

# Loup City Public Schools Board of Education

Loup City Central Office  
800 N. 8th Street  
Loup City, NE

Phone: (308) 745-0120  
Fax: (308) 745-0130  
[www.loupcitypublicschools.org](http://www.loupcitypublicschools.org)

## Regular Session

Monday, July 14, 2025

7:30 PM

Loup City Public Schools Library Board Room

7:30 PM

1. Call Meeting To Order:
  - A. Pledge of Allegiance
  - B. Announce Open Meetings Act - Posted in Meeting Room
  - C. Publication of Meeting
  - D. Approval of Agenda:
2. Consent Agenda:
  - A. Reading and Approval of Minutes
  - B. Approve the amended 2025-2026 School Calendar
  - C. Approve Contracts & Resignations
    1. Hire of Haley Lundvall, SPED teacher
    2. Hire of Dena Bock, paraprofessional
3. Financial Report: Discuss, consider and take all necessary action to approve the financial Report and Payment of Invoices.
4. Hearing of the Audience:
5. Discussion Items:
  - A. Discuss Updated Six Pence Agreement
6. Superintendent's Report, **Mr. Paul Calvert**
7. Action Items:
  - A. Discuss, consider and take all necessary action to approve the 1 year lease of a Bobcat skid steer loader for 2025-2026 school year totaling \$6,000.
  - B. Discuss, consider and take all necessary action to approve the 2025-2026 Early Learning Academy Calendar
  - C. Discuss, consider and take all necessary action to approve the 2025-2026 **LCPS Rate Schedule**
  - D. Discuss, consider and take all necessary action to approve the 2025-2026 **LCPS Student Fee Schedule**
  - E. Discuss, consider, and take all necessary action to adopt a resolution increasing the school district's base growth percentage by up to seven percent (7%)
  - F. Discuss, consider and take all necessary action to approve the 2025-2026 Jr-Sr High Student Handbook
  - G. Discuss, consider and take all necessary action to approve the 2025-2026 Elementary Student Handbook
  - H. Discuss, consider and take all necessary action to approve the 2025-2026 Early Learning Academy Handbook
  - I. Discuss, consider and take all necessary action to approve the 2025-2026 Classified Employee Pay Scale
  - J. Discuss, consider and take all necessary action to approve the 2025-2026 ALC Cooperative Handbook
  - K. Discuss, consider and take all necessary action to approve the 2025-2026 ALC Coaches Handbook
  - L. Discuss, Consider, and Approve Bid for Air Conditioning/Heating Unit for Upstairs Library Offices.
8. Principals Reports
  - A. Principal Report: Paul Barker, Elementary Principal
9. Committee Reports
10. Future Meetings/Reminders:
11. Shouts Outs!
12. Executive Session:
13. Adjourn:

**Note 1:** The Board in its discretion may revise and consider any listed item at any time during the meeting.

**Note 2:** This agenda does not become final until 24 hours prior to the scheduled commencement of this meeting. All listed reports which are in writing are a part of the Agenda for this meeting and may contain action items or otherwise call for Board action on the subject matter(s) listed therein; complete copies of such reports, except for any legally confidential information are available upon request from the Office of the Superintendent of Schools as part of the agenda.

**Note 3:** The Board of Education is empowered to act on any item listed on the Agenda at any time during the meeting, irrespective of the order listed. Further detail on agenda items may be obtained by speaking to the Superintendent. The Board of Education by the approval of all consent items is also approving, authorizing and directing the Board President, Board Secretary, the Superintendent or their designees to take or cause to be taken all necessary action and sign all documents necessary or appropriate to complete the matter or transaction as approved.

**Note 4:** The Open Meetings Act requires that agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. The Board releases its agenda well in advance of most meetings and desires that all interested persons are fully informed. Any interested person who has a question about a report or needs clarification about the sufficiently of any item on which action could be taken at this meeting should contact the Office of the Superintendent of Schools.

**Note 5:** The Board of Education reserves the right to go into closed session at its discretion, but will only do so for the prevention of needless injury to a person's reputation or for the protection of the public interest.

Loup City Public Schools Board of  
Education Regular Session  
Monday, June 9, 2025 7:30 PM Central

Loup City Public Schools Library Board Room  
800 North 8th Street  
Loup City, NE 68853-0628

Scott Friesen: Present, Michael Kaminski: Present, Eric Kowalski: Present, Kyle Kowalski:  
Present, Mike Krolikowski: Present, Jamie Lewandowski: Present, Loraine Panowicz: Present,  
Demi Rodocker: Present, Becky Setlik: Present. Present: 9.

1. Call Meeting To Order:

1.A. Pledge of Allegiance

1.B. Announce Open Meetings Act - Posted in Meeting Room

1.C. Publication of Meeting

1.D. Approval of Agenda:

Motion by Scott Friesen, seconded by Jamie Lewandowski, approve the agenda as presented.

Motion Carried

Friesen: Yes, Kaminski: Yes, Kowalski: Yes, Kowalski: Yes, Krolikowski: Yes, Lewandowski:  
Yes, Panowicz: Yes, Rodocker: Yes, Setlik: Yes

Yes: 9, No: 0

2. Consent Agenda:

Motion by Eric Kowalski, seconded by Loraine Panowicz, motion to approval all items on the  
consent agenda. Motion Carried

Friesen: Yes, Kaminski: Yes, Kowalski: Yes, Kowalski: Yes, Krolikowski: Yes, Lewandowski:  
Yes, Panowicz: Yes, Rodocker: Yes, Setlik: Yes

Yes: 9, No: 0

2.A. Reading and Approval of Minutes

2.B. Approve Contracts & Resignations

2.B.1. Hire of Brandy Powell, 6-12 math teacher

2.B.2. Resignation of Jenna Rathje, paraprofessional

2.B.3. Hire of Haley Lundvall, SPED Paraprofessional

3. Financial Report: Discuss, consider and take all necessary action to approve the financial  
Report and Payment of Invoices **\$101,918.12**, \$ payroll of **\$419,793.19** for a total of  
**\$521,711.31**.

Motion by Jamie Lewandowski, seconded by Kyle Kowalski, approval of the financial report  
and Invoices. Motion Carried

Friesen: Yes, Kaminski: Yes, Kowalski: Yes, Kowalski: Yes, Krolikowski: Yes, Lewandowski:  
Yes, Panowicz: Yes, Rodocker: Yes, Setlik: Yes

Yes: 9, No: 0

4. Hearing of the Audience:

5. Discussion Items:

## 6. Committee Reports

### 6.A. Early Childhood committee

### 6.B. Building Grounds and Transportation committee

## 7. Action Items:

7.A. Discuss, consider and take all necessary action to approve a service agreement with Carl Dietz Consulting LLC

Motion by Jamie Lewandowski, seconded by Eric Kowalski, to approve a service agreement with Carl Dietz Consulting LLC. Motion Carried

Friesen: Yes, Kaminski: Yes, Kowalski: Yes, Kowalski: Yes, Krolikowski: Yes, Lewandowski: Yes, Panowicz: Yes, Rodocker: Yes, Setlik: Yes

Yes: 9, No: 0

7.B. Discuss, consider and take all necessary action to approve the appointment of Dusti VanSlyke as Arcadia-Loup City Cooperative Athletic Director

Motion by Scott Friesen, seconded by Eric Kowalski, to approve the appointment of Dusti VanSlyke as Arcadia-Loup City Cooperative Athletic Director. Motion Carried

Friesen: Yes, Kaminski: Yes, Kowalski: Yes, Kowalski: Yes, Krolikowski: Yes, Lewandowski: Yes, Panowicz: Yes, Rodocker: Yes, Setlik: Yes

Yes: 9, No: 0

7.C. Discuss, consider and take all necessary action to approve policies: 1002, 2006, 3003, 3004.1, 2026, 3047, 4051, 4059, 5015, 5016, 5018, 5031, 6025, 6031, 6034, 6044, 6045

Motion by Mike Krolikowski, seconded by Becky Setlik, to approve policies: 1002, 2006, 3003, 3004.1, 2026, 3047, 4051, 4059, 5015, 5016, 5018, 5031, 6025, 6031, 6034, 6044, 6045. Motion Carried

Friesen: Yes, Kaminski: Yes, Kowalski: Yes, Kowalski: Yes, Krolikowski: Yes, Lewandowski: Yes, Panowicz: Yes, Rodocker: Yes, Setlik: Yes

Yes: 9, No: 0

## 8. Superintendent's Report

### 9. Future Meetings/Reminders:

Policy committee, Monday, June 23, 6:30pm

Curriculum and Americanism committee, Monday, June 23, 7:30pm

Building, Grounds & Transportation committee, Wednesday, June 25, 7:30pm Technology committee. Monday, July 7, 7:00pm

Board of Education meeting, Monday, July 14, 7:30pm

10. Shouts Outs! Congratulations to the State Qualifiers in Track, Tayler, Brogan, Tyce, Eli and Ryan.

### 11. Executive Session:

### 12. Adjourn:

Motion by Becky Setlik, seconded by Eric Kowalski, to adjourn at 9:09pm. Motion Carried

Friesen: Yes, Kaminski: Yes, Kowalski: Yes, Kowalski: Yes, Krolikowski: Yes, Lewandowski:

Yes, Panowicz: Yes, Rodocker: Yes, Setlik: Yes  
Yes: 9, No: 0

# 2025 Loup City Public Schools 2026

Teacher Inservice/Work Day - No School	Quarter 1- 39 days/46 staff
First day, Semester/Quarter	Quarter 2- 44 days/44 staff
Parent/Teacher Conference	Quarter 3- 44 days/46 staff
(Mon-Thur) Early Release, 1:08pm (Fri) Early Release 1:22pm	Quarter 4- 43 days/47 staff
No School	
Fridays - 9am late start	174 Student days
Mon -Thur - School Hours - 8:00am - 3:40pm	185 Teacher days

Loup City Public Schools  
 800 North 8th Street  
 P.O. Box 628  
 Loup City, NE 68853  
 (308) 745-0120  
[www.loupcitypublicschools.org](http://www.loupcitypublicschools.org)  
 Approved 00/00/2025



AUGUST 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

7 - New Teacher Orientation  
 11-13 - Teacher Inservice  
 14 - 1st Day of School, 1:27 pm dismissal

SEPTEMBER 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 - Labor Day, No School  
 25 - Parent/Teacher Conference 9:00am to 7:00pm

OCTOBER 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

15 - Start of 2nd quarter

NOVEMBER 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 - No School - Teacher Professional Development  
 26 - 1:27 pm dismissal  
 27-28 - Thanksgiving Holiday, No School

DECEMBER 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

18 - End of quarter 2 - Sem 1  
 19 - No School - Teacher Professional Development  
 23 - 31 - No school, Holiday Break

JANUARY 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1-2 - No School, Holiday Break  
 5 - No School: Teacher Professional Development  
 6 - School resumes Start of 3rd quarter/2nd Sem.

FEBRUARY 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

6 - No School, Teacher Professional Development

MARCH 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6 and 13 - No School  
 11 - Start of Quarter 4  
 12 - Parent/Teacher Conference 9:00am to 7:00pm  
 26 - No School, Teacher Professional Development

APRIL 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

3 - Easter  
 5 - Easter  
 6 - No School

MAY 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

9 - Graduation - 2:00pm  
 15 - Last day of School- 1:27 pm dismissal  
 18 - 20 Teacher Workdays

JUNE 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1-26 - Tentative Summer Program

JULY 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

4 - Independence Day



U.S. BANK  
P.O. BOX 6343  
FARGO ND 58125-6343



ACCOUNT NUMBER 4485 5945 5562 1299  
STATEMENT DATE 06-16-2025  
AMOUNT DUE \$33,093.73  
NEW BALANCE \$33,093.73  
PAYMENT DUE ON RECEIPT

000003418 01 SP 106481392696738 P  
LOUP CITY PUBLIC SCHOOLS  
ATTN BUSINESS MANAGER  
800 NORTH 8TH STREET  
BOX 628  
LOUP CITY NE 68853-0628

AMOUNT ENCLOSED  
\$

Please make check payable to  
U.S. BANK

U. S. BANK  
P.O. BOX 790428  
ST. LOUIS, MO 63179-0428

4485594555621299 003309373 003309373

ease tear payment coupon at perforation.

**ACCOUNT MESSAGES**

our account is past due \$22,151.19. Past due amount is included in the minimum payment. Please remit immediately.

CORPORATE ACCOUNT SUMMARY									
LOUP CITY PUBLIC SCH 4485 5945 5562 1299	Previous Balance	Purchases And Other + Charges	Cash Advances +	Cash Advance Fees +	Late Payment Charges	- Credits	- Payments	New = Balance	
Company Total	\$33,304.68	\$10,942.54	\$0.00	\$0.00	\$0.00	\$300.00	\$10,853.49	\$33,093.73	

CORPORATE ACCOUNT ACTIVITY									
LOUP CITY PUBLIC SCHOOLS 4485-5945-5562-1299						TOTAL CORPORATE ACTIVITY \$10,853.49CR			
Post Date	Tran Date	Reference Number	Transaction Description				Amount		
05-19	05-17	7479826513900000000285	PAYMENT - THANK YOU 00000 C				10,853.49 PY		

NEW ACTIVITY				
LOUP CITY SCHOOLS 1 4485-5902-0018-1663	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$348.92	\$0.00	\$348.92

<b>CUSTOMER SERVICE CALL</b>  800-344-5696	<b>ACCOUNT NUMBER</b> 4485-5945-5562-1299		<b>ACCOUNT SUMMARY</b>	
	<b>STATEMENT DATE</b> 06/16/25	<b>DISPUTED AMOUNT</b> .00	PREVIOUS BALANCE 33,304.68 PURCHASES & OTHER CHARGES 10,942.54 CASH ADVANCES .00 CASH ADVANCE FEES .00 LATE PAYMENT CHARGES .00 CREDITS 300.00 PAYMENTS 10,853.49 <b>ACCOUNT BALANCE 33,093.73</b>	
<b>SEND BILLING INQUIRIES TO:</b>  U.S. BANK P.O. Box 6335 Fargo, ND 58125-6335	<b>AMOUNT DUE</b>  <b>33,093.73</b>			



Company Name: LOUP CITY PUBLIC SCHOOLS
Corporate Account Number: 4485 5945 5562 1299
Statement Date: 06-16-2025

**NEW ACTIVITY**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
05-19	05-15	24137465136100337242784	MENARDS KEARNEY NE KEARNEY NE	134.93 ✓
06-04	06-03	24036295154742337442326	MCGRAW-HILL HIGHER ED 800-338-3987 NY	118.89 ✓
06-04	06-03	24427335154720211136702	JOES MARKET LINCOLN NE	62.20 ✓
06-09	06-06	24427335157720212532351	JOES MARKET LINCOLN NE	32.90 ✓

<b>LOUP CITY SCHOOLS 2</b> 4485-5900-0366-3396	<b>CREDITS</b> \$0.00	<b>PURCHASES</b> \$2,931.36	<b>CASH ADV</b> \$0.00	<b>TOTAL ACTIVITY</b> \$2,931.36
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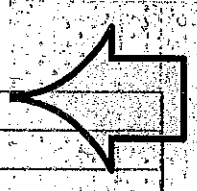
Post Date	Tran Date	Reference Number	Transaction Description	Amount
05-29	05-28	24011345149100005406661	NEBRASKA COACHES ASSOC WWW.NCACOACH. NE	57.20
06-04	06-03	24137465155001472285891	USPS PO 3053401264 LOUP CITY NE	12.00 ✓
06-12	06-11	74083425183100002813520	SP WIPEBOOK CORP. CARP ON	161.67 ✓
06-13	06-12	24011345183100123856848	SP TEACHERS DISCOVERY TEACHERSDISCO MI	131.39 ✓
06-16	06-12	24493985164115117484398	LAKESHORE LEARNING MATER 310-537-8600 CA	437.70 ✓
06-16	06-12	24493985165115480554891	LAKESHORE LEARNING MATER 310-537-8600 CA	99.43 ✓
06-16	06-12	24493985165115480559528	LAKESHORE LEARNING MATER 310-537-8600 CA	2,031.97 ✓

<b>LOUP CITY SCHOOLS 3</b> 4485-5910-0247-8141	<b>CREDITS</b> \$0.00	<b>PURCHASES</b> \$89.46	<b>CASH ADV</b> \$0.00	<b>TOTAL ACTIVITY</b> \$89.46
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
05-19	05-16	24427335136720212382712	JOES MARKET LINCOLN NE	28.69
05-20	05-19	24427335139720210868313	JOES MARKET LINCOLN NE	13.17
05-21	05-20	24427335140720211004899	JOES MARKET LINCOLN NE	3.57
05-21	05-20	24445005141000968845562	DOLLAR GENERAL 15403 LOUP CITY NE	12.30
05-28	05-27	24427335147720210907244	JOES MARKET LINCOLN NE	12.56
06-10	06-09	24427335160720210868307	JOES MARKET LINCOLN NE	19.17

<b>LOUP CITY SCHOOLS 5</b> 4485-5900-0366-3412	<b>CREDITS</b> \$300.00	<b>PURCHASES</b> \$3,729.98	<b>CASH ADV</b> \$0.00	<b>TOTAL ACTIVITY</b> \$3,429.98
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
05-16	05-15	24427335135720211578345	JOES MARKET LINCOLN NE	21.29 ✓
05-16	05-15	24692165136101874872093	IN *MNO HOMETOWN MARKET, 308-5831111 NE	2,627.50 ✓
05-27	05-25	24445005146200106878930	METRO 044-PENTAGON CITY ARLINGTON VA	240.00 ✓
06-02	05-30	24445005151000999333684	METRO FARE AUTOLOAD 202-962-5711 DC	32.00 ✓
06-02	05-30	24445005151000999333767	METRO FARE AUTOLOAD 202-962-5711 DC	38.00 ✓
06-02	05-30	24445005151000999333841	METRO FARE AUTOLOAD 202-962-5711 DC	32.00 ✓
06-02	05-30	24445005151000999333924	METRO FARE AUTOLOAD 202-962-5711 DC	32.00 ✓
06-02	05-30	24445005151000999334005	METRO FARE AUTOLOAD 202-962-5711 DC	32.00 ✓
06-02	05-30	24445005151000999334187	METRO FARE AUTOLOAD 202-962-5711 DC	18.00 ✓
06-02	05-30	24445005151000999334260	METRO FARE AUTOLOAD 202-962-5711 DC	32.00 ✓
06-03	06-02	24445005154000975918539	METRO FARE AUTOLOAD 202-962-5711 DC	38.10 ✓
06-03	06-02	24445005154000975918612	METRO FARE AUTOLOAD 202-962-5711 DC	30.00 ✓
06-10	06-08	24445005160200154099059	METRO 025-UNION STN N WASHINGTON DC	240.00
06-12	06-10	74489935161300795197210	TEAMLEADER PLANO TX	300.00 CR ✓
06-13	06-11	24692165163107104943584	QDOBA 2350 WASHINGTON DC	317.19 ✓



Company Name: LOUP CITY PUBLIC SCHOOLS
Corporate Account Number: 4485 5945 5562 1299
Statement Date: 06-16-2025

Budget Code \_\_\_\_\_

Approval \_\_\_\_\_

**NEW ACTIVITY**

<b>LOUP CITY SCHOOLS 6</b>	<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>	<b>TOTAL ACTIVITY</b>
4485-5929-0015-0964	\$0.00	\$45.15	\$0.00	\$45.15

Post Date	Tran Date	Reference Number	Transaction Description	Amount
05-20	05-19	24445005140000914590321	DOLLAR GENERAL 15403 LOUP CITY NE	45.15 ✓

<b>LOUP CITY SCHOOLS 7</b>	<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>	<b>TOTAL ACTIVITY</b>
4485-5930-0015-0441	\$0.00	\$3,153.82	\$0.00	\$3,153.82

Post Date	Tran Date	Reference Number	Transaction Description	Amount
05-16	05-15	24055225135339796586011	KEARNEY FAMILY YMCA 308-237-9622 NE	82.40 ✓
05-16	05-15	24055225135339796586029	KEARNEY FAMILY YMCA 308-237-9622 NE	82.40 ✓
05-19	05-15	24692165137103456021635	SQ *THE ALLEY BAR LOUP CITY NE	62.40 ✓
05-20	05-19	24793385139002803061072	FORDS THEATRE WASHINGTON DC	250.00 ✓
05-26	05-24	24055245145350583014469	ARBYS 6235 ELKHORN NE	80.01 ✓
05-26	05-22	24269795143100240285840	FAZOLIS 5935 LA VISTA NE	159.19 ✓
05-26	05-24	24445005145300617005949	CASEYS #6121 ELKHORN NE	35.49 ✓
05-26	05-23	24793385143001898342086	STORE OMAHA NE	117.71 ✓
05-26	05-24	247933851444001797922086	STORE OMAHA NE	109.72 ✓
05-26	05-23	24943005144212476797870	CULVERS OMAHA OMAHA NE	86.50 ✓
05-26	05-24	24943005145213345090975	HOLIDAY INN EXP & SUITES OMAHA NE	348.00 ✓
			216122 ARRIVAL: 05-22-25	
05-26	05-24	24943005145213345090991	HOLIDAY INN EXP & SUITES OMAHA NE	348.00 ✓
			216119 ARRIVAL: 05-22-25	
05-26	05-24	24943005145213345091007	HOLIDAY INN EXP & SUITES OMAHA NE	348.00 ✓
			216123 ARRIVAL: 05-22-25	
05-26	05-24	24943005145213345091015	HOLIDAY INN EXP & SUITES OMAHA NE	348.00 ✓
			216120 ARRIVAL: 05-22-25	
05-26	05-24	24943005145213345091023	HOLIDAY INN EXP & SUITES OMAHA NE	348.00 ✓
			216121 ARRIVAL: 05-22-25	
05-26	05-24	24943005145213345091130	HOLIDAY INN EXP & SUITES OMAHA NE	348.00 ✓
			216124 ARRIVAL: 05-22-25	

<b>LOUP CITY SCHOOLS 9</b>	<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>	<b>TOTAL ACTIVITY</b>
4485-5931-0015-0002	\$0.00	\$643.85	\$0.00	\$643.85

Post Date	Tran Date	Reference Number	Transaction Description	Amount
05-16	05-15	24489935135300783326886	TEAMLEADER 877-365-7555 TX	256.35 ✓
05-19	05-16	24445005137001006054437	FSP*INDIANHEAD GOLF CLUB GRAND ISLAND NE	178.50 ✓
05-26	05-24	24943005145213345091148	HOLIDAY INN EXP & SUITES 4024454445 NE	209.00 ✓
			0016514024454445 ARRIVAL: 05-23-25	

Department: 00000 Total:	\$10,642.54
Division: 00000 Total:	\$10,642.54





**CUSTOMER ORDER  
ORIGINAL INVOICE**

SEND SERVICE INQUIRIES TO

SAN# 200-254x

136842075001

29-MAY-2025

INVOICE NO

DATE

P.O. 182604  
COLUMBUS, OH, 43272-3031  
UNITED STATES

**SEND RETURNS TO**

McGraw Hill LLC  
860 TAYLOR STATION ROAD  
BLACKLICK OH 43004  
UNITED STATES

PHONE: 1-877-833-5524

FAX: 1-614-759-3749

ORDERED BY:

SHIP TO ACCT: 192865

EDI/SAN:

BILL TO ACCT: 192865

+ EDI/SAN:

LOUP CITY PUBLIC SCHOOL  
800 N 8TH ST  
LOUP CITY NE 68853

LOUP CITY PUBLIC SCHOOL  
800 N 8TH ST  
LOUP CITY NE 68853

(Bill To) CUSTOMER CLASS: US-ELHI PUBLIC SCHOOLS

PO NO:	SEG-89900450	TERMS:	IMMEDIATE	FUTURE BILL DATE:		SALES ORDER #:	70822153-SEG-89900450
SHIP VIA:	FEDEX-Parcel-Ground		SHIP TERMS:	Prepaid	DELIVERY NO:	136842075	
ISBN	MHID	AUTHOR & TITLE	QUANTITY	PRICE	DISCOUNT	TAXED	NET EXTENDED PRICE
9780078997464	0078997461	MHE   REVEAL ALGEBRA 1 TEACHER GUIDE VOLUME 2   2020   1	1	118.89	NET		118.89

Budget Code 01 1100 640 001 000

Approval \_\_\_\_\_

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PAGE 1 OF 2

**REMITTANCE COPY**



McGraw Hill will never ask for banking information or ask to change remittance information via email

For Your Convenience pay by

**Wire or Money Transfer:**

Account Name: McGraw Hill LLC  
Bank Name: BMO Harris Bank, N.A.  
ABA: 071000288  
SWIFT: HATRUS44  
ACCOUNT NUMBER: 3284429

**REMIT TO**

McGraw Hill LLC  
LOCKBOX 71545  
CHICAGO IL 60694-1545  
UNITED STATES

**BILL TO**

LOUP CITY PUBLIC SCHOOL  
800 N 8TH ST  
LOUP CITY NE 68853

RETURN THIS PORTION WITH PAYMENT PAYABLE IN US DOLLARS

ACCOUNT NUMBER	192865
INVOICE NUMBER	136842075001
AMOUNT DUE	0.00



**CUSTOMER ORDER  
ORIGINAL INVOICE**

SEND SERVICE INQUIRIES TO

SEND RETURNS TO  
McGraw Hill LLC  
860 TAYLOR STATION ROAD  
BLACKLICK OH 43004  
UNITED STATES

SAN# 200-254x

<b>136842075001</b>	<b>29-MAY-2025</b>
INVOICE NO	DATE

P.O. 182604  
COLUMBUS, OH, 43272-3031  
UNITED STATES

PHONE: 1-877-833-5524  
FAX: 1-614-759-3749

ORDERED BY:

SHIP TO ACCT: 192865 EDI/SAN:

BILL TO ACCT: 192865 + EDI/SAN:

LOUP CITY PUBLIC SCHOOL  
800 N 8TH ST  
LOUP CITY NE 68853

LOUP CITY PUBLIC SCHOOL  
800 N 8TH ST  
LOUP CITY NE 68853

(Bill To) CUSTOMER CLASS: US-ELHI PUBLIC SCHOOLS

PO NO: SEG-89900450	TERMS: IMMEDIATE	FUTURE BILL DATE:	SALES ORDER #: 70822153-SEG-89900450
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SHIP VIA: FEDEX-Parcel-Ground	SHIP TERMS: Prepaid	DELIVERY NO: 136842075
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ISBN	MHID	AUTHOR & TITLE	QUANTITY	PRICE	DISCOUNT	TAXED	NET EXTENDED PRICE
		<p>Certificates of compliance that are required for certain products, pursuant to the Consumer Product Safety Improvement Act of 2008, may be obtained by contacting McGraw-Hill at MHEProductSafety@mheducation.com and by providing the product's ISBN/model number</p> <p>Please send all payments to your NEW remit to address.</p>					
		<p>ATTENTION: MH does not accept credit card payments via email, fax or mail/package delivery. For customer convenience, credit card orders can be placed via our websites (www.mheducation.com) or (www.mhecoast2coast.com). Should you require additional assistance with ordering or payment, please contact us at the phone number listed above.</p>					<p>SUBTOTAL --&gt; 118.89 SALES TAX --&gt; 0.00 SHIPPING &amp; HANDLING --&gt; 0.00 INVOICE TOTAL (USD) --&gt; 118.89 PREPAYMENT --&gt; 118.89</p>

CLAIMS FOR SHORTAGES OR DAMAGE MUST BE MADE UPON RECEIPT OF GOODS. BOOKS WHICH HAVE BEEN MARKED OR STAMPED MAY NOT BE RETURNED.



Summer School

joesmarket@lc.com

733 O Street

Loup City, Nebraska 68653

E-Mail: storedirector46@brstores.com

\*\*\*\*\* Welcome to JOE'S MARKET \*\*\*\*\*  
Store Manager is LUNDI Fitzgerald  
Your cashier today is LANE 1  
Phone: 308-746-1652

A H BAKING SODA	2.39 F
A H BAKING SODA	2.39 F
MC NEON FOOD COLOR	6.59 F
A H BAKING SODA	2.39 F
20 MULE TEAM BORAX	10.49 T
BST-CH VEGETABLE	10.99 F
BST-CH WHITE VIN	3.29 F
BST-CH WHITE VIN	3.29 F
BST-CH WHITE VIN	3.29 F
KH BUTTER ROLLS	3.99 F
KH BUTTER ROLLS	3.99 F
WHIPPING CREAM	4.19 F
WHIPPING CREAM	4.19 F
TAX	0.73
**** BALANCE	62.20

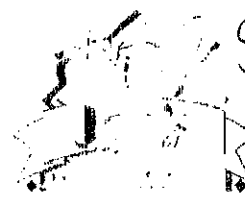
1 101 20  
Date: 06/03/25 Time: 09:59am  
Amount \$62.20  
\*\*\*\*\*1663 2805  
APPROVED 051426

Visa	62.20
CHANGE	0.00
TOTAL NUMBER OF ITEMS SOLD =	13
06/03/25 09:59am 46 1 20 101	

**YOUR FEEDBACK MATTERS TO US**  
WIN \$100 - Prize Awarded Monthly  
Tell us about this visit!  
www.Joesmarketfeedback.com  
or Toll Free 1-866-896-8309  
**SURVEY CODE:**  
2025 0603 0046 0001 0020  
Survey code valid for 6 days



00004600100202506030959



Summer School

joesmarket@lc.com

733 O Street

Loup City, Nebraska 68653

E-Mail: storedirector46@brstores.com

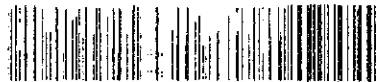
\*\*\*\*\* Welcome to JOE'S MARKET \*\*\*\*\*  
Store Manager is LUNDI Fitzgerald  
Your cashier today is LANE 2  
Phone: 308-746-1652

BST-CH VEGETABLE	8.59 T
20M MULE TEAM	2.19 F
BST-CH WHITE VIN	7.49 F
BST-CH WHITE VIN	3.19 F
BST-CH WHITE VIN	3.19 F
BST-CH WHITE VIN	1.19 T
BST-CH WHITE VIN	1.19 T
BST-CH WHITE VIN	1.19 T
BST-CH WHITE VIN	1.19 T
BST-CH WHITE VIN	2.39 T
TAX	1.10
**** BALANCE	32.90

2 102 94  
Date: 06/06/25 Time: 02:05pm  
Amount \$32.90  
\*\*\*\*\*1663 2805  
APPROVED 062519

Visa	32.90
CHANGE	0.00
TOTAL NUMBER OF ITEMS SOLD =	10
06/06/25 02:05pm 46 2 94 102	

**YOUR FEEDBACK MATTERS TO US**  
WIN \$100 - Prize Awarded Monthly  
Tell us about this visit!  
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or Toll Free 1-866-896-8309  
**SURVEY CODE:**  
2025 0606 0046 0002 0094  
Survey code valid for 6 days



00004600200942506061405

Postage



LOUP CITY  
137 S 7TH ST  
LOUP CITY, NE 68853-8019  
www.usps.com

06/03/2025

12:17 PM

TRACKING NUMBERS

9534 6134 7761 5154 3488 68

TRACK STATUS OF ITEMS WITH THIS CODE  
(UP TO 25 ITEMS)



TRACK STATUS BY TEXT MESSAGE

Send tracking number to 28777 (2USPS)  
Standard message and data rates may apply

TRACK STATUS ONLINE

Visit <https://www.usps.com/tracking>  
Text and e-mail alerts available

PURCHASE DETAILS

Product	Qty	Unit Price	Price
USPS Grnd Advtg Lindstrom, MN 55045 Weight: 2 lb 0.20 oz Estimated Delivery Date Fri 06/06/2025 Tracking #: 9534 6134 7761 5154 3488 68	1		\$12.00
Insurance Up to \$100.00 included			\$0.00
Total			\$12.00

Grand Total: \$12.00

Credit Card Remit \$12.00

Card Name: VISA  
Account #: XXXXXXXXXXXXX3396  
Approval #: 028677  
Transaction #: 300  
AID: A000000031010 Chip  
AL: VISA CREDIT  
PIN: Not Required

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Visit <https://email.us.usps.com>

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If unable to file online, call  
1-800-332-0317 for a paper form

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Refunds for guaranteed services only.  
Thank you for your business.

Customer Service  
1-800-ASK-USPS

## Order summary



Wipebook Flipchart - Original × 2  
Original

**\$136.48 USD**

---

Subtotal **\$136.48 USD**

Shipping **\$25.19 USD**

---

Total **\$161.67 USD**

Payment <sup>VISA</sup> Ending in 3396 — **\$161.67  
USD**

## Customer information

### Shipping address

Becky Mroczek  
800 N 8th St  
Loup City, Nebraska 68853

### Billing address

Becky Mroczek  
800 N 8th St  
Loup City, Nebraska 68853

### Shipping method

US Flat Rate 6

If you have any questions, reply to this email or contact us at [support@wipebook.com](mailto:support@wipebook.com)

### Wipebook Corp.

HST: 827657230RT0001  
112 John Cavanaugh Drive, Unit 19  
Ottawa, Ontario, K0A 1L0  
Canada



Order summary ▼

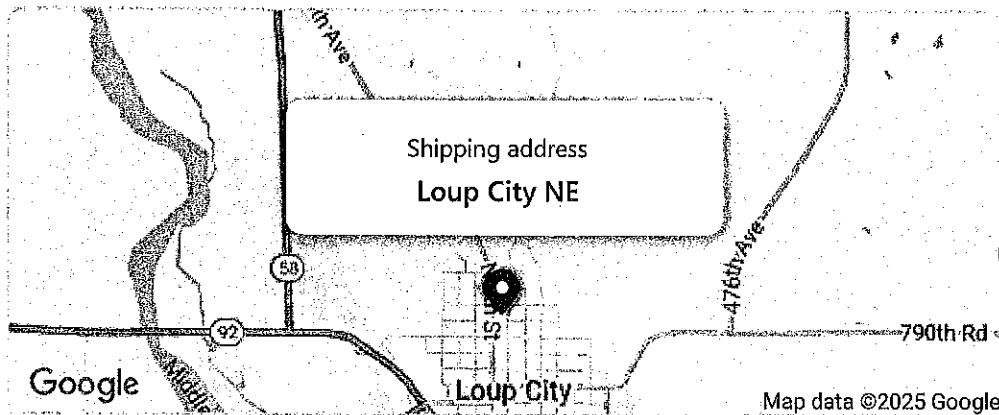
\$134.99

**\$131.39**



Confirmation #011QJZWAY

**Thank you, Becky!**



**Your order is confirmed**

You'll receive a confirmation email with your order number shortly.

[Download Shop to track package](#)

Email me with news and offers

### Order details

#### Contact information

becky.mroczek@lcpublic.org

#### Shipping address

Becky Mroczek  
535 North 7th Street  
Loup City NE 68853  
United States  
+13083906641

#### Shipping method



# Thank You!

Your order number is: #802788433. You will receive an email confirmation shortly.

## Order Details

### Delivery

Standard  
Ships within 5  
business days

### Shipping

Dusti VanSlyke  
Loup City Public  
Schools  
630 N 7th St  
Loup City, NE 68853-  
8046  
United States  
(308) 745-0603

### Payment

Lakeshore  
Bucks  
  
**VISA** \*\*\*\*3396  
Jami Spotanski  
Loup City Public  
Schools  
630 N 7th St  
Loup City, NE 68853-  
8046  
United States  
becky.mroczek@lcp...  
(308) 745-0603

### Order Summary

#### Ship Order

Subtotal	\$598.00
Shipping	\$89.70
Tax	\$0.00
<hr/>	
Lakeshore Bucks	-\$250.00
<b>Total</b>	<b>\$437.70</b>

Items	Item #	Qty	Price
-------	--------	-----	-------

#### Ship Order

Kids Colors™ Adjustable Rectangular Table - 30" x 48" - Red	AB383RD	1	\$299.00
---	---------	---	----------

Shipping restrictions apply.

Kids Colors™ Adjustable Rectangular Table - 30" x 48" - Blue	AB383BU	1	\$299.00
--	---------	---	----------

Shipping restrictions apply.

Lakeshore®

# Thank You!

Your order number is: #801874229. You will receive an email confirmation shortly.

## Order Details

**Delivery**  
Standard  
Ships within 5  
business days

**Shipping**  
Dusti VanSlyke  
Loup City Public  
Schools  
630 N 7th St  
Loup City, NE 68853-  
8046  
United States  
(308) 745-0603

**Payment**  
**VISA \*\*\*\*3396**  
Jami Spotanski  
Loup City Public  
Schools  
630 N 7th St  
Loup City, NE 68853-  
8046  
United States  
becky.mroczek@lcp...  
(308) 745-0603

### Order Summary

**Ship Order**

Subtotal	\$1,928.73
Shipping	\$202.67
Tax	\$0.00
<b>Total</b>	<b>\$2,131.40</b>

Items	Item #	Qty	Price
-------	--------	-----	-------

### Ship Order

Rainbow Adjustable Rectangular Table - 24" x 48" - Low - Red	CN564RD	2	\$259.00
---	---------	---	----------

 Shipping restrictions apply.

Classic Stacking Chair - 11 1/2" - Red	CN611RD	12	\$57.99
--	---------	----	---------

 Shipping restrictions apply.

Big Bolt Construction - Master Set	CS834	1	\$103.99 reg. \$129.99
------------------------------------	-------	---	---------------------------

 Shipping restrictions apply.

Pop & Learn! Letters & Numbers Game	HH695	1	\$29.99
-------------------------------------	-------	---	---------

Magnetic Bug Toss	LL243	1	\$39.99
-------------------	-------	---	---------

Math Links	RA683	1	\$19.99
------------	-------	---	---------

---

See-Inside Counting Tubes	- PP557	1	\$29.99
<hr/>			
How Much Does It Weigh? Measurement Center	LL407	1	\$59.99
<hr/>			
Counting Cars	LL495	1	\$49.99
<hr/>			
See-Inside Magnetic Blocks	LL453	2	\$79.99
<hr/>			
Waterway Pipe Builders	HH887	1	\$44.99
<hr/>			
Roll & Race! Activity Ramp	AA898	1	\$69.99
<hr/>			
Imagination Design Builders	FF953	3	\$21.99
<hr/>			
I Can Build It! Construction Planks	FF998	1	\$39.99

---



joesmarketllc.com  
 733 O Street  
 Loup City, Nebraska 68853  
 E-Mail: storedirector46@brstores.com

\*\*\*\*\* Welcome to JOE'S MARKET \*\*\*\*\*  
 Store Manager is Lyndi Fitzgerald  
 Your cashier today is LANE 2  
 Phone: 308-745-1652

LAWRY SEASON SAL	4.39 F
BEST CHOICE BUNS	2.19 F
BEST CHOICE BUNS	2.19 F
BEST CHOICE BUNS	2.19 F
BEST CHOICE BUNS	2.19 F
BEST CHOICE BUNS	2.19 F
BEST CHOICE BUNS	2.19 F
BEST CHOICE BUNS	2.19 F
VH CLASSIC BUNS	2.99 F
VH CLASSIC BUNS	2.99 F
VH CLASSIC BUNS	2.99 F
TAX	0.00
**** BALANCE	28.69

2 102 14  
 Date: 05/16/25 Time 09:45am  
 Amount \$28.69  
 \*\*\*\*\*8141 2805  
 APPROVED 093146

Visa	28.69
CHANGE	0.00
TOTAL NUMBER OF ITEMS SOLD =	11
05/16/25 09:45am 46 2 14 102	

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**SURVEY CODE:**  
 2025 0516 0046 0002 0014  
 Survey code valid for 5 days



00004600200142605160945



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 733 O Street  
 Loup City, Nebraska 68853  
 E-Mail: storedirector46@brstores.com

\*\*\*\*\* Welcome to JOE'S MARKET \*\*\*\*\*  
 Store Manager is Lyndi Fitzgerald  
 Your cashier today is LANE 2  
 Phone: 308-745-1652

3ST-CH WHT DST V	4.39 F
3ST-CH WHT DST V	4.39 F
3ST-CH WHT DST V	4.39 F
TAX	0.00
**** BALANCE	13.17

2 102 12  
 Date: 05/19/25 Time 09:39am  
 Amount \$13.17  
 \*\*\*\*\*8141 2805  
 APPROVED 059611

Visa	13.17
CHANGE	0.00
TOTAL NUMBER OF ITEMS SOLD =	3
05/19/25 09:39am 46 2 12 102	

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 www.joesmarketfeedback.com  
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**SURVEY CODE:**  
 2025 0519 0046 0002 0012  
 Survey code valid for 5 days



00004600200122605190939



Joe'smarketllc.com  
733 O Street  
Loup City, Nebraska 68853  
E-Mail: storedirector46@brstores.com

\*\*\*\*\* Welcome to JOE'S MARKET \*\*\*\*\*  
Store Manager is Lyndi Fitzgerald  
Your cashier today is LANE 1  
Phone: 308-745-1652

	HEAD LETTUCE	1.99 F
2.68 lb @ 0.59 /lb		
W1	BANANAS	1.58 F
	TAX	0.00
****	BALANCE	3.57

1 101 30  
Date: 05/20/25 Time: 10:12am  
Amount \$3.57  
\*\*\*\*\*8141 2805  
APPROVED 059446

Visa	3.57
CHANGE	0.00
TOTAL NUMBER OF ITEMS SOLD =	2
05/20/25 10:12am 46 1 30 101	

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or Toll Free 1-866-896-8309

**SURVEY CODE:**  
2025 0520 0046 0001 0030  
Survey code valid for 5 days.



00004600100302505201012

DOLLAR GENERAL STORE #15403  
1259 HIGHWAY 92, P.O. BOX 6  
LOUP CITY, NE 68853  
(402) 318-5653  
SALE TRANSACTION

SKINNYPOP WHITE C 850251004179	\$3.65
LANCE TOASTY CHED 76410905563	\$1.25
CV VANILLA WAFERS 21600106749	\$3.15
\$3.15 less promo \$0.40	-\$0.40
Promotion	
GOLDFISH COLORS F 14100051855	\$4.65
Balance to pay	\$12.30
Visa	\$12.30

*Snacks for preschool*

VISA CREDIT \*\*\*\*\*8141  
Type: CONTACTLESS Auth Code: 068440  
MID: \*\*\*\*\*27013 TID: \*\*\*\*\*6000  
TOTAL PURCHASE \$12.30

**\*\*YOU HAVE SAVED  
0.40  
ON OUR MULTISAVE PROMOTIONS\*\***

Total On Sale Savings	\$0.40
Total Savings today is	\$0.40

Save Time. Save Money.  
Every Day! At Dollar General

STORE	TILL	TRANS.	DATE
15403	1	150356	05-20-25 10:08 AM

Your cashier was: SUZIE



99902154030011503566



joemarketllc.com  
733 O Street  
Loup City, Nebraska 68853  
E-Mail: storedirector46@brstores.com

\*\*\*\*\* Welcome to JOE'S MARKET \*\*\*\*\*  
Store Manager is Lundy Fitzgerald  
Your cashier today is LANE 2  
Phone: 308-745-1652

2.86 lb @ 0.59 /lb	
WT BANANAS	1.69 F
1% MILK	2.29 F
3ST CH WHOLE MILK	4.29 F
3ST CH WHOLE MILK	4.29 F
TAX	0.00
**** BALANCE	12.56

2 102 3  
Date: 05/27/25 Time: 10:58am  
Amount \$12.56  
\*\*\*\*\*8141 2805  
APPROVED 018736

Visa	12.56
CHANGE	0.00
TOTAL NUMBER OF ITEMS SOLD =	4
05/27/25 10:58am 46 2 3 102	

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WIN \$100 - Prize Awarded Monthly  
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or Toll Free 1-866-896-8309  
**SURVEY CODE:**  
2025 0527 0046 0002 0003  
Survey code valid for 5 days



00004600200032505271058



joemarketllc.com  
733 O Street  
Loup City, Nebraska 68853  
E-Mail: storedirector46@brstores.com

\*\*\*\*\* Welcome to JOE'S MARKET \*\*\*\*\*  
Store Manager is Lundy Fitzgerald  
Your cashier today is LANE 1  
Phone: 308-745-1652

1 @ 2/5.00	OLD ORCH 100% AP	2.50 F
1 @ 2/5.00	OLD ORCH 100% AP	2.50 F
	HILAND VIT D GALLO	4.99 F
	2% MILK	4.19 F
	HILAND VIT D GALLO	4.99 F
	TAX	0.00
**** BALANCE		19.17

1 101 19  
Date: 06/09/25 Time: 10:38am  
Amount \$19.17  
\*\*\*\*\*9460 2702  
APPROVED 479751

Debit	19.17
CHANGE	0.00
TOTAL NUMBER OF ITEMS SOLD =	5
06/09/25 10:38am 46 1 19 101	

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**SURVEY CODE:**  
2025 0609 0046 0001 0019  
Survey code valid for 5 days



00004600100192506091038



Joemarketllc.com  
 733 O Street  
 Loup City, Nebraska 68833  
 E-Mail: storedirecto#6@brstores.com

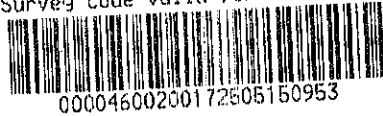
\*\*\*\*\* Welcome to JOE'S MARKET \*\*\*\*\*  
 Store Manager is LINDI FITZGERALD  
 Your cashier today is LANE 2  
 Phone: 308-745-1652

	MRS SMTH CHERRY	8.79 F
1 @ 4/5.00	JJ PIE	1.25 F
1 @ 4/5.00	SNACK PIE PEACH	1.25 F
1 @ 4/5.00	SNACK PIE PEACH	1.25 F
1 @ 4/5.00	JJ CHERRY SNACK	1.25 F
1 @ 4/5.00	JJ PIE	1.25 F
1 @ 4/5.00	JJ CHERRY SNACK	1.25 F
1 @ 4/5.00	JJ CHERRY SNACK	1.25 F
1 @ 4/5.00	JJ CHOCOLATE PIE	1.25 F
1 @ 4/5.00	JJ CHOCOLATE PIE	1.25 F
1 @ 4/5.00	JJ CHOCOLATE PIE	1.25 F
	TAX	0.00
****	BALANCE	21.29

2 102 17  
 Date: 05/15/25 Time 09:53am  
 Amount \$21.29  
 \*\*\*\*\*3412 2902  
 APPROVED# 097152

Visa	21.29
CHANGE	0.00
TOTAL NUMBER OF ITEMS SOLD =	11
05/15/25 09:53am 46 2 17 102	

**YOUR FEEDBACK MATTERS TO US**  
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 or Toll Free 1-866-896-8309  
**SURVEY CODE:**  
 2025 0515 0046 0002 0017  
 Survey code valid for 5 days



