

BOX BUTTE COUNTY SCHOOL DISTRICT #07-0010

HEMINGFORD PUBLIC SCHOOLS

BOARD OF EDUCATION MEETING AGENDA

Monday, September 11, 2023

South Campus

The Board of Education of School District 07-0010 will meet on Monday, September 11, 2023 in the South Campus as duly advertised in the Hemingford Ledger.

- I. Pledge of Allegiance
- II. Conduct Oath of Office for Student Board Representative
- III. Notices
- IV. Call Meeting to Order
 - IV.A. Roll Call
 - IV.B. Excuse Absent Board Member(s)
- V. Approval of Agenda
- VI. Report from Board Committee(s)
- VII. Regular Meeting Agenda
 - VII.A. Public Participation (Maximum of 30 Minutes Allotted for this Portion of the Meeting)
 - VII.B. Correspondence
 - VII.C. Consent Agenda
 - Approve minutes for August 14, 2023 meeting
 - Approve Treasurer's Report
 - Approve School Activity Fund Report
 - Approve Control Budget
 - VII.D. Payment of Claims
 - VII.E. Discuss, Consider, and Take All Necessary Action Regarding Approval of the 2023-2024 Budgets of Expenses (This includes the General Fund, Depreciation Fund, Employee Benefit Fund, Activities Fund, School Nutrition Fund, Special Building Fund, Cooperative Fund, and Student Fee Fund)
 - VII.F. Discuss, Consider, and Take All Necessary Action Regarding Approval of the Tax Request Resolution for 2023-2024
 - VII.G. Discuss, Consider, and Take All Necessary Action Regarding First Reading of A Policy Proposal Regarding Transportation from District Patron Candace Ribble
 - VII.H. Discuss, Consider, and Take All Necessary Action Regarding the Purchase of a 2024 Thomas C2 School Bus and Trade of 2012 Thomas C2 School Bus and 2001 Bluebird Motor Coach.

- VII.I. Discussion Regarding Participation in the State Education Conference and Selection of a Delegate to Represent the Hemingford Public Schools Board of Education at the Delegate Assembly
- VII.J. Discuss, Consider, and Take All Necessary Action Regarding Plans for Razing of Property at 912 Ogallala Avenue
- VII.K. Discuss, Consider, and Take All Necessary Action Regarding A Request from the Hemingford Education Association to be Recognized as the Exclusive Bargaining Agent for the District's Non-Supervisory Certificated Staff for the 2025-2026 Contract Year
- VIII. Discussion/Possible Action Items
- IX. Student Board Representative Report
- X. Administration Reports
- XI. Superintendent Report
- XII. Policy Review
- XIII. Items For Next Board Meeting
- XIV. Adjournment





**BOX BUTTE COUNTY SCHOOL DISTRICT #10
STUDENT REPRESENTATIVE OATH OF OFFICE**

I, _____, 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 Student Representative to the Hemingford School District 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.

Printed Name: _____

Signature: _____

Date: ____/____/____

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# 0000382008

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
7:30 pm on September 11th at South Campus**

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 7:30 p.m. on Monday the 11th day of September 2023, at South Campus (816 Niobrara Avenue, Hemingford, Nebraska), which meeting shall be open to the public. 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 69348.

Published in the Hemingford Ledger
Hemingford, NE
August 31, 2023 ZNEZ

Sales Rep **Accnt Rep** **Ordered By**
SSH_Open dbaker Travis

Fax:
EEmail: khanks@gubn.org

Total Amount \$6.70
Payment Amount \$0.00

Status **Materials**

Amount Due \$6.70 **Tear Sheets** **Proofs** **Affidavits** **Blind Box**
Tax Amount: 0.00 0 0 0

Payment Meth: Invoice Statement **PO Number:**

Ad Number **Ad Type** **Ad Size** **Color**
0000382008-01 CLS Legal Liner SH 1 X 23 li \$0.00

Production Method
AdBooker (Liner)

Product and Zone **Placement** **Position** **# Inserts**
HLP Ledger C-Legal Ads Meetings and Events 1

Run Schedule Invoice Text: MEETING NOTICE Regular Board Meeting at 7:30 pm on

Run Dates 8/31/2023

TagLine: MEETING NOTICE

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

August 14, 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 7:12 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: Present, Blanche Randolph: Absent, Trish Schumacher: Present, Micki Votruba: Present.

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

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

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

Motion by Rick Horstman claims for August be approved as presented in the amount of \$438,437.74 (General Fund) and \$4,052.78 (Building Fund) Seconded by Micki Votruba Roll Call: Ansley: Aye, Cullan: Aye, Horstman: Aye, Randolph: Absent, Schumacher: Aye, Votruba: Aye 5-0-0 Motion carried.

Motion by Brett Cullan approve a resolution to increase base growth percentage to determine property tax request authority to 7%. Seconded by Rick Horstman Roll Call: Ansley: Aye, Cullan: Aye, Horstman: Aye, Randolph: Absent, Schumacher: Aye, Votruba: Aye 5-0-0 Motion carried.

Motion by Micki Votruba approve issuance of a Request for Proposals for Facilities Audit and Assessment and to engage the entire board in the process. Seconded by Rick Horstman Roll Call: Ansley: Aye, Cullan: Aye, Horstman: Aye, Randolph: Absent, Schumacher: Aye, Votruba: Aye 5-0-0 Motion carried.

Justin Ansley turned the chairmanship of the meeting over to Vice President Trish Schumacher. Motion by Justin Ansley Motion to invest 3-month certificates of deposit in amounts of \$300,000 from the General Fund with Nebraska Bank in August, \$300,000 in September, \$300,000 in October, and invest \$500,000 from the Building Fund with Nebraska Bank in August, \$500,000 in September, \$500,000 in October. Seconded by Rick Horstman Roll Call: Ansley: Aye, Cullan: Aye, Horstman: Aye, Randolph: Absent, Schumacher: Aye, Votruba: Aye 5-0-0 Motion carried. Justin Ansley resumed the chairmanship of the meeting.

Motion by Brett Cullan Approve the Student/Parent Handbook, Certificated Staff Handbook, Support Staff Handbook, and Coaches/Activities Sponsor Handbook. Seconded by Micki Votruba Roll Call: Ansley: Aye, Cullan: Aye, Horstman: Aye, Randolph: Absent, Schumacher: Aye, Votruba: Aye 5-0-0 Motion carried.

Motion by Brett Cullan Approve the appointment of Aiden Benda as Student Board Representative for the Fall Semester and Carlye Kresl as Student Board Representative for the Spring Semester Seconded by Trish Schumacher Roll Call: Ansley: Aye, Cullan: Aye, Horstman: Aye, Randolph: Absent, Schumacher: Aye, Votruba: Aye 5-0-0 Motion carried.

Motion by Brett Cullan Motion to approve \$50,000 Transfer from the General Fund to the Cooperative Fund and \$50,000 Transfer from the General Fund to the Depreciation Fund and to open the necessary accounts at Nebraska Bank. Seconded by Rick Horstman Roll Call: Ansley: Aye, Cullan: Aye, Horstman: Aye, Randolph: Absent, Schumacher: Aye, Votruba: Aye 5-0-0 Motion carried.

Motion by Trish Schumacher Approve the following 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. Seconded by Brett Cullan Roll Call: Ansley: Aye, Cullan: Aye, Horstman: Aye, Randolph: Absent, Schumacher: Aye, Votruba: Aye 5-0-0 Motion carried.

Motion by Micki Votruba Authorize the sale via online auction of obsolete and damaged educational equipment (such as desks, filing cabinets), obsolete kitchen equipment (such as ice cream machine, stand mixer, and slushie machine) and the following vehicles: 2012 Thomas Route Bus 2010 Thomas Route Bus 2002 Ford F-150 Pickup 2001 Blue Bird Activity Bus. Seconded by Justin Ansley Roll Call: Ansley: Aye, Cullan: Aye, Horstman: Aye, Randolph: Absent, Schumacher: Aye, Votruba: Aye 5-0-0 Motion carried.

The board discussed the return to learn plan and final usage of ESSER III funds. The Board also discussed goals for the upcoming school budget.

Administrative Reports were provided by Mr. Arneson, Mrs. Curtis, Mrs. Plog,, Mr. Westover, and Dr. Miller.

Policy review for the month was conducted for policies 0801.01 through 0801.14..

The board will review policies 0801.15 through 0805.01 for next month.

Meeting was adjourned at 9:07 PM.

The next regular meeting of the Hemingford Board of Education will be held on September 11th at 7:00 PM at South Campus.

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	300,000.00	(348,322.36)	3,600.00
05 704 1010	ATHLETICS / ACTIVITIES	(93,883.60)	136,621.65	351,398.08	0.00	120,892.83
05 704 1020	ATHLETIC CLUB / CONCESSION STAND	3,675.28	23,821.78	21,244.12	0.00	1,097.62
05 704 1025	RANDOM DRUG TESTING	0.00	0.00	0.00	0.00	0.00
05 704 1030	CHEERLEADERS - FUNDRAISING	4,999.72	17,615.07	15,998.96	0.00	3,383.61
05 704 1035	FOOTBALL FUNDRAISING	32,516.30	29,802.38	22,130.00	0.00	24,843.92
05 704 1036	FOOTBALL	0.00	0.00	0.00	0.00	0.00
05 704 1040	VOLLEYBALL - FUNDRAISING	3,058.48	5,249.14	7,333.37	0.00	5,142.71
05 704 1044	WRESTLING	0.00	0.00	0.00	0.00	0.00
05 704 1045	BOYS WRESTLING FUNDRAISER	1,174.02	4,566.12	7,608.00	0.00	4,215.90
05 704 1050	XC FUNDRAISER	2,353.82	818.51	2,348.48	0.00	3,883.79
05 704 1051	XC	0.00	0.00	0.00	0.00	0.00
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	8,672.08	12,938.00	0.00	4,265.92
05 704 1057	GIRLS ON THE RUN	0.00	0.00	0.00	0.00	0.00
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	281.40	0.00	0.00
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	790.00	0.00	1,195.00
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	WORLDSTRIDES	15,253.72	37,413.64	24,939.10	0.00	2,779.18
05 704 3020	ONE ACT	(9,952.91)	3,126.11	15,579.02	0.00	2,500.00
05 704 3030	FFA	40,676.57	48,610.88	29,943.65	0.00	22,009.34
05 704 3035	FFA - 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	NHS - HONOR SOCIETY	(1,649.56)	558.36	3,207.92	0.00	1,000.00
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	1,696.97	0.00	5,612.13
05 704 3080	SCHOLARSHIPS	968.00	1,000.00	2,284.00	0.00	2,252.00
05 704 3090	STUCO - MIDDLE SCHOOL	4,351.94	811.10	667.14	0.00	4,207.98
05 704 3100	STUDENT COUNCIL - HS	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

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 3200	SCIENCE	556.07	0.00	350.00	0.00	906.07
05 704 4010	COURTESY FUND	1,811.87	356.10	810.25	0.00	2,266.02
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
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	3,561.04	0.00	2,963.12
05 704 4070	BOBCAT CARES	0.00	200.00	1,250.00	0.00	1,050.00
Fund Total: 05		138,201.58	344,609.85	847,583.35	(348,322.36)	292,852.72

Expenditure Report by Function/Object -
Summary

09/08/2023 12:50 PM

Regular; Processing Month 09/2023; Function Number 79 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								
1100	REGULAR INSTRUCTIONAL PROGRAMS	0.00	273,606.15	273,606.15	0.00	(273,606.15)	0.00	8,235.04	(281,841.19)
1150	VO AG PROGRAM	0.00	1,293.58	1,293.58	0.00	(1,293.58)	0.00	1,628.75	(2,922.33)
1160	PROVERTY PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1190	EARLY CHILDHOOD ED PROGRAMS	0.00	14,096.58	14,096.58	0.00	(14,096.58)	0.00	1,121.95	(15,218.53)
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS	0.00	60,295.07	60,295.07	0.00	(60,295.07)	0.00	135.85	(60,430.92)
1291	SPED AGES 3-5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00	0.00	0.00	0.00
2120	GUIDANCE SERVICES	0.00	5,969.31	5,969.31	0.00	(5,969.31)	0.00	0.00	(5,969.31)
2130	HEALTH SERVICES	0.00	5,514.12	5,514.12	0.00	(5,514.12)	0.00	415.79	(5,929.91)
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2142	PSYCHOLOGICAL SERVICES SPED AGE 3-5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2150	SPEECH & AUDIOLOGY SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2151	SPEECH & AUDIOLOGY SERV SPED SCHOOL AGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2152	SPEECH & AUDIOLOGY SERV SPED AGE 3-5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2161	OT SERVICES SPED SCHOOL AGE	0.00	2,217.67	2,217.67	0.00	(2,217.67)	0.00	0.00	(2,217.67)
2162	OT SERVICES SPED AGE 3-5	0.00	73.11	73.11	0.00	(73.11)	0.00	0.00	(73.11)
2163	OT SERVICES SPED AGE 0-2	0.00	1,174.39	1,174.39	0.00	(1,174.39)	0.00	0.00	(1,174.39)
2171	PT SERVICES SPED SCHOOL AGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2172	PT SERVICES SPED AGE 3-5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2173	PT SERVICES SPED AGE 0-2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2180	VISION SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2181	VISION SERVICES SPED SCHOOL AGE	0.00	1,803.82	1,803.82	0.00	(1,803.82)	0.00	0.00	(1,803.82)
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2210	IMPROVEMENT OF INSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	150.00	(150.00)
2211	SCHOOL IMPROVEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2212	INST STAFF CURR DEV	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2213	INST STAFF TRAINING	0.00	2,000.00	2,000.00	0.00	(2,000.00)	0.00	0.00	(2,000.00)
2214	IMPLEMENTATION OF STANDARDS	0.00	1,348.34	1,348.34	0.00	(1,348.34)	0.00	0.00	(1,348.34)
2220	LIBRARY/MEDIA SERVICES	0.00	2,920.22	2,920.22	0.00	(2,920.22)	0.00	0.00	(2,920.22)
2224	EDUCATIONAL TELEVISION SERVICES	0.00	1,728.33	1,728.33	0.00	(1,728.33)	0.00	0.00	(1,728.33)
2230	INSTRUCTION-RELATED TECHNOLOGY	0.00	2,146.00	2,146.00	0.00	(2,146.00)	0.00	12,258.27	(14,404.27)
2240	ACADEMIC STUDENT ASSESSMENT	0.00	0.00	0.00	0.00	0.00	0.00	8,329.43	(8,329.43)
2310	BOARD OF EDUCATION	0.00	563.00	563.00	0.00	(563.00)	0.00	140.34	(703.34)
2320	EXECUTIVE ADMINISTRATION	0.00	14,634.21	14,634.21	0.00	(14,634.21)	0.00	0.00	(14,634.21)
2330	DISTRICT LEGAL SERVICES	0.00	1,100.00	1,100.00	0.00	(1,100.00)	0.00	0.00	(1,100.00)
2410	OFFICE OF PRINCIPAL	0.00	37,420.17	37,420.17	0.00	(37,420.17)	0.00	1,895.89	(39,316.06)
2510	GENERAL ADMIN-BUSINESS SERVICE	0.00	12,416.25	12,416.25	0.00	(12,416.25)	0.00	0.00	(12,416.25)
2530	PRINT, PUB, DUP SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2570	PERSONNEL SERVICES	0.00	198.00	198.00	0.00	(198.00)	0.00	0.00	(198.00)
2580	ADMIN TECH SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2610	SUPPORT SERVICES OPERATION OF BUILDING	0.00	25,330.29	25,330.29	0.00	(25,330.29)	0.00	988.34	(26,318.63)
2620	SUPPORT SERVICES-MAINT OF BUILDING	0.00	24,039.91	24,039.91	0.00	(24,039.91)	0.00	7,638.49	(31,678.40)
2650	VEHICLE OPP, ACQUISITION AND MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2670	SAFETY	0.00	8,029.49	8,029.49	0.00	(8,029.49)	0.00	7,607.66	(15,637.15)
2710	VEHICLE OPP & PURCH REG ED	0.00	31,526.26	31,526.26	0.00	(31,526.26)	0.00	0.00	(31,526.26)
2711	VEHICLE OPP & PURCH LCC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2712	VEHICLE OPP & PURCH SCHOOL AGE SPED	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2713	VEHICLE OPP & PURCH AGE 0-5 SPED	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2730	VEHICLE SERV & MAINT REG ED	0.00	12,745.06	12,745.06	0.00	(12,745.06)	0.00	0.00	(12,745.06)

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

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Regular; Processing Month 09/2023; Function Number 79 Records Selected; Fund
Number 01

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Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
2732	VEHICLE SERV & MAINT SCHOOL AGE SPED	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2790	OTHER TRANS REG STUDENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2792	OTHER TRANS SCHOOL AGE SPED	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3300	COMMUNITY SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3500	STATE CATEGORICAL PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3512	DISTANCE EDUCATION INCENTIVE PAYMENTS	0.00	1,490.08	1,490.08	0.00	(1,490.08)	0.00	(1,490.08)
3535	HIGH ABILITY LEARNERS	0.00	258.34	258.34	0.00	(258.34)	0.00	(288.34)
4700	BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	3,385.50	(3,385.50)
6200	TITLE I, PART A ESSA IMP BASIC BY LOCAL	0.00	10,033.32	10,033.32	0.00	(10,033.32)	0.00	(10,033.32)
6210	TITLE I PART A ACCT ESSA IMPROV BASIC	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
6401	6401	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6402	IDEA PART B(611) BASE ALLOC TRANS	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	0.00	0.00	0.00	0.00	0.00	0.00
6404	IDEA PART B(611) BASE ALLOC BIRTH TO 4	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6406	IDEA PRESCHOOL(619) BASE ALLOC	0.00	286.61	286.61	0.00	(286.61)	0.00	(286.61)
6410	IDEA ENROLLMENT/POVERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6421	IDEA PART-B ARP-BASE&ENROLLMENT POVERTY BIRTH-21	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6700	FED VOC & APP TECH ED (CARL PERKINS)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6990	OTHER FED CATEGORICAL RECEIPTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6992	REAP	0.00	20,949.00	20,949.00	0.00	(20,949.00)	6,143.00	(27,092.00)
6997	ESSER II	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6998	ESSER III	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8000	TRANSFERS (OUTGOING)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8002	XFER FROM G/F TO DEPRECIATION FD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8010	TRANSFER FROM G/F TO COOP FD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9000	NON-PROGRAM EXPENDITURES	0.00	1,786.77	1,786.77	0.00	(1,786.77)	0.00	(1,786.77)
01	GENERAL FUND	0.00	578,993.45	578,993.45	0.00	(578,993.45)	60,104.30	(639,097.75)

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

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Regular; Processing Month 09/2023; Function Number 79 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
Grand Total:	0.00	578,993.45	578,993.45	0.00	(578,993.45)	0.00	60,104.30	(639,097.75)

HEMINGFORD PUBLIC SCHOOLS

September 11, 2023

GENERAL FUND:

Statement Balance 08-31-2023	\$ 126,767.20
G/F MM Statement Balance 08-31-2023	\$1,016,156.85
3 Month CD - Mat. 11-29-23	\$ 300,000.00
- Outstanding Checks	<u>\$ 2,929.58</u>
Balance 08-31-2023	\$1,439,994.47

+ September Tax Receipts: \$1,253,062.30

Subtotal: General Fund **\$2,693,056.77**

September Bills: \$ 114,432.07

September Payroll: \$ 508,561.35

-Total September Expenses: \$ 622,993.42

Balance General Fund: **\$2,070,063.35**

BUILDING FUND:

Checking Balance 08-31-2023	\$ 1,229,306.40
Liquid Asset Fund	\$ 419,238.71
3 CD's: 30 Month (.15%)- Mat. 10-18-23 (BOW)	\$ 155,585.40
12 Month – (NE Bank)- Mat. 10-20-23	\$ 157,059.21
3 Month – (NE Bank) - Mat. 11-29-23	\$ 500,000.00
September Tax Receipts:	<u>\$ 61,425.66</u>

Building Fund Balance 08-31-2023 **\$2,522,615.38**

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Vendor Name	Description	Amount
Checking Account ID 1	Fund Number 01 GENERAL FUND	
A&W	NEW SUPT WORKSHOP	20.88
Check Number 6096 Total A&W		<u>20.88</u>
ACR GLASS	PLEXIGLASS FOR SNEEZE GUARD	878.40
ACR GLASS	REPAIR EAST ADMIN BUILDING DOOR	80.00
Check Number 6107 Total ACR GLASS		<u>958.40</u>
ACTION COMMUNICATIONS INC./DBA C&R ELETRONICS	RADIO INSTALLED IN BUS	445.90
Check Number 6108 Total ACTION COMMUNICATIONS INC./DBA C&R ELETRONICS		<u>445.90</u>
ADAMSON AUTOMOTIVE	BUS MAINTENENCE	12,535.50
Check Number 6109 Total ADAMSON AUTOMOTIVE		<u>12,535.50</u>
AMAZON	Storage boxes for playground shed.	129.84
AMAZON	Desk and chairs for HS office.	999.09
AMAZON	5th GRADE BOOK LIST	151.89
AMAZON	Supplies for Desk & 5-6 Band	51.24
AMAZON	2nd GRADE SUPPLIES	225.11
Check Number 6096 Total AMAZON		<u>1,557.17</u>
AMERICAN LEGION	ROES GC - STORAGE OF BIG RED	100.00
Check Number 6110 Total AMERICAN LEGION		<u>100.00</u>
AMPLIFY EDUCATION, INC	Science workbooks	201.10
Check Number 6111 Total AMPLIFY EDUCATION, INC		<u>201.10</u>
BERNIE'S ACE HARDWARE	MAINTENANCE SUPPLIES	396.95
Check Number 6112 Total BERNIE'S ACE HARDWARE		<u>396.95</u>
BLACK HILLS ENERGY	GAS - SCHOOL BLDG	181.97
BLACK HILLS ENERGY	GAS - SCHOOL	46.35
Check Number 6113 Total BLACK HILLS ENERGY		<u>228.32</u>
BLOEDORN'S LUMBER CO.	MODULAR PROJECT -STAIN SUPPLIES	53.01
BLOEDORN'S LUMBER CO.	MODULARS - PAINT	70.80
BLOEDORN'S LUMBER CO.	MODULAR PROJECT	14.06
BLOEDORN'S LUMBER CO.	MODULAR PROJECT	126.01
BLOEDORN'S LUMBER CO.	STEEL FLAT PLATE AND CINCH CLAMPS	18.02
BLOEDORN'S LUMBER CO.	MAINTENANCE SUPPLY	99.20
BLOEDORN'S LUMBER CO.	MODULAR PROJ SUPPLY	296.12
BLOEDORN'S LUMBER CO.	ANGLE GRINDER	87.99
Check Number 6114 Total BLOEDORN'S LUMBER CO.		<u>765.21</u>
BLUUM OF TEXAS LLC	Device Purchase for 23/24 School Year.	20,235.00
BLUUM OF TEXAS LLC	Device Purchase for 23/24 School Year.	714.00
Check Number 6115 Total BLUUM OF TEXAS LLC		<u>20,949.00</u>
BOMGAARS	spray pump	129.99
Check Number 6096 Total BOMGAARS		<u>129.99</u>
BOOM LEARNING	yearly subscription	25.00
Check Number 6096 Total BOOM LEARNING		<u>25.00</u>

