evaluations and ensure regulations are followed.

Approved:

Reviewed:

Revised: 3-13-23

612.043 - INDEPENDENT EDUCATION EVALUATIONS

The parent, guardian, or appointed surrogate will be notified of procedural safeguards consistent with Federal and state regulations (34 CFR § 300.502 and 92 NAC 51-006.07) associated with Independent Education Evaluations (IEEs) at the time of evaluation. When a parent, guardian, or appointed surrogate disagrees with the outcomes of an evaluation and requests an IEE, Hemingford Public School district will respond to the request within 10 school days with a decision to move forward with the IEE or initiate a hearing to determine the appropriateness of the evaluation (consistent with 92 NAC 51-006.07D). The parent, guardian, or appointed surrogate will be given written notice of the decision. The district will maintain procedures outlining criteria associated with the evaluation and provide information to the parent upon request. The school team will consider independent evaluations (whether provided at parent or public expense) when making decisions.

Approved:

Reviewed:

Revised: 3-13-23

612.044 - DISABILITY VERIFICATION

A multidisciplinary team will identify whether a child is eligible for special education services after the completion of a comprehensive evaluation based on disability categories identified by state and Federal regulations (34 CFR §300.8; 92 NAC 51-006.04). The district does include the category of developmental delay.

Approved:

Reviewed:

Revised: 3-13-23

612.045 - ELIGIBILITY

Eligibility for services will be determined by a multidisciplinary team based on the results of a comprehensive evaluation. The team is responsible for ruling out if the determinant factor is due to a lack of appropriate instruction in reading or math or due to a lack of English proficiency. The team will prepare a written report documenting all evaluation findings in accordance with state and Federal requirements. The district will develop procedures determining who is responsible for providing the parent with a written report and the documentation of such actions. When a student is not eligible for services, the school multidisciplinary team will determine if general education interventions or strategies are needed.

Approved:

Reviewed:

Revised: 3-13-23

612.046 - CONSENT (EVALUATION AND PLACEMENT)

The Hemingford Public School district staff will provide the parent, guardian, or appointed surrogate (when applicable) with information regarding decisions to evaluate (what they are proposing or rejecting, reasons for decisions, all options considered, why other options were rejected, what information was used to make decisions, and any other relevant information.) Staff will seek written permission for evaluation on the district SRS consent form which will conform to state and Federal requirements consistent with 34 CFR §300.9; and 92 NAC 51-009. Informed consent for special education placement will be obtained on the SRS Initial Placement form before services are initiated. Revocation of consent for evaluation or services must be documented by the parent in writing. Reasonable efforts will be taken to obtain the parent's written signature for revocation of services, including phone, email, and mail requests.

Approved:

Reviewed:

Revised: 3-13-23

612.05 - INDIVIDUALIZED EDUCATION PROGRAM AND FAMILY SERVICES PLAN

The district ensures that an Individualized Education Program (IEP), or an Individualized Family Service Plan (IFSP) is developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007.

Every report of alleged violations of the district's special education policies that 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 these policies, potential issues of sexual harassment or discrimination are identified, the Title IX Coordinator shall be promptly notified. The investigation shall be conducted jointly and concurrently to address the issues of alleged sexual harassment or discrimination as well as the incidents of alleged violations of the special education policies.

Approved:

Reviewed:

Revised: 3-13-23

612.06 - TRANSITION FROM PART C TO PART B

The Hemingford Public School district will create procedures to ensure staff participate in transition planning with early intervention programs to ensure participating children are appropriately evaluated, identified, and have services in place by age 3 consistent with Federal regulations (34 CFR § 1 24, 34 CFR § 300 323) and state law (92 NAC 51-005 03).

Approved:

Reviewed:

Revised: 3-13-23

612.07 - ASSESSMENT PARTICIPATION AND REPORTING

For students with disabilities participating in the regular education assessment, Hemingford Public School district will develop guidelines for the provision of appropriate accommodations on assessments. Students will only be eligible for participation in the alternate assessment if they meet state and Federal regulations. The district will develop guidelines for the participation and accommodations of children with disabilities in alternate assessments.