00004600200172505150953

# INVOICE

MNO HOMETOWN MARKET, INC  
301 GRAND AVE  
RAVENNA, NE 68869

mnohometownmarket@gmail.com  
+1 (308) 452-3242



Loup City FFA  
Bill to  
Cody Chilewski

### Invoice details

Invoice no.: 2081  
Terms: Due on receipt  
Invoice date: 05/13/2025  
Due date: 05/13/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Catering		150	\$13.00	\$1,950.00
2.		Catering	Cheesecakes	150	\$2.25	\$337.50
3.		Gratuity	15%	1	\$340.00	\$340.00

Total **\$2,627.50**

### Ways to pay



Overdue 05/13/2025

[View and pay](#)

NHD  
New Metro  
Cards Kim Henry

05/25/25 13:14:58

Pentagon City  
Arlington VA  
FOR CUSTOMER SERVICE  
CALL 202-962-5719

1250 S. Hayes St.  
MEZZANINE 44  
MACHINE 39

AN: \*\*\*\*\*3412

VENDOR: 044-39-31428  
REF NO: 314287041277  
AUTH NO: 044030

PURCHASE

QUANTITY SELECTED: 6

COST IS \$40.00 PER

CARD

S/N:

0167 0935 2831 6541 5689

0167 1093 0816 1456 5120

TOTAL AMOUNT: \$240.00

THANK YOU  
FOR RIDING METRO RAIL

THE FUTURE IS  
RIDING ON METRO



# Washington Metropolitan Area Transit Authority

Order 0000000AKY8K

Order Placed: 05/30/25

SmarTrip Card Or CharmCard: 01670633116109359362

## Order Summary

### Stored Value / Passes

Product	Price	Total
1 Stored Value	Amount: \$32.00	\$32.00
<b>Total for this order:</b>		<b>\$32.00</b>

## Payment Information

Name On Card: Loup City Public Schools  
Card Type: Visa  
Card Number: Ending in 3412  
Authorization Code: 052797

**Payment Total: \$32.00**

Billing Address: Jami Spotanski  
800 North 8th Street  
Loup City, NE 68853  
UNITED STATES

**All sales are final.**

Questions? Call SmarTrip Regional Customer Service Center at (888) SMARTRIP (888-762-7874), 7 am - 8 pm, Monday - Friday, except Thanksgiving, Christmas, and New Year's Day



# Washington Metropolitan Area Transit Authority

Order 0000000AKY80

Order Placed: 05/30/25

SmarTrip Card Or CharmCard: 01670508584963260160

## Order Summary

### Stored Value / Passes

	Product	Price	Amount:	Total
1	Stored Value		\$38.00	\$38.00
<b>Total for this order:</b>				<b>\$38.00</b>

## Payment Information

Name On Card: Loup City Public Schools  
Card Type: Visa  
Card Number: Ending in 3412  
Authorization Code: 016665

**Payment Total: \$38.00**

Billing Address: Jami Spotanski  
800 North 8th Street  
Loup City, NE 68853  
UNITED STATES

**All sales are final.**

Questions? Call SmarTrip Regional Customer Service Center at (888) SMARTRIP (888-762-7874), 7 am - 8 pm, Monday - Friday, except Thanksgiving, Christmas, and New Year's Day



# Washington Metropolitan Area Transit Authority

Order 0000000AKY8R

Order Placed: 05/30/25

SmarTrip Card Or CharmCard: 01670277879364307209

## Order Summary

### Stored Value / Passes

Product	Price	Total
1 Stored Value	Amount: \$32.00	\$32.00
<b>Total for this order:</b>		<b>\$32.00</b>

## Payment Information

Name On Card: Loup City Public Schools  
Card Type: Visa  
Card Number: Ending in 3412  
Authorization Code: 066382

**Payment Total: \$32.00**

Billing Address: Jami Spotanski  
800 North 8th Street  
Loup City, NE 68853  
UNITED STATES

All sales are final.

Questions? Call SmarTrip Regional Customer Service Center at (888) SMARTRIP (888-762-7874), 7 am - 8 pm, Monday - Friday, except Thanksgiving, Christmas, and New Year's Day



# Washington Metropolitan Area Transit Authority

**Order 0000000AKY8Z**

Order Placed: 05/30/25

SmarTrip Card Or CharmCard: 01670277063320520961

## Order Summary

### Stored Value / Passes

	Product	Price	Amount:	Total
1	Stored Value		\$32.00	\$32.00
<b>Total for this order:</b>				<b>\$32.00</b>

## Payment Information

Name On Card: Loup City Public Schools  
Card Type: Visa  
Card Number: Ending in 3412  
Authorization Code: 047942

**Payment Total: \$32.00**

Billing Address: Jami Spotanski  
800 North 8th Street  
Loup City, NE 68853  
UNITED STATES

**All sales are final.**

Questions? Call SmarTrip Regional Customer Service Center at (888) SMARTRIP (888-762-7874), 7 am - 8 pm, Monday - Friday, except Thanksgiving, Christmas, and New Year's Day



# Washington Metropolitan Area Transit Authority

**Order 0000000AKY92**

Order Placed: 05/30/25

SmarTrip Card Or CharmCard: 01670277621666269442

## Order Summary

### Stored Value / Passes

Product	Price	Total
1 Stored Value	Amount: \$32.00	\$32.00
<b>Total for this order:</b>		<b>\$32.00</b>

## Payment Information

Name On Card: Loup City Public Schools  
Card Type: Visa  
Card Number: Ending in 3412  
Authorization Code: 009681

**Payment Total: \$32.00**

Billing Address: Jami Spotanski  
800 North 8th Street  
Loup City, NE 68853  
UNITED STATES

**All sales are final.**

Questions? Call SmarTrip Regional Customer Service Center at (888) SMARTRIP (888-762-7874), 7 am - 8 pm, Monday - Friday, except Thanksgiving, Christmas, and New Year's Day



# Washington Metropolitan Area Transit Authority

Order 0000000AKY96

Order Placed: 05/30/25

SmarTrip Card Or CharmCard: 01670620574804855040

## Order Summary

### Stored Value / Passes

	Product	Price	Total
1	Stored Value	Amount: \$18.00	\$18.00
<b>Total for this order:</b>			<b>\$18.00</b>

## Payment Information

Name On Card: Loup City Public Schools  
Card Type: Visa  
Card Number: Ending in 3412  
Authorization Code: 010836

**Payment Total: \$18.00**

Billing Address: Jami Spotanski  
800 North 8th Street  
Loup City, NE 68853  
UNITED STATES

**All sales are final.**

Questions? Call SmarTrip Regional Customer Service Center at (888) SMARTRIP (888-762-7874), 7 am - 8 pm, Monday - Friday, except Thanksgiving, Christmas, and New Year's Day



# Washington Metropolitan Area Transit Authority

**Order 0000000AKY9H**

Order Placed: 05/30/25  
SmarTrip Card Or CharmCard: 01670620832502892800

## Order Summary

### Stored Value / Passes

	Product	Price	Amount:	Total
1	Stored Value		\$32.00	\$32.00
<b>Total for this order:</b>				<b>\$32.00</b>

## Payment Information

Name On Card: Loup City Public Schools  
Card Type: Visa  
Card Number: Ending in 3412  
Authorization Code: 098630

**Payment Total: \$32.00**

Billing Address: Jami Spotanski  
800 North 8th Street  
Loup City, NE 68853  
UNITED STATES

**All sales are final.**

Questions? Call SmarTrip Regional Customer Service Center at (888) SMARTRIP (888-762-7874), 7 am - 8 pm, Monday - Friday, except Thanksgiving, Christmas, and New Year's Day



# Washington Metropolitan Area Transit Authority

Order 0000000ALEXL

Order Placed: 06/02/25

SmarTrip Card Or CharmCard: 01671401528783591680

## Order Summary

### Stored Value / Passes

	Product	Price	Amount:	Total
1	Stored Value		\$38.00	\$38.00
<b>Total for this order:</b>				<b>\$38.00</b>

## Payment Information

Name On Card: Loup City Public Schools  
Card Type: Visa  
Card Number: Ending in 3412  
Authorization Code: 067260

**Payment Total: \$38.00**

Billing Address: Jami Spotanski  
800 North 8th Street  
Loup City, NE 68853  
UNITED STATES

**All sales are final.**

Questions? Call SmarTrip Regional Customer Service Center at (888) SMARTRIP (888-762-7874), 7 am - 8 pm, Monday - Friday, except Thanksgiving, Christmas, and New Year's Day



# Washington Metropolitan Area Transit Authority

Order 0000000ALEYJ

Order Placed: 06/02/25

SmarTrip Card Or CharmCard: 01670146622517333766

## Order Summary

### Stored Value / Passes

	Product	Price	Amount:	Total
1	Stored Value		\$30.00	\$30.00
<b>Total for this order:</b>				<b>\$30.00</b>

## Payment Information

Name On Card: Loup City Public Schools  
Card Type: Visa  
Card Number: Ending in 3412  
Authorization Code: 098562

**Payment Total: \$30.00**

Billing Address: Jami Spotanski  
800 North 8th Street  
Loup City, NE 68853  
UNITED STATES

**All sales are final.**

Questions? Call SmarTrip Regional Customer Service Center at (888) SMARTRIP (888-762-7874), 7 am - 8 pm, Monday - Friday, except Thanksgiving, Christmas, and New Year's Day

---

**Transaction Refund from Teamleader Payments for \$300.00 (USD)**

1 message

---

**Auto-Receipt** <noreply@mail.authorize.net>  
Reply-To: Michelle Wolken <MWolken@teamleader.com>  
To: Loup City Public Schools <jami.spotanski@lcpublic.org>

Tue, Jun 10, 2025 at 2:42 PM

**REFUND CONFIRMATION**

Order Information

Description: Samples Returned  
Invoice Number 1323614348

---

**Billing Information**

Loup City Public Schools  
Loup City Public Schools  
800 N 8th Street  
Loup City, NE 68853  
US  
jami.spotanski@lcpublic.org  
CQ 195556  
Fax: Unknown

**Shipping Information**

---

**Total: \$300.00 (USD)**

Payment Information

Date/Time: 10-Jun-2025 12:42:31 PDT  
Transaction ID: 121076090582  
Payment Method: Visa xxxx3412  
Transaction Type: Refund  
Auth Code:

Merchant Contact Information

Teamleader Payments  
Plano, TX 75074  
US  
MWolken@teamleader.com

QDOBA Mexican Eats  
555 11th Street NW  
Washington, D.C. 20004  
202-347-8477

**TM2164**

Host: Drawer 2 06/11/2025  
TM2164 1:04 PM  
REPRINT# 1 20164

Nachos Diablo Chicken	10.75
Large Drink (14 @3.45)	48.30
Burrito Steak	11.95
Bowl Chicken (10 @10.75)	107.50
Dasani (3 @3.35)	10.05
Bowl Steak	11.95
Quesadilla Chicken	10.75
Burrito Chicken (2 @10.75)	21.50
Quesadilla Cheese	9.95
Cheese	
Bowl Brisket	12.25
Bowl Cholula Chicken	11.25
Jarritos Pineapple	3.65
Large Queso and Chips	6.25
Burrito Brisket	12.25
Subtotal	288.35
Tax	28.84
TO GO Total	317.19
Visa	317.19
Auth:071204	

FOOD: 226.35  
BEV: 62.00

Visit [qdoba.com/bonuscard](http://qdoba.com/bonuscard) & follow the steps to redeem your \$10 digital bonus.  
\*Valid \$50 gift card purchase required.

We value your feedback! Scan the QR Code below to rate your experience and get a FREE CHIPS & SALSA with your next entree purchase.



--- Check Closed ---

For this order! [www.qdoba.com](http://www.qdoba.com)

DOLLAR GENERAL STORE #15403  
1259 HIGHWAY 92, P.O. BOX 6  
LOUP CITY, NE 68853  
(402) 318-5653

*teacher  
gifts*

**SALE TRANSACTION**

S 8X10 PHOTO FRAME	680041365940	\$6.00
S 8X10 PHOTO FRAME	680041365940	\$6.00
S 8X10 PHOTO FRAME	680041365940	\$6.00
S 8X10 PHOTO FRAME	680041365940	\$6.00
S 8X10 PHOTO FRAME	680041365940	\$6.00
S 8X10 PHOTO FRAME	680041365940	\$6.00
S 8X10 PHOTO FRAME	680041365940	\$6.00
Tax: \$42.00 @ 7.5%		\$3.15
Balance to pay		\$45.15
Visa		\$45.15

VISA CREDIT	*****0964
Type: CONTACTLESS	Auth Code: 016154
MID: *****27013	TID: ****6000
TOTAL PURCHASE	\$45.15

Save Time. Save Money.  
Every Day! At Dollar General

STORE	TILL	TRANS.	DATE
15403	1	150088	05-19-25 9:59 AM

Your cashier was: JENNALYN



99902154030011500886



**FastFee, Kearney Family YMCA (137055)**  
**Home Address:**  
**4500 6th Avenue**  
**Kearney, NE \*68845 US**  
**(308) 237-9622**

Payment Id **145647751**  
 Payment date **May 15, 2025 10:19 AM**  
 Registered by **Avery**  
 Tax Id **470720055**

Description	Price	Paid/Adj	Payment	Balance
Day Pass: Youth (18 and younger) - Loop City Schools -- Jason Sullivian	\$10.00	\$0.00	\$10.00	\$0.00
Day Pass: Youth (18 and younger) - Loop City Schools -- Jason Sullivian	\$10.00	\$0.00	\$10.00	\$0.00
Day Pass: Youth (18 and younger) - Loop City Schools -- Jason Sullivian	\$10.00	\$0.00	\$10.00	\$0.00
Day Pass: Youth (18 and younger) - Loop City Schools -- Jason Sullivian	\$10.00	\$0.00	\$10.00	\$0.00
Day Pass: Youth (18 and younger) - Loop City Schools -- Jason Sullivian	\$10.00	\$0.00	\$10.00	\$0.00
Day Pass: Youth (18 and younger) - Loop City Schools -- Jason Sullivian	\$10.00	\$0.00	\$10.00	\$0.00
Day Pass: Youth (18 and younger) - Loop City Schools -- Jason Sullivian	\$10.00	\$0.00	\$10.00	\$0.00
Day Pass: Youth (18 and younger) - Loop City Schools -- Jason Sullivian	\$10.00	\$0.00	\$10.00	\$0.00
Service Fee	\$2.40	\$0.00	\$2.40	\$0.00
<b>Total</b>	<b>\$82.40</b>	<b>\$0.00</b>	<b>\$82.40</b>	<b>\$0.00</b>
<b>LOUP CITY SCHOOLS: VISA (ending in 0441)</b>				\$82.40
<b>Total payment</b>				<b>\$82.40</b>

**WE BUILD STRONG KIDS, STRONG FAMILIES, STRONG COMMUNITIES**



**FastFee, Kearney Family YMCA (137055)**  
**Home Address:**  
**4500 6th Avenue**  
**Kearney, NE \*68845 US**  
**(308) 237-9622**

Payment id **145647752**  
 Payment date **May 15, 2025 10:20 AM**  
 Registered by **Tyler**  
 Tax id **470720055**

Description	Price	Paid/Adj	Payment	Balance
Day Pass: Youth (18 and younger) - Jason Sullivan	\$10.00	\$0.00	\$10.00	\$0.00
Day Pass: Youth (18 and younger) - Jason Sullivan	\$10.00	\$0.00	\$10.00	\$0.00
Day Pass: Youth (18 and younger) - Jason Sullivan	\$10.00	\$0.00	\$10.00	\$0.00
Day Pass: Youth (18 and younger) - Jason Sullivan	\$10.00	\$0.00	\$10.00	\$0.00
Day Pass: Youth (18 and younger) - Jason Sullivan	\$10.00	\$0.00	\$10.00	\$0.00
Day Pass: Youth (18 and younger) - Jason Sullivan	\$10.00	\$0.00	\$10.00	\$0.00
Day Pass: Youth (18 and younger) - Jason Sullivan	\$10.00	\$0.00	\$10.00	\$0.00
Day Pass: Youth (18 and younger) - Jason Sullivan	\$10.00	\$0.00	\$10.00	\$0.00
Service Fee	\$2.40	\$0.00	\$2.40	\$0.00
<b>Total</b>	<b>\$82.40</b>	<b>\$0.00</b>	<b>\$82.40</b>	<b>\$0.00</b>
<b>LOUP CITY SCHOOLS: VISA (ending in 0441)</b>				\$82.40
<b>Total payment</b>				<b>\$82.40</b>

**WE BUILD STRONG KIDS, STRONG FAMILIES, STRONG COMMUNITIES**

*SmCo*

**The Alley Bar**

836 O St  
Loup City, NE 68853  
(308) 745-0440

May 15, 2025  
5:46 PM  
Madison

Ticket: Whitney  
Receipt: rnTI  
Authorization: 052417

VISA CREDIT  
AID A0 00 00 00 03 10 10

Total	\$62.40
Whitney Point of Sale (Chip)	\$62.40

ADD A TIP	
<input type="checkbox"/> 15% (Tip: \$8.71, Total: \$71.11)	
<input type="checkbox"/> 20% (Tip: \$11.61, Total: \$74.01)	
<input type="checkbox"/> 25% (Tip: \$14.51, Total: \$76.91)	
<input type="checkbox"/>	
_____	_____
CUSTOM TIP	TOTAL

x \_\_\_\_\_  
Loup City Schools 7

I agree to pay the above total amount  
according to my card issuer agreement.

CUSTOMER COPY

---

**Fwd: Thank You for Your Order with Ford's Theatre**

1 message

---

**Kim Henry** <kim.henry@lcpublic.org>  
To: Jami Spotanski <jami.spotanski@lcpublic.org>

Mon, May 19, 2025 at 1:19 PM

Ford's Theater Tickets Receipt

**Kim Henry**  
**Loup City Public Schools**  
**308-745-0548 EXT#330**

**8th Beginning American History**  
**8th Reading**  
**9th World Geography**  
**11th American History**  
**NHD (National History Day) Coordinator**

----- Forwarded message -----

From: **Ford's Theatre** <confirmation@fords.org>  
Date: Mon, May 19, 2025 at 11:37 AM  
Subject: Thank You for Your Order with Ford's Theatre  
To: <kim.henry@lcpublic.org>

**Thank You for Your Order with Ford's Theatre**

**Order Date:** 05/19/2025 12:31PM  
**Order Number:** 1733993  
**Customer Number:** 210820

Please retain this receipt for your reference.

**Your Account Information:**

Kim Henry  
454 North 7th Street  
Loup City, NE 68853  
USA

**Order Shipping Information**

Delivery Method: Print At Home: Free  
454 North 7th Street  
Loup City, NE 68853  
USA

kim.henry@lcpublic.org

Please save a copy of this receipt. If you would like to contact us about your order, please email [boxoffice@fords.org](mailto:boxoffice@fords.org) or call (888) 616-0270. Please include your order number in your correspondence. If tickets are being mailed to you, you should receive them within 7-10 days. If you have not received them by then, please contact us.

If you selected Print at Home tickets, you will receive a second email with a pdf of your ticket(s).



\$11.00  
\$11.00

---

**Total Ticket Cost: \$242.00**

**Contribution(s):**

<u>Description</u>	<u>Total</u>
Additional Donation	\$8.00

---

**Total Contribution: \$8.00**

---

**Total: \$250.00**

---



**Ford's Theatre**  
514 Tenth St. NW  
Washington, D.C. 20004















45

06-24-25

<b>Loup School</b> <b>800 North 8th St</b> <b>Loup City 68853</b> <b>United States</b>	Folio No. :	53088	Room No. :	114
	A/R Number :		Arrival :	05-22-25
	Group Code :		Departure :	05-24-25
	Company :		Conf. No. :	41059940
	Membership No. :		Rate Code :	IGCOR
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits
05-22-25	*Accommodation	164.00	
05-23-25	*Accommodation	184.00	
05-24-25	Visa		348.00
	XXXXXXXXXXXX0441		
<b>Total</b>		<b>348.00</b>	<b>348.00</b>
<b>Balance</b>		<b>0.00</b>	

**Guest Signature:** \_\_\_\_\_

I have received the goods and / or services in the amount shown herein. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

HOLIDAY INN EXPRESS & SUITES OMAHA WEST  
 11818 Miami St  
 Omaha, NE 68164  
 Telephone: 402.445.4445 Fax: 402.445.9594



45

06-24-25

<b>Loup School</b> <b>800 North 8th St</b> <b>Loup City 68853</b> <b>United States</b>	Folio No. :	<b>53089</b>	Room No. :	<b>309</b>
	A/R Number :		Arrival :	<b>05-22-25</b>
	Group Code :		Departure :	<b>05-24-25</b>
	Company :		Conf. No. :	<b>86604474</b>
	Membership No. :		Rate Code :	<b>IGCOR</b>
	Invoice No. :		Page No. :	<b>1 of 1</b>

Date	Description	Charges	Credits
05-22-25	*Accommodation	164.00	
05-23-25	*Accommodation	184.00	
05-24-25	Visa		348.00
	XXXXXXXXXXXX0441		
<b>Total</b>		<b>348.00</b>	<b>348.00</b>
<b>Balance</b>		<b>0.00</b>	

**Guest Signature:** \_\_\_\_\_

I have received the goods and / or services in the amount shown herein. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

HOLIDAY INN EXPRESS & SUITES OMAHA WEST  
 11818 Miami St  
 Omaha, NE 68164  
 Telephone: 402.445.4445 Fax: 402.445.9594



45

06-24-25

<b>Loup School</b> <b>800 North 8th St</b> <b>Loup City 68853</b> <b>United States</b>	Folio No. :	<b>53087</b>	Room No. :	<b>101</b>
	A/R Number :		Arrival :	<b>05-22-25</b>
	Group Code :		Departure :	<b>05-24-25</b>
	Company :		Conf. No. :	<b>60950130</b>
	Membership No. :		Rate Code :	<b>IGCOR</b>
	Invoice No. :		Page No. :	<b>1 of 1</b>

Date	Description	Charges	Credits
05-22-25	*Accommodation	164.00	
05-23-25	*Accommodation	184.00	
05-24-25	Visa		348.00
	XXXXXXXXXXXX0441		
	<b>Total</b>	<b>348.00</b>	<b>348.00</b>
	<b>Balance</b>	<b>0.00</b>	

**Guest Signature:** \_\_\_\_\_

I have received the goods and / or services in the amount shown herein. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

HOLIDAY INN EXPRESS & SUITES OMAHA WEST  
 11818 Miami St  
 Omaha, NE 68164  
 Telephone: 402.445.4445 Fax: 402.445.9594



45

06-24-25

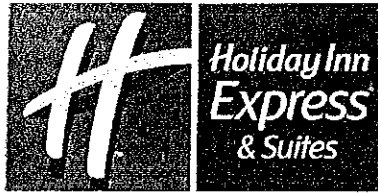
<b>Loup School</b> <b>800 North 8th St</b> <b>Loup City 68853</b> <b>United States</b>	Folio No. :	<b>53086</b>	Room No. :	<b>118</b>
	A/R Number :		Arrival :	<b>05-22-25</b>
	Group Code :		Departure :	<b>05-24-25</b>
	Company :		Conf. No. :	<b>83522869</b>
	Membership No. :		Rate Code :	<b>IGCOR</b>
	Invoice No. :		Page No. :	<b>1 of 1</b>

Date	Description	Charges	Credits
05-22-25	*Accommodation	164.00	
05-23-25	*Accommodation	184.00	
05-24-25	Visa XXXXXXXXXXXX0441		348.00
<b>Total</b>		<b>348.00</b>	<b>348.00</b>
<b>Balance</b>		<b>0.00</b>	