Vendor Name	Description	Amount
BOX BUTTE COUNTY AG SOCIETY	PARTS/LABOR WELDING - BLEACHERS	661.19
Check Number 6116 Total	BOX BUTTE COUNTY AG SOCIETY	661.19
BUD'S PEST CONTROL	PEST CONTROL	215.00
Check Number 6117 Total	BUD'S PEST CONTROL	215.00
CRESCENT ELECTRIC SUPPLY CO.	LIGHTS	199.15
Check Number 6118 Total	CRESCENT ELECTRIC SUPPLY CO.	199.15
CULLIGAN WATER CONDITIONING	SOFT WATER SERVICE/RENTAL	183.42
Check Number 6119 Total	CULLIGAN WATER CONDITIONING	183.42
CUNNIGHAMS JOURNAL	NPERS MTG	18.70
Check Number 6096 Total	CUNNIGHAMS JOURNAL	18.70
CURTIS, MISTY	SUPERVISION MILEAGE	182.09
Check Number 6120 Total	CURTIS, MISTY	182.09
DARREN'S CARQUEST AUTO PARTS	SPARK PLUG/1/4 WRAP	18.54
DARREN'S CARQUEST AUTO PARTS	BATTERY CORE RETURN-INV # 463001	(20.00)
DARREN'S CARQUEST AUTO PARTS	CUT WHEELS	27.95
Check Number 6121 Total	DARREN'S CARQUEST AUTO PARTS	26.49
DAVE'S PHARMACY CENTRAL OFFICE	EPI PENS	684.00
DAVE'S PHARMACY CENTRAL OFFICE	Med Supply for the year	84.21
Check Number 6122 Total	DAVE'S PHARMACY CENTRAL OFFICE	768.21
DOCUSHRED	DOCUMENT SHREDDING	50.00
Check Number 6123 Total	DOCUSHRED	50.00
DTC WORLDWIDE	ID card punch	60.00
Check Number 6124 Total	DTC WORLDWIDE	60.00
ED PUZZLE	SPEECH SUBSCRIPTION	12.50
ED PUZZLE	SCIENCE SUBSCRIPTION	11.50
Check Number 6096 Total	ED PUZZLE	24.00
EDUCATIONAL SERVICE UNIT #13	DL;INTERNET;NEVA	1,728.33
Check Number 6125 Total	EDUCATIONAL SERVICE UNIT #13	1,728.33
EMPOWERLEARNNGROW	Math Genius Squad Gr 5/6	573.00
Check Number 6126 Total	EMPOWERLEARNNGROW	573.00
ESU COORDINATING COUNCIL	Canvas Licenses	67.50
Check Number 6127 Total	ESU COORDINATING COUNCIL	67.50
FARMERS COOP	Weed Spray	190.00
FARMERS COOP	MAINTENANCE SUPPLIES	19.48
FARMERS COOP	MAINTENANCE SUPPLIES	2.04
FARMERS COOP	MAINTENANCE SUPPLIES	12.35
FARMERS COOP	MAINTENANCE SUPPLIES	1.35
Check Number 6128 Total	FARMERS COOP	225.22

Vendor Name	Description	Amount
FIRE AND ICE MECHANICAL	WALK IN FREEZER REPAIR - SOUTH CAMPUS	314.64
Check Number 6129 Total	FIRE AND ICE MECHANICAL	314.64
FIRST - FOR INSPIRATION & RECOGNITION OF SCIENCE/TECH	FIRST Lego League	2,554.70
Check Number 6096 Total	FIRST - FOR INSPIRATION & RECOGNITION OF SCIENCE/TECH	2,554.70
FIX IT FROSTY, LLC	Preschool playground & classroom needs	1,422.55
Check Number 6130 Total	FIX IT FROSTY, LLC	1,422.55
FUEL TRIPS- ELAN	FUEL-JULY CC	451.90
Check Number 6096 Total	FUEL TRIPS- ELAN	451.90
FYRE MODERN GRILL	ADMIN DAYS	152.24
Check Number 6096 Total	FYRE MODERN GRILL	152.24
GARBANZO	Subscription for Garbanzo.io	149.00
Check Number 6131 Total	GARBANZO	149.00
GARRETT ELECTRONICS INC.	Metal Detector	195.00
Check Number 6132 Total	GARRETT ELECTRONICS INC.	195.00
GAYLORD NATIONAL RESORT AND CONVENTION CENTER	NAESP LODGING	1,001.82
Check Number 6096 Total	GAYLORD NATIONAL RESORT AND CONVENTION CENTER	1,001.82
H & H SANITATION	MONTHLY ROLL OFF BOX	120.00
H & H SANITATION	MONTHLY ROLL OFF AND LANDFILL	413.51
Check Number 6133 Total	H & H SANITATION	533.51
HEMINGFORD CO-OP TELEPHONE CO	NETWORK MOVE-MODULARS; INTERNET-PHONE	4,206.84
Check Number 6134 Total	HEMINGFORD CO-OP TELEPHONE CO	4,206.84
HEMINGFORD MUNICIPAL UTILITIE	UTILITIES	9,753.89
Check Number 6135 Total	HEMINGFORD MUNICIPAL UTILITIE	9,753.89
HERNANDEZ, ALISHA	AUGUST PARENT MILEAGE	61.60
Check Number 6136 Total	HERNANDEZ, ALISHA	61.60
HOME DEPOT	WINDOW COVERINGS - HS PRIN OFFICE	58.83
Check Number 6096 Total	HOME DEPOT	58.83
HOUGHTON MIFFLIN HARCOURT PUBLISHING CO	Additional K-1 Science Materials	2,716.31
Check Number 6137 Total	HOUGHTON MIFFLIN HARCOURT PUBLISHING CO	2,716.31
HUSS AUTO REPAIR	NEW SUBURBAN SERVICE	113.77
HUSS AUTO REPAIR	FORD #1 SERVICE	95.79
Check Number 6138 Total	HUSS AUTO REPAIR	209.56
IDEAL LINEN AND UNIFORM	CUSTODIAL SUPPLIES	90.71
IDEAL LINEN AND UNIFORM	CUSTODIAL SUPPLIES	90.71
Check Number 6139 Total	IDEAL LINEN AND UNIFORM	181.42

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Vendor Name	Description	Amount
IDEAL/BLUFFS FACILITY SOLUTIONS	CUSTODIAL SUPPLIES	275.84
IDEAL/BLUFFS FACILITY SOLUTIONS	CUSTODIAL SUPPLIES	100.63
IDEAL/BLUFFS FACILITY SOLUTIONS	CUSTODIAL SUPPLIES	699.21
Check Number 6140 Total	IDEAL/BLUFFS FACILITY SOLUTIONS	1,075.68
KEATING & ASSOCIATES, INC.	CAFETERIA PARTICIAPTION FEES	192.50
KEATING & ASSOCIATES, INC.	CAFETERIA PLAN PARTICIPATION FEE	192.50
Check Number 6141 Total	KEATING & ASSOCIATES, INC.	385.00
KITTLEMAN, TRAVIS	2023-05 MILEAGE	298.68
KITTLEMAN, TRAVIS	2023-08 MILEAGE	205.34
Check Number 6142 Total	KITTLEMAN, TRAVIS	504.02
KRESL, SAMANTHA	AUG 2023 MILEAGE	82.13
Check Number 6143 Total	KRESL, SAMANTHA	82.13
KSB School Law PC, LLO	LEGAL SERVICES	1,100.00
Check Number 6144 Total	KSB School Law PC, LLO	1,100.00
LINCOLN JOURNAL STAR	SUPT SUBSRIPTION	10.99
Check Number 6096 Total	LINCOLN JOURNAL STAR	10.99
LISA BRIGGS, OT, LLC	OT SERVICES/MILEAGE	2,437.00
LISA BRIGGS, OT, LLC	OT SERVICES ESY 22-23	1,028.17
Check Number 6145 Total	LISA BRIGGS, OT, LLC	3,465.17
MAILCHIMP	Subscription to Mailchimp	13.00
Check Number 6096 Total	MAILCHIMP	13.00
MAPSHOP	MAP- SS CLASSROOM	399.99
Check Number 6146 Total	MAPSHOP	399.99
MCDONALDS	NPERS MTG	8.68
Check Number 6096 Total	MCDONALDS	8.68
MENARDS	MODULAR RENO SUPPLY	165.99
Check Number 6096 Total	MENARDS	165.99
MORFORD'S DECORATING CENTER	CARPET REM/ADHESIVE	119.99
Check Number 6147 Total	MORFORD'S DECORATING CENTER	119.99
MUSIC GEAR MD, LLC	CLAVINOVA REPAIR	142.80
Check Number 6148 Total	MUSIC GEAR MD, LLC	142.80
NASB	NAEP EARLY BIRD MEMBERSHIP DUES	40.00
NASB	NASB AREA BOARD MEMBERSHIP MTG	178.00
NASB	2-23 AREA MEMBERSHIP MTG	89.00
NASB	2023 AREA MEMBERSHIP MTG	89.00
Check Number 6149 Total	NASB	396.00
NATIONAL BUSINESS FURNITURE, LLC	ELEM PRIN TABLE	377.63
NATIONAL BUSINESS FURNITURE, LLC	ELEM PRIN TABLE/CHAIRS	700.76

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Vendor Name	Description	Amount
Check Number 6150 Total	NATIONAL BUSINESS FURNITURE, LLC	1,078.39
NE ALE WORKS	ADMIN DAYS	102.54
Check Number 6096 Total	NE ALE WORKS	102.54
NE COUNCIL OF SCHOOL ADMINISTRATORS	23-24 PREPARING STUDENT LEGAL ISSUES-MC	100.00
NE COUNCIL OF SCHOOL ADMINISTRATORS	23-24 PREPARING STUDENT LEGAL ISSUES-MP	100.00
Check Number 6151 Total	NE COUNCIL OF SCHOOL ADMINISTRATORS	200.00
NE DEPARTMENT OF MOTOR VEHICLES	DRIVER LICENSE CHECKS	135.00
Check Number 6096 Total	NE DEPARTMENT OF MOTOR VEHICLES	135.00
NE SAFETY CENTER	DRIVING COURSE & INSERVICE	375.00
Check Number 6152 Total	NE SAFETY CENTER	375.00
NEBRASKA DEPT OF EDUCATION	MTSS Conference	625.00
NEBRASKA DEPT OF EDUCATION	MTSS Conference	625.00
Check Number 6153 Total	NEBRASKA DEPT OF EDUCATION	1,250.00
NEBRASKA SCIENCE OLYMPIAD	Science Olympiad registration	100.00
Check Number 6154 Total	NEBRASKA SCIENCE OLYMPIAD	100.00
NEBRASKA STATE PATROL	DRIVER CRIMINAL HISTORY BACKGROUND	279.00
Check Number 6096 Total	NEBRASKA STATE PATROL	279.00
NSASSP REGION V PRINCIPALS	23-24 MEMBERSHIP DUES	60.00
Check Number 6155 Total	NSASSP REGION V PRINCIPALS	60.00
NW5634	PREK PLAYGROUND SUPPLIES	659.00
Check Number 6156 Total	NW5634	659.00
NWEA	MAP Growth Licenses	795.00
Check Number 6157 Total	NWEA	795.00
OPEN RANGE	ADMIN DAYS	68.08
OPEN RANGE	NEW SUPT WORKSHOP	33.84
Check Number 6096 Total	OPEN RANGE	101.92
PANDA EXPRESS	NPERS MTG	12.64
Check Number 6096 Total	PANDA EXPRESS	12.64
PANHANDLE SALES & SERVICE	EXTERIOR DOORS CHECK/CLEAN	350.00
Check Number 6158 Total	PANHANDLE SALES & SERVICE	350.00
PENALUNA, CODY	HS Band Instrument Repair	100.00
Check Number 6159 Total	PENALUNA, CODY	100.00
PHILLIPS F & T, INC.	DIESEL	182.29
Check Number 6160 Total	PHILLIPS F & T, INC.	182.29
PITSCO EDUCATION	CO2 Dragster materials for 8th grade	115.34
PITSCO EDUCATION	CO2 Dragster materials for 8th grade	123.75
Check Number 6161 Total	PITSCO EDUCATION	239.09

Vendor Name	Description	Amount
PLAYPIPER.COM	Piper Computer Supplies	1,248.80
Check Number 6096 Total	PLAYPIPER.COM	1,248.80
PROTEX CENTRAL INC.	FIRE ALARM INSPECTIONS	639.00
PROTEX CENTRAL INC.	EXTINGUISHER RECHARGE/INSPECT	84.00
PROTEX CENTRAL INC.	FIRE ALARM SERVICE	515.00
Check Number 6162 Total	PROTEX CENTRAL INC.	1,238.00
QUILL CORPORATION	OFFICE SUPPLY	140.34
Check Number 6096 Total	QUILL CORPORATION	140.34
RABEN'S MARKET	GROCERIES FOR FCS CLASSES	181.62
RABEN'S MARKET	CUSTODIAL SUPPLIES	9.82
Check Number 6163 Total	RABEN'S MARKET	191.44
RAS TECHNOLOGY CONSULTANTS	Subscription for custom reports on PS	250.00
Check Number 6164 Total	RAS TECHNOLOGY CONSULTANTS	250.00
RASMUSSEN MECHANICAL SERVICES, INC.	FILTERS	178.46
Check Number 6165 Total	RASMUSSEN MECHANICAL SERVICES, INC.	178.46
REMIND101, INC	23-24 SUBSCRIPTION RENEWAL	1,633.50
Check Number 6166 Total	REMIND101, INC	1,633.50
ROBERTS ELECTRIC INC.	MODULAR PROJ	2,104.34
ROBERTS ELECTRIC INC.	LIGHT POLES	151.52
Check Number 6167 Total	ROBERTS ELECTRIC INC.	2,255.86
ROBINSON, MARY	Summer Orientation and Mobility Services	1,803.82
Check Number 6168 Total	ROBINSON, MARY	1,803.82
ROCKY MOUNTAIN AIR SOLUTIONS	AG ED SUPPLY	741.25
ROCKY MOUNTAIN AIR SOLUTIONS	AG ED SUPPLY	185.78
ROCKY MOUNTAIN AIR SOLUTIONS	AG ED SUPPLY	59.85
ROCKY MOUNTAIN AIR SOLUTIONS	AG ED MATERIALS	47.62
Check Number 6169 Total	ROCKY MOUNTAIN AIR SOLUTIONS	1,034.50
ROTH, MIKAELA	2023-08 MILEAGE	61.60
Check Number 6170 Total	ROTH, MIKAELA	61.60
RUBY TUESDAY	NEW SUPT MTG - NORTH PLATTE	39.12
Check Number 6096 Total	RUBY TUESDAY	39.12
SAFEWAY	TRANSPORTATION MTG	26.97
Check Number 6096 Total	SAFEWAY	26.97
SAMS CLUB	Summer School snacks	171.49
Check Number 6096 Total	SAMS CLUB	171.49
SCHOOL SPECIALTY LLC	Teachers daily memo books	31.84
Check Number 6171 Total	SCHOOL SPECIALTY LLC	31.84

09/08/2023 12:23 PM

Posted - All; Batch Description 2023-08 CREDIT CARD, 2023-09 INVOICES.

User ID: KAH

Vendor Name	Description	Amount
SHERWIN WILLIAMS CO., THE	BRICKWALL PAINT	299.45
Check Number 6172 Total	SHERWIN WILLIAMS CO., THE	<u>299.45</u>
START 2 SEW	SEWING KITS	107.68
Check Number 6173 Total	START 2 SEW	<u>107.68</u>
SWANSON, BAILEY	TUITION REIMB	750.00
Check Number 6174 Total	SWANSON, BAILEY	<u>750.00</u>
TIME MANAGEMENT SYSTEMS, INC.	IMPLEMENTATION SUPPORT	195.00
Check Number 6175 Total	TIME MANAGEMENT SYSTEMS, INC.	<u>195.00</u>
TODD'S BODY SHOP	WINDSHIELD DEDUCTIBLE-2019 THOMAS	500.00
Check Number 6176 Total	TODD'S BODY SHOP	<u>500.00</u>
TRITLE PLUMBING	MODULAR PROJECT REMODEL	6,200.00
Check Number 6177 Total	TRITLE PLUMBING	<u>6,200.00</u>
U.S. POSTAL SERVICE	KINDERGARTEN LETTER MAILINGS	63.89
Check Number 6096 Total	U.S. POSTAL SERVICE	<u>63.89</u>
UNMC CENTER FOR CONTINUING EDUCATION	STAFF CPR TRAINING	198.00
Check Number 6178 Total	UNMC CENTER FOR CONTINUING EDUCATION	<u>198.00</u>
VALENTINOS	PROJECT EMBRACE-MEAL	22.66
Check Number 6096 Total	VALENTINOS	<u>22.66</u>
VALOR GENERAL STORE	Safety Bucket Supplies	2,203.95
VALOR GENERAL STORE	PAINT	50.32
VALOR GENERAL STORE	AG ED SUPPLY	19.99
VALOR GENERAL STORE	CUSTODIAL SUPPLY	29.56
VALOR GENERAL STORE	STAIN - MODULAR PROJECT	23.68
VALOR GENERAL STORE	MAINTENCE - CINCH CLAMP	6.49
VALOR GENERAL STORE	CUSTODIAL SUPPLY	9.99
Check Number 6179 Total	VALOR GENERAL STORE	<u>2,343.98</u>
WALL STREET JOURNAL	WALL STREET JOURNAL SUBSCRIPTION	38.99
Check Number 6096 Total	WALL STREET JOURNAL	<u>38.99</u>
WALMART	DISTRICT OFFICE SUPPLIES	40.48
WALMART	Prizes for Summer School	201.12
Check Number 6096 Total	WALMART	<u>241.60</u>
WEATHERTECH	SUBURBAN #2 FLOOR MATS	302.85
Check Number 6096 Total	WEATHERTECH	<u>302.85</u>
WESTCO	FUEL	4,112.50
Check Number 6180 Total	WESTCO	<u>4,112.50</u>
WILSON LANGUAGE TRAINING	curriculum	869.40
Check Number 6181 Total	WILSON LANGUAGE TRAINING	<u>869.40</u>
WOOD CONSTRUCTION	MODULAR SKIRTING REPLACE/REPAIR	6,731.49

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Posted - All; Batch Description 2023-08 CREDIT CARD, 2023-09 INVOICES.

User ID: KAH

Vendor Name	Description	Amount
Check Number	6182 Total WOOD CONSTRUCTION	6,731.49
Fund Number	01	114,432.07
Checking Account ID	1	114,432.07

Vendor Name	Description	Amount
Checking Account ID 6	Fund Number 06 NUTRITION FUND	
CASH-WA DISTRIBUTING	FOOD	2,205.35
Check Number 7091 Total	CASH-WA DISTRIBUTING	<u>2,205.35</u>
DILLARD, STACEY	SERV SAFE REG	15.00
Check Number 7092 Total	DILLARD, STACEY	<u>15.00</u>
HENDERSON, DEB	SERV SAFE COURSE REG	15.00
Check Number 7093 Total	HENDERSON, DEB	<u>15.00</u>
US FOODS	FOOD	65.82
Check Number 7094 Total	US FOODS	<u>65.82</u>
Fund Number 06		<u>2,301.17</u>
Checking Account ID 6		<u>2,301.17</u>

USEFUL INFORMATION

Note to MAC Users:

You can use a MAC to input information but there have been issues noted in printing from the MAC. The only solution that is known is to print via a PC.

MUST COMPLETE THIS PAGE - Basic Data Input Area

The Basic Data Input Area is designed to help common information flow throughout the Budget Form.

Cover Page - Page 1

The Total Property Tax Requirement is carried forward from Page 2; however, you will need to input how much of that tax request is for Principal and Interest on Bonds.

Outstanding Bonded Indebtedness - if you complete the worksheet pages this will fill in automatically. If you do not you will need to indicate your balances as of September 1.

Pages 2 through 4 (If you utilize the Worksheet Pages - Begin Inputting on Worksheet Pages)

These pages are currently completed with formulas which pull from the Worksheet Pages. **If you utilize the Worksheet Pages, Pages 2 through 4 will be completed automatically for you.** If you do not wish to utilize the worksheet pages you can simply type in your numbers on Pages 2 through 4. The only cells with formulas that cannot be over-written are those that provide an essential calculation (example - Total Resources Available).

A complete and accurate budget should have the prior year Balance Forward **equal** Total of Beginning Balances. We have built into the spreadsheet a comparison between these two numbers. If these two numbers **do not agree** a statement will appear indicating it must equal prior year balance forward.

We have also built in a comparison between the Total Requirement and Total Resources Available. If these two numbers **do not agree** in the budget you will receive the message "Budget Not Balanced".

Worksheet Pages - **FOR YOUR USE ONLY - NOT TO BE SUBMITTED TO THE STATE**

The last sheets of this file are worksheet (individual fund) pages. These pages are provided for your use; however, you do not have to use them. For more information about the worksheets, see the Budget Guidelines. **If you do utilize the Worksheet Pages, Pages 2 through 4 will be completed automatically for you.**

Moving From Page to Page:

There are several ways to move around your budget form. You can hold down the CTRL and hit either Page Down (Moves you ahead a sheet) or Page Up (Moves you to previous sheet). The other option is to use your mouse to click on the different sheet tabs.

I Want to See Descriptions on Left When Inputting Numbers in Budget Column:

On the "View" ribbon in the Window area there is an item called Freeze Panes. Freeze Panes allows you to tell the computer what columns and/or rows you wish to see at all times. Freeze Panes will freeze whatever rows are above your active cell and also whatever columns are to the left of your active cell. By choosing the option again it will turn the option off.

The Cell Is Locked:

UNDER NO CIRCUMSTANCES WILL PASSWORDS BE GIVEN OUT. Either the cell is locked because it contains a formula or you are trying to input information in the wrong cell.

You Note Any Errors Or Have Any Problems:

We have tested this spreadsheet through various methods to help identify any problem areas and to ensure formulas are correct. However, we cannot account for all the variables that occur with each individual budget. If you feel there is an error in a formula please contact us immediately so we can go over the problem(s) and if necessary correct the situation.

All of your comments or ideas to better the budget form are taken into consideration. Please feel free to [contact us at \(402\) 471-2111](#) with these items. We make this available to you to HELP in the budget process and wish to make any improvements that would make the spreadsheet more user friendly.

Checklist of Items to be Completed and Submitted

Due by September 30th:

- Budget Form
- Page 2, Total Resources Available (Column 4) agrees to Total Requirements (Column 9).
- Page 2, Total Beginning Balance (Column 1) agrees to Page 3 Total Ending Balance (Column 8).
- Page 3, Total Beginning Balance (Column 1) agrees to Page 4 Total Ending Balance (Column 8).
- Page 4, Total Beginning Balance (Column 1) agrees to the prior School District Budget Form, Page 4, Total Ending Balance (Column 8). If it does not agree, please provide explanation.
- Page 6 - Real Growth Value per Assessor agrees to Certification from County Assessor
- Page 6 - Prior Year Total Real Property Valuation agrees to Certification from County Assessor
- Page 6 - Current tax request (line 7) agrees to total tax request on cover page
- Page 6 - Prior year tax request (line 1) agrees to tax request on cover page of last year's budget
- Page 6 - If Line 7 is greater than Line 6, political subdivision participated in Joint Public Hearing, and was included on Postcard notification
- Schedule B, shows the District is in compliance with State Statutes
- Proof of Publication for Notice of Budget Hearing (NBH).
- Schedules A, B, and D completed and submitted
- Certificate of Valuation(s). Total Certified Valuation was completed on Page 1.
- Lid Computation Form LC-2 and the Special Grant Fund List completed and submitted
- Joint Public Agency & Interlocal Agreements is indicated by checking the box. If school district answers YES, the Report of Joint Public Agency & Interlocal Agreements is due on or before September 30th. This report should detail interlocal agreements the District was involved in during the 2022-2023 year.

If your school district has held a successful election to override the levy limits which is in effect for this budget year, and/or a successful election to override the Property Tax Request Authority, you will also need:

- Election Ballot and Certified Election Results for the special election to override the levy limits and/or the Property Tax Request Authority .