Approved:

Reviewed:

Revised: 3-13-23

612.08 - PLACEMENT AND LEAST RESTRICTIVE ENVIRONMENT

Teams will develop Individual Education Plans (IEPs), which will include all roles identified by Federal and state rules, within 30 days from the initial eligibility decision and at least annually, consistent with state and Federal rules and regulations. The district will use SRS forms to make sure all required components are considered and included. While a draft may be developed before an IEP meeting, the draft will not be considered the final version and shall be reviewed and revised based on the team, including the parent, input, and consensus. If a parent requests an alternate means of attendance, the team will offer attendance via phone, zoom, or virtual conferences. Procedures for such options will be developed to ensure confidentiality and to obtain proper signatures.

To the maximum extent appropriate, children with disabilities, including children in public or nonpublic schools and approved service agencies, are educated with children who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or the severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

The district ensures that an Individualized Education Program (IEP), or an Individualized Family Service Plan (IFSP) is developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007.

Approved:

Reviewed:

Revised: 3-13-23

612.09 - CHILDREN IN NONPUBLIC SCHOOLS

Consistent with the number and location of children with disabilities who are enrolled by their parents in nonpublic elementary and secondary schools, provision is made for the participation of those children in special education and related services in accordance with the requirements contained in 92 NAC 51.

Approved:

Reviewed:

Revised: 3-13-23

612.10 - PROCEDURAL SAFEGUARDS

The Hemingford Public School district will implement procedural safeguards outlined in Federal and state regulations (34 CFR § 300 500, 92 NAC 51-009 01). Parents will be given a copy of their procedural safeguards annually or upon initial referral or parental request for evaluation; upon request by a parent; upon receipt by the school district or approved cooperative of the first occurrence of the filing of a complaint under 92 NAC 51-009 11 and the first occurrence of filing a special education due process case under 92 NAC 55; and in accordance with the discipline procedures in 92 NAC 51-016. District procedures will be developed for parent participation in decision-making, parent examination of records, record access, the release of records, record amendments, confidentiality safeguards, records regarding migratory children with disabilities, retention and destruction of records, insurance process (if applicable), and dispute resolution processes.

Approved:

Reviewed:

Revised: 3-13-23

612.11 - TRANSPORTATION

The Hemingford Public School district will be responsible for coordinating and supplying transportation needs of children with disabilities within the school district consistent with state and Federal regulations (34 CFR § 300.34, 34 CFR § 300.107, and 34 CFR § 300.179; 92 NAC 51-009.07.07C4a, 92 NAC 51-009.003.49, 92 NAC 51-009.014) including transportation services needed for children birth to 5-year-old, children who are wards of the state, and parentally placed nonpublic students who require services to access academic, related services, and nonacademic services and activities as determined by the child's IEP team. Except when a parent is transporting only his or her child, the board of education shall require that the driver and vehicle meet the standards required by 92 NAC 91 and 92.

Approved:

Reviewed:

Revised: 3-13-23

612.12 - COMPREHENSIVE SYSTEM OF PERSONNEL DEVELOPMENT

The Hemingford Public School district will implement a comprehensive system of personnel development including the Danielson Effective Educator model. Procedures shall be developed to meet the basic requirements of the comprehensive system.

The district ensures that personnel necessary to carry out IDEA requirements are appropriately and adequately prepared and trained, including that those personnel have the content knowledge and skills to serve children with disabilities.

Approved:

Reviewed:

Revised: 3-13-23

612.13 - CONFIDENTIALITY

The Hemingford Public School district will protect the confidentiality of personally identifiable information in the education records of students with disabilities. The district shall maintain a system of safeguards to protect the confidentiality of student's educational records and personally identifiable information when collecting, retaining, disclosing, and destroying student special education records, in accordance with Board policy, state requirements, and Federal and state law and regulations.

Approved:

Reviewed:

Revised: 3-13-23

612.16 - VERIFICATION

The district has a goal of preventing the inappropriate over-identification of disproportionate representation by race and ethnicity of children as children with disabilities, including children with disabilities with a particular impairment as described in 92 NAC 51-003.10.