**Guest Signature:** \_\_\_\_\_

I have received the goods and / or services in the amount shown herein. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

HOLIDAY INN EXPRESS & SUITES OMAHA WEST  
 11818 Miami St  
 Omaha, NE 68164  
 Telephone: 402.445.4445 Fax: 402.445.9594



45

06-24-25

<b>Loup School</b> <b>800 North 8th St</b> <b>Loup City 68853</b> <b>United States</b>	Folio No. :	<b>53084</b>	Room No. :	<b>107</b>
	A/R Number :		Arrival :	<b>05-22-25</b>
	Group Code :		Departure :	<b>05-24-25</b>
	Company :		Conf. No. :	<b>66676157</b>
	Membership No. :		Rate Code :	<b>IGCOR</b>
	Invoice No. :		Page No. :	<b>1 of 1</b>

Date	Description	Charges	Credits
05-22-25	*Accommodation	164.00	
05-23-25	*Accommodation	184.00	
05-24-25	Visa		348.00
	XXXXXXXXXXXX0441		
<b>Total</b>		<b>348.00</b>	<b>348.00</b>
<b>Balance</b>		<b>0.00</b>	

**Guest Signature:** \_\_\_\_\_

I have received the goods and / or services in the amount shown herein. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

HOLIDAY INN EXPRESS & SUITES OMAHA WEST  
 11818 Miami St  
 Omaha, NE 68164  
 Telephone: 402.445.4445 Fax: 402.445.9594



45

06-24-25

<b>Loup School</b> <b>800 North 8th St</b> <b>Loup City 68853</b> <b>United States</b>	Folio No. :	53085	Room No. :	116
	A/R Number :		Arrival :	05-22-25
	Group Code :		Departure :	05-24-25
	Company :		Conf. No. :	49246121
	Membership No. :		Rate Code :	IGCOR
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits
05-22-25	*Accommodation	164.00	
05-23-25	*Accommodation	184.00	
05-24-25	Visa XXXXXXXXXXXX0441		348.00
<b>Total</b>		<b>348.00</b>	<b>348.00</b>
<b>Balance</b>		<b>0.00</b>	

**Guest Signature:** \_\_\_\_\_

I have received the goods and / or services in the amount shown herein. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

HOLIDAY INN EXPRESS & SUITES OMAHA WEST  
 11818 Miami St  
 Omaha, NE 68164  
 Telephone: 402.445.4445 Fax: 402.445.9594

Teamleader  
 101 Summit Ave. #300  
 Reno, TX 75074

# TEAMLEADER

**ESTIMATE**

**CQ 197231**

Phone: 1-877-365-7555  
 Fax: 1-877-611-8326

Page 1  
 (Last Page)

**Sold To: (Customer# 0108352)**

Sarah Lewandowski  
 Loup City Jr./Sr. High  
 800 North 8th St.  
 Loup City, NE 68853

sarah.lewandowski@lcpublic.org

**Ship To: (Customer# 0108352)**

Sarah Lewandowski  
 Loup City Jr./Sr. High  
 800 North 8th St.  
 Loup City, NE 68853

Order Date	Payment Terms	Rep	Order Source	Ship Via	Referral
05/12/25	Pre-Payment Required	Dac Conner	New	Comm. Ground	

Line#	Item#	Description	Qty Ord	Qty Shp	Each	Extended
1	TDB2502	Custom TeamINK Sublimated Bow with Individ Name Main Bow Color:Red Outside Stripes / Initials & Names:Black Center Stripe / 2nd line:White Knot Color:White "ALC Cheer / NO NAMES"	15		\$15.99	\$239.85

Please call Dac Conner at 469-899-3932 or email at dac@teamleader.com with any questions.

<b>Subtotal:</b>	\$239.85
<b>Freight:</b>	\$16.50
<b>Balance:</b>	\$256.35

Order will be processed once payment is received. Call for estimated delivery schedule.

Budget Code \_\_\_\_\_

Approval \_\_\_\_\_

**INDIANHEAD GOLF COURSE**  
**4100 West Husker Highway**  
**68803 Grand Island**  
**Phone: 308-381-GOLF Fax:**

**Highschool Loop City**

	<b>Customer Acct</b>	<b>Sales Rep</b>	
	993704587		
<b>Tab Name</b>	<b>Customer P.O.</b>	<b>Sale #</b>	<b>Date</b>
	PO	562505160034	05/16/2025

Item	Product Code	Tax Code	QTY	Unit Price	Discount	Extended Price
Platform Fee	PLATFORMFEE	N/A	1	\$3.50	\$0.00	\$3.50
Cart - 18	CF04	NEST	5	\$18.60	\$0.00	\$93.02
Junior 17 and Under GF	GF-104	NEST	1	\$13.95	\$0.00	\$13.95
Junior 17 and Under GF	GF-104	NEST	1	\$13.95	\$0.00	\$13.95
Junior 17 and Under GF	GF-104	NEST	1	\$13.95	\$0.00	\$13.95
Junior 17 and Under GF	GF-104	NEST	1	\$13.95	\$0.00	\$13.95
Junior 17 and Under GF	GF-104	NEST	1	\$13.95	\$0.00	\$13.95

Sub Total	Tax	Tips	Total
\$166.27	\$12.23	\$0.00	<b>\$178.50</b>

Payment Method	Ref
Visa: xxxxxxxxxxxx0002	178.50 Approval Code: 027761, Ref#: 3CD82A4914E5
<b>Total:</b>	<b>178.50</b>

Tax Detail:	
Tax Code	Amount
1.5 FB	0.00
5.5 State	8.97
2.0 City	3.26

**Notes:** Tee # 10  
 Tee time :  
 BACK NINE- 12:45 PM Holes: 10  
 FRONT NINE- 2:45 PM Holes: 1  
 5/16/2025  
 Player 1, 2, 3, 4, 5: Loop City, Highschool

**Invoice Number:**

\_\_\_\_\_  
 Signature

**Fund: 01      General Fund**

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 1100	LOCAL DISTRICT TAXES	4,300,000.00	0.00	3,359,498.78	78.13	940,501.22
01 1125	MOTOR VEHICLE TAX	165,000.00	0.00	174,047.01	105.48	(9,047.01)
01 1140	PENALTIES AND INTEREST	10,000.00	0.00	12,700.74	127.01	(2,700.74)
01 1510	INTEREST ON INVESTMENTS	15,000.00	0.00	44,253.59	295.02	(29,253.59)
01 1911	LOCAL LICENSE FEES	1,000.00	0.00	1,860.00	186.00	(860.00)
01 1990	OTHER LOCAL RECEIPTS	500.00	0.00	122.00	24.40	378.00
	Subtotal: LOCAL RECIEPTS	4,491,500.00	0.00	3,592,482.12	79.98	899,017.88
01 2110	COUNTY FINES/LICENSE FEES	10,000.00	0.00	11,881.52	118.82	(1,881.52)
01 2210	ESU RECEIPTS	5,000.00	0.00	11,957.72	239.15	(6,957.72)
	Subtotal: COUNTY AND ESU RECEIPTS	15,000.00	0.00	23,839.24	158.93	(8,839.24)
01 3110	STATE AID	480,329.00	0.00	473,941.00	98.67	6,388.00
01 3120	SPED PROGRAMS (SCHOOL AGE)	100,000.00	0.00	522,210.00	522.21	(422,210.00)
01 3125	SPED TRANSPORTATION (SCHOOL AGE)	0.00	0.00	93.00	0.00	(93.00)
01 3130	HOMESTEAD EXEMPTION	65,000.00	0.00	85,786.40	131.98	(20,786.40)
01 3131	PROPERTY TAX CREDIT	0.00	0.00	1,864,623.13	0.00	(1,864,623.13)
01 3180	PRO-RATE MOTOR VEHICLE	5,000.00	0.00	7,848.83	156.98	(2,848.83)
01 3400	STATE APPORTIONMENT	0.00	0.00	114,858.02	0.00	(114,858.02)
01 3541	EARLY CHILDHOOD ENDOWMENT GRANT	300,000.00	0.00	517,014.01	172.34	(217,014.01)
01 3552	SCHOOL SAFETY AND SECURITY ACT	5,000.00	0.00	5,195.79	103.92	(195.79)
01 3990	OTHER STATE RECEIPTS	25,000.00	0.00	44,007.15	176.03	(19,007.15)
	Subtotal: STATE RECEIPTS	980,329.00	0.00	3,635,577.33	370.85	(2,655,248.33)
01 4505	TITLE I, PART A ESSA	75,000.00	0.00	70,571.00	94.09	4,429.00
01 4516	IDEA PRESCHOOL(619) BASE ALLOCATION	2,000.00	0.00	1,672.00	83.60	328.00
01 4518	IDEA PART B (611) BASE & POVERTY ALLOC	100,000.00	0.00	85,342.00	85.34	14,658.00
01 4531	TITLE IV, PART B ESSA - 21ST CENT COMM	100,000.00	0.00	50,000.00	50.00	50,000.00
01 4708	MEDICAID REIMBURSEMENT (MIPS)	2,000.00	0.00	8,869.53	443.48	(6,869.53)
01 4998	ESSER III	100,000.00	0.00	123,026.00	123.03	(23,026.00)
	Subtotal: FEDERAL RECEIPTS	379,000.00	0.00	339,480.53	89.57	39,519.47
01 5200	TRANSFERS FROM OTHER FUNDS	500.00	0.00	9,032.78	1,806.56	(8,532.78)
01 5301	INSURANCE ADJUSTMENTS	0.00	0.00	207.00	0.00	(207.00)
01 5690	OTHER NON-REVENUE RECEIPTS	0.00	0.00	955.02	0.00	(955.02)
	Subtotal: 5000	500.00	0.00	10,194.80	2,038.96	(9,694.80)
	<b>Fund Total:</b>	<b>5,866,329.00</b>	<b>0.00</b>	<b>7,601,574.02</b>	<b>129.58</b>	<b>(1,735,245.02)</b>

**Fund: 02      Depreciation Fund**

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
02 1510	INTEREST	5,000.00	0.00	11,849.14	236.98	(6,849.14)
	Subtotal: LOCAL RECIEPTS	5,000.00	0.00	11,849.14	236.98	(6,849.14)
	Fund Total:	5,000.00	0.00	11,849.14	236.98	(6,849.14)

**Fund: 05      Activity Fund**

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
05 1510	INTEREST	0.00	0.00	2,009.38	0.00	(2,009.38)
05 1710 0200	GENERAL ACTIVITIES REVENUE	0.00	0.00	9,179.59	0.00	(9,179.59)
05 1710 0201	RED RAIDER DRAMA REVENUE	0.00	0.00	3,141.78	0.00	(3,141.78)
05 1710 0202	RED RAIDER SPEECH REVENUE	0.00	0.00	3,041.00	0.00	(3,041.00)
05 1710 0281	CHEERLEADERS REVENUE	0.00	0.00	9,852.49	0.00	(9,852.49)
05 1710 0283	FOOTBALL REVENUE	0.00	0.00	2,786.04	0.00	(2,786.04)
05 1710 0284	GIRLS BASKETBALL REVENUE	0.00	0.00	1,405.00	0.00	(1,405.00)
05 1710 0289	VOLLEYBALL REVENUE	0.00	0.00	160.00	0.00	(160.00)
05 1710 0290	WRESTLING REVENUE	0.00	0.00	446.00	0.00	(446.00)
05 1710 0300	FFA REVENUE	0.00	0.00	32,696.59	0.00	(32,696.59)
05 1710 0303	DANCE TEAM REVENUE	0.00	0.00	911.54	0.00	(911.54)
05 1710 0308	ANNUAL STAFF REVENUE	0.00	0.00	1,411.00	0.00	(1,411.00)
05 1710 0310	STUDENT COUNCIL REVENUE	0.00	0.00	10,863.01	0.00	(10,863.01)
05 1710 0312	FCCLA REVENUE	0.00	0.00	2,695.00	0.00	(2,695.00)
05 1710 0332	CLASS OF 2021 REVENUE	0.00	0.00	154.83	0.00	(154.83)
05 1710 0337	CLASS OF 2025 REVENUE	0.00	0.00	420.00	0.00	(420.00)
05 1710 0338	CLASS OF 2026 REVENUE	0.00	0.00	5,295.99	0.00	(5,295.99)
05 1710 0339	CLASS OF 2027 REVENUE	0.00	0.00	2,572.62	0.00	(2,572.62)
05 1710 0340	CLASS OF 2028 REVENUE	0.00	0.00	571.00	0.00	(571.00)
05 1710 0600	TECHNOLOGY FEES REVENUE	0.00	0.00	2,444.30	0.00	(2,444.30)
05 1710 0902	LCPS WELLNESS REVENUE	0.00	0.00	5,420.00	0.00	(5,420.00)
05 1710 0903	LOCAL TO LUNCH REVENUE	0.00	0.00	1,820.54	0.00	(1,820.54)
05 1710 0904	HS PRINCIPAL REVENUE	0.00	0.00	500.00	0.00	(500.00)
05 1710 0905	ELEM PRINCIPAL REVENUE	0.00	0.00	417.11	0.00	(417.11)
05 1710 0907	FBLA REVENUE	0.00	0.00	13,476.75	0.00	(13,476.75)
05 1710 0911	ESPORTS REVENUE	0.00	0.00	7,193.70	0.00	(7,193.70)
05 1710 0912	NATIONAL HISTORY DAY REVENUE	0.00	0.00	26,427.64	0.00	(26,427.64)
05 1710 0913	WEIGHT ROOM REVENUE	0.00	0.00	395.00	0.00	(395.00)
05 1710 0914	VENDING REVENUE	0.00	0.00	1,709.06	0.00	(1,709.06)
05 1710 0915	CONCESSIONS REVENUE	0.00	0.00	4,685.60	0.00	(4,685.60)
Subtotal: LOCAL RECIEPTS		0.00	0.00	154,102.56	0.00	(154,102.56)
Fund Total:		0.00	0.00	154,102.56	0.00	(154,102.56)

**Revenue Summary Report**

Processing Month: 07/2025

User ID: JS

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	5,871,329.00	0.00	7,767,525.72	132.30	(1,896,196.72)



**Activity Fund Balance Report - Summary - Include Encumbrances**  
 07/2025 - 07/2025

**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>Outstanding AP</u>	<u>Outstanding PO</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0909	PERSONAL FINANCE	10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00
05 704 0910	FAMILY & CONSUMER SCIENCE	130.00	0.00	0.00	0.00	0.00	0.00	130.00
05 704 0911	ESPORTS	3,289.42	0.00	0.00	0.00	0.00	0.00	3,289.42
05 704 0912	NHD	954.64	1,396.19	0.00	0.00	0.00	0.00	(441.55)
Fund Total: 05		107,913.80	4,319.64	0.00	0.00	0.00	0.00	103,594.16

**Activity Fund Balance Report - Summary - Include Encumbrances**  
07/2025 - 07/2025

**Fund: 15      Arcadia 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>Outstanding AP</u>	<u>Outstanding PO</u>	<u>Balance Change</u>	<u>Balance</u>
15 704	FUND BALANCE	224,141.78	0.00	0.00	0.00	0.00	0.00	224,141.78
15 704 0100	GENERAL	(42,923.86)	1,453.24	0.00	0.00	0.00	0.00	(44,377.10)
15 704 0250	BASKETBALL	(6,123.29)	0.00	0.00	0.00	0.00	0.00	(6,123.29)
15 704 0282	CROSS COUNTRY	(1,734.30)	0.00	0.00	0.00	0.00	0.00	(1,734.30)
15 704 0283	FOOTBALL	(51,981.92)	0.00	0.00	0.00	0.00	0.00	(51,981.92)
15 704 0285	GOLF	(27,204.21)	178.50	0.00	0.00	0.00	0.00	(27,382.71)
15 704 0288	TRACK	(16,105.89)	3,119.59	0.00	0.00	0.00	0.00	(19,225.48)
15 704 0289	VOLLEYBALL	(24,031.15)	0.00	0.00	0.00	0.00	0.00	(24,031.15)
15 704 0290	WRESTLING	(49,672.09)	0.00	0.00	0.00	0.00	0.00	(49,672.09)
15 704 0291	CHEERLEADING	(4,346.64)	0.00	0.00	0.00	0.00	0.00	(4,346.64)
Fund Total: 15		18.43	4,751.33	0.00	0.00	0.00	0.00	(4,732.90)



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

07/10/2025 09:14 AM

User ID: JS

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance	
6200	TITLE I PART A ESSA	119,500.00	9,217.60	104,129.20	87.14	15,370.80	0.00	0.00	15,370.80
6210	TITLE I ACCOUNTABILITY ESSA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6212	TITLE I, PART A SUPPORT FOR IMPROVEMENT	1,700.00	0.00	31,343.67	1,843.75	(29,643.67)	0.00	0.00	(29,643.67)
6404	IDEA PART B (611) BASE ALLOC 0 TO 4	5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00	5,000.00
6406	IDEA PRESCHOOL (619) BASE ALLOC	5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00	5,000.00
6408	IDEA PART B (611) BASE & POVERTY 0 TO 21	100,000.00	0.00	0.00	0.00	100,000.00	0.00	0.00	100,000.00
6410	IDEA ENROLLMENT/POVERTY (611)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6412	IDEA PART B PROPORTIONATE SHARE	500.00	0.00	0.00	0.00	500.00	0.00	0.00	500.00
6421	IDEA PART B (611) ARP BASE & POVERTY 0 TO 21	5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00	5,000.00
6422	IDEA PRESCHOOL (619) ARP BASE/ENROLL POVERTY	500.00	0.00	0.00	0.00	500.00	0.00	0.00	500.00
6968	TITLE IV, PART B 21ST CENT COMM LRNING	85,600.00	49,856.71	74,789.22	87.37	10,810.78	0.00	0.00	10,810.78
6992	REAP	0.00	0.00	70,220.00	0.00	(70,220.00)	0.00	0.00	(70,220.00)
6996	ESSER I	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6997	ESSER II	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6998	ESSER III	24,000.00	0.00	48,156.76	200.65	(24,156.76)	0.00	0.00	(24,156.76)
8000	TRANSFERS (OUTGOING)	180,000.00	10,500.00	75,000.00	41.67	105,000.00	0.00	0.00	105,000.00
9000	NON-PROGRAM EXPENDITURES	63,931.00	0.00	472.00	0.74	63,459.00	0.00	0.00	63,459.00
01	General Fund	7,842,491.00	590,263.00	6,270,884.46	79.96	1,571,606.54	0.00	0.00	1,571,606.54

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

07/10/2025 09:14 AM

User ID: JS

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:	7,842,491.00	590,263.00	6,270,884.46	79.96	1,571,606.54	0.00	0.00	1,571,606.54

**Loup City Public Schools**

ACTIVITY FUND	FBLA/NHD/SUMMER SCHOOL	\$	12,375.00
AMAZON CAPITAL SERVICES	SUPPLIES	\$	2,345.69
AMPLIFY EDUCATION, INC	AMPLIFY	\$	15,092.82
APPLE INC	CABLE	\$	17.10
BLACK HILLS ENERGY	SERVICE	\$	969.21
BLICK ART MATERIALS	SUPPLIES	\$	81.82
BRIGHT ARROW TECHNOLOGIES INC	2025-2026 RENEWAL	\$	1,000.00
BSN SPORTS	SUPPLIES	\$	252.54
CALVERT, PAUL	SERVICE	\$	576.93
CARL DIETZ CONSULTING, LLC	2025 SERVICES	\$	5,000.00
CITY OF LOUP CITY	SERVICE	\$	1,275.12
CORNERSTONES OF CARE	2025-2026 QTR 1	\$	4,125.00
CORPORATE PAYMENT SYSTEMS	SUPPLIES	\$	3,303.72
CULLIGAN WATER CONDITIONING	SERVICE	\$	405.40
CZARNEK, JIM OR VIRGINIA	VEHICLE INSPECTION	\$	1,068.26
DAS STATE ACCOUNTING--CENTRAL FINANCE	SERVICE	\$	840.11
DISCOUNT SCHOOL SUPPLY	PRESCHOOL SUPPLIES	\$	122.98
E S U #10	SERVICES	\$	53,929.69
EAKES OFFICE PLUS	SUPPLIES/DOCMGT/FAX CONT	\$	1,238.83
EGAN SUPPLY CO	SUPPLIES	\$	174.27
FATHER FLANAGAN'S BOYS HOME	APRIL/MAY	\$	9,100.00
FOX THEATER	SUMMER SCHOOL	\$	406.50
GOTO COMMUNICATIONS INC	SERVICE	\$	979.09
HOME DEPOT PRO, THE	CUSTODIAL SUPPLIES	\$	628.80
HOMETOWN LEASING	SOFTWARE/PRINTER/COPIER LEASE	\$	831.05
IXL LEARNING	2025-2026 LICENSE	\$	7,425.00
KUSZAK HARDWARE & VARIETY	CUSTODIAL SUPPLIES	\$	873.74
KUSZAK LUMBER & SUPPLY	SUPPLIES	\$	237.45
LEVEL DATA	2025-2026 RENEWAL	\$	353.00
LOUP CITY AUTO PARTS	PARTS	\$	106.26
LOUP CITY LUNCH FUND	SUMMER SCHOOL/DEC-MAY	\$	5,499.72
MADISON NATIONAL LIFE INSURANCE COMPANY	LEWANDOWSKI FICA	\$	201.45
MATHESON TRI-GAS, INC.	IND TECH SUPPLIES	\$	86.95
MCI MEGA PREFERRED	SERVICE	\$	72.98
MIDWEST FLOOR SPECIALIST INC	SOUTH GYM	\$	1,545.00
MIDWEST TECHNOLOGY PRODUCTS	SUPPLIES	\$	86.10
NASCO	SUPPLIES	\$	507.25
NE COUNCIL OF SCHOOL ADMIN.	NCE CONFERENCE	\$	1,835.00
NEBRASKA PUBLIC POWER DISTRICT	SERVICE	\$	3,230.45
NELIGH OAKDALE PUBLIC SCHOOL	2025 HONOR BAND	\$	625.00
OMNIFY BENEFITS	125 PLAN ADMINISTRATION	\$	71.25
PARCO SCIENTIFIC COMPANY	SUPPLIES	\$	114.50
PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	POSTAGE LEASE	\$	241.02
PITNEY BOWES PURCHASE POWER	POSTAGE	\$	244.30
PRESTO-X COMPANY	SERVICE	\$	215.10
PYRAMID SCHOOL PRODUCTS	SUPPLIES	\$	1,242.71
RAPIDS	SUPPLIES	\$	36.49
REALLY GREAT READING COMPANY, LLC	SUPPLIES	\$	222.88
SCHAUPPS DISPOSAL LLC	MAY-JUNE 2025 GARBAGE	\$	716.60
SCHOOL NURSE SUPPLY, INC.	SUPPLIES	\$	128.15
SCHOOL SPECIALTY, LLC	SUPPLIES	\$	388.30
SHERMAN COUNTY TIMES	ADVERTISEMENT	\$	328.56
SOFTWARE UNLIMITED	2025-2026 RENEWAL	\$	6,650.00
STAPLES ADVANTAGE	SUPPLIES	\$	28.68
STEPWARE INC	SUBSCRIPTION	\$	560.00
STERICYCLE, INC.	SERVICE	\$	117.51
TROTTER SERVICE	FUEL	\$	531.07
VERIZON WIRELESS	SERVICE	\$	79.67
WARD'S SCIENCE	SCIENCE SUPPLIES	\$	200.26
WHOA AND GO	FUEL	\$	1,197.55
WILBER-CLATONIA PUBLIC SCHOOLS	BACKBOARDS	\$	1,000.00
<b>TOTAL</b>		<b>\$</b>	<b>153,139.88</b>
<b>PAYROLL</b>		<b>\$</b>	<b>437,123.12</b>
		<b>\$</b>	<b>590,263.00</b>