Please Complete this **Basic Data Input** -It will put information consistently through

INPUT ↓

County-District #:	<u>07-0010</u>	
Name of School:	<u>Hemingford Public Schools</u>	
Name of County:	<u>Box Butte</u>	<i>Do not include the word "County"</i>
Class:	<u>3</u>	
Current School District Taxable Value	<u>708,401,030</u>	<i>From County Assessor Certificate</i>
Prior School District Taxable Value	<u>684,695,058</u>	<i>From Prior Year Budget, Cover</i>
Prior Year TOTAL Property Tax Request	<u>6,408,602.00</u>	<i>From Prior Year Budget, Cover</i>
Prior Year Property Tax Request - All Other Purposes ONLY	<u>6,408,602.00</u>	<i>From Prior Year Budget, Cover</i>
Prior Year Levy Rate	<u>0.935979</u>	<i>Prior Year total levy set by County</i>
School District Real Growth Value	<u>418,357.00</u>	<i>From County Assessor Certificate</i>
School District Prior Year Total Real Property Valuation	<u>634,144,319.00</u>	<i>From County Assessor Certificate</i>
Hearing Held On:		
Day of month:	<u>11</u>	
Month:	<u>September</u>	
Year:	<u>2023</u>	
Time:	<u>7:00</u>	
A.M. or P.M.:	<u>P.M.</u>	
Location of Hearing:	<u>South Campus (816 Niobrara Avenue, Hemingford, Nebraska)</u>	
Special Hearing to Set Final Tax Request Held On:		
Day of month:	<u>11</u>	
Month:	<u>September</u>	
Year:	<u>2023</u>	
Time:	<u>7:15</u>	
A.M. or P.M.:	<u>P.M.</u>	
Location of Hearing:	<u>South Campus (816 Niobrara Avenue, Hemingford, Nebraska)</u>	

2023-2024
STATE OF NEBRASKA
SCHOOL DISTRICT BUDGET FORM

County-District #: 07-0010 Class #: 3
Hemingford Public Schools
TO THE COUNTY BOARD AND COUNTY CLERK OF
Box Butte County

This budget is for the Period **SEPTEMBER 1, 2023** through **AUGUST 31, 2024**

Upon Filing, The School Certifies the Information Submitted on this Form to be Correct:

AMOUNT OF PERSONAL AND REAL PROPERTY TAX REQUIRED FOR:	Principal and Interest on Bonds	All Other Purposes	TOTAL
General Fund	\$ -	\$ 6,237,766.00	\$ 6,237,766.00
Bond Fund(s) <i>[If More Than 1 Bond Fund - Total All Together]</i>	\$ -		\$ -
Special Building Fund	\$ -	\$ 303,030.00	\$ 303,030.00
Qualified Capital Purpose Undertaking Fund	\$ -	\$ -	\$ -
Total All Funds	\$ -	\$ 6,540,796.00	\$ 6,540,796.00

<p>Outstanding Bonded Indebtedness as of September 1, 2023 <i>(Include Bond Fund(s) and Qualified Capital Purpose Undertaking Fund)</i></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; border: 1px solid black;">\$</td> <td style="width: 10%; border: 1px solid black; text-align: center;">-</td> <td style="width: 80%;">Principal</td> </tr> <tr> <td style="border: 1px solid black;">\$</td> <td style="border: 1px solid black; text-align: center;">-</td> <td>Interest</td> </tr> <tr> <td style="border: 1px solid black;">\$</td> <td style="border: 1px solid black; text-align: center;">-</td> <td>Total Outstanding Bonded Indebtedness</td> </tr> </table>	\$	-	Principal	\$	-	Interest	\$	-	Total Outstanding Bonded Indebtedness	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Total Certified Valuation (All Counties)</td> <td align="right" style="width: 30%; border: 1px solid black;">\$ 708,401,030</td> </tr> <tr> <td colspan="2"><i>(Certification of Valuation(s) from County Assessor MUST be attached)</i></td> </tr> <tr> <td colspan="2" style="text-align: center;">Report of Joint Public Agency & Interlocal Agreements</td> </tr> <tr> <td colspan="2">Was this Subdivision involved in any Interlocal Agreements or Joint Public Agencies for the reporting period of July 1, 2022 through June 30, 2023?</td> </tr> <tr> <td align="center" colspan="2"> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO </td> </tr> <tr> <td align="center" colspan="2"><i>If YES, Please submit Interlocal Agreement Report by September 30th.</i></td> </tr> </table>	Total Certified Valuation (All Counties)	\$ 708,401,030	<i>(Certification of Valuation(s) from County Assessor MUST be attached)</i>		Report of Joint Public Agency & Interlocal Agreements		Was this Subdivision involved in any Interlocal Agreements or Joint Public Agencies for the reporting period of July 1, 2022 through June 30, 2023?		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		<i>If YES, Please submit Interlocal Agreement Report by September 30th.</i>	
\$	-	Principal																				
\$	-	Interest																				
\$	-	Total Outstanding Bonded Indebtedness																				
Total Certified Valuation (All Counties)	\$ 708,401,030																					
<i>(Certification of Valuation(s) from County Assessor MUST be attached)</i>																						
Report of Joint Public Agency & Interlocal Agreements																						
Was this Subdivision involved in any Interlocal Agreements or Joint Public Agencies for the reporting period of July 1, 2022 through June 30, 2023?																						
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO																						
<i>If YES, Please submit Interlocal Agreement Report by September 30th.</i>																						

County Clerk's Use Only

Report of Trade Names, Corporate Names & Business Names	
Did the subdivision operate under a separate Trade Name, Corporate Name, or other Business Name during the period of July 1, 2022 through June 30, 2023?	
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
<i>If YES, Please submit Trade Name Report by September 30th.</i>	
Has your School District held a successful election to override the levy limits provided in Statute 77-3442, which is in effect for 2023-2024 school fiscal year?	
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

APA Contact Information

Auditor of Public Accounts
PO Box 98917
Lincoln, NE 68509
Telephone: (402) 471-2111 **FAX:** (402) 471-3301
Website: auditors.nebraska.gov
Questions - E-Mail: Jeff.Schreier@nebraska.gov

Submission Information

Budget Due by 9-30-2023

Submit budget to:

1. Auditor of Public Accounts -Electronically on Website or Mail
2. County Board (SEC. 13-508), C/O County Clerk
3. Nebraska Dept. of Education -Upload to NDE Portal only

2023-2024 BUDGET ADOPTED

	TOTAL BEGINNING BALANCE (Column 1)	TOTAL AVAILABLE RESOURCES BEFORE PROPERTY TAXES (Including Beginning Balances) (Column 2)	PERSONAL AND REAL PROPERTY TAXES (Column 3)	TOTAL RESOURCES AVAILABLE (Col 2 + Col 3) (Column 4)	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS - SPECIAL EDUCATION (Column 5)	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS - NON-SPECIAL EDUCATION (Column 6)	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS (Col 5 + Col 6) (Column 7)	NECESSARY CASH RESERVE (Column 8)	TOTAL REQUIREMENTS (Col 7 + Col 8) (Column 9)
General	2,624,044.00	5,016,807.00	6,175,388.00	11,192,195.00	1,100,000.00	7,304,864.00	8,404,864.00	2,787,331.00	11,192,195.00
Depreciation	50,000.00	200,000.00		200,000.00			200,000.00		200,000.00
Employee Benefit	36,499.00	76,499.00		76,499.00			76,499.00	-	76,499.00
Contingency	-	-		-			-		-
Activities	272,984.00	522,984.00		522,984.00			522,984.00	-	522,984.00
School Nutrition	22,677.00	405,000.00		405,000.00			405,000.00	-	405,000.00
Bond	-	-	-	-			-	-	-
Special Building	2,477,807.00	2,499,507.00	300,000.00	2,799,507.00			2,799,507.00		2,799,507.00
Qualified Capital Purpose Undertaking	-	-	-	-			-	-	-
Cooperative	50,000.00	150,000.00		150,000.00			100,000.00	50,000.00	150,000.00
Student Fee	-	-		-			-	-	-
				-					-
TOTAL ALL FUNDS	5,534,011.00	8,870,797.00	6,475,388.00	15,346,185.00	1,100,000.00	7,304,864.00	12,508,854.00	2,837,331.00	15,346,185.00

PERSONAL AND REAL PROPERTY TAX RECAP	General Fund	Bond Fund(s) [Total Of All Bond Funds]	Special Building Fund	Qualified Capital Purpose Undertaking Fund
PERSONAL AND REAL PROPERTY TAXES FROM COLUMN 3 (Line A)	6,175,388.00	-	300,000.00	-
COUNTY TREASURER'S COMMISSION 1% OF TAXES COLLECTED (Line B)	62,378.00	-	3,030.00	-
TOTAL PERSONAL AND REAL PROPERTY TAXES (Line A + Line B) (Line C)	6,237,766.00	-	303,030.00	-

CERTIFIED STATE AID	MOTOR VEHICLE TAXES
\$ 1,227,921.00	\$ 150,000.00

COUNTY TREASURER'S BALANCE, 9-1-2023			
1,000,000.00	-	50,000.00	-

2022-2023 ACTUAL/ESTIMATED								
	TOTAL BEGINNING BALANCE (Column 1)	TOTAL AVAILABLE RESOURCES BEFORE PROPERTY TAXES (Including Beginning Balances) (Column 2)	PERSONAL AND REAL PROPERTY TAXES (Column 3)	TOTAL RESOURCES AVAILABLE (Col 2 + Col 3) (Column 4)	TOTAL DISBURSEMENTS & TRANSFERS - SPECIAL EDUCATION (Column 5)	TOTAL DISBURSEMENTS & TRANSFERS - NON-SPECIAL EDUCATION (Column 6)	TOTAL DISBURSEMENTS & TRANSFERS (Col 5 + Col 6) (Column 7)	TOTAL ENDING BALANCE (Col 4 - Col 7) (Column 8)
General	2,172,634.00	4,849,618.00	5,399,541.00	10,249,159.00	831,331.00	6,793,784.00	7,625,115.00	2,624,044.00
Depreciation	-	50,000.00		50,000.00			-	50,000.00
Employee Benefit	73,103.00	73,248.00		73,248.00			36,749.00	36,499.00
Contingency	-	-		-			-	-
Activities	138,202.00	605,316.00		605,316.00			332,332.00	272,984.00
School Nutrition	71,499.00	311,835.00		311,835.00			289,158.00	22,677.00
Bond	-	-	-	-			-	-
Special Building	2,266,206.00	2,312,764.00	237,888.00	2,550,652.00			72,845.00	2,477,807.00
Qualified Capital Purpose Undertaking	-	-	-	-			-	-
Cooperative	-	50,000.00		50,000.00			-	50,000.00
Student Fee	-	-		-			-	-
				-				-
TOTAL ALL FUNDS	4,721,644.00	8,252,781.00	5,637,429.00	13,890,210.00	831,331.00	6,793,784.00	8,356,199.00	5,534,011.00

NOTE: Total Disbursements and Transfers (Column 7) is the sum of Column 5 and Column 6 for the General Fund only. For all other funds, numbers will pull automatically from the Worksheets

MOTOR VEHICLE TAXES
\$ 174,750.00

2021-2022 ACTUAL								
	TOTAL BEGINNING BALANCE (Column 1)	TOTAL AVAILABLE RESOURCES BEFORE PROPERTY TAXES (Including Beginning Balances) (Column 2)	PERSONAL AND REAL PROPERTY TAXES (Column 3)	TOTAL RESOURCES AVAILABLE (Col 2 + Col 3) (Column 4)	TOTAL DISBURSEMENTS & TRANSFERS - SPECIAL EDUCATION (Column 5)	TOTAL DISBURSEMENTS & TRANSFERS - NON-SPECIAL EDUCATION (Column 6)	TOTAL DISBURSEMENTS & TRANSFERS (Col 5 + Col 6) (Column 7)	TOTAL ENDING BALANCE (Col 4 - Col 7) (Column 8)
General	1,965,556.00	4,368,635.00	5,189,125.00	9,557,760.00	880,347.00	6,504,779.00	7,385,126.00	2,172,634.00
Depreciation	-	-		-			-	-
Employee Benefit	90,266.00	90,319.00		90,319.00			17,216.00	73,103.00
Contingency	-	-		-			-	-
Activities	168,582.00	391,852.00		391,852.00			253,650.00	138,202.00
School Lunch	86,688.00	432,855.00		432,855.00			361,356.00	71,499.00
Bond	-	-	-	-			-	-
Special Building	2,200,322.00	2,224,734.00	204,967.00	2,429,701.00			163,495.00	2,266,206.00
Qualified Capital Purpose Undertaking	-	-	-	-			-	-
Cooperative	-	-		-			-	-
Student Fee	-	-		-			-	-
				-				-
TOTAL ALL FUNDS	\$ 4,511,414.00	7,508,395.00	5,394,092.00	12,902,487.00	880,347.00	6,504,779.00	8,180,843.00	4,721,644.00

NOTE: Total Disbursements and Transfers (Column 7) is the sum of Column 5 and Column 6 for the General Fund only. For all other funds, numbers will pull automatically from the Worksheets

MOTOR VEHICLE TAXES
\$ 185,637.00

CORRESPONDENCE INFORMATION

ENTITY OFFICIAL ADDRESS

If no official address, please provide address where correspondence should be sent

NAME **Hemingford Public Schools**
 ADDRESS **913 Niobrara Avenue**
 CITY & ZIP CODE **Hemingford 69348**
 TELEPHONE **308-487-3328**
 WEBSITE **hemingfordschools.org**

BOARD CHAIRPERSON

CLERK/TREASURER/SUPERINTENDENT/OTHER

PREPARER

NAME	Justin Ansley	Dr. Travis Miller	Dr. Travis Miller
TITLE /FIRM NAME	Board President	Superintendent	Superintendent
TELEPHONE	308-760-7004	308-487-3328	308-487-3328
EMAIL ADDRESS	justin.ansley@gubn.org	tmiller@gubn.org	tmiller@gubn.org

For Questions on this form, who should we contact (please one): Contact will be via email if supplied.

- Board Chairperson
- Clerk / Treasurer / Superintendent / Other
- Preparer

Hemingford Public Schools

2023-2024 ALLOWABLE GROWTH PERCENTAGE COMPUTATION FORM

CALCULATION OF ALLOWABLE GROWTH PERCENTAGE

Prior Year Non-Bond Property Tax Request (1) \$ 6,408,602.00
(Total Personal and Real Property Tax Required for All Other Purposes from prior year budget - Cover Page)

Base Limitation Percentage Increase (2%) 2.00 % (2)

Real Growth Percentage Increase

$$\frac{418,357.00}{2023 \text{ Real Growth Value per Assessor}} \div \frac{634,144,319.00}{\text{Prior Year Total Real Property Valuation per Assessor}} = \underline{0.07} \% (3)$$

Total Allowable Growth Percentage Increase (Line 2 + Line 3) (4) 2.07 %

Allowable Dollar Amount of Increase to Property Tax Request (Line 1 x Line 4) (5) \$ 132,658.06

TOTAL PROPERTY TAX REQUEST (Line 1 + Line 5) (6) \$ 6,541,260.06
(Without needing to attend Joint Public Hearing, or be included on postcard notification)

ACTUAL PROPERTY TAX REQUEST

2023-2024 ACTUAL Non-Bond Property Tax Request (7) \$ 6,540,796.00
(Total Personal and Real Property Tax Required for All Other Purposes from Cover Page)

Property Tax Request is within allowable growth percentage. Political subdivision is NOT required to complete postcard notification requirements, or participate in the joint public hearing.

If line (7) is **greater than** line (6), your political subdivision **is required** to participate in the joint public hearing, and complete the postcard notification requirements of §77-1633. You must provide the required information to the County Assessor electronically by September 4th. You are not required to hold the Special Hearing to Set the Final Tax Request outlined in §77-1632. The joint public hearing is completed in lieu of this hearing.

If line (7) is **less than** line (6), your political subdivision **is not required** to participate in the joint public hearing, or complete the postcard notification requirements of §77-1633. You are required to hold the Special Hearing to Set the Final Tax Request outlined in §77-1632.

SCHEDULE A GENERAL FUND LID EXCLUSIONS

County-District #

07-0010

Hemingford Public Schools

Line No.		2023-2024 Amount Budgeted To Spend
1	Repairs to Infrastructure Damaged by a Natural Disaster: (List repair)	
2		
3		
4		
5		
6		
7		
8		
9	Total Repairs to Infrastructure Damaged by a Natural Disaster (Lines 1 through 8)	\$ -
10	Judgments: (List the types of judgments obtained against your School District to the extent such judgment is not paid by liability insurance)	
11		
12		
13		
14		
15		
16		
17	Total Judgments (Lines 11 through 16)	\$ -
18	Distance Education Courses	
19	Amounts eligible as exclusion for Voluntary Termination Agreements	
20	Retirement Contribution Increase	\$ 140,024.00
21	Native American Impact Aid	
22	Total General Fund Lid Exclusions - To LC-2 Form (Line 9 + Line 17 to 21)	\$ 140,024.00

Hemingford Public Schools
Schedule B - Levies

Levy Limit Compliance

NOTE: The Schedule portion below is to determine if the School District has met the levy limitations.

Line No.		General Fund (Column A)	Bond Funds (Column B)	Special Building Funds (Column C)	Qualified Capital Purpose Undertaking Funds (Column D)
1	Total Personal and Real Property Taxes -Cover Page	6,237,766.00	-	303,030.00	-
2	Exclusions:				
3	Bonded indebtedness secured by a levy on property (Includes Co. Treasurer Comm.)	-	-		-
4	Judgments not paid by liability insurance	-			
5	Voluntary termination agreements with certificated staff / employees occurring prior to 9/1/17	-			
6	Voluntary termination agreements with certificated Teachers 9/1/17 and after	-			
7					
8					
9					
10					
11					
12	Total Exclusions (Line 3 + Line 11)	-	-	-	-
13	Total Personal and Real Property Tax Requirement Subject to the Levy Limitation (Line 1 minus Line 12)	6,237,766.00	-	303,030.00	-
14	Assessed Valuation	708,401,030	708,401,030	708,401,030	708,401,030
15	Levy Subject to Limitation ((Line 13 / Line 14) x 100)	0.880542	0.000000	0.042777	0.000000
16	Total Levy for Compliance	0.923319			

Property Tax Request MUST also be within the School District's Property Tax Request Authority.

If the total levy on Line 16 is \$1.05, or less, the levy limitation per State Statute Section 77-3442 has been met.

If Total of Line 16 is greater than \$1.05 and you **did not** hold a successful election to override the levy, you are in violation of the levy lid. The school district **must reduce property taxes** to meet the levy limitation.

If Total of Line 16 is greater than \$1.05 and you **held** a successful election to override the levy, which is in effect for the you must **attach a copy of the election ballot and the certified election returns** to your budget.

Qualified Capital Purpose Undertaking Fund levy. A district may only exceed the maximum levy of five and one-fifth cents per one hundred dollars of taxable valuation in any year if (i) the taxable valuation of the district is lower than the taxable valuation in the year in which the district last issued capital purpose undertaking bonds or (ii) such maximum levy is insufficient to meet the annual principal and interest obligations for all capital purpose undertaking bonds. Projects beginning after April 19, 2016 can only have a maximum levy of three cents per one hundred dollars of taxable valuation in any year. (Statute 79-10,110 & 79-10,110.02).

Special Building Fund levy. Limit on Building Fund levy of 14 cents (Statute 79-10,120)

REMINDER: School districts that have combined levies greater than \$1.20 or the combined levies that exceeded the maximum levy approved at a special election may be subject to petitions for the free holding of territory. Combined levies do not include levies for bonded indebtedness approved by the voters of a school district or levies for the refinancing of such bonded indebtedness.

Voluntary Termination Exclusions

Line 5 Amounts to pay for current and future sums agreed to be paid by a school district to certificated employees in exchange for a voluntary termination of employment occurring prior to 9/1/17

Line 6 Amount levied by school district at maximum levy to pay for current and future qualified voluntary termination incentives for certificated teachers pursuant to statute. Payments cannot exceed \$35,000, must be paid within 5 years, will result in savings to the school, were not included in a collective bargaining agreement

Line 7 Amounts levied by school district at maximum levy to pay for 50% of the current and future sums agreed to be paid to certificated employees in exchange for voluntary termination between 9/1/18 to 8/31/19 as a result of collective bargaining agreement in force on 9/1/17

Levies Expected to be Set by County

NOTE: The Schedule portion below is to assist with the Levy setting process.

Fund	Property Taxes	Valuation	Expected Levy
------	----------------	-----------	---------------

General Fund	\$ 6,237,766.00	\$ 708,401,030	0.880542
Special Building Fund	\$ 303,030.00	\$ 708,401,030	0.042777
Bond Fund	\$ -	\$ 708,401,030	0.000000
Bond Fund	\$ -	\$ 708,401,030	0.000000
Bond Fund	\$ -	\$ 708,401,030	0.000000
QCPUF Fund	\$ -	\$ 708,401,030	0.000000
QCPUF Fund	\$ -	\$ 708,401,030	0.000000
	\$ -	\$ 708,401,030	0.000000
	\$ -	\$ 708,401,030	0.000000
	\$ -	\$ 708,401,030	0.000000
	\$ -	\$ 708,401,030	0.000000
	\$ -	\$ 708,401,030	0.000000
	\$ -	\$ 708,401,030	0.000000
	\$ -	\$ 708,401,030	0.000000
Total	\$ 6,540,796.00		\$ 0.923319

Must agree to Cover

Superintendent Pay Transparency Notice—Proposed Contract (*Name of current or new superintendent*)

Notice is hereby given that _____ Schools has approval of a proposed superintendent employment contract/contract amendment on its agenda for the board meeting to be held on _____, 20__ at ___ am/pm at the _____ Room in _____, Nebraska.

After the 2023/24 school year, how many years remain on the contract:
(Column F must be completed if additional years remain on contract.)

0

The estimated costs to the district for the 2023/24 year and future years are listed below:

	2023/24 Base Pay, Additional Compensation & Benefits	Future Base Pay, Additional Compensation & Benefits per Contract	TOTAL CONTRACT COST
Base Pay for the Total FTE	\$ 148,000.00		\$ 148,000.00
Compensation for activities outside of the regular salary:			
• <i>Extended contracts / Activities outside of regular salary</i>			\$ -
• <i>Bonus/Incentive/Performance Pay</i>			\$ -
• <i>Stipends</i>			\$ -
• <i>All other costs not mentioned above</i>			\$ -
Benefits and Payroll Costs Paid by district:			
• <i>Insurances (Health, Dental, Life, Long Term Disability)</i>			\$ -
• <i>Cafeteria Plan Stipend</i>			\$ -
• <i>Cash in lieu of insurance</i>			\$ -
• <i>Employee's share of retirement, deferred compensation, FICA and Medicare if paid by the district</i>			\$ -
• <i>District's share of retirement, FICA and Medicare</i>	\$ 28,249.00		\$ 28,249.00
• <i>IRS value of housing allowance</i>			\$ -
• <i>IRS value of vehicle allowance</i>			\$ -
• <i>Additional leave days</i>			\$ -
• <i>Annuities</i>			\$ -
• <i>Service credit purchase</i>			\$ -
• <i>Association / Membership dues</i>	\$ 1,235.00		\$ 1,235.00
• <i>Cell Phone/Internet reimbursement</i>	\$ 1,200.00		\$ 1,200.00
• <i>Relocation reimbursement</i>			\$ -
• <i>Travel allowance/reimbursement</i>			\$ -
• <i>Mileage Allowance</i>			\$ -
• <i>Educational tuition assistance</i>			\$ -
• <i>All other benefit costs not mentioned above</i>			\$ -
Totals:	\$ 178,684.00	\$ -	\$ 178,684.00

RESOLUTION SETTING THE PROPERTY TAX REQUEST

RESOLUTION NO. _____

WHEREAS, Nebraska Revised Statute 77-1632 and 77-1633 provides that the Governing Body of Hemingford Public Schools passes by a majority vote a resolution or ordinance setting the tax request; and

WHEREAS, a special public hearing was held as required by law to hear and consider comments concerning the property tax request;

NOW, THEREFORE, the Governing Body of Hemingford Public Schools resolves that:

1. The 2023-2024 property tax request be set at:

General Fund:	\$	6,237,766.00
Bond Fund:	\$	-
Special Building Fund:	\$	303,030.00
Qualified Capital Purpose	\$	-
Undertaking Fund:		

2. The total assessed value of property differs from last year’s total assessed value by 3.46 percent.

3. The tax rate which would levy the same amount of property taxes as last year, when multiplied by the new total assessed value of property would be 0.904658 per \$100 of assessed value.