“Child with a disability” means a child who has been verified as per 92 NAC 51-006 as a child with autism, a behavior disorder, deaf-blindness, a developmental delay, a hearing impairment including deafness, a mental handicap, multiple impairment, an orthopedic impairment, an other health impairment, a specific learning disability, a speech-language impairment, a traumatic brain injury or a visual impairment including blindness, who because of this impairment needs special education and related services. If, under 92 NAC 51-003.63, it is determined, through an appropriate evaluation under 92 NAC 51-006, that a child has one of the disabilities identified above, but only needs a related service and not special education, the child is not a child with a disability under this Chapter. If the related service required by the child is considered special education rather than a related service, the child would be determined to be a child with a disability.

Approved:

Reviewed:

Revised: 3-13-23

612.17 - PROHIBITION ON MANDATORY MEDICATION

The Hemingford Public School district, special education personnel, and related services providers are prohibited from requiring parents to obtain a prescription for a child as a condition of attending school, receiving an evaluation, or receiving services.

Nothing in this policy shall be construed to create a prohibition against teachers and other school personnel consulting or sharing classroom-based observations with parents or guardians regarding a student's academic and functional performance, or behavior in the classroom or school, or regarding the need for evaluation for special education or related services.

Approved:

Reviewed:

Revised: 3-13-23

612.18 - SURROGATE PARENTS

When parents are represented in special education policy, the terms “parent, guardian, or appointed surrogate” are considered parents. “Surrogate” is defined as consistent with 34 CFR § 300.519 and 92 NAC 51-009.10.

Approved:

Reviewed:

Revised: 3-13-23

612.19 - DISCIPLINARY ACTIONS AND REMOVALS

The Hemingford Public School district will implement behavioral intervention strategies in a positive and consistent manner to promote appropriate behaviors and improve school climate. Change of placement decisions related to disciplinary removals will be consistent with Federal and state regulations (Section 300.530, 92 NAC 51-009.016). The district will develop procedures to ensure disciplinary procedural safeguards and decision making follows such regulations.

Approved:

Reviewed:

Revised: 3-13-23

Section 700 - Business Operations

Section 800 - Support Services

Section 900 - Buildings and Sites

Section 1000 - Community/Educational Agency Relations

1005.01- PUBLIC COMPLAINTS

The board recognizes that concerns regarding the operation of the school district will arise. The board further believes constructive criticism can assist in improving the quality of the education program and in meeting individual student needs more effectively. The board also places trust in its employees and desires to support their actions in a manner that frees them from unnecessary or unwarranted criticism and complaints.

Procedures for dealing with complaints concerning programs or practices should be governed by the following principles:

- where action/investigation is desired by the complainant, or where it seems appropriate, the matter should be handled as near the source as possible;
- complaints should both be investigated and, if possible, resolved expeditiously;
- complaints should be dealt with courteously and in a constructive manner; and,
- individuals directly affected by the complaint should have an opportunity to respond.

The board, consistent with its board policy-making role, will review the action taken to resolve complaints concerning specific schools, programs or procedures only after the usual channels have been exhausted. Complaints regarding employees or complaints by students will follow the more specific policies 403.05 and 504.01 respectively.

When a complaint requiring attention is received by the board or a board member it will be referred to the superintendent. After all of the channels have been exhausted, the complainant may appeal to the board by requesting a place on the board agenda. If the complainant appeals to the board, the appeal shall be in writing, signed and explain the process followed by the complainant prior to the appeal to the board.

However, the board will only directly consider appeals dealing with policies, procedures and programs. Any appeals involving employee issues will be passed on to the board's legal counsel to determine whether district policies and procedures were followed by the administrator in attempting to resolve the conflict.

Cross Reference: 204.12 Public Participation at Board Meetings
 403.05 Public Complaints about Employees

504.01 Student Due Process Rights
606.03 Objection to Instructional Materials

Approved:
Reviewed:
Revised:

1005.03 - 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.

Legal Reference: Neb. Statute 79-530 to 533

Every Student Succeeds Act

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

Approved:
 Reviewed: 7-11-2022
 Revised: 9-12-2022