KITCHEN PAYROLL \$15,157.95

<b>2024-2025</b>					
	<b>Budget</b>	<b>Expended during month</b>	<b>Expenditures to date</b>	<b>%of Budget (0.08%)</b>	<b>Balance EOM</b>
<b>Sep-22</b>	\$6,873,434	\$538,234	\$538,234	7.83%	\$6,335,197
<b>Sep-23</b>	\$7,090,331	\$524,507	\$524,507	7.39%	\$6,565,834
<b>Sep-24</b>	\$7,842,491	\$589,753	\$589,753	7.52%	\$7,252,738
	<b>Budget</b>	<b>Expended during month</b>	<b>Expenditures to date</b>	<b>%of Budget (0.16%)</b>	<b>Balance EOM</b>
<b>Oct-22</b>	\$6,873,434	\$478,457	\$1,016,694	14.79%	\$5,856,740
<b>Oct-23</b>	\$7,090,331	\$483,229	\$1,018,527	14.36%	\$6,071,804
<b>Oct-24</b>	\$7,842,491	\$630,459	\$1,241,212	15.83%	\$6,530,288
	<b>Budget</b>	<b>Expended during month</b>	<b>Expenditures to date</b>	<b>%of Budget (25%)</b>	<b>Balance EOM</b>
<b>Nov-22</b>	\$6,873,434	\$515,581	\$1,542,132	22.44%	\$5,331,302
<b>Nov-23</b>	\$7,090,331	\$504,991	\$1,526,518	21.53%	\$5,563,813
<b>Nov-24</b>	\$7,842,491	\$620,567	\$1,891,776	24.12%	\$5,950,715
	<b>Budget</b>	<b>Expended during month</b>	<b>Expenditures to date</b>	<b>%of Budget (33.3%)</b>	<b>Balance EOM</b>
<b>Dec-22</b>	\$6,873,434	\$461,760	\$2,003,895	29.15%	\$4,869,539
<b>Dec-23</b>	\$7,090,331	\$480,943	\$2,012,461	28.38%	\$5,077,870
<b>Dec-24</b>	\$7,842,491	\$519,874	\$2,414,650	30.79%	\$5,427,841
	<b>Budget</b>	<b>Expended during month</b>	<b>Expenditures to date</b>	<b>%of Budget (41.6%)</b>	<b>Balance EOM</b>
<b>Jan-23</b>	\$6,873,434	\$442,246	\$2,446,144	35.59%	\$4,427,290
<b>Jan-24</b>	\$7,090,311	\$469,585	\$2,487,046	35.08%	\$4,603,285
<b>Jan-25</b>	\$7,842,491	\$526,370	\$2,944,020	37.54%	\$4,898,471
	<b>Budget</b>	<b>Expended during month</b>	<b>Expenditures to date</b>	<b>%of Budget (50%)</b>	<b>Balance EOM</b>
<b>Feb-23</b>	\$6,873,434	\$507,204	\$2,953,348	42.97%	\$3,920,086
<b>Feb-24</b>	\$7,090,311	\$511,337	\$2,988,383	42.29%	\$4,091,948
<b>Feb-25</b>	\$7,842,491	\$569,867	\$3,514,175	44.81%	\$4,328,316
	<b>Budget</b>	<b>Expended during month</b>	<b>Expenditures to date</b>	<b>%of Budgetm (58.3%)</b>	<b>Balance EOM</b>
<b>Mar-23</b>	\$6,873,434	\$434,999	\$3,398,347	49.44%	\$3,475,087
<b>Mar-24</b>	\$7,090,311	\$456,337	\$3,456,106	48.74%	\$3,634,225
<b>Mar-25</b>	\$7,842,491	\$510,153	\$4,024,328	51.31%	\$3,818,163
	<b>Budget</b>	<b>Expended during month</b>	<b>Expenditures to date</b>	<b>%of Budget (66.6%)</b>	<b>Balance EOM</b>
<b>Apr-23</b>	\$6,873,434	\$480,929	\$3,911,418	56.91%	\$2,962,016
<b>Apr-24</b>	\$7,090,311	\$478,763	\$3,940,529	55.58%	\$3,149,802
<b>Apr-25</b>	\$7,842,491	\$542,580	\$4,566,908	58.23%	\$3,275,583
	<b>Revised Budget</b>	<b>Expended during month</b>	<b>Expenditures to date</b>	<b>%of Budget (75%)</b>	<b>Balance EOM</b>
<b>May-23</b>	\$6,873,434	\$510,111	\$4,421,532	64.33%	\$2,451,902
<b>May-24</b>	\$7,090,311	\$527,441	\$4,456,739	62.86%	\$2,633,592
<b>May-25</b>	\$7,842,491	\$584,904	\$5,155,811	65.74%%	\$2,686,680
	<b>Budget</b>	<b>Expended during month</b>	<b>Expenditures to date</b>	<b>%of Budget (83.3%)</b>	<b>Balance EOM</b>
<b>Jun-21</b>	\$6,597,847	\$578,850	\$4,483,704	67.96%	\$2,114,143
<b>Jun-22</b>	\$6,645,000	\$412,286	\$4,721,217	71.05%	\$1,923,783
<b>Jun-23</b>	\$6,873,434	\$436,626	\$4,852,644	70.60%	\$2,020,790
<b>Jun-24</b>	\$7,090,311	\$512,589	\$4,970,328	70.10%	\$2,120,002
<b>Jun-25</b>	\$7,842,491	\$521,711	\$5,677,522	72.39%	\$2,164,969
	<b>Budget</b>	<b>Expended during month</b>	<b>Expenditures to date</b>	<b>%of Budget (91.6)</b>	<b>Balance EOM</b>
<b>Jul-23</b>	\$6,873,434	\$442,623	\$5,303,767	77.16%	\$1,569,667
<b>Jul-24</b>	\$7,090,311	\$463,995	\$5,439,324	76.71%	\$1,651,007
<b>Jul-25</b>	\$7,842,491	\$590,263	\$6,270,884	79.96%	\$1,571,607
	<b>Budget</b>	<b>Expended during month</b>	<b>Expenditures to date</b>	<b>%of Budget (100%)</b>	<b>Balance EOM</b>
<b>Aug-23</b>	\$6,873,434	\$492,355	\$5,800,122	84.38%	\$1,073,312
<b>Aug-24</b>	\$7,090,311	\$708,191	\$6,124,331	86.38%	\$965,999
<b>Aug-25</b>	\$7,842,491				



Quotation Number: **RK1251771**  
 Quote Sent Date: **Jun 16, 2025**  
 Expiration Date: **Aug 15, 2025**  
 Prepared By: **Rick Kraft**  
 Phone: (308) 390-9010  
 Email: rick@cnebobcat.com

Customer  
**LOUP CITY HIGH SCHOOL**  
 800 N 8TH ST  
 LOUP CITY, NE, 68853-8020  
 Phone: +1 308 745 0120

Contact  
**Dean Tickle**  
 Phone: +13083250580  
 Email: dean.tickle@lcpublic.org

Dealer  
**Central Nebraska Bobcat, Grand Island, NE**  
 3809 WESTGATE ROAD  
 GRAND ISLAND, NE, 68803-4927

Item Name	Item Number	Quantity	Price Each	Total
<b>S66 T4 Bobcat Skid Steer Loader</b>	M0347	1	60,146.00	60,146.00
<b>Serial number:</b> B4SA30549				
<b>Standard Equipment:</b>				
74.0 HP Tier 4 V2 Bobcat Engine		Horn		
Auxiliary Hydraulics: Variable Flow		Lift Arm Support		
Backup Alarm		Lift Path: Vertical		
Bob-Tach		Lights, Front & Rear LED		
Bobcat Interlock Control System (BICS)		Operator Cab		
Controls: Hand and Foot (Manual)		Includes: Adjustable Vinyl Suspension Seat, Top and Rear		
Cylinder Cushioning - Lift, Tilt		Windows, Parking Brake, Seat Bar and Seat Belt		
Engine/Hydraulic Performance De-rate Protection		Roll Over Protective Structure (ROPS) meets SAE-J1040 and		
Glow Plugs (Automatically Activated)		ISO 3471		
		Falling Object Protective Structure (FOPS) meets SAE-J1043		
		and ISO 3449, Level I; (Level II is available through Bobcat		
		Parts)		
		Parking Brake: Wedge Brake System		
		Tires: 31x12x16.5, 10 PR, Super Float Tires		
		Telematics - Machine IQ - 2-year Basics		
		Warranty: 2 years, or 2000 hours whichever occurs first		
<b>7" Touch Display</b>	M0347-R08-C03	1	1,831.00	1,831.00
<b>Comfort Package</b>	M0347-P11-C07	1	10,982.00	10,982.00
<i>Included: Comfort Package Includes:</i>				
Enclosed HVAC Cab, Radio, Adjustable				
Heated Cloth Air Ride Seat, Power Bob-				
Tach, Instrumentation: Standard 5" Display,				
Engine Temperature and Fuel Gauges, Hour				
meter, RPM and Warning Indicators.				
Includes maintenance interval notification,				
fault display, job codes, quick start, auto				
idle, and security lockouts, Premium LED				
Lights, Keyless Start, Two-Speed Travel, 7-				
Pin Attachment Control, Dual Direction				
Bucket Positioning, Rear Camera, Sound				
Reduction, Automatic Ride Control,				
<b>68" Heavy Duty Bucket</b>	7272679	1	1,712.00	1,712.00
<b>Bolt-On Cutting Edge, 68"</b>	6718006	1	282.46	282.46
<b>4K Heavy Duty Pallet Fork Frame</b>	7294305	1	606.00	606.00

<b>48" 4K Heavy Duty Pallet Fork Teeth</b>	6540182	1	448.00	448.00
<b>Total for S66 T4 Bobcat Skid Steer Loader</b>				<b>76,007.46</b>
Quote Total - USD				76,007.46
Dealer P.D.I.				350.00
Tariff Surcharge				920.80
Freight Charges				1,050.00
Destination Charges				196.00
Dealer Assembly Charges				65.00
Discount				
State Contract Discount				-22,551.54
Sales total before Taxes				56,037.72
Taxes				0.00
<b>Quote Total - USD</b>				<b>56,037.72</b>

**Notes:**

One Year Lease of \$6000 200hrs limit over usage of \$25 per hour

<b>Customer acceptance:</b>	
Quotation Number:: RK1251771	Purchase Order: _____
<b>Authorized Signature:</b>	
Print: _____	Sign: _____
Date: _____	Email: _____ Tax Exempt: Y <input type="checkbox"/> / N <input type="checkbox"/>

# Early Learning Academy

First Day and Last Day for Preschool		450 hrs per year	<b>Loup City Public Schools</b> 800 North 8th Street P.O. Box 628 Loup City, NE 68853 (308) 745-0120 <a href="http://www.loupcitypublicschools.org">www.loupcitypublicschools.org</a> Approved 02/12/2024
Orientation/Open House for Preschool			
Parent/Teacher Conference			
Early Release, 1:08pm		Mon -Thur - School Hours - 8:00am - 3:30pm	
No School for Students/ Workday/PD			
No School for Preschool students		131.5 Student days	
No School for all staff		185 Teacher days	

## AUGUST 2025

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

7 New Teacher Orientation. 11-13 - Teacher Inservice  
 13th Preschool Open House 5:30pm-6:30pm  
 20 - 1st Day of Preschool 6 days=45hrs

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 - Labor Day, No School  
 25-Parent/Teacher Conference 9:00am to 7:00pm  
 26 - No School  
 29 No School Teacher PD 15 days - 112.5hrs

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

10 No School Teacher PD  
 18 days - 135 hrs

## NOVEMBER 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 - No School Teacher PD 13.5 days - 101 hrs  
 26 - 1:15 pm dismissal  
 27-28 - Thanksgiving Holiday, No School

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

11- PK Professional Development  
 19 - Professional Development  
 22 -31 - No school, Holiday Break  
 11 days - 82.5 hrs.

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1-2 - No School, Holiday Break  
 5 - No School: Teacher Inservice  
 15 days - 112.5hrs

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

6 No School Teacher PD  
 16 days - 120 hrs

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

12 - Parent Teacher Conferences  
 6 & 13- No School 14 days - 105hrs  
 5 & 19 - No school for PK Professional Development  
 26 - No School Teacher PD

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

3- 1:22pm dismissal  
 5-Easter  
 6- No School  
 17 days - 127.5 hrs

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

12-Last Day of Preschool  
 15 -Last day of Loup City School- 1:22 pm dismissal  
 18- Teacher Workday  
 6 days - 45hrs

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1-26 - Summer Program

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

4 - Independence Day



# Loup City Public Schools

## 2025-2026 Rates

**Substitute Teacher Pay:** \$160/day for the first 10 days  
\$175/day for every day after 10

**Summer Hourly Rate for Certified Staff:** \$40-\$50/hour (range)

**Mileage:** State rate

<https://www.federalpay.org/perdiem/2025/nebraska>

**Daily Meal Allowance:** Adults: Per Diem Amount  
Students: Refer to Student Handbook

**Custodial Fee for Non-School Activities:** \$25/hour

**Weight Room Use:** \$25

**Towing Fee:** \$75

**Activity Bus Driver:** \$19.03/hour

**Substitute Bus Route Driver:** \$40.00/route

### **Athletic Event Worker Pay Scale:**

- Announcer (football): ..... \$40/game
- Spotter (football): ..... \$30/game
- Clock (football, volleyball, basketball): ..... \$30/game
- Shot Clock (basketball):..... \$30/game
- Bookkeeper (volleyball, basketball):..... \$30/game
- Libero Tracker: ..... \$30/game
- Line Judge (volleyball):..... \$30/game
- Table Help (wrestling-jr. high, high school quad): ..... \$40/meet
- Table Help (wrestling- high school dual tournament):... \$70/meet
- Ticket Taker:..... \$0

# Loup City Public Schools

## 2025-2026 Student Fees

### School Meal Prices

		Reduced Price	Full Price
K-12 Lunch		.40¢	\$3.20
K-12 Breakfast		.30¢	\$2.20
Adult Lunch		NA	\$5.00
Adult Breakfast		NA	\$3.10
Milk			.50¢

### Event Admission Prices:

Varsity Events - \$6

Non-Varsity Events - \$3

### ALC Rebel Season Passes:

Student - \$20

Adult - \$50

Family - \$100

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

- Student Activity Card: \$20
  - Covers admission to all home, non-NSAA playoff extracurricular events
- Future Business Leaders of America: \$45 dues and t-shirt, Qualifiers for the National NHD Competition MAY choose to attend and costs are determined by mode of transportation, room, board and excursions: \$1,200.
- Cheerleading: Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be: \$300
- Dance Team: Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be: \$300
- College Tuition via CCC: \$99 per credit hour + \$16 fee per credit hour.
- Drama: \$50
- HS/JH Quiz Bowl: \$15
- Student Council: \$15
- Textiles: \$20
- Culinary: \$20
- National Honor Society: \$50
- Senior Graduation Costs: \$100
- o Football: \$ 300
  - Students must provide their own football shoes, undergarments, and mouthguards
- o Golf: \$300

# Loup City Public Schools

## 2025-2026 Student Fees

- Students must provide their own golf shoes, undergarments, and clubs
- o Track, Volleyball, and Wrestling: \$250
  - Students must provide their own shoes and undergarments
- o Future Farmers of America: \$300
  - Students must purchase their own jackets and pay dues
- o Science Club: \$50
- o FCCLA: \$50
- o Spanish Club: \$50
- o NHD: Qualifiers for the National NHD Competition MAY choose to attend and costs are determined by mode of transportation, room, board and excursions: \$900.

# Loup City High School

## STUDENT HANDBOOK



**2025-26 Edition**

(Approved 7/14/25)

Loup City Public Schools  
800 North 8th Street  
Loup City, NE 68853

Phone: (308)745-0548  
Fax: (308) 745-0130

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## WELCOME

Dear Students and Parents:

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

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

**There are several forms at the end of this handbook that you must read, sign, and return no later than the Friday of the first week of school, August 22, 2025.**

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

Sincerely,

Paul Calvert  
Superintendent

### **Intent of Handbook**

This handbook is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word “parents” refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

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

### **Notice of Nondiscrimination**

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name	Brenda Gregory
Title	Guidance Counselor
Address	800 N 8th St, Loup City, NE 68858
Telephone	(308) 745-0120 ext. 305
Email	brenda.gregory@lcpublic.org

For further information on notice of nondiscrimination, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

# MISSION STATEMENT

## Empowering Continual Success

### SECTION ONE

#### ***BASIC SCHOOL RULES AND GENERAL PRACTICES***

##### **Attendance**

###### **Required Attendance**

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

###### **Mandatory Attendance Age**

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

###### **Exceptions**

This policy does not apply when temporary illness or severe weather conditions make attendance impossible or impracticable.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

###### **Discontinuing Enrollment – 16 Year Old Students**

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

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

###### **Attendance Officer**

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

###### **Excused Absences**

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Physical or mental illness of the student or of a child whom the student is parenting (a physician's verification is required after four (4) consecutive days of absence for illness)

2. Unsafe travel conditions.
3. Medical appointments for the student or for a child whom the student is parenting
4. Death of a student's family member
5. Appearance at court or for other legal matters

### **Excessive Absenteeism**

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the district's policy to address barriers to the student's attendance.

When a student is absent more than 8 days per semester or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer shall file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 21 days of excused absences due to documented illness and is tardy one time, the Attendance Officer must file a report with the appropriate county attorney.

### **Absences due to illness**

The school district will contact parents if a student becomes ill at school. A student who is absent due to illness has two days for every day of absence to complete missed assignments.

### **Planned absences**

Parents who know in advance that a student will be absent must call the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, should complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments outside school hours when possible. It will be the student's responsibility to check the learning management system (Powerschool or Schoology) to stay current with teacher expectations for the classes to be missed.

### **College Visits**

Students will be allowed three absences to be designated as a "school activity" absence that will not count against their absence total during their junior and senior year of high school. Parents will be required to notify the school of these absences.

### **Students are obligated to:**

- 1) Complete all class work in advance for any absence that can be anticipated.
- 2) Attend school a full day before attending practice or participating in a scheduled student activity except in cases of family emergencies or principal approved absences.
- 3) Check out of school at the office if leaving school during the school day.
- 4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

### **Parents are obligated to:**

- 1) Call the appropriate building office to inform the school of the reason for each absence.
- 2) Submit a doctor's statement, if requested, for each period of absence due to illness that exceeds four days.

### **Making Up Absences**

When a student receives 10 unexcused absences or the hourly equivalent in any semester, the student shall be required to make up enough absences through attendance in "Saturday School" and/or "Thursday Night School" so that number does not exceed 10 absences per semester.

### **Pregnant and Parenting Students**

Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue

absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities.

## **Band**

Students may participate in the elementary band and begin taking band lessons in the 5th grade. Students in grades 7-12 may participate in the band. Instruments will be provided by students or the school as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policy.

## **Bills**

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school business manager's office. Any check for these payments should be made out to Loup City Public Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of \$30 for any check returned from the bank for insufficient funds.

When students purchase items of significant value, such as class rings and letter jackets, they must make payment at the time of purchase or when the order is placed.

## **Books and Supplies**

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

## **Breastfeeding and Lactation**

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public. The district will also provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

Students who wish or need to express breast milk on a regular schedule must work with school administrators to create a schedule that accommodates the student's needs while facilitating education to the maximum extent possible.

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

## **Bulletin Boards**

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

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

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of

education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.

2. All postings must identify the student or the student organization posting or publishing the notice.
3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

## **Bullying**

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The District’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

### **Reporting Bullying**

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district’s anonymous platform on the Loup City Public School’s website to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

### **Bullying Investigations**

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

## **Cafeteria Rules**

1. All food must be consumed in the areas designated by the school.
2. After students have eaten, they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray into the correct container. Forks and spoons should be placed in the pan with water.
3. Students are to use proper manners including eating quietly.
4. Students may not throw food or other items.
5. Second servings may be available at an additional cost to students.
6. Students should remain at their tables until they are dismissed.
7. Students must treat lunch personnel with respect.
8. Students who violate the above rules will be disciplined.

## **Cell Phones and Other Electronic Devices**

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

Students may use cell phones or other electronic devices on the school sidewalks and in the common areas of the school before and after school, so long as they do not create a distraction or a disruption. Students may not use cell phones or other electronic devices while they are in locker rooms or restrooms. Students must comply with each teacher’s classroom rules regarding cell phone use in class.

Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle's driver.

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

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

Offense	Consequences
1st	The student's cell phone will be brought to the office and a parent must pick it up.
2nd	The student's cell phone will be brought to the office and a parent must pick it up. The student will have to turn in their cell phone daily to the office upon arrival.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

### **Cheating, Plagiarism, and Academic Dishonesty**

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

### **Child Abuse and Neglect**

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery,

public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

### **Class Dismissal**

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

### **Classroom Behavior**

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

- arrive to class on time;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules that students must obey.

### **Closed Campus**

Students may not leave the building without permission from the administration.

### **Communicable Diseases**

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a “best practice” guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child’s health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call the school nurse at 308-745-0120 ext: 203.

### **Communicating with Parents**

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student’s report card. Parents will also be notified of their student’s possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student’s transfer when the district receives a written request signed by the student’s parent or guardian or upon being notified that the student has enrolled in another school.

### **Complaint Procedure**

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

## **Complaint and Appeal Process**

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if the complainant believes speaking directly to the person would subject the complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
  - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
  - a) Determine whether the complainant has discussed the matter with the staff member involved.
    - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant to determine:
    - 1) All relevant details of the complaint;
    - 2) All witnesses and documents which the complainant believes support the complaint;
    - 3) The action or solution which the complainant seeks.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
  - a) This appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
  - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received the complainant's written appeal.
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.

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

**No Retaliation.**

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

**Special Rules Regarding Educational Services and Related Services to Students with Disabilities.**

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided to a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

### **Bad Faith or Serial Filings.**

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

## **Computer Network Use by Students**

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

### **I. Student Expectations in the Use of the Internet**

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

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

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

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use email, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not falsify electronic mail messages or web pages.

### **II. Enforcement**

#### **A. Methods of Enforcement**

1. The district monitors all Internet communications, Internet usage, and patterns of Internet usage.

Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.

2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

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

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
  - a. Loss of computer privileges;
  - b. Short-term suspension;
  - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
  - d. Other discipline as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

**III. Protection of Students**

**A. Children's Online Privacy Protection Act (COPPA)**

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

**B. Education About Appropriate On-Line Behavior**

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
  - a. Appropriate interactions with other individuals on social networking websites and in chat rooms.
  - b. Cyberbullying awareness and response.
3. The School District's technology coordinator shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy.

**Conferences**

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences during the first and third quarter.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

**Copyright and Fair Use**

The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

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

### **Damage to School Property**

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

### **Dating Violence**

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district’s student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law. Loup City Board Of Education Policy 5030.