4. Hemingford Public Schools proposes to adopt a property tax request that will cause its tax rate to be 0.923319 per \$100 of assessed value.

5. Based on the proposed property tax request and changes in other revenue, the total operating budget of Hemingford Public Schools will increase (or decrease) last year’s budget by -0.45 percent.

6. A copy of this resolution be certified and forwarded to the County Clerk on or before October 15, 2023.

Motion by _____, seconded by _____ to adopt Resolution # _____.

Voting yes were:

Voting no were:

Dated this _____ day of _____, 2023

NOTICE OF BUDGET HEARING AND BUDGET SUMMARY

Hemingford Public Schools (07-0010) in Box Butte County, Nebraska

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Sections 13-501 to 13-513, that the governing body will meet on the 11 day of September, 2023 at 7:00 o'clock, P.M., at South Campus (816 Niobrara Avenue, Hemingford, Nebraska) for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to the following proposed budget and to consider amendments relative thereto. The budget detail is available at the office of the Clerk/Secretary during regular business hours. For more information on statewide receipts and expenditures, and to compare cost per pupil and performance to other school districts, go to: <https://nep.education.ne.gov>

FUNDS	Actual Disbursements & Transfers	Actual/Estimated Disbursements & Transfers	Budgeted Disbursements & Transfers	Necessary Cash Reserve (4)	Total Available Resources Before Property Taxes (5)	Total Personal and Real Property Tax Requirement (7)
	2021-2022 (1)	2022-2023 (2)	2023-2024 (3)			
General	\$ 7,385,126.00	\$ 7,625,115.00	\$ 8,404,864.00	\$ 2,787,331.00	\$ 5,016,807.00	\$ 6,237,766.00
Depreciation	\$ -	\$ -	\$ 200,000.00		\$ 200,000.00	
Employee Benefit	\$ 17,216.00	\$ 36,749.00	\$ 76,499.00	\$ -	\$ 76,499.00	
Contingency	\$ -	\$ -	\$ -		\$ -	
Activities	\$ 253,650.00	\$ 332,332.00	\$ 522,984.00	\$ -	\$ 522,984.00	
School Nutrition	\$ 361,356.00	\$ 289,158.00	\$ 405,000.00	\$ -	\$ 405,000.00	
Bond	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Building	\$ 163,495.00	\$ 72,845.00	\$ 2,799,507.00		\$ 2,499,507.00	\$ 303,030.00
Qualified Capital Purpose Undertaking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cooperative	\$ -	\$ -	\$ 100,000.00	\$ 50,000.00	\$ 150,000.00	
Student Fee	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTALS	\$ 8,180,843.00	\$ 8,356,199.00	\$ 12,508,854.00	\$ 2,837,331.00	\$ 8,870,797.00	\$ 6,540,796.00

	Bond Purposes	Non-Bond Purposes	Total
Breakdown of Property Tax	\$ -	\$ 6,540,796.00	\$ 6,540,796.00

Notice of Special Hearing To Set Final Tax Request

Hemingford Public Schools (07-0010) in Box Butte County, Nebraska

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Section 77-1632, that the governing body will meet on the 11 day of, September 2023 at 7:15 o'clock P.M., at South Campus (816 Niobrara Avenue, Hemingford, Nebraska) for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to setting the final tax request.

	2022-2023	2023-2024	Change
Property Valuations	684,695,058	708,401,030	3%

2022-2023 Budget Information

2023-2024 Budget Information

	2022-2023 Operating Budget	2022-2023 Property Tax Request	2022 Tax Rate	Property Tax Rate (2022-2023 Request Divided By 2023 Valuation)	2023-2024 Operating Budget	2023-2024 Proposed Property Tax Request	Proposed 2023 Tax Rate	Chang e in Tax Rate	Change in Operating Budget
General Fund	8,634,868.00	6,105,572.00	0.891721	0.861881	8,404,864.00	6,237,766.00	0.880542	-1%	-3%
Special Building Fund	2,620,003.00	303,030.00	0.044258	0.042777	2,799,507.00	303,030.00	0.042777	-3%	7%
Total	11,254,871.00	6,408,602.00	0.935979	0.904658	11,204,371.00	6,540,796.00	0.923319	-1%	0%

BUDGET STATEMENT AND CERTIFICATION OF TAX

County-District # **07-0010**

Line No.	GENERAL FUND	Source Number	ACTUAL 9-1-2021 to 8-31-2022 (Column 1)	ACTUAL/ESTIMATED 9-1-2022 to 8-31-2023 (Column 2)	ADOPTED 9-1-2023 to 8-31-2024 (Column 3)
1	DISBURSEMENTS & TRANSFERS				
2	All Instruction Except Special Education Instructional Programs	1000's	3,294,464.00	3,374,178.00	3,709,864.00
3	Special Education Instructional Programs (Include Pre-School)	1200's	749,653.00	727,251.00	900,000.00
4	Support Services - Pupils (SPED Related)	2100's	104,965.00	104,080.00	150,000.00
5				5,320.00	
6	Support Services - Pupil (Non-SPED Related)	2100's	177,852.00	148,712.00	200,000.00
7	Support Services - Instructional	2200's	309,065.00	145,540.00	200,000.00
8					
9	Board of Education	2310	119,072.00	167,617.00	75,000.00
10	Executive Administration Services	2320	145,357.00	177,717.00	185,000.00
11	District Legal Services	2330	4,770.00	8,890.00	25,000.00
12	Office of the Principal	2410	352,049.00	397,026.00	420,000.00
13	General Administration - Business Services	2500	164,782.00	145,522.00	250,000.00
14	Maintenance and Operation of Building(s) & Site(s)	2600's	638,178.00	560741	700,000.00
15	Vehicle Acquisition & Maintenance	2650			150,000.00
16	Regular Pupil Transportation	2710 / 2720 / 2730 / 2790	519,259.00	432,991.00	550,000.00
17	Special Education Pupil Transportation (Include Pre-School)	2712 / 2713 / 2722 / 2723 / 2732 / 2733 / 2792 /	25,729.00		50,000.00
18					
19	Community Services	3300		3,465.00	10,000.00
20	Categorical Grant from Corporation	3400			
21	State Categorical Programs	3500's	1,829.00	106,849.00	50,000.00
22	Debt Services	5000			
23	Federal Programs	6000's	703,102.00	664,168.00	380,000.00
24					
25	Transfers to _____ Fund	8000	75,000.00	435,000.00	400,000.00
26	Interfund Loan/Repayment to _____ Fund				
27					
28		9000		20,048.00	
29					
30	Total Disbursements & Transfers (Including SPED)		7,385,126.00	7,625,115.00	
31	Total Special Education Disbursements	1200 + 2100 + 27X2	880,347.00	831,331.00	1,100,000.00
32	Total Non-Special Education Disbursements & Transfers		6,504,779.00	6,793,784.00	7,304,864.00
33	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS (Including SPED)				8,404,864.00
34	NECESSARY CASH RESERVE				2,787,331.00
35	TOTAL REQUIREMENTS				11,192,195.00

36					
37	BEGINNING BALANCES				
38	Cash Balance, 9-1		637,024.00	884,516.00	1,624,044.00
39	Investments, 9-1				
40	County Treasurer's Balance, 9-1		1,328,532.00	1,288,118.00	1,000,000.00
41	Total Beginning Balance		1,965,556.00	2,172,634.00	2,624,044.00
42					
43	RECEIPTS, & TRANSFERS				
44	LOCAL SOURCES				
45	Carline Tax	1115	18,187.00	29,100.00	20,000.00
46	Public Power District Sales Tax	1120			
47	Motor Vehicle Taxes	1125	185,637.00	174,750.00	150,000.00
48	Tuition Received from Other Districts	1321 / 1323 / 1335	3,300.00	25,590.00	
49	Tuition Received from Individuals	1311-13 / 1370			
50	Other Tuition	1315 / 1320 / 1322 / 1330 / 1331 / 1340 / 1360			
51	Transportation Received from Individuals	1410-1411			
52	Transportation Received from Other Districts	1420-1440			
53	Interest	1510 / 1520		12,424.00	5,000.00
54	Community Service Activities	1800			
55	Other Local Receipts	1910 / 1920 / 1990			
56	Local License Fees/Court Fines	1911 / 1921			
57	Nameplate Capacity Tax	3133			
58	Categorical Grants from Corporations / Private	1925			
59	Penalties and Interest on Taxes		15,312.00	18,177.00	10,000.00
60	Refund of prior year's expenditures		214,339.00	2,750.00	
61					
62					
63					
64	COUNTY AND ESU SOURCES				
65	Fines and License Fees	2110	13,817.00	13,777.00	10,000.00
66	Other County Sources	2130			
67	ESU Receipts	2210		250.00	
68					
69					
70	STATE SOURCES				
71	State Aid	3110	771,105.00	739,720.00	1,227,921.00
72	Special Education Programs	3120	248,026.00	301,135.00	579,867.00
73	Special Education Transportation	3125	9,971.00		
74	Homestead Exemption	3130	39,934.00	38,061.00	

75	Payments for Wards of the State or Court	3160 / 3161			
76	Pro-Rate Motor Vehicles	3180	17,835.00	18,265.00	15,000.00
77	Payments for High Ability Learners	3535	4,945.00	4,880.00	4,000.00
78	Other State Appropriations				
79					
80	Distance Education Incentive Payments		10,131.00	12,060.00	12,000.00
81					
82					
83					
84	State Apportionment	3400	40,664.00	55,660.00	50,000.00
85	Other		57,817.00		
86	State Categorical Programs	3500's			
87	Other State Receipts	3990			
88	Property Tax Credit and Personal Property Tax Credit	3131 / 3132 / 3134	438,543.00	443,632.00	
89	FEDERAL SOURCES				
90	Title ESSA Programs (Includes ESSA Title I)	4500-4511	73,951.00	72,399.00	67,806.00
91		4526-4528, 4531			
92	REAP			75,593.00	40,114.00
93					
94	IDEA Programs	4512-4523	82,959.00	65,825.00	89,984.00
95		4416-4418		1,540.00	
96				1,374.00	
97	Medicaid in Public Schools	4708	20,620.00	22,758.00	20,000.00
98	Medicaid Administrative Activities in Public Schools	4709	9,338.00	10,347.00	10,000.00
99	Title 8 (Impact Aid)	4305			
100	Other Federal Non-Categorical Receipts	4524			
101	ESSER I		51,710.00		
102	ESSER II		61,668.00	135,367.00	
103	ESSER III			372,199.00	71,071.00
104	Vocational Education (Carl Perkins)	4525	2,210.00	2,075.00	
105	Other Federal Categorical Receipts	4530	1,880.00	8,000.00	
106	Other Federal Receipts			899.00	
107	Grants from Corporations & Other Private Interests	4710			
108					
109	NON-REVENUE SOURCES				
110	Tax Anticipation Notes	5150			
111	Long Term Loans	5400			
112	Insurance Adjustments	5301	6,720.00		
113	Sale of Property	5300	2,000.00		10,000.00
114	Transfers from _____ Fund	5200			
115	Cash Balance from Dissolved/Merged Districts	5610			

116					
117	Other Non-Revenue Receipts	5690	460.00	18,377.00	
118	Learning Community Property Taxes				
119	Interfund Loan/Repayment From _____ Fund				
120	Total Available Resources Before Property Taxes		4,368,635.00	4,849,618.00	5,016,807.00
121	Personal and Real Property Taxes	1100	5,189,125.00	5,399,541.00	6,175,388.00
122	TOTAL RESOURCES AVAILABLE		9,557,760.00	10,249,159.00	11,192,195.00
123	Less: Disbursements & Transfers		7,385,126.00	7,625,115.00	
124	BALANCE FORWARD		2,172,634.00	2,624,044.00	

1. Tax from Line 121
2. Compute County Treasurer's Commission at 1% of tax collections.
3. Total Personal and Real Property Tax Requirement

PROPERTY TAX RECAP	
	6,175,388.00
	62,378.00
	6,237,766.00

Note: To present a balanced budget, **TOTAL RESOURCES AVAILABLE** on line 122 must agree with **TOTAL REQUIREMENTS** on line 35 in the Adopted Column.

BUDGET STATEMENT AND CERTIFICATION OF TAX

County-District #

07-0010

Line No.	DEPRECIATION FUND	Object/Source Number	ACTUAL 9-1-2021 to 8-31-2022 (Column 1)	ACTUAL/ESTIMATED 9-1-2022 to 8-31-2023 (Column 2)	ADOPTED 9-1-2023 to 8-31-2024 (Column 3)
1	DISBURSEMENTS & TRANSFERS				
2	Re-Appropriated Funds				200,000.00
3					
4					
5					
6					
7					
8					
9					
10					
11	Transfers to General Fund	8000-911			
12	Total Disbursements & Transfers		-	-	
13	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS				200,000.00
14	TOTAL REQUIREMENTS				200,000.00
15	BEGINNING BALANCES, RECEIPTS, & TRANSFERS				
16	Cash Balance, 9-1				50,000.00
17	Investments, 9-1				
18	Total Beginning Balance		-	-	50,000.00
19	LOCAL SOURCES				
20	Interest	1510			
21					
22	NON-REVENUE SOURCES				
23	Transfers from General Fund	5200		50,000.00	150,000.00
24					
25					
26					
27	TOTAL RESOURCES AVAILABLE		-	50,000.00	200,000.00
28	Less: Disbursements & Transfers		-	-	
29	BALANCE FORWARD		-	50,000.00	

NOTE: To present a balanced budget, TOTAL RESOURCES AVAILABLE on line 27 must agree with TOTAL REQUIREMENTS on line 14 in the Adopted Column.

BUDGET STATEMENT AND CERTIFICATION OF TAX

County-District #

07-0010

Line No.	EMPLOYEE BENEFIT FUND	Object/Source Number	ACTUAL 9-1-2021 to 8-31-2022 (Column 1)	ACTUAL/ESTIMATED 9-1-2022 to 8-31-2023 (Column 2)	ADOPTED 9-1-2023 to 8-31-2024 (Column 3)
1	DISBURSEMENTS & TRANSFERS				
2	Re-Appropriated Funds		17,216.00	36,749.00	76,499.00
3					
4					
5					
6					
7					
8					
9					
10					
11	Transfers to General Fund	8000-911			
12	Total Disbursements & Transfers		17,216.00	36,749.00	
13	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS				76,499.00
14	NECESSARY CASH RESERVE				
15	TOTAL REQUIREMENTS				76,499.00
16	BEGINNING BALANCES, RECEIPTS, & TRANSFERS				
17	Cash Balance, 9-1		90,266.00	73,103.00	36,499.00
18	Investments, 9-1				
19	Total Beginning Balance		90,266.00	73,103.00	36,499.00
20	LOCAL SOURCES				
21	Interest	1510	53.00	145.00	
22					
23	NON-REVENUE SOURCES				
24	Transfers from General Fund	5200			40,000.00
25					
26					
27					
28	TOTAL RESOURCES AVAILABLE		90,319.00	73,248.00	76,499.00
29	Less: Disbursements & Transfers		17,216.00	36,749.00	
30	BALANCE FORWARD		73,103.00	36,499.00	

Note: To present a balanced budget, TOTAL RESOURCES AVAILABLE on line 28 must agree with TOTAL REQUIREMENTS on line 15 in the Adopted Column.

BUDGET STATEMENT AND CERTIFICATION OF TAX

County-District #

07-0010

Line No.	ACTIVITIES FUND	Object/Source Number	ACTUAL 9-1-2021 to 8-31-2022 (Column 1)	ACTUAL/ESTIMATED 9-1-2022 to 8-31-2023 (Column 2)	ADOPTED 9-1-2023 to 8-31-2024 (Column 3)
1	DISBURSEMENTS & TRANSFERS				
2			253,650.00	332,332.00	522,984.00
3					
4					
5					
6					
7					
8					
9					
10					
11	Transfers to General Fund	8000-911			
12	Total Disbursements & Transfers		253,650.00	332,332.00	
13	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS				522,984.00
14	NECESSARY CASH RESERVE				
15	TOTAL REQUIREMENTS				522,984.00
16	BEGINNING BALANCES, RECEIPTS, & TRANSFERS				
17	Cash Balance, 9-1		168,582.00	138,202.00	272,984.00
18	Investments, 9-1				
19	Total Beginning Balance		168,582.00	138,202.00	272,984.00
20	LOCAL SOURCES				
21	Interest	1510			
22	Activities Receipts	1790	183,270.00	167,114.00	150,000.00
23	Admissions	1710			
24					
25	NON-REVENUE SOURCES				
26	Transfers from General Fund	5200	40,000.00	300,000.00	100,000.00
27					
28	TOTAL RESOURCES AVAILABLE		391,852.00	605,316.00	522,984.00
29	Less: Disbursements & Transfers		253,650.00	332,332.00	
30	BALANCE FORWARD		138,202.00	272,984.00	

NOTE: To present a balanced budget, TOTAL RESOURCES AVAILABLE on line 28 must agree with TOTAL REQUIREMENTS on line 15 in the Adopted Column.

BUDGET STATEMENT AND CERTIFICATION OF TAX

County-District #

07-0010

Line No.	SCHOOL NUTRITION FUND	Object/ Source Number	ACTUAL 9-1-2021 to 8-31-2022 (Column 1)	ACTUAL/ESTIMATED 9-1-2022 to 8-31-2023 (Column 2)	ADOPTED 9-1-2023 to 8-31-2024 (Column 3)
1	DISBURSEMENTS & TRANSFERS				
2	Salaries	100's	97,280.00		
3	Employee Benefits	200's			
4	Purchased Services	300 / 400	1,681.00		
5	Supplies & Materials (Excluding Food)	610	461.00		
6	Food	630	206,742.00		
7	Capital Outlay (New & Replacement)	731, 733, 739	29,393.00		
8	Commodities disbursed		20,679.00		
9			5,120.00		
10				289,158.00	405,000.00
11	Transfers to General Fund	8000-911			
12	Total Disbursements & Transfers		361,356.00	289,158.00	
13	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS				405,000.00
14	NECESSARY CASH RESERVE				
15	TOTAL REQUIREMENTS				405,000.00
16	BEGINNING BALANCES, RECEIPTS, & TRANSFERS				
17	Cash Balance, 9-1		86,688.00	71,499.00	22,677.00
18	Investments, 9-1				
19	Total Beginning Balance		86,688.00	71,499.00	22,677.00
20	LOCAL SOURCES				
21	Interest	1510	12.00		
22	Sale of Lunches/Milk	1610-1650	33,656.00	80,634.00	80,000.00
23	Commodities received		20,679.00		
24	STATE SOURCES				
25	State Reimbursement	3150		30,416.00	60,000.00
26				34,080.00	
27	FEDERAL SOURCES				
28	Federal Reimbursement	4210 / 4211	255,670.00	59,455.00	60,000.00
29					117,323.00
30	NON-REVENUE SOURCES				
31	Transfers from General Fund	5200	35,000.00	35,000.00	65,000.00
32	Miscellaneous income		1,150.00	751.00	
33	TOTAL RESOURCES AVAILABLE		432,855.00	311,835.00	405,000.00
34	Less: Disbursements & Transfers		361,356.00	289,158.00	
35	BALANCE FORWARD		71,499.00	22,677.00	

NOTE: To present a balanced budget, TOTAL RESOURCES AVAILABLE on line 33 must agree with TOTAL REQUIREMENTS on line 15 in the Adopted Column.

School Nutrition Fund

BUDGET STATEMENT AND CERTIFICATION OF TAX

County-District #

07-0010

Line No.	BOND FUND	Object/ Source Number	ACTUAL 9-1-2021 to 8-31-2022 (Column 1)	ACTUAL/ESTIMATED 9-1-2022 to 8-31-2023 (Column 2)	ADOPTED 9-1-2023 to 8-31-2024 (Column 3)
1	DISBURSEMENTS & TRANSFERS				
2	Bond - Refunded	831			
3	Bond - Principal	831			
4	Bond - Interest	832			
5					
6	Transfers to General Fund	8000-911			
7	Interfund Loan/Repayment To _____ Fund				
8	Total Disbursements & Transfers		-	-	
9	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS				-
10	NECESSARY CASH RESERVE				
11	TOTAL REQUIREMENTS				-
12	BEGINNING BALANCES, RECEIPTS, & TRANSFERS				
13	Cash Balance, 9-1				
14	Investments, 9-1				
15	County Treasurers Balance, 9-1				
16	Total Beginning Balance		-	-	-
17	LOCAL SOURCES				
18	Carline Tax	1115			
19	Interest	1510			
20					
21					
22	STATE SOURCES				
23	Homestead Exemption	3130			
24	Pro-Rate Motor Vehicle	3180			
25					
26	Property Tax Credit				
27	NON-REVENUE SOURCES				
28	Sales of Bonds (Re-funding)	5101			
29	Transfers from General Fund	5200			
30					
31	Interfund Loan/Repayment From _____ Fund				
32	Total Available Resources Before Property Taxes		-	-	-
33	Personal and Real Property Taxes	1100			
34	TOTAL RESOURCES AVAILABLE		-	-	-
35	Less: Disbursements & Transfers		-	-	
36	BALANCE FORWARD		-	-	

PROPERTY TAX RECAP

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1. Tax From Line 33
2. Compute County Treasurer's Commission at 1% of tax requirement.
3. Total Personal and Real Property Tax Requirement.

Note: To present a balanced budget, TOTAL RESOURCES AVAILABLE on line 34 must agree with TOTAL REQUIREMENTS on line 11 in the Adopted Column.

Bond Fund

School District Total Debt Outstanding as of September 1, 2023

The district officers of any school district in Nebraska shall have power, on the terms and conditions set forth in sections 10-702 to 10-716, to issue the bonds of the district for the purpose of (1) purchasing a site for and erecting thereon a schoolhouse or schoolhouses or a teacherage or teacherages, or for such purchase or erection, or purchasing an existing building or buildings for use as a schoolhouse or schoolhouses, including the site or sites upon which such building or buildings are located, and furnishing the same, in such district, (2) retiring registered warrants, and (3) paying for additions to or repairs for a schoolhouse or schoolhouses or a teacherage or teacherages.

School districts also have the ability to issue bonds as set forth in State Statute Section 79-10,110 for the purpose of paying amounts necessary for the abatement of environmental hazards, accessibility barrier elimination, or modifications for life safety code violations, indoor air quality, or mold abatement and prevention.

The District has the following debt outstanding as of September 1, 2023:
(Include Bond fund(s) and Qualified Capital Purpose Undertaking Fund)

Fiscal Year	Principal	Interest	Total
2023-2024			\$ -
2024-2025			\$ -
2025-2026			\$ -
2026-2027 and thereafter			\$ -
Total All Years	\$ -	\$ -	\$ -

BUDGET STATEMENT AND CERTIFICATION OF TAX

County-District #

07-0010

Line No.	SPECIAL BUILDING FUND	Object/ Source Number	ACTUAL 9-1-2021 to 8-31-2022 (Column 1)	ACTUAL/ESTIMATED 9-1-2022 to 8-31-2023 (Column 2)	ADOPTED 9-1-2023 to 8-31-2024 (Column 3)
1	DISBURSEMENTS & TRANSFERS				
2	Purchased Services	400			
3	Supplies	600			
4	Capital Outlay (New Only)	700's			
5	Site Acquisition & Improvements	710	163,495.00	72,845.00	2,799,507.00
6	Building Acquisition & Improvement	720			
7	Loan Repayment	831 / 832			
8					
9	Interfund Loan/Repayment To _____ Fund				
10	Total Disbursements & Transfers		163,495.00	72,845.00	
11	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS				2,799,507.00
12	TOTAL REQUIREMENTS				2,799,507.00
13	BEGINNING BALANCES & RECEIPTS				
14	Cash Balance, 9-1		2,072,501.00	2,222,490.00	2,427,807.00
15	Investments, 9-1				
16	County Treasurer's Balance, 9-1		127,821.00	43,716.00	50,000.00
17	Total Beginning Balance		2,200,322.00	2,266,206.00	2,477,807.00
18	LOCAL SOURCES				
19	Carlline Tax	1115	638.00	812.00	1,000.00
20	Interest	1510	4,982.00	21,268.00	20,000.00
21			1,407.00	674.00	
22					
23	STATE SOURCES				
24	Homestead Exemption	3130	1,368.00	1,170.00	
25	Pro-Rate Motor Vehicles	3180	991.00	616.00	700.00
26					
27	Property Tax Credit	3131	15,026.00	22,018.00	
28	FEDERAL SOURCES				
29	Total Federal Receipts	4000's			
30	NON-REVENUE SOURCES				
31	Sale of Bonds	5101			
32	Long Term Loans	5400			
33	Sale of Property	5300			
34	Learning Community Property Taxes				
35	Interfund Loan/Repayment From _____ Fund				
36	Total Available Resources Before Property Taxes		2,224,734.00	2,312,764.00	2,499,507.00
37	Personal and Real Property Taxes	1100	204,967.00	237,888.00	300,000.00
38	TOTAL RESOURCES AVAILABLE		2,429,701.00	2,550,652.00	2,799,507.00
39	Less: Disbursements & Transfers		163,495.00	72,845.00	
40	BALANCE FORWARD		2,266,206.00	2,477,807.00	

PROPERTY TAX RECAP

300,000.00
3,030.00
303,030.00

1. Tax From Line 37
2. Compute County Treasurer's Commission at 1% of tax requirement.
3. Total Personal and Real Property Tax Requirement.

Note: To present a balanced budget, TOTAL RESOURCES AVAILABLE on line 38 must agree with TOTAL REQUIREMENTS on line 12 in the Adopted Column.

Special Building Fund

BUDGET STATEMENT AND CERTIFICATION OF TAX

County-District # **07-0010**

Line No.	QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND	Object/Source Number	ACTUAL 9-1-2021 to 8-31-2022 (Column 1)	ACTUAL/ESTIMATED 9-1-2022 to 8-31-2023 (Column 2)	ADOPTED 9-1-2023 to 8-31-2024 (Column 3)
1	DISBURSEMENTS & TRANSFERS				
2	Building & Site Improvement	720			
3	Bond - Refunded	831			
4	Bond - Principal	831			
5	Bond - Interest	832			
6					
7	Interfund Loan/Repayment To _____ Fund				
8	Total Disbursements & Transfers		-	-	
9	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS				-
10	NECESSARY CASH RESERVE				
11	TOTAL REQUIREMENTS				-
12	BEGINNING BALANCES & RECEIPTS				
13	Cash Balance, 9-1				
14	Investments, 9-1				
15	County Treasurers Balance, 9-1				
16	Total Beginning Balance		-	-	-
17	LOCAL SOURCES				
18	Carline Tax	1115			
18	Interest	1510			
20					
21	STATE SOURCES				
22	Homestead Exemption	3130			
23	Pro-Rate Motor Vehicle	3180			
24					
25	Property Tax Credit	3131			
26	FEDERAL SOURCES				
27	Total Federal Receipts	4000's			
28	NON-REVENUE SOURCES				
29	Qualified School Construction Bonds	5301			
30	Long Term Loans	5400			
31	Interfund Loan/Repayment From _____ Fund				
32	Total Available Resources Before Property Taxes		-	-	-
33	Personal and Real Property Taxes	1100			
34	TOTAL RESOURCES AVAILABLE		-	-	-
35	Less: Disbursements & Transfers		-	-	
36	BALANCE FORWARD		-	-	

PROPERTY TAX RECAP

	-
	-
	-

1. Tax From Line 33
2. Compute County Treasurer's Commission at 1% of tax requirement.
3. Total Personal and Real Property Tax Requirement.

Note: To present a balanced budget, TOTAL RESOURCES AVAILABLE on line 34 must agree with TOTAL REQUIREMENTS on line 11 in the Adopted Column.

Qualified Capital Purpose Undertaking Fund

BUDGET STATEMENT AND CERTIFICATION OF TAX

County-District #

07-0010

Line No.	COOPERATIVE FUND	Function/ Source Number	ACTUAL 9-1-2021 to 8-31-2022 (Column 1)	ACTUAL/ESTIMATED 9-1-2022 to 8-31-2023 (Column 2)	ADOPTED 9-1-2023 to 8-31-2024 (Column 3)
1	DISBURSEMENTS				
2	All Instruction	1000's / 1200's			100,000.00
3	Support Services - Pupils (SPED and Non-SPED Related)	2100's			
4	Support Services - Staff	2200's			
5	Executive Administration Services	2320			
6	Office of the Principal	2410			
7	General Administration - Business Services	2500			
8	Community Services	3300			
9	State Categorical Programs	3500's			
10	Federal Programs	6000's			
11					
12					
13					
14	Total Disbursements		-	-	
15	TOTAL BUDGET OF DISBURSEMENTS				100,000.00
16	NECESSARY CASH RESERVE				50,000.00
17	TOTAL REQUIREMENTS				150,000.00
18	BEGINNING BALANCES, RECEIPTS, & TRANSFERS				
19	Cash Balance, 9-1				50,000.00
20	Investments, 9-1				
21	Total Beginning Balance		-	-	50,000.00
22	LOCAL SOURCES				
23	Tuition Received from Districts	1321			65,000.00
24					
25	STATE SOURCES				
26	State Non-Categorical Programs				
27	State Categorical Programs	3500			
28					
29	FEDERAL SOURCES				
30	Federal Programs	4000's			
31					
32					
33	NON-REVENUE SOURCES				
34	Transfers from General Fund	5200		50,000.00	35,000.00
35					
36	TOTAL RESOURCES AVAILABLE		-	50,000.00	150,000.00
37	Less: Disbursements		-	-	
38	BALANCE FORWARD		-	50,000.00	

NOTE: Pages should only be filled out by the school acting as the fiscal agent for the Cooperative. All schools show payment for services in the General Fund.

Note: To present a balanced budget, TOTAL RESOURCES AVAILABLE on line 36 must agree with TOTAL REQUIREMENTS on line 17 in the Adopted Column.

Cooperative Fund

BUDGET STATEMENT AND CERTIFICATION OF TAX

County-District #

07-0010

Line No.	STUDENT FEE FUND	Function/ Source Number	ACTUAL 9-1-2021 to 8-31-2022 (Column 1)	ACTUAL/ESTIMATED 9-1-2022 to 8-31-2023 (Column 2)	ADOPTED 9-1-2023 to 8-31-2024 (Column 3)
1	DISBURSEMENTS				
2	Extracurricular Activities				
3	Postsecondary Education				
4	Summer or Night School				
5					
6					
7					
8					
9					
10					
11					
12					
13					
14	Total Disbursements		-	-	
15	TOTAL BUDGET OF DISBURSEMENTS				-
16	NECESSARY CASH RESERVE				
17	TOTAL REQUIREMENTS				-
18	BEGINNING BALANCES & RECEIPTS				
19	Cash Balance, 9-1				
20	Investments, 9-1				
21	Total Beginning Balance		-	-	-
22	LOCAL SOURCES				
23	Interest	1510			
24	Extracurricular Activities Fees	1741			
25	Postsecondary Education Fees	1742			
26	Summer or Night School Fees	1743			
27					
28					
29					
30	NON-REVENUE SOURCES				
31					
32					
33					
34	TOTAL RESOURCES AVAILABLE		-	-	-
35	Less: Disbursements		-	-	
36	BALANCE FORWARD		-	-	

Note: To present a balanced budget, TOTAL RESOURCES AVAILABLE on line 34 must agree with TOTAL REQUIREMENTS on line 17 in the Adopted Column.

RESOLUTION SETTING THE PROPERTY TAX REQUEST

RESOLUTION NO. 2023-01

WHEREAS, Nebraska Revised Statute 77-1632 and 77-1633 provides that the Governing Body of Hemingford Public Schools passes by a majority vote a resolution or ordinance setting the tax request; and

WHEREAS, a special public hearing was held as required by law to hear and consider comments concerning the property tax request;

NOW, THEREFORE, the Governing Body of Hemingford Public Schools resolves that:

- 1. The 2023-2024 property tax request be set at:

General Fund:	\$	6,237,766.00
Bond Fund:	\$	-
Special Building Fund:	\$	303,030.00
Qualified Capital Purpose	\$	-
Undertaking Fund:		

- 2. The total assessed value of property differs from last year’s total assessed value by 3.46 percent.
- 3. The tax rate which would levy the same amount of property taxes as last year, when multiplied by the new total assessed value of property would be 0.904658 per \$100 of assessed value.
- 4. Hemingford Public Schools proposes to adopt a property tax request that will cause its tax rate to be 0.923319 per \$100 of assessed value.
- 5. Based on the proposed property tax request and changes in other revenue, the total operating budget of Hemingford Public Schools will increase (or decrease) last year’s budget by -0.45 percent.
- 6. A copy of this resolution be certified and forwarded to the County Clerk on or before October 15, 2023.

Motion by _____, seconded by _____ to adopt Resolution #_____.

Voting yes were:

Voting no were:

Dated this _____ day of _____, 2023

BUS SCHEDULING AND ROUTING

School bus stops and routes will be initially determined by the transportation director and will be based upon efficiency, safety, board policy and applicable state and federal laws and rules.

The superintendent will:

1. Annually review and assess school bus routes, stops and loading zones for safety, changing student population and supervision of students;
2. Advise parents of any changes in transportation policy affecting their students as early as possible and be responsive to parents' calls for assistance in seeking alternatives to busing; and
3. Work with cities, the county and other appropriate governmental agencies on a continuing basis regarding transportation issues.

The superintendent is authorized to approve additional/alternative stops or routes at rural school district residences (such as homes of grandparents or other caregivers) to be alternative route stops when those residents have supervisory responsibilities for school district students, regardless of the residency of the students.



Truck Center Companies

14321 Cornhusker Road
Omaha NE 68138
(402) 592-2440

Invoice

Date: _____
Invoice#: DE-19917
Type: Cash
Salesperson: Corey Sundberg

Bill To: 15361
HEMINGFORD PUBLIC SCHOOL
911 NIOBRARA
HEMINGFORD NE 69348
P:(402) 933-0175

Ship To:
HEMINGFORD PUBLIC SCHOOL
911 NIOBRARA
HEMINGFORD, NE 69348

Stock#: 351603(UK5130 23615) New 2024 THOMAS BUS C2 Price: \$121,350.00
VIN: 4UZABRFC5RCUK5130 COLOR: MILEAGE: 1209 Unit Price: \$121,350.00

Total Price: \$121,350.00
Total: \$121,350.00

Trade-In

Trade-In: 358792(OG6822) 2001 BLUEBIRD VISION - \$7,500.00
1BAGNBJA01F203451
Trade-In Amount: \$7,500.00

Trade-In

Trade-In: 215080(OG6821) 2012 FREIGHTLINER CHASSIS - \$4,500.00
4UZABRDT2CCBA1111
Trade-In Amount: \$4,500.00

TOTAL DUE: \$109,350.00

LETTERING: HEMMINFORD PUBLIC SCHOOLS
59 PASSENGER CAPACITY

THIS ORDER SHALL NOT BECOME BINDING UNTIL ACCEPTED BY THE MANAGER.

Purchaser's Signature _____

COREY SUNDBERG
Sales Representative

Manager

1. **TRADE-IN(S).** Purchaser shall deliver trade-in(s) in the same condition as at time of inspection and appraisal by Seller reasonable wear and tear excepted, except as disclosed in the Agreement. Purchaser represents that each truck shall be free and clear of all liens and encumbrances and warrants that the trade-in(s) are that type and condition described in this Agreement, including any attachments hereto.

2. **TERMS OF PAYMENT.** Unless otherwise agreed, net payment shall be due on delivery. Late payments shall bear interest at the rate of 18% per annum, or the maximum permitted under law, whichever is less. If acceptance of delivery is delayed by Purchaser, payment shall become due on the date when Seller is prepared to deliver. If the financial condition of Purchaser at any time does not, in the judgment of Seller, justify continuance of the work to be performed by Seller hereunder on the terms of payment as agreed upon, Seller may suspend such work, or postpone delivery, and require such assurances of Purchaser's performance as Seller deems adequate, including payment in advance, or Seller may cancel this order and shall receive reimbursement for its reasonable and proper cancellation charges. In the event of bankruptcy or insolvency of Purchaser, voluntary or involuntary, Seller shall be entitled to cancel any order then outstanding at any time and seek reimbursement for its reasonable and proper cancellation charges.

3. **CANCELLATION.** Purchaser may cancel this order only if Seller is able to cancel said order with the manufacturer, and only upon written notice. Upon any cancellation or failure to accept delivery, Purchaser shall pay Seller reasonable cancellation charges and expenses, not to be less than Seller's out-of-pocket expenses including carrying costs. If a new truck cancellation takes place within 120 days of estimated delivery date from the factory. Buyer shall pay cancellation fee of \$500 per unit.

_____ **(Purchaser's Initials)**

4. **SALES AND OTHER TAXES.** Unless otherwise specified herein, Seller's price does not include federal excise, sales, use, or other taxes. Consequently, in addition to the price specified herein, the amount of any other excise, sales, use, or other tax applicable to the sale or use of the truck purchased hereunder shall be paid by Purchaser, or in lieu thereof Purchaser shall provide Seller with a tax exemption certificate acceptable to the taxing authorities. Purchaser agrees that all taxes related to this transaction, whether arising at the time of the transaction or in the future, are Purchaser's responsibility and further agrees to promptly pay any such taxes

5. **DELIVERY.** All trucks furnished hereunder shall be delivered to Purchaser at the Seller's dealership location or other location as designated in this Agreement. Unless otherwise provided, delivery will be made via carriers and routes designated by manufacturer with freight charges to be included in the purchase price. Delivery dates are approximate and are based upon receipt of all necessary information from Purchaser. Seller shall not be liable for delays in delivery or manufacturing, or other causes beyond Seller's control.

6. **TECHNICAL CHANGES.** Purchaser acknowledges that the manufacturer and Seller reserve the right to change the specifications of the truck(s) at any time without obligation to make such changes in other trucks previously delivered to Purchaser. In addition, manufacturer and Seller reserve the right to make design changes and substitution of materials subsequent to the receipt of the order which, in manufacturer's or Seller's opinion are necessary to improve the truck. Purchaser agrees to accept any such changes as fulfillment of Seller's obligations under this order.

7. **REQUIRED EQUIPMENT.** This order shall be deemed to include, whether or not specified herein, all equipment or accessories required by the National Highway Traffic Safety Act or other regulations in effect at the time of order receipt. It is agreed that any additional or different equipment not specified which is required at the time of delivery to meet the foregoing Act or other regulations will be added and the costs shall be paid by Purchaser.

8. **TITLE AND REMEDIES.** Until full payment by Purchaser of all amounts due hereunder, Seller reserves the title to all equipment furnished hereunder. If Purchaser defaults in payment or performance hereunder or becomes subject to insolvency, receivership, or bankruptcy proceedings, or makes an assignment for the benefit of creditors, or without the consent of Seller voluntarily or involuntarily sells, transfers, leases, or permits any lien or attachment on the equipment delivered hereunder, Seller may treat all amounts then or thereafter owing hereunder by Purchaser as immediately due and payable (subject only to credits required by law) and Seller may repossess said equipment by any means available by law and shall enjoy any and all other remedies of a secured creditor under the Uniform Commercial Code. Purchaser shall execute and deliver to Seller such financing statements and other documents, as Seller may deem appropriate to evidence, perfect, and protect the priority of its security interest in the truck(s) subject to this order.

9. **GENERAL.** Any assignment by Purchaser of this order or any rights hereunder, without written consent of Seller, shall be void. Clerical errors in this order may be automatically corrected by giving written notice thereof to Purchaser by a duly authorized representative of Seller. No waiver, alteration, or modification of any of the provisions hereof shall be binding unless and until in writing and signed by a duly authorized representative of Seller. To the extent not covered by other terms herein, including terms of warranty and limitation of liability, etc., the provisions of the Uniform Commercial Code shall govern this sale.

This Agreement (including by reference the provisions set out in manufacturer's standard warranty or warranties) shall constitute the entire agreement between Purchaser and Seller, and no understandings or obligations not expressly set forth herein or in manufacturer's standard warranty or warranties are binding upon Purchaser or Seller.

ALL WARRANTIES, IF ANY, BY A MANUFACTURER OR SUPPLIER OTHER THAN SELLER ARE THEIRS, NOT SELLER'S, AND ONLY SUCH MANUFACTURER OR OTHER SUPPLIER SHALL BE LIABLE FOR PERFORMANCE UNDER SUCH WARRANTIES. SELLER HEREBY DISCLAIMS ALL WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

Accepted and Agreed by: _____ **HEMINGFORD PUBLIC SCHOOL** _____

(Company Name)

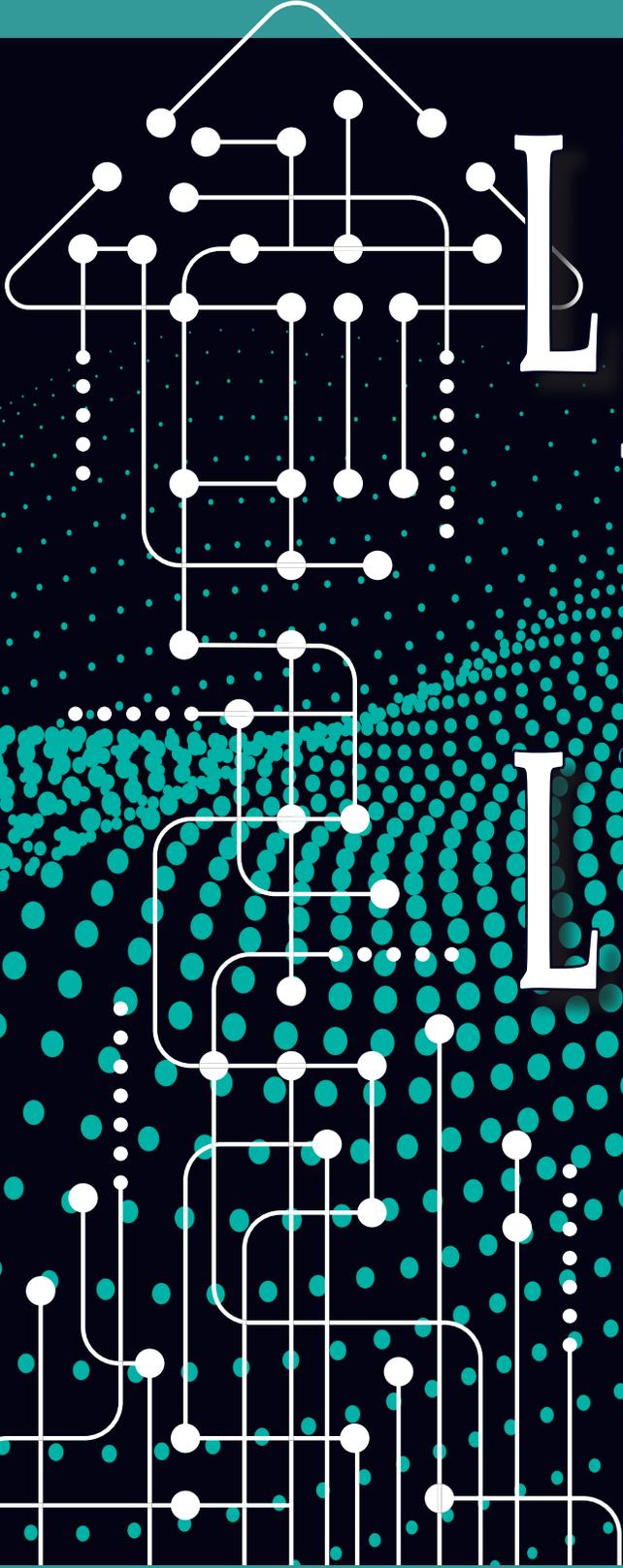
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Signor's Name and Title: _____

(Please Print Name and Title. Must be an officer of the company authorized to approve capital purchases.)

(Signature)

2023 STATE EDUCATION CONFERENCE
NOVEMBER 15-17
CHI HEALTH CENTER - DOWNTOWN OMAHA



LEARNERS LEADING LEARNERS



Co-Sponsored by the Nebraska Association of School Boards
and the Nebraska Association of School Administrators



REGISTRATION & RESERVATIONS

REGISTRATION FOR THE 2023 STATE EDUCATION CONFERENCE WILL OPEN WEDNESDAY, SEPTEMBER 13, 2023

To register, go to www.NASBOnline.org

Log in using your email and password, and click the 'Events' tab to register.



Registration fees for the conference are as follows:

REGISTER SEPTEMBER 13 THROUGH NOVEMBER 3	\$325	REGISTER NOVEMBER 4 THROUGH ON SITE	\$375
PRE-CONFERENCE REGISTRATION	\$100		
CANCELLATION FEE (PRIOR TO 11/4)	\$150	(No refunds after the registration deadline)	

HOTEL RESERVATIONS

TO RESERVE ACCOMMODATIONS AT THE CONFERENCE HOTELS YOU MUST FIRST REGISTER FOR THE CONFERENCE AS DESCRIBED ABOVE.

To qualify for a room, you must first register for the Conference.

Once your conference registration is complete, you will receive an email with your NASB Registration code and a Conference Hotel reservation link. The code will not be activated until 10:00 AM CT, Wednesday, September 27, 2023

SUBMIT YOUR CONFERENCE HOTEL ROOM REQUEST WEDNESDAY, SEPTEMBER 27, 2023.

THE OMAHA CONVENTION & VISITORS BUREAU WILL ACT AS THE HOUSING AGENT FOR ALL PROPERTIES.

Hilton Omaha - 1001 Cass Street
\$151 per night

ROOM REQUESTS WILL BE ACCEPTED UNTIL OCTOBER 15, OR UNTIL FULL

Omaha Marriott Downtown - 222 North 10th Street
\$169 per night

ROOM REQUESTS WILL BE ACCEPTED UNTIL OCTOBER 24, OR UNTIL FULL

A RESERVATION AT ONE OF THE ABOVE IS NOT REQUIRED TO ATTEND THE STATE EDUCATION CONFERENCE



ADA ACCESSIBLE/PARKING
 GENERAL PARKING
 HOTELS
 LOT ENTRANCES

SCHEDULE AT A GLANCE / PRE-CONFERENCE SESSIONS

WEDNESDAY, NOVEMBER 15

Pre-Conference Sessions
1:00 to 4:00 PM

Exhibitor Reception
4:00 to 5:30 PM

THURSDAY, NOVEMBER 16

Board Member/Mentor Collaboration
7:15 to 8:15 AM

Opening Keynote Speaker
8:15 to 9:30 AM

A - Breakout Sessions
9:45 to 10:45 AM

B - Breakout Sessions
11:15 AM to 12:15 PM

Thursday Luncheon Keynote Speaker
12:30 to 2:00 PM

C - Breakout Sessions
2:15 to 3:15 PM

D - Breakout Sessions
3:30 to 4:30 PM

FRIDAY, NOVEMBER 17

Classroom Showcase
8:00 to 11:30 AM

NASB Delegate Assembly
8:00 to 9:30 AM

NASA Membership Meeting
8:00 to 9:30 AM

E - Breakout Sessions
9:15 to 10:15 AM

F - Breakout Sessions
10:30 to 11:30 AM

Friday Luncheon Keynote Speaker
11:45 AM to 1:15 PM

PRE-CONFERENCE SESSIONS WEDNESDAY, NOVEMBER 15 - 1:00 TO 4:00 PM

SPEAK OUT, REACH OUT!