### **Discrimination and Harassment**

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student’s school performance, or (3) otherwise adversely affects a student’s school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Brenda Gregory at 308-745-0120 ext: 305, [brenda.gregory@lcpublic.org](mailto:brenda.gregory@lcpublic.org) or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Brenda Gregory at 308-745-0120 ext: 305, [brenda.gregory@lcpublic.org](mailto:brenda.gregory@lcpublic.org), 800 N 8th, Loup City, NE 68853, or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the school principal at 308-745-0548, [jason.sullivan@lcpublic.org](mailto:jason.sullivan@lcpublic.org), or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

### **Dress Code**

The District prohibits student attire or appearance that:

- Causes or is likely to cause a material and substantial disruption to the District’s programs and activities.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District’s mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

Violations of the dress code shall be addressed in a manner consistent with the Student Code of Conduct. The District reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards and/or wear district approved or issued uniforms in order to participate in activities.

Students may be required to wear protective clothing or equipment or otherwise modify their attire or secure their hair to ensure the safety of themselves and others. In such cases, a good faith effort to reasonably accommodate students will be

made to ensure safety without compromising religious beliefs, grooming practices, or requiring students to permanently alter their appearance. The least restrictive means appropriate to address the identified health or safety concern shall be used.

### **Driving and Parking Personal Vehicles**

Students who drive privately owned motor vehicles to school must obey the following rules:

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
2. Students must park in the designated parking spaces as outlined by the painted areas in the parking lot. Students must only take up one parking spot with their vehicles. Students driving special transportation for academic purposes, with permission, must park on the North edge of the parking lot.
2. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
3. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

### **Drug Free Schools**

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol, or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol, and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

### **Emergency Contact Information**

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes during the school year.

### **Evacuations**

The school district will hold routine evacuation drills throughout the school year. Classroom teachers will provide students with detailed instructions on building evacuations.

### **Eye Exams**

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

### **Food Service Program**

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students.

#### **Breakfast**

The school will serve breakfast daily from 7:30 a.m. until 7:55 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The reduced price for breakfast is 30¢. The school district charges students \$2.20 and adults \$3.10 for breakfast.

## **Lunch**

Lunch prices depend on the federal funding that the program receives. The reduced price for lunch is 40¢. Lunch for K-12 lunch is \$3.20 for students and \$5.00 for adults.

## **Payment for Meals**

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

If a student has no funds available to pay for a meal, the student will be provided and charged for a limited "courtesy meal" option, such as a plain sandwich. Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases.

School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance. If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

## **Collection of Delinquent Meal Charge Debt**

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year.

## **Notice of Non-discrimination**

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the school district. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

## **Field Trips**

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

## **First-Aid**

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

## **Head Lice**

Students found to have live head lice or louse eggs will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice or louse eggs the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice or eggs can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school.

## **Health Problems Limiting Activities**

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify the principal or superintendent if their student has any special health problems such as diabetes, asthma, or the like.

## **Homebound Instruction**

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

## **Homeless Children and Youth**

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is the superintendent, who may be contacted at 308-745-0120 ext: 202.

### **Illness or Injury at School**

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

### **Immunizations**

All students must furnish one of the following to school officials:

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- a signed parental statement of refusal to provide the immunization history. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

**Provisional Enrollment.** Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

### **Initiations and Hazing**

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

### **Lockers and Other School Property**

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and

other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

### **Lost and Found**

All lost and found articles are to be taken to the high school office. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

### **Medications**

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

**Prescription medication.** (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

**Non-prescription medication.** (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication.

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

### **Media Center**

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. A fine of five cents per day per book may be charged for overdue books. Each student is responsible for any fine that accumulates on a book charged to him/her. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

### **Memorials**

Memorials or plaques honoring deceased students are generally not allowed in or on the school grounds unless authorized by board policy. Dedications to students will not be allowed.

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals, such as a foundation, will be allowed.

### **Opting Out of Assessments**

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools.

## Parental Involvement

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

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

## Personal Items

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

## Physical Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms, but are encouraged to wear tennis shoes for P.E.

## Physical Exam

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

## **Pictures**

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of the date. Included in the individual packet is a class composite. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

## **Police Questioning and Apprehension**

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

## **Protection of Student Rights**

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

## **ACT Exam**

Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the superintendent.

## **Public Displays of Affection**

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

## **Rights of Custodial and Non-Custodial Parents**

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

## **School Day**

The school day typically begins at 8:00 a.m. and ends at 3:40 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 30 minutes before the school day begins and 15 minutes after the school day ends. **There will be no supervision provided by the school before or after these times.** Parents must arrange for their children to leave school promptly at the end of the day.

## **Secret Organizations**

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

## **Self Management of Diabetes or Asthma/Anaphylaxis**

Subject to school policy, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact the school nurse.

## **Smoking/Vaping and Tobacco**

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

## **Sniffer (Drug) Dogs**

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

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

## **Standardized Testing**

The NWEA Measure of Academic Progress (MAP) test is administered annually in grades K-12 to determine the students' achievement probability for individual success. Tests are administered in fall, winter, and spring and the results are available upon request. 6th-8th Grade students will be administered the DIBELS 8th edition (Dynamic Indicators of Basic Early Literacy Skills) and the NSCAS Growth may be used twice a year (Winter and Spring).

## **Student Assistance**

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

## **Student Fee Policy**

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

## **Definitions.**

1. "Students" means students, their parents, guardians or other legal representatives.

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

#### **Listing of Fees Charged by this District.**

1. **Clothing Required for Specified Courses and Activities.** Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses, or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course, or activity.
2. **Safety Equipment and Attire.** The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.
3. **Personal or Consumable Items.** The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers, and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials, and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.
4. **Materials Required for Course Projects.** The school district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will either furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.
5. **Technological Devices.** The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property. The maximum dollar amount of this convenience fee charged by the district will be \$20. As with all school property, students may be charged for damage to such devices.
6. **Extracurricular Activities.** The school district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment, and/or clothing are required for the activity.

#### **Event Admission Prices:**

Varsity Events - \$6

#### **ALC Rebel Season Passes:**

Student - \$20

Non-Varsity Events - \$3

Adult - \$50

Family - \$100

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

- Student Activity Card: \$20 - Covers admission to all home, non-NSAA playoff extracurricular events
- Future Business Leaders of America: \$45 dues and t-shirt, Qualifiers for the National NHD Competition MAY choose to attend and costs are determined by mode of transportation, room, board and excursions: \$1,200.
- Cheerleading: Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be: \$300
- Dance Team: Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be: \$300
- College Tuition via CCC: \$99 per credit hour + \$16 fee per credit hour.
- Drama: \$50
- HS/JH Quiz Bowl: \$15
- Student Council: \$15
- Textiles: \$20
- Culinary: \$20
- National Honor Society: \$50
- Senior Graduation Costs: \$100
- Football: \$ 300 - Students must provide their own football shoes, undergarments, and mouthguards
- Golf: \$300 - Students must provide their own golf shoes, undergarments, and clubs
- Track, Volleyball, and Wrestling: \$250 - Students must provide their own shoes and undergarments
- Future Farmers of America: \$300 - Students must purchase their own jackets and pay dues
- Science Club: \$50
- FCCLA: \$50
- Spanish Club: \$50
- NHD: Qualifiers for the National NHD Competition MAY choose to attend and costs are determined by mode of transportation, room, board and excursions: \$900.

*\*For a complete list see Board Policy 5045 "Student Fees."*

7. **Post-Secondary Education Costs.** Some students enroll in post-secondary courses while still enrolled in high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.
8. **Copies of Student Files or Records.** The school district will charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee

shall establish a schedule of student record fees. Students' parents have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of 10 cents per page for reproduction of student records.

9. **Participation in Summer School or Night School.** The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses. The maximum dollar amount for summer and night school shall be \$25.
10. **Charges for Food Consumed by Students.** The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

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

- Breakfast Program – Grades Pre-K-12
  - Regular Price – \$2.20
  - Reduced Price – 30¢
- Lunch Program – Grades K-12
  - Regular Price – \$3.20
  - Reduced Price – 40¢
- Second Milk – 45¢
- Second Entree – \$1.50

11. **Charges for Musical Extracurricular Activities.** Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:
  - Band students must provide their own instruments.
12. **Contributions for Class Extracurricular Activities.** Students are eligible to participate in a number of extracurricular activities during their years in Junior/ Senior High school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund beginning in seventh grade. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be a maximum of \$20 per year.

13. **Transportation Costs.** The district will charge students reasonable fees for district-provided transportation services to the extent permitted by federal and state statutes and regulations. The maximum dollar amount of the transportation fee charged by this district shall be 65.5¢ per mile.

#### **Waiver Policy.**

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

### **Voluntary Contributions to Defray Costs.**

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

### **Fund-Raising Activities**

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

### **School Dances**

School dances are periodically held throughout the school year. These dances and the attendees must follow all school policies.

- All academically eligible students in grades 9-12 will be allowed to attend school dances.
- School dances are subject to extra-curricular suspension.
- Students may bring an outside date to the event with a form completed by the guest's host school.
- Guests may not be younger than 9th grade and no older than 20 years of age.
- Students and guests attending must submit to a breathalyzer test.
- Any student who is in violation of the school's extracurricular activity policies throughout the year will be ineligible to be considered for royalty court at any school dance.

### **Student Illness**

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and support under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and arrange for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

### **Student Government**

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation, and scope of the student government shall be administered by the superintendent or designee.

### **Student Records**

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the

record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

**Directory Information.** FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

name and grade, name of parent and/or guardian, address, telephone number, including the student's cell phone number, e-mail address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, major field of study, participation in activities and sports, degrees and awards received, social media usernames and handles, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student's social security number.

Directory information about students may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than September 1st.

### **Non-Directory Information**

All of the other personally identifiable information about students that is maintained in the school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student,

or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third- year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

### **Transfer of Records Upon Student Enrollment**

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

### **Complaints**

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **Student Schedule Changes**

Student schedule changes may be made without penalty during the first week of each semester. Drop and Add slips are to be obtained from the office of the Guidance Counselor and must be signed by the parent, guidance counselor, and building principal before they are presented to the teacher of the class that is to be added or dropped.

After the first week of the semester, students who insist on dropping a class, except for instances of an extended illness, will receive a "0" on their permanent records, and that grade will be averaged into the student's cumulative grade point average. If an extended illness makes it impossible or impracticable for a student to successfully complete a class or classes, the student may be allowed to withdraw from a class or classes as (WP)-Withdraw Passing or (WF)-Withdraw Failing. If permission to withdraw as WP or WF is given by the building principal and guidance counselor, the grade(s) will not be averaged into the cumulative grade point average of the student.

Before students are allowed to withdraw from a class as WP or WF, the student, the parents of the student, the guidance counselor, and the building principal must meet and review the circumstances of the situation. All available means that could be utilized to allow the student to successfully complete the course(s) must be reviewed before permission to withdraw as WP or WF is given by the building principal and guidance counselor.

### **Tardiness**

A student who does not have a hall pass from an adult will be required to serve a 15 minute detention. The student will be given three opportunities to serve that detention (after school that day, before school the next day, or after school the next day). If the student does not follow through with the detention the time will increase to 30 minutes to be served immediately. If the student once again does not serve their time they will serve one day of in-school suspension.

### **Telephone Calls**

The school's telephone may be used only with permission of staff.

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

## 1. Definitions

- a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
  - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
  - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
  - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
  - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
  - ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

## 2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such reports regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

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

## 3. Threat Assessment Team

The threat assessment team (team) shall consist of Paul Calvert, Dusti VanSlyke, Paul Barker, Jason Sullivan, Janet Kuszak, Jessica Rozmiarek, Joel Bergman, Brenda Gregory, and Rebecca Mroczek. Not every team member needs to participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis

situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

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

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

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

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

#### **5. Communication with the Public about Reported Threats**

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

#### **6. Coordination with the Crisis Team After Resolution of Threat**

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

### **Transportation Services**

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

#### **Transportation to School**

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, but they will be charged a fee to be established by the board of education. The Superintendent will schedule bus routes, and questions concerning them should be directed to that office.

## **Bus Regulations**

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

### **a) Rules of Conduct on School Vehicles:**

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12) Students must respect the rights and safety of others at all times.
- 13) Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

### **b) Consequences**

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

### **c) Records**

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Requests to be dropped off at a point **not** on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should

include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

### **Transportation to Activities**

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students may be released to a parent or guardian at the conclusion of the event if they sign the appropriate documentation with the school coach/sponsor. Parents/guardians may set up alternate transportation for their student at least 48 hours in advance of the event by discussing the situation with the principal, and by providing written permission to release their student to another party.

### **Video Surveillance and Photographs**

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

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

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

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

### **Weather-Related School Closing**

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. School closings will be announced on school communication systems, television stations KOLN/KGIN and KHGI as well as facebook, twitter, and the school website. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

### **Withdrawal From School**

Students who are moving from the district must notify the school office.

### **Work Permits**

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

## SECTION TWO

### ACADEMIC INFORMATION

#### Academic Lettering

A student in grades 9-12 is eligible for an academic letter if he/she achieves Honor Roll status during each semester of the school year.

#### Certificate of Attendance

To qualify for a Certificate of Attendance, which will be awarded at a time other than the commencement exercises, a student must: 1) attend four complete years of high school; and 2) accumulate two hundred fifty (250) hours of classroom credit hours. Students may not participate in commencement exercises to receive a Certificate of Attendance except as provided by law.

#### Class Rank

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

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

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

#### Credit for Non-Academic Work

Credit is not awarded for participation in extracurricular activities such as sports, speech, drama, etc. However, all such activities in which the student participates, as well as honors earned, are noted on the student's permanent record.

#### Correspondence and Online Courses

Under certain circumstances, the school district will reimburse students for the cost of tuition, textbooks, and other mandatory class materials for high school correspondence or online courses that are not part of the school district's regular curriculum. To receive reimbursement, the student must: 1) pay all initial course costs when he/she registers for the course; 2) select a course that is not available in the school curriculum, nor is any comparable course available; 3) register for the course during a specific school period; 4) have a faculty member designated as course monitor; and 5) complete the course during the regular school semester(s).

The district will not be liable for the costs of such courses until the student has successfully completed the course according to the established timelines. After the student has completed the course and the district has reimbursed the student for these costs, the textbooks and class materials shall become the property of the district.

#### Grades

Students will receive letter grades for their academic core classes.

The middle and high school grading system is as follows:

A	Superior	100% - 94%
B	Above Average	93% - 87%
C	Average	86% - 78%
D	Unsatisfactory/Below Average	77% - 70%
F	Failing ( no credit)	69% - 0%
I	Incomplete	

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 7-11 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade that the student may make up only by taking the entire course again. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with incompletes will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

### **Graduation Awards**

The valedictorian and salutatorian of the graduating class shall be the students with the highest and second highest cumulative percentage grade point averages respectively in core curriculum course work completed in grades nine through twelve. These students will receive their awards during commencement exercises.

### **Graduation Requirements**

Students must earn two hundred fifty (250) total credit hours in order to graduate from high school.

Required courses and credit hours that students must complete in order to qualify for the Loup City High School Diploma are:

<b>Course Requirement</b>	<b>Credit Hours</b>
English	40 credits
Social Studies	40 credits
Mathematics	30 credits
<i>*to include Algebra 1</i>	
Science	30 credits
Personal Finance	5 credits
Physical Education/Health	10 credits
<i>*to include Physical Education &amp; Health</i>	
Speech	5 credits
Life & Career Readiness	5 credits

To receive a diploma, a student must earn at least 250 semester hours credit of classroom work in grades 9 through 12. All students must carry a specified course assignment in all eight class periods during each semester. Students must complete all graduation requirements prior to graduation to participate in the ceremony.

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

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

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

**Homework**

Classroom teachers will often assign homework. Parents who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the administration.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student. Normally, at least an hour a day should be spent in preparing for an average assignment.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the guidance counselor.

**Honor Roll**

To qualify for the honor roll, students must be enrolled in a minimum of seven (7) classes, four of which must be from the core curriculum of English, mathematics, science, social studies, business education, foreign language, and computer science. Students who earn a semester academic average of 94% or better with no grade in any class lower than 90% will qualify for the honor roll.

**Report Cards**

Report cards are sent home the week following the end of each semester. Mid-quarter reports are also sent to parents of students who are having difficulty in an academic subject.

## **SECTION THREE**

### **STUDENT DISCIPLINE**

#### **General Discipline Philosophy**

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

#### **Forms of School Discipline**

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, 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. District administrators may develop building-specific protocols for the imposition of student discipline.

In this section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

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

### **After School Sessions and Detentions**

Teachers and administrators may require students to stay after school or to serve detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day.

- After-school sessions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend a session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.
- Detentions can be up to 30 minutes, served in the central office or the detention room designated by the building principal.

### **Saturday School**

The building administrator may require a student to attend Saturday School for four hours on Saturday morning. Saturday School is held from 8:30 am to 12:30 pm in a classroom staffed by a certified staff member. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Saturday School rules will be removed from the classroom and will face further disciplinary action.

### **In-School Suspension**

The building administrator may require a student to serve in-school suspension. Students may be required to attend up to six hours per day of school-sponsored suspension a day at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

### **Emergency Exclusion**

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

### **Short-Term Suspension**

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

1. Any of the conduct described in the subsections under "Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment" below irrespective of the location at which such misconduct; or
2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct, or

violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.

4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: for in-school suspensions, students will turn in their phones to the principal and will communicate electronically with their teachers to get assignments. For out-of-school suspensions, students will communicate with teachers about missing work and they will turn all missing work in upon returning to school unless arrangements have been made with a teacher.

### **Weapons and/or Firearms**

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

### **Long-Term Suspension**

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

### **Expulsion**

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

### **Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment:**

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being

driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

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

activities do not rise to the level of “hazing” as defined below. Initiations are prohibited except by permission of the superintendent;

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

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

### **Reporting Requirement to Law Enforcement**

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes.

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

The following procedures shall be followed with regard to any long-term suspension, expulsion, or mandatory reassignment.

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
  - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
  - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
  - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
  - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
  - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
  - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parents, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

## SECTION FOUR

### **EXTRACURRICULAR ACTIVITIES**

#### **Academic Grade Standard for Activities Participation**

Participation in extra-curricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities must therefore:

1. Students in grades 10-12 must have passed at least 20 hours the previous AND current semester for NSAA competition.
2. All freshmen are eligible to begin their NSAA high school career.
3. The following processes outline academic eligibility requirements within the school year:
  - a. A weekly Down List will be produced each Friday by the High School Principal, with input from the teachers.
  - b. The Down List will be developed based on the students' current grades as of Friday afternoon.
  - c. Teachers may send information to the Principal in the event they feel a student should not be included on the list, even with a failing grade.
  - d. Teachers are required to input at least 2 grades per week for all students.
  - e. The Principal will have the final say on who ends up on the Down List.
  - f. Any student failing one (1) or more classes will be considered ineligible for the following week of activities. This includes, but may not be limited to: football, volleyball, cross country, golf, basketball, wrestling, track, student organizations, music, drama, speech, FFA, FCCLA, FBLA, dance, cheerleading, Homecoming Dance, and Prom.
  - g. Administration will make the final decision about what events are or are not affected by the Down List.
  - h. Ineligibility will run from Monday through Sunday, and students will not be removed from the list early.
  - i. Students may end up on the Down List for excessive absences until that time is made up.

#### **Drug, Alcohol and Criminal Conduct Rules**

The following drug, alcohol and criminal Conduct rules apply regardless of whether the conduct occurs on and off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. The Special Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA whether or not the student is a participant in an activity at the time of such conduct. Any Student:

1. Witnessed by an administrator, coach, law officer, or teacher consuming, in possession of, or under the influence of alcohol, tobacco in any form, or illicit drugs, or any illegal performance enhancing drug.
2. Convicted of any offense which is a felony.
3. Admitting to any administrator, coach, law officer, or teacher consuming, in possession of, or under the influence of alcohol, tobacco in any form, or illicit drugs.
4. Convicted of any criminal charge involving the consumption or possession of alcohol, tobacco in any form, or illicit drugs.
5. Placed in a Pre-trial Diversion Program for consuming, in possession of, or under the influence of alcohol, tobacco in any form, or illicit drugs.
6. Stealing or vandalizing school property.
7. Being involved in conduct during the school day or during an activity sponsored by the school, which is determined by the principal to be unbecoming of a student.

Penalty: The penalties for the Drug, Alcohol, and Criminal Conduct Rules are as follows:

First Offense - The student shall be declared ineligible for six (6) weeks.

1. Students who self-report any violation to the principal will have their suspension reduced by two weeks.
2. Students who enroll in, and complete an approved alcohol/drug/tobacco diversion program (listed below) will have their suspension reduced by two weeks. Documentation of successful completion of this program will need to be provided to the principal.

Second Offense - The student shall be declared ineligible for eight (8) weeks.

Terms:

1. The ineligibility period will commence with the first scheduled contest/performance of the activity and shall continue from one activity to the next in which the student participates if necessary.
2. Ineligibility will be carried over to the following school year, in the case where the school year ends before the penalty or the full term of the penalty can be served.

**Approved Diversion Programs:**

1. Central NE Counsel on Alcoholism and Addictions      308-385-5520
2. Sherman County Prevention Coalition                      306-745-0127

## Title IX Policy

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

### 1. Title IX Coordinator

**1.1. Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "**Title IX Coordinator**." The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

### 2. Definitions. As used in this policy, the following terms are defined as follows:

**2.1. Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

**2.2. Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

**2.3. Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

**2.4. Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

**2.5. Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

- 2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:
- 2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
  - 2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;
  - 2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:
    - 2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.
      - 2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
      - 2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
      - 2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
      - 2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
    - 2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.
      - 2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
      - 2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent
  - 2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a), which means violence committed by a person—
    - 2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a), which includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who—

2.6.5.1. is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;

2.6.5.2. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;

2.6.5.3. shares a child in common with the victim; or

2.6.5.4. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

### 3. **Discrimination Not Involving Sexual Harassment.**

3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

**3.2. Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

- 3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;
- 3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
- 3.2.3. Deny any person any such aid, benefit, or service;
- 3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;
- 3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;
- 3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
- 3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

**3.3. Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure, Board Policy 2006.

#### **4. Response to Sexual Harassment**

**4.1. Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

**4.2. General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district’s response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

**4.3. Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district’s education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with

notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

**4.4. Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

**4.5. General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

## **5. Grievance Process for Formal Complaints of Sexual Harassment.**

### **5.1. General Requirements.**

**5.1.1. Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

**5.1.2. Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

**5.1.3. Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

**5.1.4. Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

**5.1.4.1. All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.

**5.1.4.2. Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

5.1.4.2.1. The definition of sexual harassment in subsection 2.6;

5.1.4.2.2. The scope of the district's education program or activity;

5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.

5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.

5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

## 5.2. Notice of Allegations.

5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

5.2.1.1. A copy of this policy.

5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review

evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

- 5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

### 5.3. Dismissal of Formal Complaint.

- 5.3.1. The district will investigate the allegations in a formal complaint.
- 5.3.2. **Mandatory Dismissals.** The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:
  - 5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;
  - 5.3.2.2. Did not occur in the district's education program or activity; or
  - 5.3.2.3. Did not occur against a person in the United States.
- 5.3.3. **Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:
  - 5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
  - 5.3.3.2. The respondent is no longer enrolled in or employed by the district; or
  - 5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
- 5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.
- 5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

**5.4. Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

**5.5. Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:

- 5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;

- 5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);
- 5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- 5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- 5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
- 5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- 5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and
- 5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

## 5.6. Determination Regarding Responsibility

- 5.6.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).
- 5.6.2. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such

questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

**5.6.3. Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

5.6.3.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

5.6.3.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

5.6.3.3. Findings of fact supporting the determination;

5.6.3.4. Conclusions regarding the application of the district's code of conduct to the facts;

5.6.3.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

5.6.3.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

5.6.4. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.6.5. The Title IX Coordinator is responsible for effective implementation of any remedies.

**5.7. Appeals.** The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

**5.7.1. Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

**5.7.2. Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

- 5.7.2.1. Procedural irregularity that affected the outcome of the matter;
  - 5.7.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
  - 5.7.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- 5.7.3. As to all appeals, the district will:
- 5.7.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
  - 5.7.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
  - 5.7.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.
  - 5.7.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
  - 5.7.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and
  - 5.7.3.6. Provide the written decision simultaneously to both parties.

**5.8. Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

- 5.8.1. Provides to the parties a written notice disclosing:
  - 5.8.1.1. The allegations;
  - 5.8.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
  - 5.8.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
  - 5.8.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- 5.8.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

- 5.8.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

**5.9. Recordkeeping.**

- 5.9.1. The district will maintain for a period of seven years records of:
  - 5.9.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;
  - 5.9.1.2. Any appeal and the result therefrom;
  - 5.9.1.3. Any informal resolution and the result therefrom; and
  - 5.9.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.
- 5.9.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

**6. Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

**7. Access to Classes and Schools.**

- 7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.
  - 7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.
  - 7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.
  - 7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. **Specific Circumstances.**

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

14. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

## SECTION FIVE

### STAFF DIRECTORY

**Members of the Board of Education:**

Mike Kaminski  
Jamie Lewandowski  
Scott Friesen  
Loraine Panowicz  
Demi Rodocker  
Eric Kowalski  
Kyle Kowalski  
Becky Setlik  
Mike Krolikowski

**Administrative Staff:**

Paul Calvert	Superintendent
Jason Sullivan	High School Principal
Paul Barker	Elementary Principal
Dusti VanSlyke	Birth to 5 Director

**Teaching Staff:**

Jose Arredondo	English
Jason Bott	PE/Health
Shelby Brandt	Mathematics
Crystal Feik	Family Consumer Science
Brenda Gregory	Guidance Counselor
Deb Groteluschen	English
Cody Chilewski	Agriculture
Kim Henry	Social Studies
Justin Ningen	Social Studies
Brandy Powell	Mathematics
Anthony Kapustka	Industrial Technology
Melissa Kapustka	Business/Computers
Kyle Knaub	Music/Band
Heidi Krolikowski	Speech Language Pathologist
Jennifer Kuszak	Spanish
Deb Miller	Art
Jason Obermiller	Science
Teresa Walters	Science
Hailey Lundvall	Special Education
Danielle Thyfault	Special Education

Whitney Kaminski	Reading Interventionist
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**Support Staff:**

Jessica Rozmairek	School Nurse
Janet Kuszak	Director of Technology
Samantha Kaslon	Paraprofessional
Brittany Panowicz	Paraprofessional
Kate Sundermeier	Paraprofessional
Alexandra Benson	Paraprofessional

Brandi Hruby	Paraprofessional
Kerri Patterson	Paraprofessional
Leah Dudley	Paraprofessional
Cortney Niemoth	Paraprofessional
Mitzi Tvrdik	Paraprofessional

**Office Staff**

Sarah Lewandoski	Administrative Assistant
Becky Mroczek	Administrative Assistant
Jami Spotanski	Business Manager

**Child Nutrition Program**

Bonnie Sekutera	Food Service Director
Karen Lonowski	Cook

**Custodians**

Tom Kuligowski	Director of Maintenance & Transportation
Doug Miska	Maintenance
Kristy Kosmicki	Maintenance
Mike Mostek	Maintenance
Robert Dudley	Maintenance

**Transportation Department**

Irma Eggleston	Route Driver
Kirk Harrington	Route Driver
Carol Jarzynka	Route Driver
Kerri Morrow	Route Driver

## **SECTION SIX**

### ***FORMS***

This section contains forms that students and their parents must complete and return to the school office **NO LATER THAN** August 22, 2025.

**PARENTAL AUTHORIZATION AND RELEASE FORM  
ADMINISTRATION OF NON- PRESCRIPTION DRUGS TO STUDENTS**

While the administration of medications to students should be scheduled outside of school hours whenever possible, occasionally it may be necessary for school personnel to administer nonprescription drugs to a student as authorized by the student's parents, guardians, or medical professionals and state law. School personnel will only dispense those nonprescription drugs which have been approved by state and federal law for use as a drug and meet the definition of nonprescription drugs in Nebraska's Medication Aide law which states:

Nonprescription drugs means nonnarcotic medicines or drugs which may be sold without a medical order and which are prepackaged for use by the consumer and labeled in accordance with the requirements of the laws and regulations of this state and the federal government.

In order for students to be administered nonprescription medication by school personnel, a parent or guardian must:

- Complete and return this authorization form.
- Provide the district with any nonprescription drugs you wish to be administered in its original container from the manufacturer, which must include legible, unadulterated manufacturer instructions. The container must be labeled with the student's name.
- Provide the district with specific written instructions regarding the requested nonprescription drug's administration, including the date(s) the student is to be administered the drug, the dosage to be administered, the frequency of administration, and any other details or conditions relevant to administration.

School personnel will not administer nonprescription drugs in a manner inconsistent with the manufacturer instructions or state law. School personnel will not administer non-prescription drugs that have expired.

The undersigned are the parent(s), guardian(s), or person(s) in charge of

\_\_\_\_\_  
(name of the student)

I authorize and request school personnel to administer nonprescription drugs to my student. I release the school district, its officials, and employees from any and all liability concerning the administration of nonprescription drugs to my student.

DATED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Parent/Guardian

**PARENTAL AUTHORIZATION AND RELEASE FORM  
ADMINISTRATION OF PRESCRIPTION DRUGS TO STUDENTS**

The undersigned are the parent(s), guardian(s), or person(s) in charge of

\_\_\_\_\_.  
(name of the student)

It is necessary that the student receive (name of drug) \_\_\_\_\_, a physician-prescribed drug, during school intervals beginning on (date) \_\_\_\_\_ and continuing through \_\_\_\_\_ (date)

I hereby request that the School District, or its authorized representative, administer the drug named above to my child named above, in accordance with the prescribing physician's instructions, and agree to:

1. Submit this request to the teacher.
2. Make certain the Physician's Request for the Administration of Prescription Medication by School Personnel is submitted to the teacher.
3. Make sure personally that the drug is received by the teacher and/or county nursing service administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the drug is dispensed is marked with the drug name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the drug to the teacher IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Release the School District and the Board of Education of the School District and all employees, agents, and the representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Parent/Guardian

**ADMINISTRATION OF MEDICATION TO STUDENTS  
PHYSICIAN'S REQUEST FOR ADMINISTRATION OF PRESCRIPTION  
MEDICATIONS BY SCHOOL PERSONNEL**

DATE \_\_\_\_\_

CHILD'S FULL NAME \_\_\_\_\_ is under my care and must take medication  
which I have prescribed during the school day.

Name of medication (as it appears on container in which the drug is stored)

\_\_\_\_\_

Dosage and time \_\_\_\_\_

Date administration of drug is to begin \_\_\_\_\_

Possible adverse reactions to be reported to physician \_\_\_\_\_

Special instructions for the administration and storage of the drug \_\_\_\_\_

I or my designee(s) have trained school personnel or approved alternative training as adequate to administer the medication, have evaluated the situation, the general administration plan and if applicable, the self administration plan or emergency care plan, and deemed each to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical terms.

Name of Physician and Designee

\_\_\_\_\_  
Print or Type

\_\_\_\_\_  
Primary Phone Number

\_\_\_\_\_  
Secondary Phone Number

\_\_\_\_\_  
Signature of Physician

**RECORD OF SELF-ADMINISTRATED MEDICINE**

Parent's Phone \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Date to Begin \_\_\_\_\_ Date to End \_\_\_\_\_

Name of Medication \_\_\_\_\_

Dosage of Medication \_\_\_\_\_ Time \_\_\_\_\_

Doctor \_\_\_\_\_ Phone #1 \_\_\_\_\_

Phone # \_\_\_\_\_

Possible Adverse Reaction: \_\_\_\_\_

\_\_\_\_\_ gives permission for \_\_\_\_\_ our son/daughter to self-administer specific medications at school. This medication cannot be taken at any other non-school time.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Students who are able to self-administer specific medication may do so provided:

1. The physician provides written authorization allowing self-administration of said medication.
2. The parent provides written authorization allowing self-administration of said medication.
3. Such medication is transported to the school and maintained under the student's control in the original, properly labeled package and (a) is not opened except when self-administering the medication, (b) is not self-administered during instructional time or in the presence of other students unless medically necessary, and (c) is not shown or exhibited to other students.
4. The student's physician or physicians' designee has (1) evaluated the situation and deemed it to be safe and appropriate; (2) documented this on the physician's authorization for the student's cumulative health record, and (3) approved the general administration plan.
5. The student and the student's physician or physician's designee have developed a plan for reporting and supervising self-administration.
6. The principal and appropriate teacher are informed that the student is self-administering prescribed medication.

Doctor's Signature \_\_\_\_\_

## Loup City Public Schools Fee Structure for iPad

(Updated 6/6/2022)

A fee must be paid in order for students to checkout an iPad from Loup City Public Schools as part of our 1:1 iPad Initiative. If the parent does not want their student to checkout the iPad and have 24/7 use, the iPad must be returned to the school's media center at the end of each school day.

**The current fee is \$20 annually. This fee is applicable for one academic school year.**

Coverage Table: The fee covers anything not covered by the AppleCare warranty program:

Claims	With Fee	Without Fee		Additional Items	Replacement Cost
Lost or Stolen iPad	<b>\$250</b>	\$449 (full replacement cost)		Lightning Sync Cable	<b>\$20</b>
Non-Repairable or Destroyed iPads	<b>\$75</b>	\$449 (full replacement cost)		20W USB-C Charger	<b>\$20</b>
Cracked iPad Screen (Remains Usable)	<b>\$49</b>	\$449 (full replacement cost)		School Issued Case	<b>\$99.95</b>
iPad Repairs	covered	50% of total repair bill		Logitech Crayon	<b>\$50</b>

### Check One and Sign:

\_\_\_\_\_ I, the parent/guardian, agree that my student and I have read, understand, and will comply with all policies and procedures within the " Learning Initiative, Policies and Procedures" document. I wish to pay the annual fee of \$20. I understand that this fee covers one Apple iPad device that is property of Loup City Public Schools for one student.

\_\_\_\_\_ I do not wish to pay the annual fee of \$20. I understand that my student and I are responsible for the costs associated with the Apple iPad device that is property of Loup City Public Schools if damage should occur. I also acknowledge that the iPad will not be allowed to leave the school building (check and sign below).

Student Name \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_ School Year \_\_\_\_\_ Student Grade: \_\_\_\_\_

## RECEIPT

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment..."

**Parents/Guardians and students are required to sign and return the receipt form below before 1st Friday of the school year.**

### PARENT/STUDENT AGREEMENT

I have received and read the Student Handbook that describes the Loup City School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Loup City Public Schools, including the Drug Free School Policy. My child and I have discussed these policies and understand that we must comply with them.

### RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

In light of the unique challenges and circumstances posed by the outbreak of the novel coronavirus and the recent promulgation of expansive federal regulations, the rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cell Phone Number (Optional)

\_\_\_\_\_  
Cell Phone Number (Optional)

\_\_\_\_\_  
Parent's Email Address (Optional)

\_\_\_\_\_  
Parent's Email Address (Optional)

**EMERGENCY INFORMATION:**

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Parent/Guardian's Name(s)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Father's Employer

\_\_\_\_\_  
Business Phone

\_\_\_\_\_  
Mother's Employer

\_\_\_\_\_  
Business Phone

\_\_\_\_\_  
Other Person Who May Be Contacted in Case of Emergency

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Choice of Doctor

\_\_\_\_\_  
Phone

# Loup City Elementary School

## STUDENT HANDBOOK



**2025-2026 Edition**

*Last Edited: July 9, 2025*

*Board Approved: July 14, 2025*

Loup City Public Schools  
800 North 8th Street  
Loup City, NE 68853

Phone: (308)745-0548  
Fax: (308) 745-0130

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## WELCOME

Dear Students and Parents:

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

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

**There are several forms at the end of this handbook that you must read, sign, and return no later than** the end of the school day on August 22, 2025 or the end of the first full week for new students joining after the start of the year.

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

Sincerely,

Paul Calvert  
Superintendent



## **Intent of Handbook**

This handbook is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word "parents" refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

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

## **Notice of Nondiscrimination**

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: Brenda Gregory at 308-745-0120, [brenda.gregory@lcpublic.org](mailto:brenda.gregory@lcpublic.org), or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the following Title IX Coordinator: Paul Calvert at 308-745-0120, [paul.calvert@lcpublic.org](mailto:paul.calvert@lcpublic.org), 800 N 8th Street, Loup City, NE 68853 or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the

following link: For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Brenda Gregory at 308-745-0120, [brenda.gregory@lcpublic.org](mailto:brenda.gregory@lcpublic.org), 800 N 8th Street, Loup City, NE 68853 or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact Brenda Gregory at 308-745-0120, [brenda.gregory@lcpublic.org](mailto:brenda.gregory@lcpublic.org), 800 N 8th Street, Loup City, NE 68853 or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

**MISSION STATEMENT**  
**Empowering Continual Success**

## **SECTION ONE**

### **BASIC SCHOOL RULES AND GENERAL PRACTICES**

#### **Attendance**

##### **Required Attendance**

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

##### **Mandatory Attendance Age**

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

##### **Exceptions**

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

##### **Discontinuing Enrollment**

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

##### **Discontinuing Enrollment – 16 year old students**

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall

submit a signed, written request that demonstrates that the student meets the district's legal criteria allowing for disenrollment to the superintendent using the applicable district form. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

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

### **Attendance Officer**

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

### **Excused Absences**

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Physical or mental illness of the student or of a child whom the student is parenting (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Severe weather
3. Medical appointments for the student or for a child whom the student is parenting.
4. Death or serious illness of the student's family member
5. Attending a funeral, wedding or graduation
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. College planning visits

## 9. Personal or family vacations

### **Excessive Absenteeism**

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the district's policy to address barriers to the student's attendance.

When a student is absent more than 8 days per semester or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer shall file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 21 days of excused absences due to documented illness and is tardy one time, the Attendance Officer must file a report with the appropriate county attorney.

### **Absences due to illness**

The school district will contact parents if a student becomes ill at school. A student who is absent due to illness has two days for every day of absence to complete missed assignments.

### **Planned absences**

Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

### **Students are obligated to:**

- 1) Complete all class work in advance for any absence that can be anticipated.
- 2) Attend school a full day before attending practice or participating in a scheduled student activity except in cases of family emergencies or prearranged absences.
- 3) Check out of school at the office if leaving school during the school day.
- 4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

### **Parents are obligated to:**

- 1) Call the appropriate building office to inform the school of the reason for each absence.
- 2) Submit a doctor's statement, if requested, for each period of absence due to illness that exceeds five days.

## **Band**

Students may participate in the elementary band and begin taking band lessons in the 5th grade. Students in grades 7-8 may participate in the middle school band; grades 9-12 may participate in the high school band. Instruments will be provided by students or the school as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policy.

## **Bills**

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to Loup City Public Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of \$30 for any check returned from the bank for insufficient funds.

When students purchase items of significant value, such as class rings and letter jackets, they must make payment at the time of purchase or when the order is placed.

## **Books and Supplies**

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

## **Bulletin Boards**

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

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

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that

would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.

2. All postings must identify the student or the student organization posting or publishing the notice.
3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

## **Bullying**

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The District’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

## **Reporting Bullying**

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district’s anonymous platform on the school website to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

## **Bullying Investigations**

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

## **Cafeteria Rules**

1. All food must be consumed in the areas designated by the school.
2. After students have eaten, they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans.

All leftover food should be scraped off the tray on to the correct container. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!

3. Students are to use proper manners including eating quietly.
4. Students may not throw food or other items.
5. Second servings are available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
6. Students should remain at their tables until they are dismissed.
7. Parents who wish their child to eat lunch away from school must provide a written authorization to the student's building principal.
8. Students must treat lunch personnel with respect.
9. Students who violate the above rules will be disciplined.

### **Candy and Gum**

Students may not bring candy or gum to school unless they have prior permission from their classroom teacher or the administration.

### **Cell Phones and Other Electronic Devices**

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

Students may use cell phones or other electronic devices on the school sidewalks and in the common areas of the school before and after school, so long as they do not create a distraction or a disruption. Students may not use cell phones or other electronic devices while they are in locker rooms or restrooms. Students must comply with each teacher's classroom rules regarding cell phone use in class.

Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle's driver.

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

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

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

### **Cheating, Plagiarism, and Academic Dishonesty**

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

### **Child Abuse and Neglect**

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child

is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

### **Class Dismissal**

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

### **Classroom Behavior**

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

- arrive to class on time;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules that students must obey.

### **Closed Campus**

Students may not leave the building without permission from the administration. Students may leave campus to go home for lunch if they have secured their parents' written permission and submitted it to the office.

### **Coats and Boots**

Elementary students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess.

Elementary students may choose to wear overshoes or boots when the playground is wet or muddy. Waterproof boots worn to school should be taken off and regular shoes worn during the day. Boots worn to school must be marked with the student's name.

### **Communicable Diseases**

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a

“best practice” guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child’s health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call the school nurse, at 308-745-0120.

### **Communicating with Parents**

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student’s report card. Parents will also be notified of their student’s possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student’s transfer when the district receives a written request signed by the student’s parent or guardian or upon being notified that the student has enrolled in another school.

### **Complaint Procedure**

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board’s Title IX policy.

References to “coordinator” in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

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

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

complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
  - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
  - a) Determine whether the complainant has discussed the matter with the respondent.
    - 1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.

- 2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
- b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
    - 1) All relevant details of the complaint;
    - 2) All witnesses and documents which the complainant believes support the complaint;
    - 3) The action or solution which the complainant seeks.
  - d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
- 1.
  - 2.
  4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.
    - a) The appeal must be in writing.
    - 3.
    - b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
    - c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.
    - 4.
    - d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the

written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

- 5.
5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:
6.
  - a) When the complaint is about a board policy, not implementation of the policy;
  - b)
  - c) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
  - d)
  - e) When the board is required by law, policy, or contract to hear a complaint or appeal.
7. If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.
  6.
    - a) This appeal must be in writing.
  7.
    - b) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.
    - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
    - d) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment

allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.

- e) There is no appeal from any decision of the board unless authorized by law.
8. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
- a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.
  - b) Determine whether the complainant has discussed the matter with the superintendent.
    - 1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
    - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
  - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.

- d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
- e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

8.

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

**Special Rules Regarding Educational Services and Related Services to Students with Disabilities.** Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

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

### **Computer Network Use by Students**

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

#### **I. Student Expectations in the Use of the Internet**

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

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

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

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as

their names, school, addresses, or telephone numbers outside the school network.

6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not falsify electronic mail messages or web pages.

## II. **Enforcement**

### **A. Methods of Enforcement**

1. The district monitors all Internet communications, Internet usage, and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard

use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

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

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
  - a. Loss of computer privileges;
  - b. Short-term suspension;
  - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
  - d. Other discipline as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

**III. Protection of Students**

**A. Children's Online Privacy Protection Act (COPPA)**

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

**B. Education About Appropriate On-Line Behavior**

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
  - a. Appropriate interactions with other individuals on social networking websites and in chat rooms.
  - b. Cyberbullying awareness and response.
3. The School District's technology coordinator shall inform staff of this educational obligation and shall keep records

of the instruction which occurs in compliance with this policy

### **Conferences**

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences at the end of the first quarter and during the third quarter.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

### **Copyright and Fair Use**

The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

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

### **Damage to School Property**

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

### **Dating Violence**

## **Dating Violence**

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law. Loup City Board Of Education Policy 5030.

## **Discrimination and Harassment**

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Brenda Gregory at 308-745-0120, [brenda.gregory@lcpublic.org](mailto:brenda.gregory@lcpublic.org), or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Brenda Gregory at 308-745-0120, [brenda.gregory@lcpublic.org](mailto:brenda.gregory@lcpublic.org), 800 N 8th Street, Loup City, NE 68853, or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the building Principal at 308-745-0120, [paul.barker@lcpublic.org](mailto:paul.barker@lcpublic.org), or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

## **Dress Code**

The District prohibits student attire or appearance that:

- Causes or is likely to cause a material and substantial disruption to the District's programs and activities.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

Violations of the dress code shall be addressed in a manner consistent with the Student Code of Conduct. The District reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards and/or wear district approved or issued uniforms in order to participate in activities.

Students may be required to wear protective clothing or equipment or otherwise modify their attire or secure their hair to ensure the safety of themselves and others. In such cases, a good faith effort to reasonably accommodate students will be made to ensure safety without compromising religious beliefs, grooming practices, or requiring students to permanently alter their appearance. The least restrictive means appropriate to address the identified health or safety concern shall be used.

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Students will also receive zeros for any class time they miss while correcting the violation. Repeated dress code violations may result in more severe consequences.

### **Drug Free Schools**

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol, or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol, and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

### **Emergency Contact Information**

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes during the school year.

## **Evacuations**

The school district will hold routine evacuation drills throughout the school year. Classroom teachers will provide students with detailed instructions on building evacuations.

## **Eye Exams**

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

## **Field Trips**

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

## **First-Aid**

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

## **Food Service Program**

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students.

### **Breakfast**

The school will serve breakfast daily from 7:30 a.m. until 7:50 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges students \$2.20 and adults \$3.10 for breakfast.

**Lunch**

Lunch prices depend on the federal funding that the program receives. Lunch for PK-12 is \$3.20 and \$5.00 for adults.

**Milk break**

The school will offer a milk program to students in grades K-5. All milk served to a student (except the initial carton served with lunch) will cost .50¢ per half pint. The price for milk may change during the school year. Milk will be served in the afternoon. Teachers will record the number of cartons of milk each child consumes and give the information to the office at the end of the month where it will be added to the family account.

**Payment for Meals**

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office.

If a student has no funds available to pay for a meal, the student will be provided and charged for a limited "courtesy meal" option.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

**Collection of Delinquent Meal Charge Debt**

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law.

Collection efforts may continue into a new school year.

## **Notice of Non-discrimination**

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the school district. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

## **Head Lice**

Students found to have live head lice or louse eggs will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice or louse eggs the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice or eggs can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school.

## **Health Problems Limiting Activities**

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify the principal or superintendent if their student has any special health problems such as diabetes, asthma, or the like.

### **Homebound Instruction**

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

### **Homeless Children and Youth**

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Paul Calvert, who may be contacted at [paul.calvert@lcpublic.org](mailto:paul.calvert@lcpublic.org).

## **Illness or Injury at School**

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

## **Immunizations**

All students must furnish one of the following to school officials:

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- a signed parental statement of refusal to provide the immunization history. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

**Provisional Enrollment.** Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

## **Initiations and Hazing**

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

### **Lockers and Other School Property**

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

### **Lost and Found**

All lost and found articles are to be taken to the classroom teacher or other adult school personnel. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

### **Medications**

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

**Prescription medication.** (1) Parents/guardians must provide a physician's written authorization for the administration of the medication.

(2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

**Non-prescription medication.** (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication

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

### **Media Center**

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. A fine of five cents per day per book may be charged for overdue books. Each student is responsible for any fine that accumulated on a book charged to him/her. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

### **Memorials**

Memorials or plaques honoring deceased students are generally not allowed in or on the school grounds unless authorized by board policy. Dedications to students will not be allowed.

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals, such as a foundation, will be allowed.