Boards are facing a sense of urgency due to the ever increasing need to engage parents and community. Boards provide a platform for parents and patrons to speak out through public comment but how does a board reach out through appropriate measures to ensure parents and patrons feel heard? Beyond the board meeting how do boards reach out and maintain a continuous dialogue with parents and community? Join us for a robust session that will include current challenges related to public comment policy and procedures, purposeful parent-community engagement, and mock scenarios to provide practical strategies.

**PRESENTERS: Marcia Herring, Caden Frank & Kari Stephens - NASB
Dana Wiseman & James Jones - Sutton Public Schools
Mike Hart & Brandon Desh - District OR1 Public Schools
Justin Knight - Perry Law Firm**

EDUCATOR WORKFORCE: STRATEGIES TO ATTRACT, DEVELOP, AND RETAIN A HIGH-QUALITY STAFF

National and state educator workforce data is important to solving issues that face Nebraska. You will hear Nebraska's story through data, be introduced to the national publication "5 Shifts to Address the National Educator Shortage", and share strategies that work to alleviate workforce challenges in our schools. Millard Public Schools representatives will share information about their homegrown programs that help them attract, develop, and retain teachers and administrators. A panel of administrators will share their journey toward implementing payment of student teachers including how they plan to fund the program in the future. Attendees will also learn about the NexGen Leadership Academy at UNK and how it provides a model for university and PK-12 school district partnerships to develop system-wide capacity and create a leadership and principal pipeline program.

**PRESENTERS: John Schwartz, Kevin Clark & Kim Saum-Mills - Millard Public Schools;
Dan Schnoes - ESU #3; Andy Rikli - Papillion LaVista Community Schools;
Jami Jo Thompson - Norfolk Public Schools; Jeff Rippe - Bellevue Public Schools;
Jason Brown - Bertrand Community School; Charles Wakefield - Omaha
Public Schools; Sara Skretta - UNL; Mike Teahon, Chelsea Feusner & Aprille
Phillips - UNK**

SUPERINTENDENT OF THE YEAR WILL BE RECOGNIZED AT THE THURSDAY LUNCHEON

NASB DELEGATE ASSEMBLY - FRIDAY, NOVEMBER 17 - 8:00 TO 9:30 AM

NASA MEMBERSHIP MEETING - FRIDAY, NOVEMBER 17 - 8:00 TO 9:30 AM

SCHOOL BOARD MEMBER OF THE YEAR WILL BE PRESENTED AT THE FRIDAY LUNCHEON

TO REGISTER FOR THE CONFERENCE VISIT WWW.NASBONLINE.ORG



BETTER TOGETHER PRINCESS SARAH

THURSDAY MORNING OPENING SPEAKER - 8:15 TO 9:30 AM

Princess Sarah has an extraordinary journey that has been featured on CNN, GMA, and BBC, among numerous other media outlets. She shares the story of reuniting with her birth father in "A Princess Found: An American Family, an African Chiefdom, and the Daughter Who Connected Them All". "A Princess Found" is now being adapted into a major motion picture for Disney Studios. Princess Sarah is a real-life Princess of Sierra Leone. In addition, she is a humanitarian, author, and speaker on building a culture of belonging. She uses her personal story of being adopted and growing up in a bi-racial family to illustrate understanding cultural differences.



THE MASTERPIECE IN YOU RICHARD HIGHT

THURSDAY LUNCHEON SPEAKER - 12:30 TO 2:00 PM

Internationally-known artist and keynote speaker Richard Hight hails from a military family with roots deep in the red dirt of Oklahoma. Overcoming challenges faced at a young age led to valuable lessons learned about focusing on strengths and recognizing possibilities, not limitations. His artistic gift allowed him to express his ideas, and his successes built his confidence. From this his mission emerged —Vision, Focus, Grit! Richard's impressionist approach to painting equips him to successfully communicate with his audience. When he performs for groups, he wants the audience to focus on the artistic process, not the finished canvas: he shows that trusting creative impulses can yield surprising and beautiful results. With his often humorous storytelling, he has entertained diverse audiences around the world. The vivid colors he selects, the broad flourishes that coalesce into a stunning image, and the passion Richard possesses: all of these harmonize into an imaginative encounter that inspires and compels those present. Richard is sure to ignite an artistic mindset in innovative leaders. Some events you attend - This one, you experience!



LEARNING FROM OUR NEW LEADERS GOVERNOR JIM PILLEN & COMMISSIONER BRIAN MAHER

FRIDAY LUNCHEON SPEAKER - 11:15 AM TO 1:15 PM

We are happy to welcome our new 2023 Nebraska leadership! Governor Jim Pillen will reflect on his first year along with vision and priorities for K-12 education moving forward. You will also have an opportunity to hear Brian Maher, Commissioner of Education, share his thoughts on education in our state and bring you up to speed on things at the Nebraska Department of Education.



BREAKOUT SESSIONS & TRACKS



BOARDSMANSHIP



CAREER & COLLEGE READINESS



COMMUNITY ENGAGEMENT



CURRICULUM



ESU



FACILITIES



LEGAL & POLICY



LEGISLATIVE & ADVOCACY



MANAGEMENT/ADMINISTRATION



NEW BOARD MEMBER



SAFETY



STUDENTS/EARLY CHILDHOOD



TECHNOLOGY



WELLNESS

A

A - BREAKOUT SESSIONS THURSDAY, NOVEMBER 16 - 9:45 TO 10:45 AM



A1 A SESSION LIKE NO OTHER

Despite an unprecedented filibuster resulting in the creation of large omnibus packages, the legislature passed several bills impacting K-12 education. From student discipline in the classroom to budget considerations in the board room, learn about all the bills districts will navigate. With an eye to 2024, Colby and Mike will breakdown the issues that will dominate the upcoming session.

PRESENTERS: Colby Coash - NASB; Mike Dulaney - NCSA



A2 ACCREDITATION 101: UNDERSTANDING THE MANDATORY REQUIREMENTS AND FLEXIBILITIES OF RULE 10

Whether you are a veteran administrator or new to the role, a Rule 10 review from the Office of Accountability, Accreditation and Program Approval can increase your confidence when building schedules, hiring teachers, and completing the annual Assurance Statement. This session will cover both the non-negotiables and built-in flexibilities of Nebraska's Rule 10: Regulations and Procedures for the Accreditation of Schools. NDE staff will also provide time for questions on current trends and challenges when reporting for compliance.

PRESENTER: Brad Dirksen - NDE



A3 IS MY DISTRICT DOING SOMETHING WRONG WITH SPECIAL EDUCATION?

It starts off with an angry phone call from a parent and now your Superintendent received notice that the Nebraska Department of Education has placed your district under corrective action in response to a special education complaint. Is your District alone? NDE investigated 35 cases during the 2022-2023 school year. In this session, attorneys from the Perry Law Firm will discuss the state complaint process for special education, the implications of corrective action, and how to avoid corrective action by implementing appropriate policies and procedures. This presentation will cover discipline for students with disabilities, accommodations, service logs, behavior intervention plans, and more!

PRESENTERS: Haleigh Carlson & Greg Perry - Perry Law Firm



TO REGISTER FOR THE CONFERENCE VISIT WWW.NASBONLINE.ORG

THURSDAY BREAKOUT SESSIONS



A4 AT THE BOARD TABLE – BEFORE, DURING, AND AFTER THE MEETING

Learn how the board can maximize time to ensure the regular board meeting agenda, utilization of best practice protocols and procedures, and how a collaborative culture between board members communicates a positive message to staff, parents, and patrons. The importance of integrating these components determines the board's effectiveness and the quality of education the district is providing. Join us to learn how to purposefully prepare for a board meeting that reflects cohesive board-superintendent leadership.

PRESENTERS: Marcia Herring & Stacie Higgins - NASB



A5 HOT TOPICS IN SCHOOL LAW

The (questionably) dynamic duo is back again this year to tell you all about recent updates in school law, including important court cases, new laws and legislation, and the legal issues boards and administrators should know about! Bring your questions, concerns, and lawyer jokes.

PRESENTERS: Steve Williams & Bobby Truhe - KSB School Law



A6 EDUCATOR SHORTAGE: IT'S TIME FOR ACTION!

The educator workforce shortage crisis is affecting schools and students across Nebraska. In this interactive session we will use the Nebraska Educator Shortage Summit Action Plan and AASPA's *"5 Shifts to Address the National Educator Shortage"* to discuss innovative ideas and recommendations for change at the local and state levels. You will also develop an action plan framework to address educator workforce challenges specific to your district. Join us as we exchange ideas, discuss strategies and implementation processes to continue the work of making sure all Nebraska districts have high quality educational leaders, teachers, and staff.

PRESENTER: Sara Skretta - UNL



A7 PUBLIC COMMENT: LEGAL CONSIDERATIONS UNDER THE OPEN MEETINGS ACT

In this session, we will walk through public comment as prescribed by the Open Meetings Act. Then, we will discuss real-world examples and how boards should handle both simple and complicated scenarios under the Open Meetings Act including complaints about staff members, discussions about student discipline matters, and threats of litigation.

PRESENTER: Justin Knight - Perry Law Firm



A8 DEVELOPING AND DEMONSTRATING LEARNING WITH TECHNOLOGY

The Westside Community Schools has a long history of using technology in instruction. This session will highlight examples of learning-focused iPad use with and by students in our current K-12 1:1 environment.

PRESENTERS: Paul Lindgren & Matthew Lee - Westside Community Schools



A9 BOARD AND COMMUNITY CULTURE IN CHALLENGING TIMES

In this session a panel of board members from across Nebraska will discuss the importance of a positive culture on school boards and in communities in these polarized times. The panel will share what has worked, what has caused challenges to success and strategies that have been implemented to improve the culture in their school and community.

PRESENTERS: Keith Rohwer & Cinde Wendell - NCSA



A10 MASTERING CHALLENGES TO IMPROVE LEARNING FACILITIES

After an extremely close second-attempt bond election ("One Vote Wonder!"), it was time to really get creative with our building projects. In order to accommodate the build of our new High School, teachers transitioned to a modified, alternate block schedule and students spent the 2022-2023 school year learning in a variety of creative locations across our community. Once the HS project phase was complete, it was time to start on construction and renovations for the Elementary School. We will share what worked, what had to be modified, and how our strong project partnerships resulted in success. Attend this session to not only learn about our construction project, but also how we used this exciting time to continue building support from our communities!

PRESENTER: Jeremy Christiansen & Dustin Thompson - Laurel-Concord-Coleridge; Steve Thiele & Ashley Abramson - Hausmann Construction; Bob Soukup - CWP Architects; Cody Wickham - D.A. Davidson

B

B - BREAKOUT SESSIONS THURSDAY, NOVEMBER 16 - 11:15 AM TO 12:15 PM



B1 THE NSAA IN ACTION

The NSAA will discuss the legislative process and current initiatives that support and assist NSAA member schools in day-to-day operations.

PRESENTER: Jennifer Schwartz – NSAA



B2 ONE DISTRICT'S CUSTOMIZED TIERED APPROACH TO SUPPORTING STUDENT AND STAFF MENTAL WELLNESS



The Ord Public Schools has a unique custom developed approach to supporting student and staff mental wellness by offering tiered levels of support. This includes three Guidance Counselors for the K-12 district, a contracted Licensed Mental Health Practitioner in district part-time, and unlimited counseling and wellness sessions both online and in-person through a contracted prepaid partnership with Wholeness Healing. The unlimited counseling available to all students and staff has been highly impactful with helping to support both students and staff that find themselves in need of support. We would like to share with other districts how we were able to achieve this financially, and with scheduling. This system has been four years in the making, but knowing what we know now, other districts can learn from our template and follow some well-designed steps to make it happen in their districts.

PRESENTER: Heather Nebesniak - Ord Public Schools



B3 HOW MUCH CAN I REALLY KNOW? PERSONNEL MATTERS FOR SCHOOL BOARDS

This session will walk through the Nebraska Teacher Tenure Act and discuss the board's role in a personnel matter.

PRESENTER: Josh Schauer & Greg Perry - Perry Law Firm



B4 EFFECTIVE STAKEHOLDER ENGAGEMENT

A high-quality education does not stop after the last bell. The best education uses all of the contributions of a wide variety of stakeholders to support students. Yet, how do we communicate the many different efforts of education to our stakeholders? Moreover, how do we build commitment from our community for district initiatives? Join the Board Leadership Team as we explore the effective engagement of stakeholders and how to build meaningful relationships between the district and community.

PRESENTERS: Marcia Herring, Caden Frank & Kari Stephens - NASB



B5 KSB GOES TO HOLLYWOOD: PUBLIC COMMENT IN ACTION!

Public comment, our favorite topic! What, exactly, is permissible? What does a patron have to disclose before speaking? Is repetition permitted? What if they want to talk about students or staff members--we can stop that, right? This session will be interactive and display the horrible acting chops of the attorneys from KSB. We'll actually demonstrate and talk through how we recommend boards and administrators handle tricky situations dealing with public comment at board meetings (and a few bonus scenes board members deal with all the time).

PRESENTERS: Bobby Truhe, Karen Haase, Steve Williams, Coady Pruett, Jordan Johnson & Sara Hento - KSB School Law



B6 LEAD NEBRASKA: LEADERSHIP DEVELOPMENT TO ADDRESS ED PIPELINE SHORTAGES FOR ADMINISTRATOR CANDIDATES



ESU 6, in partnership with UNL Educational Administration and NCSA, have implemented an innovative program to address Ed leadership shortage challenges. The grant focuses on developing teacher leaders and fostering readiness for pursuing educational leadership through Ed Ad program pathways. Content was delivered through a series of seminars focusing on foundational skills of school leadership. Learn how ESU 6 and UNL are partnering to promote the next generation of Nebraska Ed Leaders!

PRESENTERS: Scott Sturgeon & Nick Pace - UNL; John Skretta - ESU 6

THURSDAY BREAKOUT SESSIONS



B7 BOARD MEMBERS, SOCIAL MEDIA AND FREE SPEECH

Social media has become such a prevalent communication platform in today's society. Questions can and do arise with whether an elected public official's social media site is purely personal or has spilled over to the public domain. In this session, we will discuss some of these issues and how courts are addressing this. We will also discuss other communication media, including emails, text messages and the like.

PRESENTERS: Derek Aldridge & Josh Schauer - Perry Law Firm



B8 WOOD RIVER RURAL SCHOOLS RESPONDS TO HEALTH CARE WORKER DEMAND WITH CNA PROGRAM

To help meet demand for medical field workers, Wood River Rural Schools has established a Certified Nursing Assistant program. This was a collaboration with Central Community College, the Wood River community, and generous local donors. With this in-school opportunity, students are prepared for high demand, high pay, high skill careers in medical care. For those students who have a career interest in medicine, becoming a CNA gives them a valuable experience that opens many doors in their future. Join Shelby Allan, WRRSD School Nurse, plus past and current students as they discuss the ins and outs of this program.

PRESENTER: Shelby Allan & Terry Zessin - Wood River Rural Schools



B9 WHEN YOUR SCHOOL'S SAFETY IS UNDER ATTACK...WHAT I WISH I WOULD HAVE KNOWN PRIOR



We often say "it will never happen to us." We all have safety teams, crisis teams, and threat assessment teams...but things still happen. There is only so much the pieces of training and manuals can provide when a crisis strikes. This session will provide all the things I learned and wish I would have known prior to an incident that we all thought "would never happen to us."

PRESENTER: Stephanie Kaczor - Riverside Public Schools



B10 DIGITAL WISE PARENTING TO CREATE DIGITALLY FIT STUDENTS



What do adults need to be aware of when devices are a big part of children's lives? The core of many of the issues seen in schools originate from digital platforms, apps, and media. Exposure to digital nuances impact all of us on a behavioral, mental, and emotional level. Developing our digital wisdom will make us more mindful of the best practices to assist students with better digital: citizenship, literacy, privacy, and navigation within the virtual world to be safer and more secure in the real world. We will discuss: platform pressures, synthetic media, emotional exploitation, and digital fitness. Digital parent academies are needed to give them the tools to build a child's digital wisdom framework for safe platform participation.

PRESENTER: Jay Martin - NDE



LEARNERS LEADING LEARNERS

THURSDAY BREAKOUT SESSIONS

SUPERINTENDENT OF THE YEAR WILL BE RECOGNIZED AT THE THURSDAY LUNCHEON



Previous Winners Include:

2024 - ANDY RIKLI, PAPIILLION LA VISTA	2012 - BILL MOWINKEL, GRAND ISLAND NW	2000 - STEVE, JOEL, BEATRICE
2023 - MARK LENIHAN, WAYNE	2011 - MIKE CUNNING, HERSHEY	1999 - KENNETH ANDERSON, HASTINGS
2022 - TERRY HAACK, BENNINGTON	2010 - KEITH LUTZ, MILLARD	1998 - KEN BIRD, WESTSIDE
2021 - JIM SUTFIN, MILLARD	2009 - STEVE RECTOR, SOUTH SIOUX CITY	1997 - RICK BLACK, CONESTOGA
2020 - MARK ADLER, RALSTON	2008 - LARRY RAMAEKERS, AURORA	1996 - GARY HAMMACK, KEARNEY
2019 - MIKE TEAHON, GOTHENBURG	2007 - ROGER BREED, ELKHORN	1995 - MARTIN PETERSEN, ALLIANCE
2018 - JOHN SKRETTA, NORRIS	2006 - RICHARD EISENHAUER, LEXINGTON	1994 - VANDLE PHILLIPS, SOUTH SIOUX CITY
2017 - CAROLINE WINCHESTER, CHADRON	2005 - ROY BAKER, NORRIS	1993 - FRED BELLUM, COLUMBUS
2016 - JAY BELLAR, BATTLE CREEK	2004 - DAN ERNST, WAVERLY	1992 - GLENN LARSEN, ADAMS CENTRAL
2015 - BRIAN MAHER, KEARNEY	2003 - RANDY NELSON, NORFOLK	1991 - NORBERT SCHUERMAN, OMAHA
2014 - STEVE BAKER, ELKHORN	2002 - PHILIP SCHOO, LINCOLN	1990 - DOUG CHRISTENSEN, NORTH PLATTE
2013 - KEVIN RILEY, GRETNA	2001 - KEITH ROHWER, NEBRASKA CITY	1989 - DONALD STROH, MILLARD



C - BREAKOUT SESSIONS THURSDAY, NOVEMBER 16 - 2:15 TO 3:15 PM



C1 STUDENT VOICES

Students from Nebraska high schools share their perspectives on issues that are important to the leaders of tomorrow.



C2 ADDRESSING DIVERSE POPULATIONS IN RURAL DISTRICTS TO ENSURE QUALITY EDUCATION IN GRADES PK-12



Lexington Public Schools will share how it is addressing the needs of the whole child in a rural district with a diverse population and student needs. From programs that support EL/Migrant populations to students experiencing poverty and trauma, LPS representatives will share some of the programs and approaches they have implemented to ensure all students are prepared to learn and succeed.

PRESENTERS: John Hakonson, Angie Kovarik, Annette Fitzgerald - Lexington Public Schools



C3 ATHLETICS, ACTIVITIES, AND THE LAW

School athletics and activities present unique legal challenges. From name image and likeness (NIL) to transgender participation, these are hot button issues that impact all schools. In this session, we will discuss those matters along with important topics such as Title IX, booster club funds, and activities discipline. These are emerging areas of the law that are constantly impacted by court decisions and legislative activities, and it is important to stay ahead of the game (pun intended) on these topics.

PRESENTERS: Josh Schauer & Derek Aldridge - Perry Law Firm



C4 WALKING ALONGSIDE THE BOARD THROUGH SUPERINTENDENT EVALUATION AND BOARD SELF-ASSESSMENT

Evaluating the superintendent is one of the primary functions of the board. Eliminate the obstacles that distract the board from administering an efficient and effective evaluation process. Are you allowing the superintendent to complete a self-assessment and do all board members participate in the evaluation of the superintendent? Join us to discuss the importance of the evaluation tool, protocols, and procedures for administering a fair and professional evaluation, plus adoption of goals to support superintendent accountability for growth of the district and his/her professional leadership.

PRESENTERS: Marcia Herring & Katie Corfield - NASB

TO REGISTER FOR THE CONFERENCE VISIT WWW.NASBONLINE.ORG



C5 PERSONNEL MATTERS: FACT, FICTION, AND FUNCTION

Quality staff members make all the difference, and boards and administrators appropriately spend a lot of time, energy, and money ensuring students receive a top-notch education from excellent educators. It doesn't always work out that each educator is a fit for each school, and vice-versa. This presentation will make sure everyone understands their role and responsibilities during personnel cases, from the evaluation process through the school board hearing, focusing on key elements that prove difficult or frustrating every time. Whether you've been through it or not, there's always more to know!

PRESENTERS: Karen Haase, Steve Williams & Jordan Johnson - KSB School Law



C6 RETAINING & HIRING MUSIC TEACHERS IN SMALL SCHOOLS

Music education is an integral part of a student's physical, mental, and emotional health. There is a concern across the state that small schools (especially those in more rural areas) are not filling their music positions. NSBA (Nebraska State Bandmasters Association), along with some administrators from across the state are going to share the efforts that are being made to prevent their small schools from being a "stepping stone" job and instead make it a "forever" job where their music teacher(s) can build a program and have a desire to stay.

PRESENTERS: Emiley Bond - Nebraska State Bandmaster Association; Anna Sake - Palmer Public Schools



C7 WHAT HAPPENS IN CLOSED SESSION, STAYS IN CLOSED SESSION?

Closed session can be a very complicated area of the law. In this session, we will walk through the legal requirements and case studies involving entering into closed session, discussions during closed session, "leaks" from closed session, and other legal and practical issues that may arise during (or after) closed session. We will also discuss how to make the proper motion to enter into closed session, how to exit closed session, and how closed session entrance and exit should appear in minutes.

PRESENTER: Justin Knight - Perry Law Firm



C8 REFRAMING THE FOUR-DAY WEEK DEBATE: STUDENT ENRICHMENT AND SUPPORTING THE PROFESSION

The move to a four-day school week and implementation of Optional Enrichment Fridays has realized some positive outcomes for both students and teachers! Our district's innovative approach to providing enrichment opportunities for students, meeting the needs of families, and tackling dwindling enrollment is now in its fifth year. This session provides an overview of implementing a radical change through the lenses of current research, community consultation, student engagement, and district leadership. The lessons learned in the process and plans for the future will be presented.

PRESENTER: Evelyn Browne - Banner County School



C9 LIKE FREE, BUT STILL HIGH QUALITY?

The current reality in education is; tight budgets, staff shortages, unfunded mandates, and expensive materials. ESU 5 has looked at Open Education Resources (materials FREELY available online). We have vetted these units for quality and have put together a coherent K-12 science curriculum from these FREE units. Most of our units are already ranked "high quality." Interested in getting access to our FREE, vetted curriculum for your school? Come to this session and you will leave with FREE access to the units we have collected as well as our suggested scope and sequence for implementation.

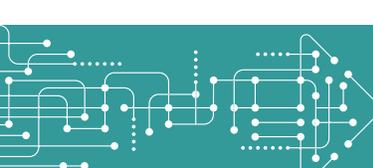
PRESENTER: Annette Weise - ESU 5



C10 ESU BOARD MEMBER UPDATE

Attend this session for a review of events from the past year and a preview of the programs of interest to ESUs across the state.

MODERATOR: Jim Luebbe - NASB



D

D - BREAKOUT SESSIONS THURSDAY, NOVEMBER 16 - 3:30 TO 4:30 PM



D1 WHO WILL BE YOUR DISTRICT'S NEXT SUPERINTENDENT?

Are you concerned about hiring a high-quality superintendent should your current superintendent resign? If so, then the Nebraska Association of Professors of School Leadership (NAPSL) would like to partner with you in developing solutions that will ensure future high-quality leaders for our Nebraska schools. During this session, NAPSL will facilitate conversations focused on Nebraska school leaders. The session will review Nebraska's history of superintendents along with examining how future Nebraska superintendents must be more diverse to keep up with demand. Board members and superintendents are encouraged to attend.

PRESENTERS: Michael Sieh - Wayne State College; Kevin Riley - UNO; Shavonna Holman - UNL



D2 EHA BENEFITS UPDATE

Overview of the health and dental plans available to EHA schools, member engagement programs, and an opportunity to address your benefit questions.

PRESENTERS: Brett Young - BCBS; Greg Long - EHA



D3 SCHOOL LAW JEOPARDY FOR BOARD PRESIDENTS

This session is targeted to current and aspiring school board presidents. From preparing agendas, managing public comment, and serving as the "chair" of the board, we will walk through a board president's legal "dos" and "donts."

PRESENTER: Justin Knight & Josh Schauer - Perry Law Firm



D4 DIGITIZING AND STREAMLINING YOUR BOARD MEETINGS AND STAFF NEGOTIATIONS

The days of using paper and manual calculations are slowly coming to an end. In this session, you will learn the features and benefits of the Sparq Meetings and Negotiations platforms; some of our tips and tricks for becoming more proficient and efficient; and what new changes have been added that make your life easier.

PRESENTERS: Nicole Kobus & Darion Miller - Sparq Data Solutions



D5 DUELING PIANOS, SCHOOL LAW STYLE

You've got the requests; they've got the keys. Jim and Karen will have some pre-planned topics to cover, and then they will open it up for requests! From personnel/student issues to the First Amendment, anything goes. Bring your questions and requests, and Karen and Jim will keep it 100 (or at least PG-13).

PRESENTERS: Jim Gessford - Perry Law Firm; Karen Haase - KSB School Law



D6 WHY DO SCHOOL BOARDS NEED TO PAY ATTENTION TO BIRTH TO FIVE?

You can't care about children's reading proficiency, academic success, and high school graduation rates without caring about quality early childhood education. The foundation for all future learning is built during children's earliest years. Yet, Nebraska does not have enough programs. Get insights from a new survey that shows Nebraska voters want early education supported like K-12 and higher education. Hear from school leaders about how they are leveraging funding sources and partnerships to build a birth-through-third grade continuum. Also learn how We Care for Kids can help.

PRESENTER: Kara Ficke - We Care For Kids



D7 HELPING HANDS

The North Platte Public School district's Helping Hands program is designed to have one college-aged student come into the classroom to serve as a positive mentor/role model to students with behavior needs. The Helper will support the student in the classroom by helping to keep the student on task, assist the student with coping skills, follow and implement Behavior Improvement Plans, and help identify the good things the student does during their time with them. The college students have received training from local Licensed Mental Health Providers.

PRESENTERS: Todd Rhodes & Brandy Buscher - North Platte Public Schools

FRIDAY BREAKOUT SESSIONS



CLASSROOM SHOWCASE FRIDAY, NOVEMBER 17 - 8:00 TO 11:30 AM



NASB DELEGATE ASSEMBLY FRIDAY, NOVEMBER 17 - 8:00 TO 9:30 AM



NASA MEMBERSHIP MEETING FRIDAY, NOVEMBER 17 - 8:00 TO 9:30 AM



E - BREAKOUT SESSIONS FRIDAY, NOVEMBER 17 - 9:15 TO 10:15 AM



E1 LOCAL VETERANS' HISTORY PROJECT

The Congressional Veterans History Project 2000 was designed to record the memories of WWII Veterans across the Nation. Unfortunately, most schools are still unfamiliar with this project and these memories are lost. Using the interview questionnaire from the CVHP our High School has interviewed around 60 area veterans who served in WWII to the present day. What we have learned is our students and veterans develop a unique relationship and learning opportunity. Students develop these skills: organizing, greeting, interviewing, listening, recording, writing, summarizing, and thanking. Skills that reach across the curriculum. Veterans benefit by seeing our community's youth being attentive and appreciative of the sacrifices service requires.

PRESENTERS: Lance Swanson - South Sioux City Community Schools; Dwight Freiberg & Steve Shadle - Siouxland Freedom Park



E2 BOARD COMMITTEES - HOW TO EFFECTIVELY UTILIZE COMMITTEES

One Board's journey from near non-existent committee meetings to routine committee meeting utilization. Learn about the effect on board cohesiveness and communication, Board/Superintendent relations, community engagement and the evolution to more effective and efficient Board meetings.

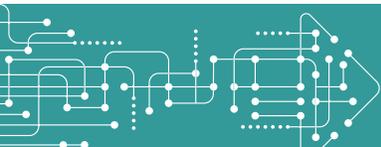
PRESENTER: Alicia Beavers - Elm Creek Public Schools



E3 HOT TOPICS IN SCHOOL CONSTRUCTION AND FINANCING

In this session, we will discuss some of the basics of the statutory requirements for school districts contemplating facility construction projects. We will also discuss considerations of financing, including bond issue elections, assistance in this approach for school districts and the dos and don'ts for school districts. Finally, we will discuss some pitfalls that can occur in school construction.

PRESENTER: Derek Aldridge - Perry Law Firm





E4 ACCESS TO OVERALL WELL-BEING



ESU 2 Team ACCESS (All Children Celebrated Educated Safe & Successful) is a program to support students, families, and districts by expanding services and programs that aim to address overall well-being. Team Access was created as a single entry point for our school districts to access our social support services. Our goal is to work together behind the scenes, to make it easier for schools to navigate our many social support programs. The presentation will review how ESU 2 Team ACCESS staff help coordinate services, provide educator training, and support through small group instruction or mental health counseling.

PRESENTERS: Taira Masek & Megan Reese - ESU 2



E5 PAIN IN THE APP, V. 9.0



It's hard to believe it, but this annual favorite is now a 3rd grader! We will take board members and administrators through the most relevant and recent cases with information related to the intersection of schools and student use of technology and social media.

PRESENTERS: Karen Haase & Sara Hento - KSB School Law



E6 RECOGNITION: IT'S MORE THAN JUST A THANK YOU

Workplace wellbeing is a hot topic in many school districts. Terms such as "self-care" are casually thrown around, but what is the right way to show meaningful appreciation to staff members? According to a recent Gallup survey, only 31% of U.S. teachers report feeling engaged at work. This means, almost 70% of teachers are going to work burned out or feeling depleted. In this session, attendees will learn the best practices in workplace recognition, strengths-based leadership, and engagement.

PRESENTER: Hannah Miller - TeamMates Mentoring



E7 ARTIFICIAL INTELLIGENCE (AI) & REMOTE LEARNING ISSUES - WHERE ARE WE HEADED?



Social media and Artificial Intelligence (AI) technology are changing the global framework of public education at a faster pace than ever before in history. From AI software programs designed to modify instructional delivery to meet each individual student's needs, to now, students using AI to complete their homework. Are we set for teacher email signature lines like "I'm teleworking on Mondays and Wednesdays," now common place in the private sector? We will explore the parameters of where public education is heading.

PRESENTERS: Jim Gessford & Justin Knight - Perry Law Firm



E8 MISSION: MENTAL HEALTH

Mission: Mental Health is an original mental health initiative that was implemented at Lakeview Community Schools during the school year. Administrators and school counselors worked together to create this initiative to help prevent staff burnout and boost staff morale throughout the district. The initiative provided quarterly incentivized challenges to help staff members focus on taking care of themselves, checking in on their coworkers, and bringing awareness to mental health. The initiative was supported by community businesses with donations as incentives for staff. Mission: Mental Health was positively viewed by staff members, improved culture, and promoted mental health wellness.

PRESENTERS: Aaron Plas - Bennington Public Schools; Mollie Rambour, Paige Rambour & Miranda Hellbusch - Lakeview Community Schools



F

F - BREAKOUT SESSIONS FRIDAY, NOVEMBER 17 - 10:30 TO 11:30 AM



F1 WELLNESS 4ALL MENTAL HEALTH PROGRAM

Attendees will learn about the impactful Wellness 4ALL mental health program that began in 2017 at Educational Service Unit 5 (ESU5). Fast forward six years, the program supports all 10 districts in ESU5, and an additional three districts outside of ESU5.

PRESENTERS: Jen McNally, Brenda McNiff & Jamie Mapp - ESU 5



F2 ADDRESSING THE SUBSTITUTE TEACHER SHORTAGE, SERVING DIVERSE LEARNERS

Since December 2020, Central Community College has helped metro and rural schools address the critical substitute teacher shortage. Come and learn how CCC quickly responded by creating an accessible, engaging, informative human relations course. More than just a training, the course's design helps students gain a basic understanding of cultures' contributions to our pluralistic society as well as provide beginning strategies to advocate for human dignity and individual rights. Presenters will share a course outline and student stories of growth. The course is offered most every month and has been delivered to over 1,500 students and substitute candidates.

PRESENTER: Abie Ott - Central Community College



F3 NEGOTIATIONS FOR BOARD MEMBERS

Negotiations is one of the most important functions of a school board. In fact, "personnel" is the largest item of a school district's budget. This session will walk through the statutory requirements for negotiations. We will also give boards an update on negotiations "hot topics" and ideas for the 2023-2024 negotiations season.

PRESENTER: Justin Knight - Perry Law Firm



F4 CHECKING THE PULSE OF YOUR DISTRICT

Over the past 3 years education has changed. Boards, administrators, teachers, and students have handled situations and issues no one thought possible. So how is your district doing? How are you: Board Member? Superintendent? How are your Administrators? Staff Members? Students? Research shows that engaging all stakeholders is one way to "check the pulse of the district," grow student success, keep teachers, and gauge well-being of the school district. This session will address the importance of stakeholder engagement to help districts continue to better their climate and culture and grow student success.

PRESENTERS: Kari Stephens & Marcia Herring - NASB



F5 PICKING YOUR OWN CONTRACTOR

Do you have a new construction project or a large renovation coming up? Do you need some construction management input before finalizing your design? Do you want the opportunity to select your construction manager based on experience and quality rather than just the lowest responsible bidder? Steve Williams and Coady Pruett will discuss the construction management at risk option for school districts, including when you can use a CM, the selection process, advantages, and how to avoid pitfalls. Any school board members or administrators who are thinking about an upcoming construction project or renovation should attend this session.

PRESENTERS: Steve Williams & Coady Pruett - KSB School Law



F6 ORIENTATION AND MENTORING...STARTING OFF ON THE RIGHT FOOT

As board members, new or old, are there expectations for you as a board member that have been shared by board leadership or by the superintendent/administrator? Do you know where to access policies, staff information, board meeting minutes/agendas? Is there training you need to attend? What are the goals of the board? This session will provide a practical template for Board Orientation and Mentoring for school district or ESU boards. Please join us for this practical learning session, to enhance your school board member onboarding process.

PRESENTER: Larianne Polk - ESU 7

FRIDAY BREAKOUT SESSIONS



F7 WE DON'T HAVE A POLICY ON TRANSGENDER STUDENTS, BUT SHOULD WE?

The law and guidance surrounding transgender students is changing faster than ever before. In this presentation, attorneys from the Perry Law Firm will address the current status of the law concerning transgender students and will address when, if ever, your board should consider adopting a policy regarding the rights and privileges of transgender students.

PRESENTERS: Greg Perry & Haleigh Carlson - Perry Law Firm



F8 A LISTENING SESSION WITH MEMBERS OF THE STATE BOARD OF EDUCATION

Share your thoughts on statewide education policy with members of the State Board of Education. State Board members are particularly interested in what is currently affecting local school boards and districts, and the solutions you have to offer for these issues. Topics may include school accountability, accreditation, and approval; educator certification; and statewide assessment, among others. Attending this session is a great opportunity for you to have your voice heard among members of the State Board of Education.

PRESENTERS: Ryan Foor - NDE; Patti Gubbels - State Board of Education



ANN MACTIER - SCHOOL BOARD MEMBER OF THE YEAR WILL BE PRESENTED AT THE FRIDAY LUNCHEON

Previous Winners Include:

2022 - MARCIA MAHON, SOUTH SIOUX CITY
2021 - STEVE KOCH, HERSHEY
2020 - MARIAN HOLSTEIN, WINNEBAGO
2019 - VALERIE FISHER, PAPPILLON-LA VISTA
2018 - KATHY DANEK, LINCOLN
2017 - BONNIE HINKLE, GRAND ISLAND
2016 - TERRI HAYNES, CHADRON

2015 - LINDA RICHARDS, RALSTON
2014 - BRAD KRIVOHLAVEK, NORFOLK
2013 - PATTY BENTZINGER, NORRIS
2012 - KATHY BARTEK, FALLS CITY
2011 - JULIE AGARD, KEARNEY
2010 - KIM FASSE, ELKHORN
2009 - RON PEARSON, ESU #3

2008 - SANDRA JENSEN, OMAHA
2007 - JOHN HANSEN, BELLEVUE
2006 - FRED TAFOYA, PAPPILLON-LA VISTA
2005 - WAYNE ERICKSON, WISNER-PILGER
2004 - ANN MACTIER, OMAHA

REGISTERING FOR THE CONFERENCE

REGISTRATION FOR THE 2023 STATE EDUCATION CONFERENCE WILL OPEN WEDNESDAY, SEPTEMBER 13, 2023

To register, go to the NASB website at www.NASBonline.org and log in using your email and password, and click the State Education Conference link.

AS YOU REGISTER, BE SURE TO MAKE PLANS TO ATTEND THE EXHIBITOR RECEPTION FROM 4:00 TO 5:30 PM ON WEDNESDAY, NOVEMBER 15. IF YOU HAVE SPECIAL DIETARY NEEDS DUE TO A MEDICAL CONDITION, CONTACT ABI CARLSON AT 800-422-4572 TO ARRANGE ALTERNATIVE MENUS.



TO REGISTER FOR THE CONFERENCE VISIT WWW.NASBONLINE.ORG



1311 STOCKWELL STREET
LINCOLN, NE 68502
WWW.NASBONLINE.ORG

RETURN SERVICE REQUESTED

2023 STATE EDUCATION CONFERENCE
NOVEMBER 15-17
CHI HEALTH CENTER - DOWNTOWN OMAHA

LEARNERS LEADING LEARNERS



Co-Sponsored by the Nebraska Association of School Boards
and the Nebraska Association of School Administrators



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 _____

September 7, 2023

Hemingford Public Schools
Board of Education
913 Niobrara Ave.
Hemingford, NE 69348

Dear Negotiations Committee:

The Hemingford Education Association requests that the school board of the Hemingford Public Schools take action to recognize Hemingford Education Association as the exclusive bargaining agent for the district's non-supervisory certificated staff for the 2025-2026 contract year.

Please direct your response to the undersigned.

Sincerely,

Pam Huddle

Pam Huddle, president

Hemingford Education Association

STUDENT BOARD REPRESENTATIVE - MONTHLY REPORT TEMPLATE



Student Board Representative
Board of Education Report
Date: September 11, 2023

Submitted by: Aiden Benda

1. Student Activities
 - a. Homecoming was a success.
 - b. Students are ready for school to get back to being normal now that Homecoming is over
 - c. Students seem to be a lot more involved this year. A lot more involvement and connection between students with increased participation.

2. Other Pertinent Student Information/Feedback from Students
 - a. Attitudes of people in school seem to be more positive than a few years ago.
 - b. Students were really frustrated with joining WNCC classes. Lots of problems for students getting enrolled with the college.

3. Progress on Student Board Member Initiative
 - a. Start an FBLA Chapter at Hemingford High School
 - i. Discussions with other students from other schools
 1. Good things for careers
 2. Scholarships/Connections
 - ii. Finding a sponsor will be a challenge

b.

c.

Behavior BONANZA!

Creating Environments That Cultivate Positive Behavior

Hosted by NASES and NDE



September 14-15, 2023



Cornhusker Marriott - Lincoln

Wednesday, September 13

New NASES Members at NDE Offices

Thursday, September 14

- 8:00 a.m. Registration and Continental Breakfast
- 9:00 a.m. Legislative Changes and Legal Implications with Behavior
- 10:15 a.m. Low-Burden, High-Impact Practices to Positively Impact Behavior Success!
- 12:00 p.m. Lunch
- 1:00 p.m. Low-Burden, High-Impact Practices Continued
- 4:00 p.m. NASES Membership Meeting
- 5:00 p.m. Social at HopCat *sponsored by eLuma*

Lodging
Cornhusker Marriott
Lincoln, NE
(402) 474-7474
\$117 + tax
Mention:
NCSA - NASES

Friday, September 15

- 8:00 a.m. Registration and Continental Breakfast
- 8:30 a.m. Welcome and Introductions (NDE SPED team)
- 9:30 a.m. PBIS within IDEA: Positive Behavioral Interventions and Supports
- 10:45 a.m. NDE Updates and Questions
- 12:00 p.m. Adjourn

Name: _____

School District/Agency: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

- _____ \$150 NCSA Member
- _____ \$85 Nonmember District Employee attending with NCSA member
- _____ \$60 Student and NARSA Members

- YES, I plan to attend the Thursday social
- YES, I will attend New Members on Wednesday

- _____ Bill School District
- _____ Check Enclosed

Return forms to:

 NCSA
455 S 11th St., Ste A
Lincoln, NE 68508

 402-476-7740

All Cancellation requests must be received by Monday, September 11, 2023.

For more information and to register online visit: www.ncsa.org

Behavior BONANZA!



Creating Environments That Cultivate Positive Behavior

Wednesday, September 13

New NASES Members at NDE Offices

Additional information will be shared with new members and mentors

Thursday, September 14

8:00 a.m. **Registration and Continental Breakfast**

9:00 a.m. **Legislative Changes and Legal Implications with Behavior**
with Dr. Mike Dulaney

10:15 a.m. **Low-Burden, High-Impact Practices to Positively Impact Behavior Success!** *with Felisha Santiago - Character Strong*
In this training, we will discuss Low-Burden, High-Impact practices, focusing on Teaching, Relational, Proactive, and Responsive Practices that educators have control over to implement to positively influence student behavior success as an enabler to academic engagement and performance.



12:00 p.m. **Lunch**

1:00 p.m. **Low-Burden, High-Impact Practices to Positively Impact Behavior Success! Continued**

4:00 p.m. **NASES Membership Meeting**

5:00 p.m. **Social at HopCat** *sponsored by eLuma*



Friday, September 15

8:00 a.m. **Registration and Continental Breakfast**

8:30 a.m. **Welcome and Introductions (NDE SPED team)**

9:30 a.m. **PBIS within IDEA**

Positive Behavioral Interventions and Supports (PBIS) can be incorporated into Individualized Education Programs (IEPs) to provide targeted strategies and support for students with behavioral needs. Each student's IEP and PBIS plan should be tailored to their individual needs and circumstances. This presentation will work to provide information on how to think through these individual needs and circumstances to meet student needs. Collaborative communication and ongoing monitoring are key components of successfully incorporating PBIS into IEPs.

10:30 a.m. **Break**

10:45 a.m. **NDE Updates**

The NDE, Office of Special Education will provide important updates from both the federal and state levels.

11:30 a.m. **Questions**

12:00 p.m. **Adjourn**



Hemingford Public Schools

Administrative Reports to Board of Education

September 11, 2023

Mr. Arneson
HES Enrollment

PreSchool	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade	6th Grade	Total
25(+1)	25(+1)	21(-1)	25(+2)	37	27	31(+1)	38(+1)	229(+5)

Thank you

- The stocking caps from the boosters are awesome! Thank you so much!

Strategic Plan

- We're working on getting mClass (DIBELS 8) rolling in the elementary school. The staff is doing a great job trying something new.
- 2 years ago, the Elementary school hosted the Edgerton Explorit Center from Aurora for a science Day. I would like to do this again, but broden the scope a little bit. They offer a two-day experience where the evening of the first day is a family night.
 - I look at this activity with our strategic plan in mind:
 - Student Centered Learning: a great opportunity for some additional science education and experience.
 - Personnel Effectiveness: Gives teachers opportunities to collaborate with other teachers and the science presenters from Aurora.
 - Student and Staff Well-being: Many people, both staff and students, enjoyed the science day last time we hosted it.
 - Communication and Engagement: The family night would be an opportunity to engage the community with education related material.

Mrs. Curtis
HHS Enrollment

7th Grade	8th Grade	9th Grade	10th Grade	11th Grade	12th Grade	Total
23	29 (+2)	29 (-1)	33 (-1)	23	23	160

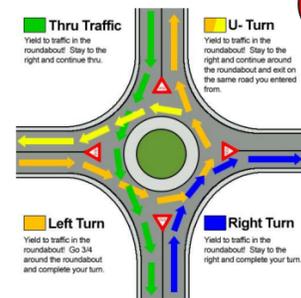
Thank You

- Jaci Haas for getting the senior banners completed and delivered to the school.
- Boosters for the cool stocking hats.

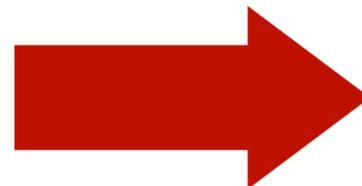
Strategic Plan Update

- Members of the School Improvement Team/MTSS Team, Misty Curtis, Eric Arneson, Sam Gilkerson, Bridget Raben, and Pete Gomez will be attending the NeMTSS conference in October.
- We have begun compiling a list of Tier II and Tier III intervention materials.
 - Progress Monitoring processes have begun.
 - K-6 is using mClass for all students
 - 7-8 is using Read180 for students in intervention classes.
 - As we begin to acquire data will begin the next process in the MTSS continuum of defining Tiered support at specified data points.
 - HHS will house our testing and progressing monitoring data on a dashboard to be able to easily triangulate the data.
- Today 21 juniors and seniors attended the College Fair at Alliance High School.
- The HS office (April) has started emailing a weekly Bulletin for internal staff that pulls in information from several communication mediums into one document to try to improve ease of access to information.
- I am excited to dive into our work with Julie Downing to examine our evaluation process and tools along with strengthening our vision for shared leadership.
- I have been working with Mr. Redden to ensure that our school-to-work students have opportunities to build resumes and practice interviewing skills as they begin their placements.
- All students enrolled in a TA course are completing their project PARA certification.
- We currently have 10 students enrolled in online college courses and 24 students enrolled in dual credit classes allowing our students to earn 108 college credits this semester.

NAVIGATING THE ROUNDABOUT THE BOBCAT WAY



**KEEP RIGHT
YIELD TO ONCOMING TRAFFIC**



BE SAFE BE RESPECTFUL BE RESPONSIBLE

Policy/Procedures

- To improve safety within our halls we have implemented a Roundabout where the south and west halls merge at the pole. After reviewing the cameras this was a huge success in creating a safer more inclusive environment for all students, especially our students with mobility challenges.
- Staff have completed the following trainings:
 - Behavior Support (PAWS), Seizure, Safe Driver, Bloodborne Pathogens, and Concussion.

Culture/Community

- All parents are now added to the Class’ Remind groups improving our ability to keep parents informed.
- Our Success class is working on a unit in landscape and design partnering with our Advanced Welding students to create some zero-scaping in the front of the school.
- We have been working to improve the way our information is translated from rSchool to our District Calendar.
- I have been selected to the Western Community College Board of Governors for WNCC. I am looking forward to the partnership and potential opportunities this may provide our students.
- We would like to invite the Board to come get a school picture taken during picture days on September 26th & 27th. Staff pictures are scheduled from 7:30-8:00 however we’re sure Steph will be able to get you in if you need to come at a different time. Staff pictures will be used for key cards and identification badges.

Mrs. Plog

Special Education Numbers - From SRS (Student Records System) Current as of 9/9/23

Birth-3
2

Preschool	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade	6th Grade	Total
4 (+1)	2	9	8	6 (+1)	2	4	7 (-3)	42 (-1)

7th Grade	8th Grade	9th Grade	10th Grade	11th Grade	12th Grade	12+ (To age 21)	Total
3	6 (+1)	7 (+1)	4 (-1)	7 (-1)	4 (-1)	1	29 (-1)

Total Enrollment in PowerSchool - 392

Total Special Education Students - 73

Special Education Percentage - 18.6%

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

- The Open House was amazing! It was so good to see community members, parents, students, and teachers all excited to begin the new school year!

- You may have noticed posters up in the bathrooms in the school and at the football field listing counseling and community resources. This was a need identified through our Random Drug Testing discussions and developed by the Panhandle Public Health Department (PPHD.) We wanted to give people Healthy Living/Drug Prevention information that they could access when needed. I have heard good feedback about the posters. Let me know if you have any questions about the posters.
- Homecoming was also full of excitement. Despite the chaos of the week and the close loss at the football game, I would consider Homecoming 2023 a success!
- Special Education Financial Reporting System (SPEDFRS) opened recently and is due on October 31, 2023. SPEDFRS is the report that we must fill out to receive payments from NDE for School Age Special Education and Transportation costs. We access this data collection through the NDE Portal. This report is very important and detailed and I appreciate all the hard work Kristy Hanks does to gather the information needed for this report.
- I will be traveling to Lincoln on Wednesday, September 13, 2023, to attend the NDE/NASES Behavior Bonanza conference. I attached the flyer with more information about this conference.
- On a personal note, I appreciate all the prayers and concern I received after Owen's motorcycle accident on August 27, 2023, at the Mitchell Motocross race. He had a pretty bad concussion that has resolved itself, but his ankle/calf muscle appears to have suffered a tear. Considering how terrible it could have been, I am grateful that he is back to his ornery self.

Memorandum

TO Hemingford Public Schools Faculty and Staff
FROM: Dr. Travis Miller
DATE: August 30, 2023
RE: Policy Update Memo

As you may recall, one of my goals this year is to get our policies all consolidated into a single, searchable document that is easily accessible. That work is ongoing. As part of that effort, I would like to share policy updates from this summer with you. The following policies were approved over June, July, and August. Some are responses to legislative changes, and others are updating our practices in alignment with current business practices. As an example, we had some outdated requirements mandating 15-minute breaks and lunch breaks. Those breaks are no longer mandated in either the handbooks or policy. Similarly, we updated language regarding the use of software for time reporting. From a school operations/employment standpoint, please be sure to review the policies with 400 designations, especially if you are in a support staff position.

The topics are fairly wide-ranging, so I would encourage you to spend some time looking through the policies. These policies contain information about overtime (needs to be approved by the superintendent prior to completing the work), evaluation processes for support staff (please see the updated evaluation form at the end of this memo), use of Narcan, graduation requirements, and information regarding a multi-year transition to a *cum laude* system for recognition of student achievement.

If you have any questions, please reach out to me via email to schedule a conversation. Thanks for all that you do to help our schools operate in a safe, efficient, and effective manner.

[411.53 - EMPLOYMENT OF COACHES/SPONSORS FROM OUTSIDE THE REGULAR STAFF](#)

[412.01 - SUPPORT STAFF DEFINED](#)

[412.07 - SUPPORT STAFF EVALUATION](#)

[413.01 - SUPPORT STAFF COMPENSATION](#)

[413.01R1 - SUPPORT STAFF COMPENSATION GUIDELINES](#)

[414.03 - SUPPORT STAFF SUSPENSION, DISMISSAL AND DISCIPLINARY ACTION](#)

[413.02 - SUPPORT STAFF WAGE AND OVERTIME COMPENSATION](#)

[502.02 - NONRESIDENT STUDENTS/OPTION ENROLLMENT](#)

[504.11 - WEAPONS](#)

[505.03 - STUDENT DISCIPLINE](#)

[505.04 - ALTERNATIVE EDUCATION PROGRAMS OR PLANS FOR EXPELLED STUDENTS](#)

[506.02 - STUDENT ORGANIZATIONS](#)

[508.17 - SEIZURE SAFE SCHOOLS](#)

[508.18 - NALOXONE IN SCHOOL](#)

[508.19 - BEHAVIORAL POINTS OF CONTACT](#)

[0605.07 - FULL-TIME AND PART-TIME ENROLLMENT](#)

[611.06 HONORS RECOGNIZED AT HIGH SCHOOL GRADUATION AND GRADE POINT AVERAGE](#)

[611.07 - GRADUATION REQUIREMENTS](#)

[At-Will Classified Employee Evaluation Instrument](#)

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

412.01 - 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

413.01 - 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

414.03 - 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

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

502.02 - 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 and publish its specific standards for acceptance and rejection of applications as an option school prior to October 15th of each school year for 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.

Capacity for the district's special education 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.

An option enrollment application shall be rejected in the event the capacity of a program, class, grade level, or school building or the availability of appropriate special education programs operated by the District would be exceeded by acceptance of the application, and an option enrollment application shall be rejected in the event the application is for enrollment in a program, class, grade level, or school building which has been declared unavailable to option students due to lack of capacity.

The application may be rejected if it is not submitted on a form prescribed by the State Department of Education, is not completely and accurately filled in, is not received within the time required by law, or any additional information requested to be supplied is not supplied to the School District within the time lines indicated; or in the event acceptance of the application is not required 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. Any such agreement shall require that the parent or guardian of the option student reimburse Hemingford Public Schools for such transportation at an agreed fee which shall be sufficient to recover the additional costs incurred by Hemingford Public Schools for such transportation. An option student may be transported for no fee, provided the student meets the assigned bus at a pick-up location within a regular assigned route and the bus is not at capacity as determined by the administration.

Any transportation services provided to an option student may be discontinued in the sole discretion of the administration or School Board, as the School Board does not authorize the granting of a continuing right to transportation to any option student. Two weeks' notice of discontinuance of transportation services will be provided when determined by the administration to be practicable.

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

Approved:
Reviewed:
Revised: 8-14-23

504.11 - 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: 8-14-23

505.03 - 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 or jewelry that is gang-related
- b. 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
- c. Clothing or jewelry that advertises 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. 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
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.

- g. Clothing or jewelry displaying words or images that carry double meanings or profanity (bad words) in writing, pictures or slogans.
- h. Visible body piercing (other than ears)
- i. 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.
- j. 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.

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 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.

(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. Likewise, using material generated through an AI (artificial intelligence) system and submitting it as original work is considered cheating.

(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: 8-14-23

505.04 - ALTERNATIVE EDUCATION PROGRAMS OR PLANS FOR EXPELLED STUDENTS

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: 8-14-23

506.02 - 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?
- Will the subject matter of the group soon be taught in a regularly offered course?
- Does the subject matter of the group concern the body of courses as a whole?
- Is participation in the group required for a particular course?
- Does participation in the group result in academic credit?

Secondary school curriculum-related student organizations may use the school district facilities for meetings and other purposes before and after the instructional school day. Employees shall be assigned to monitor approved meetings and may interact with curriculum-related organizations.

Noncurriculum-Related Organizations

Student-initiated, noncurriculum-related organizations shall be provided access to meeting space and school district facilities.

Only students may attend and participate in meetings of noncurriculum-related groups. Such attendance shall be strictly voluntary and student-initiated. As a means of determining whether a student's attendance is voluntary, the principal may require parental consent for the student to attend the meetings.

Legal Reference: Westside Community Board of Education v Mergens, 496
U.S. 226 (1990).

Neb. Statute 79-297 et seq.

Cross Reference: 504 Student Rights and Responsibilities

Approved:

Reviewed:

Revised: 8-14-23

508.17 - 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: 8-14-23

Reviewed:

Revised:

508.18 - 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: 8-14-23

Reviewed:

Revised:

508.19 - 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: 8-14-23

Reviewed:

Revised:

0605.07 - 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.

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.

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 school sponsored 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. 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, 8-14-23

611.06 - HONORS RECOGNIZED AT HIGH SCHOOL GRADUATION AND GRADE POINT AVERAGE

The official grade point average (GPA) of graduating students is based on all high school credit hours in order to allow students sufficient opportunity to demonstrate 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: 8-14-23

611.07 - 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 earning credit and payment is the responsibility of the student.

Cross Reference NDE Rule 10, part 003.05B

Approved:

Reviewed:

Revised: 3-14-22, 8-14-23

HEMINGFORD
PUBLIC
SCHOOLS

At-Will Classified Employee Evaluation Instrument

EMPLOYEE NAME: _____
EVALUATOR NAME: _____
SCHOOL/BUILDING: _____
JOB TITLE: _____
DATE: _____

MEETS	DOES NOT MEET
I. DISTRICT RULES/REGULATIONS	
<input type="checkbox"/> Follows all job rules / regulations.	<input type="checkbox"/> Fails to follow some job rules / regulations.
COMMENTS:	
II. QUALITY OF WORK	
<input type="checkbox"/> Meets all standards.	<input type="checkbox"/> Fails to meet some standards.
COMMENTS:	
III. KNOWLEDGE OF WORK	
<input type="checkbox"/> Knows how to execute job duties and responsibilities.	<input type="checkbox"/> Lacks some understanding of duties and responsibilities.
COMMENTS:	
IV. VOLUME OF WORK	
<input type="checkbox"/> Output meets expectations.	<input type="checkbox"/> Output does not meet expectations.
COMMENTS:	
V. ATTENDANCE (Excluding excused absences.)	
<input type="checkbox"/> Employee can be counted on for reliability.	<input type="checkbox"/> Employee's attendance is unreliable.
COMMENTS:	

VI. PUNCTUALITY	
<input type="checkbox"/> Prompt in reporting for work.	<input type="checkbox"/> Has reported tardy for work.
COMMENTS:	
VII. DEPENDABILITY	
<input type="checkbox"/> Sufficient pre-planning and budgeting of time and resources to meet deadlines.	<input type="checkbox"/> Fails to properly budget time and/or resources to meet deadlines.
COMMENTS:	

VIII. ATTITUDE TOWARD OTHERS CONTACTED IN THE COURSE OF WORK	
<input type="checkbox"/> Exhibits professionalism and helps to create a good working environment.	<input type="checkbox"/> Has been unprofessional and/or exhibits negative behaviors toward others.
COMMENTS:	
IX. WORK ATTITUDE (RESPONSE TO CHANGE/INITIATIVE)	
<input type="checkbox"/> Self-motivated and accepts new ideas and criticisms.	<input type="checkbox"/> Shows a lack of interest and/or is reluctant to change and/or accept criticism.
COMMENTS:	

COMMENTS:

- I will attach a written response.**
- I will not attach a written response.**

Employee's Comments:

Supervisor's Response (permissible):

**Signature of Supervisor
Date**

Title

Signature of Employee
Date**

Title

**Employee's signature indicates that the evaluation has been discussed with the employee but does not necessarily constitute agreement.

This evaluation will be placed in the employee's PERSONNEL file. The employee has the right to respond either in the comment section or on a separate sheet to be attached to this evaluation.

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:

Revised:

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:
Reviewed:
Revised:

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:
Revised:

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.

Approved:

Reviewed:

Revised:

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

Approved:
Reviewed:
Revised:

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

Approved:

Reviewed:

Revised:

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

Approved:
Reviewed:
Revised:

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,

unless circumstances beyond the board's control requires the meeting to be set on another date - but at no time later than the third Monday of the month. The board shall set the meeting for the next month at the preceding board meeting.

Regular meetings shall start at 7:00 p.m. unless other circumstances require a different starting time. The public notice shall include meeting date, time and location of the meeting.

All meetings of the board shall be held at the location designated in the notice of said meeting. If circumstances dictate meeting in a different location than designated in the notice, it shall be the responsibility of the superintendent to take the appropriate steps to inform board members and the public. Meetings of the board may be held outside the school district boundaries when deemed necessary by the board.

The board shall make available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. At the beginning of the meeting, the public shall be informed about the location of the posted information.

All actions taken by the board shall occur in open session by a roll call vote of the board with a record of the voting kept for the minutes. The voting requirements may be met by using an electronic voting device which allows the vote of each board member to be readily seen by the public.

Legal Reference: Neb. Statute 79-554
 79-560
 79-561
 84-1412

Cross Reference: 203.01 Board Organizational Meeting

Approved:
Reviewed:
Revised:

204.02 - SPECIAL BOARD MEETINGS

Special meetings may be called by the superintendent, the president of the board or any two board members. Should a special meeting be called, public notice shall be given and the meeting shall be conducted in accordance with the open meetings laws.

If the special meeting called is an emergency meeting and the board cannot give public notice in its usual manner, the board shall give public notice of the meeting as soon as practical and possible in light of the situation. The reason for the emergency meeting and why notice in its usual manner could not be given shall be stated in the minutes. Minutes of the emergency meeting must be made available to the public by no later than the end of the next regular business day.

Only the purpose or issue for which the emergency meeting was called may be discussed and decided in the emergency meeting. The board shall strictly adhere to the agenda for the emergency meeting and action on other issues shall be reserved for the next regular or special board meeting.

Legal Reference: Neb. Statute 79-554
 79-555
 84-712
 84-1408 to 1414

Approved:
Reviewed:
Revised:

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:

204.10 - 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

414 - Support Staff Termination of Employment

414.03 - 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

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

502.02 - 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 and publish its specific standards for acceptance and rejection of applications as an option school prior to October 15th of each school year for 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.

Capacity for the district's special education 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.

An option enrollment application shall be rejected in the event the capacity of a program, class, grade level, or school building or the availability of appropriate special education programs operated by the District would be exceeded by acceptance of the application, and an option enrollment application shall be rejected in the event the application is for enrollment in a program, class, grade level, or school building which has been declared unavailable to option students due to lack of capacity.

The application may be rejected if it is not submitted on a form prescribed by the State Department of Education, is not completely and accurately filled in, is not received within the time required by law, or any additional information requested to be supplied is not supplied to the School District within the time lines indicated; or in the event acceptance of the application is not required 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. Any such agreement shall

503 - Student Attendance

504 - Student Rights and Responsibilities

504.11 - 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: 8-14-23

505 - Student Discipline

505.03 - 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 or jewelry that is gang-related
- b. 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
- c. Clothing or jewelry that advertises 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. 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

- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- g. Clothing or jewelry displaying words or images that carry double meanings or profanity (bad words) in writing, pictures or slogans.
- h. Visible body piercing (other than ears)
- i. 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.
- j. 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.

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 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.

(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. Likewise, using material generated through an AI (artificial intelligence) system and submitting it as original work is considered cheating.

(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: 8-14-23

505.04 - ALTERNATIVE EDUCATION PROGRAMS OR PLANS FOR EXPELLED STUDENTS

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: 8-14-23

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)

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

506.02 - 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?
- Will the subject matter of the group soon be taught in a regularly offered course?
- Does the subject matter of the group concern the body of courses as a whole?
- Is participation in the group required for a particular course?

- Does participation in the group result in academic credit?

Secondary school curriculum-related student organizations may use the school district facilities for meetings and other purposes before and after the instructional school day. Employees shall be assigned to monitor approved meetings and may interact with curriculum-related organizations.

Noncurriculum-Related Organizations

Student-initiated, noncurriculum-related organizations shall be provided access to meeting space and school district facilities.

Only students may attend and participate in meetings of noncurriculum-related groups. Such attendance shall be strictly voluntary and student-initiated. As a means of determining whether a student's attendance is voluntary, the principal may require parental consent for the student to attend the meetings.

Legal Reference: Westside Community Board of Education v Mergens, 496 U.S. 226 (1990).

Neb. Statute 79-297 et seq.

Cross Reference: 504 Student Rights and Responsibilities

Approved:

Reviewed:

Revised: 8-14-23

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

508.17 - 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

[Click here to return to table of contents](#)

Approved: 8-14-23

Reviewed:

Revised:

508.18 - 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: 8-14-23

Reviewed:

Revised:

508.19 - 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: 8-14-23

Reviewed:

Revised:

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

0605.07 - 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.

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.

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 school sponsored 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. 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, 8-14-23

606 - Instructional Materials

607 - Instructional Arrangements

608 - Instructional Services

609 - School Improvement Plan

610 - Testing

611 - Academic Achievement

611.06 - HONORS RECOGNIZED AT HIGH SCHOOL GRADUATION AND GRADE POINT AVERAGE

The official grade point average (GPA) of graduating students is based on all high school credit hours in order to allow students sufficient opportunity to demonstrate 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: 8-14-23

611.07 - 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 earning credit and payment is the responsibility of the student.

Cross Reference NDE Rule 10, part 003.05B

Approved:

Reviewed:

Revised: 3-14-22, 8-14-23

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

Superintendent's Report

September 11, 2023

Mission/Vision/Goals

- The MTSS team continues to make progress toward a comprehensive system of educational supports. While math and reading are the primary MTSS focus for now, we are also working towards a documented system of support for behavioral learning.

Policy

- There are a number of ongoing questions about recent legislation and implications for schools. For now, we haven't received any new policy recommendations, but I would anticipate as the year goes on there will be some need for clarification.
- I recently shared the attached policy memo with our staff, in an effort to keep our team informed of summer policy changes.
- I am continuing to work on getting policies consolidated into a single, searchable document. I have attached the current version.

Budget Planning and Management

- I appreciate everyone's hard work on the budget process. Special thank you to Kristy Hanks and the Finance Committee for their insights.
- We have made a lot of changes in the school business operations this past year, and the flexibility and positive approach of our staff through all the changes has been appreciated. Here are some of the changes our team has made:
 - Weblink Requisitioning/Purchase Ordering Program
 - RedRover Leave Management Tool
 - TMS Timeclock Entry
 - Conversion of bus routes from route-based to hourly compensation
 - Conversion of FLSA exempt supervisory positions to salaried compensation (instead of hourly)
- We have received reimbursement of REAP funds for Fiscal Year 23 last month.
- We are hosting a Federal Funds desk review by the NDE Federal Funds monitoring team on September 20th. This review will look at federal funds usage during the 2020-2021 school year. Preparing for this visit (and finding documentation from that fiscal year) will be a major focus for Kristy and I over the next week.

Educational Leadership

- Teachers and students seem to be working well together. The past several weeks have went quickly. It is hard to believe we are almost a full month into the school year.

Organizational and Cultural Leadership

- I would like to commend everyone who worked hard to make Homecoming a positive experience for our students. I appreciate all the hard work and the support of the community for our students.

Professional Leadership

- I have another meeting on Friday with the committee that is working on proposals to share with the governor. The group is planning to share our thoughts with the Governor on Tuesday, September 19th.

Community Relations

- We have enjoyed working with Box Butte County Sheriff's Office. They have designated Deputy Cassidy Harwood to be a primary contact for our school district. I have appreciate her interest in our school and her presence at many of our activities over the past few weeks.
- Dave's Pharmacy provided our staff with a nice "back to school" care package. Their support for our staff is appreciated.
- It was generous of the boosters to provide all of our students and staff with nice stocking hats. Their support for our students and staff is greatly appreciated.

Board-Superintendent Relations

- 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.
- I would like to commend the following board members for earning new levels of recognition through the NASB Awards of Achievement program:
 - Micki Votruba - Level I
 - Rick Horstman - Level IV
 - Brett Cullan - Level IV
 - Justin Ansley - Level V

Strategic Plan (Highlights)

- Reporting order on these Principles is based on the Prioritization Summary:
 - **Guiding Principle III: Student and Staff Well-Being**
 - We have a new state law regarding designation of behavioral health points of contact. We hope this will help students and families to know where to go for behavioral health information. Here are our designated contacts:
 - Primary Contact: Mrs. Sam Gilkerson
 - Alternative Contact: Mrs. Samantha Miller, K-12 School Nurse
 - Alternative Contact: Mrs. Mandy Plog
 - The Culture and Climate Committee plans to do some team building type of activities as part of our inservices this year. I look forward to seeing what they put together.
 - Work continues on putting the PAWS system into implementation K-12. The work on intentional teaching and reinforcing expectations to the students is appreciated.
 - **Guiding Principle I: Student-Centered Learning**
 - I have appreciated the efforts of our staff to ensure quality placement opportunities for students so they can engage in challenging learning opportunities.
 - **Guiding Principle IV: Communication and Engagement**
 - I appreciate the efforts being made to have grade-level Remind groups at the secondary level. I anticipate continued benefit for families and the school with more information provided directly to parents about various opportunities at each grade level.
 - I appreciated the involvement of community and business leaders with our Open House. We had ten businesses/community organizations participate along with ten internal/student organization tables set-up in the Red Zone.
 - **Guiding Principle II: Personnel Effectiveness**
 - We are working with Dr. Julie Downing on a couple of significant initiatives. First, we are working on a process for a collaborative review of our teacher evaluation process. We have extended an invitation to teachers to be a part of a leadership committee in that effort. Second, we are working on a process by which to document and provide better alignment between the state standards, instruction, and assessment. This will likely be a multi-year process in order for us to get all content area work completed.
 - **Guiding Principle V: District Resources**
 - We have hosted one walkthrough of the facility with an architect who is interested in submitting a proposal to a facilities audit/assessment. We have another one scheduled. We have received indications of interest from at least five firms so far.

Invitation from the Journalism Staff

The journalism staff would like to invite board members to come to the school during picture day so they can have photos of board members for the yearbook. If you can make it, that would be most appreciated. If you can attend during the staff sessions that would be great, but the staff will work with the photographer to get your portrait taken at anytime you might be able to stop by. Here is the schedule:

Tuesday, September 26th

High School

7:30-8:00 Staff

8:00-8:30 JH Football

8:30-9:00 JH Volleyball

9:00-9:30 Cross Country

9:30-10:00 7th grade

10:00-10:30 8th grade

10:30-11:00 9th Grade

11:00-11:30 10th Grade

11:30-12:00 11th Grade

12:00-12:30 12th Grade

12:30-1:15 Steph & Staff Lunch

1:15-1:45 HS Volleyball

1:45-2:15 HS Football

Wednesday, September 27th

Elementary

7:30-8:15 Staff

8:15-8:45 Morning Preschool

8:45-9:30 Kindergarten

9:30-10:15 3rd Grade

10:20-10:50 1st Grade

10:50-11:30 6th Grade

11:30-12:30 Steph & Staff Lunch

12:30-1:10 5th Grade

1:15-1:45 Afternoon Preschool

1:45-2:30 4th Grade

2:15-2:45 2nd Grade

Planned Professional Travel

- September 18-19 - Committee Meeting with Governor Pillen
- October 3-4 - Labor Relations Conference in Lincoln
- November 15-17 - State Education Conference in Omaha
- January 5-6 - IAEL Conference in San Antonio, TX
- January 29-30 - Lead Accreditation Visit at Sidney Public Schools
- 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 two days of PTO leave (August 11 and 18). I have 28 PTO Days Remaining in the contract year ending June 30th. I am planning to take a day of PTO in late September and couple of days of PTO at the end of October.