### **Opting Out of Assessments**

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools at [paul.calvert@lcpublic.org](mailto:paul.calvert@lcpublic.org).

## **Parental Involvement**

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

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

6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

### **Parties**

Elementary classes may have seasonal parties during the year. Parents shall communicate with their student's classroom teacher for the teacher's rules regarding birthday and holiday parties. Invitations for private parties and non-school-sponsored events may not be distributed at school.

### **Personal Items**

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

### **Physical Education**

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms, but are encouraged to wear tennis shoes for P.E.

### **Physical Exam**

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

### **Pictures**

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of the date. Included in the individual packet is a class composite. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

## **Playground Rules**

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

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

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

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

## **Police Questioning and Apprehension**

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

## **Protection of Student Rights**

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. The approximate dates during the school year when a survey requesting personal information as defined in the Protection of Pupil Rights policy is scheduled are as follows: A survey will be

sent home in the fall from mid to late August and in the spring from mid to late March of each school year. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

### **Public Displays of Affection**

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

### **Reasonable Suspicion Testing**

Students may be required to submit to drug or alcohol testing if there is a reasonable suspicion that the student is under the influence of drugs or alcohol.

### **Rights of Custodial and Non-Custodial Parents**

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

### **Secret Organizations**

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

### **School Day**

The school day typically begins at 8:00 a.m. and ends at 3:40 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 20 minutes before the school day begins and 15 minutes after the school day ends. **There will be no supervision provided by the school before or after these times.** Parents must arrange for their children to leave school promptly at the end of the day.

### **Self Management of Diabetes or Asthma/Anaphylaxis**

Subject to school policy, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact Lori Eurek, school nurse, at 308-745-0120.

### **Smoking and Tobacco**

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

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

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

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

## **Standardized Testing**

The NWEA MAP (Measure of Academic Progress), DIBELS 8th Edition (Dynamic Indicators of Basic Early Literacy Skills), and the Pearson AimswebPlus Diagnostic are administered annually in grades K-5 three times during the school year to determine the students' achievement probability for individual success. Tests are administered in Fall, Winter and Spring, and the results are shared with students and parents/guardians. The Nebraska Student Centered Assessment System (NSCAS) is administered annually to grades 3-6 as required by state statute. The NSCAS results are shared with the student and Parent/Guardian after they become available. The NCSAS Growth assessment may be used twice per year (Winter and Spring)

## **Student Assistance**

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

## **Student Fee Policy**

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

### **Definitions.**

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

## **Listing of Fees Charged by this District.**

- 1. Clothing Required for Specified Courses and Activities.** Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses, or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course, or activity.
- 2. Safety Equipment and Attire.** The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.
- 3. Personal or Consumable Items.** The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers, and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials, and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.
- 4. Materials Required for Course Projects.** The school district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will either furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.
- 5. Technological Devices.** The district will provide students with the technological devices necessary to complete all basic curricular projects. As with all school property, students may be charged for damage to such devices.

6. **Transportation Costs.** The district will charge students reasonable fees for district-provided transportation services to the extent permitted by federal and state statutes and regulations. The maximum dollar amount of the transportation fee charged by this district shall be \$0.67 per mile.
7. **Copies of Student Files or Records.** The school district will charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of 20 cents per page for reproduction of student records.
8. **Participation in Before-School, After-School or Pre-Kindergarten Services.** The district will charge reasonable fees for participation in before-school, after-school or pre-kindergarten services offered by the district pursuant to statute.
9. **Participation in Summer School or Night School.** The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses. The maximum dollar amount for summer and night school shall be \$50.
10. **Charges for Food Consumed by Students.** The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

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

- Breakfast Program – Grades PK-12  
Regular Price \$2.15
- Lunch Program – Grades PK-12  
Regular Price \$3.15

11. **Charges for Musical Extracurricular Activities.** Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the

school district will require students to provide the following equipment and/or attire:

- Band students may provide their own instruments.

### **Waiver Policy.**

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

### **Voluntary Contributions to Defray Costs.**

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

### **Fund-Raising Activities**

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

### **Student Illness**

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504

committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and arrange for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

### **Student Government**

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation, and scope of the student government shall be administered by the superintendent or designee.

### **Student Records**

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

**Directory Information.** FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

name and grade, name of parent and/or guardian, address, telephone number, including the student's cell phone number, e-mail address, date and place of birth, dates of attendance, the

image or likeness of students in pictures, videotape, film or other medium, major field of study, participation in activities and sports, degrees and awards received, social media usernames and handles, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student's social security number.

Directory information about students may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than September 1st.

### **Non-Directory Information**

All of the other personally identifiable information about students that is maintained in the school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

### **Transfer of Records Upon Student Enrollment**

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

### **Complaints**

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **Tardiness**

A student who does not have a valid excuse for being tardy to any class may be required to serve detention. After four tardies to school, the student and parents will be required to meet with the principal to discuss the situation.

## **Telephone Calls**

The school's telephone may be used only with permission of staff.

## **Threat Assessment and Response**

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

### **1. Definitions**

- a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
  - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
  - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
  - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
  - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion

without complying with state law and board policy related governing those actions.

- ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

## **2. Obligation to Report Threatening Statements or Behaviors.**

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such reports regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

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

## **3. Threat Assessment Team**

The threat assessment team (team) shall consist of Paul Calvert, Paul Barker, Jason Sullivan, Dusti VanSlyke, Janet Kuszak, Jessica Rozmiarek, Joel Bergman, Brenda Gregory, and Rebecca Mroczek. Not every team member needs to participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

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

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

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

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

## **5. Communication with the Public about Reported Threats**

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

## **6. Coordination with the Crisis Team After Resolution of Threat**

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that

the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

### **Transportation Services**

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

### **Transportation to School**

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, but they will be charged a fee to be established by the board of education. The Superintendent will schedule bus routes, and questions concerning them should be directed to that office.

### **Bus Regulations**

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

#### **a) Rules of Conduct on School Vehicles:**

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.

- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12) Student must respect the rights and safety of others at all times.
- 13) Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

b) **Consequences**

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

c) **Records**

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other

student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Requests to be dropped off at a point **not** on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

### **Transportation to Activities**

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor that has been signed by that student's parent.

### **Video Surveillance, Recordings, and Photographs**

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

### **Recordings Made by Parents/Guardians and Patrons.**

Parents/guardians and patrons may make recordings of school activities intended to be public in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Parents may not record meetings with administrators or staff, including meetings related to a student's IEP or 504 Plan. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from

school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

**Recordings Made by Students.** This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g. AngelSense) must be approved by the student's education team or administration. Students remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

### **Weather-Related School Closing**

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. School closings will be announced via school communication systems, KOLN, KGIN, KHGI, and Facebook/Twitter. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

### **Withdrawal From School**

Students who are moving from the district must notify the school office.

## SECTION TWO

### ACADEMIC INFORMATION

#### **Grades**

Students will receive letter grades for their academic core classes.

The middle and high school grading system is as follows:

A	Superior	100% - 94%
B	Above Average	93% - 87%
C	Average	86% - 78%
D	Unsatisfactory/Below Average	77% - 70%
F	Failing ( no credit)	69% - 0%
I	Incomplete	

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 7-11 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade that the student may make up only by taking the entire course again. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with incompletes will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

#### **Homework**

Classroom teachers will often assign homework. Parents who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the administration.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each

student. Normally, at least an hour a day should be spent in preparing for an average assignment.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the guidance counselor.

### **Report Cards**

Report cards are sent home the week following the end of the nine-week reporting period. Mid-quarter reports are also sent to parents of students who are having difficulty in an academic subject.

## **SECTION THREE**

### **STUDENT DISCIPLINE**

#### **General Discipline Philosophy**

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

#### **Forms of School Discipline**

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school

after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, 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. District administrators may develop building-specific protocols for the imposition of student discipline.

In this section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

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

### **After School Sessions and Detentions**

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day.

- After-school sessions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend a session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.

- Detentions are 30 minutes, served in the central office or the detention room designated by the building principal.

### **Saturday School**

The building administrator may require a student to attend Saturday School for four hours on Saturday morning. Saturday School is held from 8:30 AM to 12:30 PM in a classroom staffed by teachers. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Saturday School rules will be removed from the classroom and will face further disciplinary action.

### **In-School Suspension**

The building administrator may require a student to serve in-school suspension. Students may be required to attend up to six hours per day of school-sponsored suspension a day at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

### **Emergency Exclusion**

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

### **Short-Term Suspension**

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

1. Any of the conduct described in the subsections under "Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment" below irrespective of the location at which such misconduct; or
2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to

further school purposes, or to prevent an interference with school purposes.

2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension (not to exceed an additional 48 hours), the Principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: Some work will be done independently and other work, such as examinations, may be made up only under the supervision of school personnel.

**Firearms.** No student may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy.

**Definition of Firearm.** The term "firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

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

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

**Consequences - Firearm.** Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

### **Long-Term Suspension**

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

### **Pre-Kindergarten through Second Grade Students**

An elementary school shall not suspend a student in pre-kindergarten through second grade unless the student brings a deadly weapon as defined in section 28-109 on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event. As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

### **Expulsion**

- 1. Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
- 2. Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer

available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

**Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment:**

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable

- belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
  5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
  6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
  7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
  8. Engaging in bullying as defined in section 79-2,137 and in these policies;
  9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
  10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
  11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
    - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and

- intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
- b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
  - c. Violating school bus rules as set by the school district or district staff;
  - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
  - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
  - f. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
  - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
  - h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
  - i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful

substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;

- j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
- l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- m. Using any object to simulate possession of a weapon;
- n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
- o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

### **Reporting Requirement to Law Enforcement**

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes.

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

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

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
  - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
  - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
  - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete

- classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
- d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
  - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
  - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
  4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
  5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality

- may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
  7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.
  8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
  9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
  10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

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

## **SECTION FOUR**

### **WELLNESS POLICY**

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in this policy were determined and selected after reviewing and considering evidence-based strategies.\*

#### **1. Goals for Nutrition Promotion and Education**

- a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.
- b. The health curriculum will include information on good nutrition and healthy living habits.
- c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.
- d. The district will collaborate with public and private entities to promote student wellness.
- e. Water will be made available to students throughout the school day.

#### **2. Goals for Physical Activity**

- a. The school district's curriculums shall include instruction on physical activity and habits for healthy living.
- b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.
- c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

**3. Goals for Other School-Based Activities Designed to Promote Student Wellness**

- a. The district will participate in state and federal child nutrition programs as appropriate.
- b. The district will provide professional development, support, and resources for staff about student wellness.
- c. Students will be provided sufficient time in which to eat school-provided meals.
- d. The district's lunchrooms will be attractive and well-lighted.
- e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.
- f. The district may partner with other individuals or entities in the community to support the implementation of this policy.
- g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)
- h. The district will use evidence-based strategies to develop, structure, and support student wellness.

**4. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day**

- a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:
  - i. USDA National School Lunch and School Breakfast nutrition standards
  - ii. USDA Smart Snacks in School nutrition standards.

- b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

## **5. Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day**

The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The district discourages the use of food and beverages as a reward or incentive for performance or behavior.

## **6. Food and Beverage Marketing**

Marketing and advertising is only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards, except as follows:

- a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.
- b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.
- c. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score board with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

## **7. Public Participation**

Parents, students, representatives of the school food authority, teachers, school health professionals, board members, school administrators, and

members of the general public shall be allowed to provide their input to the school district during the wellness policy adoption and review process.

## **8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, and Fundraisers)**

- a. Definitions. "Competitive food" means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the school campus during the school day. For the purpose of competitive food standards implementation, "school day" means the period from the midnight before to 30 minutes after the end of the official school day.
- b. Applicability. Except as otherwise allowed by the Nebraska Department of Education (NDE) or applicable law, all competitive food sold during the school day must meet the USDA Smart Snacks Standards and the nutrition standards found in 7 CFR § 210.11. The competitive food restrictions do not apply to food sold during non-school day hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)
- c. Fundraiser Exemptions. A special exemption is allowed for the sale of food and/or beverages that do not meet the competitive food standards as required in this section for the purpose of conducting an infrequent school-sponsored fundraiser. The specially exempted fundraisers must not take place more than the frequency specified by NDE during such periods that schools are in session. No specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.
- d. Other Exemptions. The only other nutrition exemptions from the competitive food requirements are those found in 7 CFR § 210.11.
- e. Other Limitations. No competitive food can be sold to children anywhere on school premises beginning one half hour before breakfast and/or lunch service until one half hour after meal service unless all proceeds earned during these time periods go to the school nutrition program.

## **9. Triennial Assessment**

The school board shall assess and review this policy at least every three years to determine:

- a. Compliance with this policy;
- b. How this policy compares to NDE model wellness policies;
- c. Progress made in attaining the goals of this policy.

The school board will update or modify this policy as appropriate.

## **10. Public Notice**

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of this policy at least annually to the public and other stakeholders identified in this policy by one or more of the following methods: on its webpage, in its newsletter, in the student and employee handbooks, newspaper advertisements, direct mailings, electronic mail, and public postings.

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of the Triennial Assessment and progress reports towards meeting the goals in this policy using one or more of those same methods.

## **11. Recordkeeping**

The District will retain records to document compliance with the requirements of the wellness policy at its central office.

## **12. Operational Responsibility**

The superintendent is responsible for coordinating the implementation of this policy and for monitoring the district's progress in meeting the goals established by this policy. The superintendent will periodically report to the board on the district's progress in implementing this policy.

\* These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated June 2020 to Reflect the USDA Final Rule) found at <https://api.healthiergeneration.org/resource/2>.

## SECTION FIVE

### STAFF DIRECTORY

#### Members of the Board of Education:

Mike Kaminski	President
Jamie Lewandowski	Vice-President
Scott Friesen	Secretary
Lorraine Panowicz	Treasurer
Eric Kowalski	
Kyle Kowalski	
Mike Krolikowski	
Becky Setlick	
Demi Rodocker	

#### Administrative Staff:

Paul Calvert	Superintendent
Jason Sullivan	Secondary Principal
Paul Barker	Elementary Principal
Dusti VanSlyke	Birth to 5 Director

#### Elementary Teaching Staff:

Candy Augustyn	Library
Elizabeth Augustyn	Grade Five
Jason Bott	Physical Education
Bailey Dorsey	Special Education
Lindsay Gappa	Grade Three
Sheila Garrett	Grade Two
Kelsie Becker	Grade Four
Megan Slocum	Kindergarten
Whitney Kaminski	Grade Four/Literacy Coordinator
Gracie Greenwood	Grade One
Lisa Harrington	Grade Three
Amelia Jonak	Grade Four
Kyle Knaub	Music Education
Heidi Krolikowski	Speech Language Pathologist
Caitlin Orton	Kindergarten
Kaitlin Barker	Grade Two
Tannor Styren	Grade Five
Jessica Treadway	Grade One
Jenna Urbanovsky	Special Education

#### Support Staff:

Jessica Rozmiarek	School Nurse
Janet Kuszak	Director of Technology
Brittany Panowicz	Paraprofessional
Kerri Patterson	Paraprofessional
Brandi Hruby	Paraprofessional
Kate Sundermeier	Paraprofessional
Alexandra Benson	Paraprofessional
Samantha Kaslon	Paraprofessional

Mitzi Tvrdek  
Courtney Niemoth  
Leah Dudley

Paraprofessional  
Paraprofessional  
Paraprofessional

**Office Staff**

Jami Spotanski  
Sarah Lewandowski  
Becky Mroczek

Business Manager  
Secondary Administrative Assistant  
Elementary Administrative Assistant

**Child Nutrition Program**

Bonnie Sekutera  
Karen Lonowski  
Haylee Miller

Director of Food Service  
Cook  
Assistant Cook

**Custodians**

Tom Kuligowski  
Kristi Kosmicki  
Robert Dudley  
Doug Miska  
Mike Mostek

Director of Maintenance & Transportation  
Maintenance  
Primary Building Custodian  
Elementary Building Custodian  
Secondary Building Custodian

**Transportation Department**


Irma Eggleston  
Kirk Harrington  
Carol Jarzynka  
Kerri Morrow

School Bus Driver  
School Bus Driver  
School Bus Driver  
School Bus Driver

# SECTION SIX

## SCHOOL CALENDAR

# 2025 Loup City Public Schools 2026

Teacher Inservice/Work Day - No School	Quarter 1- 39 days/46 staff	<b>Loup City Public Schools</b> 800 North 8th Street P.O. Box 628 Loup City, NE 68853 (308) 745-0120 <a href="http://www.loupcitypublicschools.org">www.loupcitypublicschools.org</a> Approved 00/00/2025	
First day, Semester/Quarter	Quarter 2- 44 days/44 staff		
Parent/Teacher Conference	Quarter 3- 44 days/46 staff		
(Mon-Thur) Early Release, 1:08pm (Fri) Early Release 1:22pm	Quarter 4- 43 days/47 staff		
No School			
Fridays - 9am late start	174 Student days		
Mon-Thur - School Hours - 8:00am - 3:40pm	185 Teacher days		

AUGUST 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 7 - New Teacher Orientation
- 11-13 - Teacher Inservice
- 14 - 1st Day of School, 1:27 pm dismissal

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 1 - Labor Day, No School
- 25 - Parent/Teacher Conference 9:00am to 7:00pm

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 15 - Start of 2nd quarter

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 3 - No School - Teacher Professional Development
- 26 - 1:27 pm dismissal
- 27-28 - Thanksgiving Holiday, No School

DECEMBER 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 18 - End of quarter 2 - Sem 1
- 19 - No School - Teacher Professional Development
- 23 - 31 - No school, Holiday Break

JANUARY 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 1-2 - No School, Holiday Break
- 5 - No School: Teacher Professional Development
- 6 - School resumes Start of 3rd quarter/2nd Sem.

FEBRUARY 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

- 6 - No School, Teacher Professional Development

MARCH 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 6 and 13 - No School
- 11 - Start of Quarter 4
- 12 - Parent/Teacher Conference 9:00am to 7:00pm
- 26 - No School, Teacher Professional Development

APRIL 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 3 - Easter
- 5 - Easter
- 6 - No School

MAY 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 9 - Graduation - 2:00pm
- 15 - Last day of School - 1:27 pm dismissal
- 18 - 20 Teacher Workdays

JUNE 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 1-26 - Tentative Summer Program

JULY 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 4 - Independence Day

## **SECTION SEVEN**

### **FORMS**

This section contains forms that students and their parents must complete and return to the school office **NO LATER THAN** the end of the school day on August 22, 2025 or the end of the first full week for new students joining in the middle of the school year.

# RECEIPT

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment..."

**Parents (or guardians) and students are required to sign & return the receipt form below before** the end of the school day on August 22, 2025 or the end of the first full week for new students joining in the middle of the school year.

## PARENT/STUDENT AGREEMENT

I have received and read the Student Handbook that describes the Loup City Public School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Loup City Public Schools, including the Drug Free School Policy. My child and I have discussed these policies and understand that we must comply with them.

## RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

The rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

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

\_\_\_\_\_  
Parent/Guardian's Signature      Date

\_\_\_\_\_  
Cell Phone Number (Optional)

\_\_\_\_\_  
Cell Phone Number (Optional)

\_\_\_\_\_  
Parent's Email Address (Optional)

\_\_\_\_\_  
Parent's Email Address (Optional)

**EMERGENCY INFORMATION:**

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Parent/Guardian's Name(s)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Father's Employer

\_\_\_\_\_  
Business Phone

\_\_\_\_\_  
Mother's Employer

\_\_\_\_\_  
Business Phone

\_\_\_\_\_  
Other Person Who May Be Contacted in Case of Emergency

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Choice of Doctor

\_\_\_\_\_  
Phone

**PARENTAL AUTHORIZATION AND RELEASE FORM  
ADMINISTRATION OF NON- PRESCRIPTION DRUGS TO STUDENTS**

While the administration of medications to students should be scheduled outside of school hours whenever possible, occasionally it may be necessary for school personnel to administer nonprescription drugs to a student as authorized by the student’s parents, guardians, or medical professionals and state law. School personnel will only dispense those nonprescription drugs which have been approved by state and federal law for use as a drug and meet the definition of nonprescription drugs in Nebraska’s Medication Aide law which states:

Nonprescription drugs means nonnarcotic medicines or drugs which may be sold without a medical order and which are prepackaged for use by the consumer and labeled in accordance with the requirements of the laws and regulations of this state and the federal government.

In order for students to be administered nonprescription medication by school personnel, a parent or guardian must:

- Complete and return this authorization form.
- Provide the district with any nonprescription drugs you wish to be administered in its original container from the manufacturer, which must include legible, unadulterated manufacturer instructions. The container must be labeled with the student’s name.
- Provide the district with specific written instructions regarding the requested nonprescription drug’s administration, including the date(s) the student is to be administered the drug, the dosage to be administered, the frequency of administration, and any other details or conditions relevant to administration.

School personnel will not administer nonprescription drugs in a manner inconsistent with the manufacturer instructions or state law. School personnel will not administer non-prescription drugs that is expired.

The undersigned are the parent(s), guardian(s), or person(s) in charge of

\_\_\_\_\_  
(name of the student)

I authorize and request school personnel to administer nonprescription drugs to my student. I release the school district, its officials, and employees from any and all liability concerning the administration of nonprescription drugs to my student.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Parent/Guardian

**PARENTAL AUTHORIZATION AND RELEASE FORM  
ADMINISTRATION OF PRESCRIPTION DRUGS TO STUDENTS**

The undersigned are the parent(s), guardian(s), or person(s) in charge of

\_\_\_\_\_  
(name of the student)

It is necessary that the student receive (name of drug) \_\_\_\_\_, a physician-prescribed drug, during school intervals beginning on (date) \_\_\_\_\_ and continuing through \_\_\_\_\_ (date)

I hereby request that the School District, or its authorized representative, administer the drug named above to my child named above, in accordance with the prescribing physician's instructions, and agree to:

1. Submit this request to the teacher.
2. Make certain the Physician's Request for the Administration of Prescription Medication by School Personnel is submitted to the teacher.
3. Make sure personally that the drug is received by the teacher and/or county nursing service administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the drug is dispensed is marked with the drug name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the drug to the teacher IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Release the School District and the Board of Education of the School District and all employees, agents, and the representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Parent/Guardian

**ADMINISTRATION OF MEDICATION TO STUDENTS  
PHYSICIAN'S REQUEST FOR ADMINISTRATION OF PRESCRIPTION  
MEDICATIONS BY SCHOOL PERSONNEL**

DATE \_\_\_\_\_

CHILD'S FULL NAME \_\_\_\_\_ is under my care and must take medication which I have prescribed during the school day.

Name of medication (as it appears on container in which the drug is stored)

Dosage \_\_\_\_\_ and time \_\_\_\_\_

Date \_\_\_\_\_ administration of drug is to begin

Possible adverse reactions to be reported to physician \_\_\_\_\_

Special instructions for the administration and storage of the drug \_\_\_\_\_

I or my designee(s) have trained school personnel or approved alternative training as adequate to administer the medication, have evaluated the situation, the general administration plan and if applicable, the self administration plan or emergency care plan, and deemed each to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical terms.

Name of Physician and Designee

\_\_\_\_\_  
Print or Type

\_\_\_\_\_  
Primary Phone Number

\_\_\_\_\_  
Secondary Phone Number

\_\_\_\_\_  
Signature of Physician

## RECORD OF SELF-ADMINISTRATED MEDICINE

Parent's Phone \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Date to Begin \_\_\_\_\_ Date to End \_\_\_\_\_

Name of Medication \_\_\_\_\_

Dosage of Medication \_\_\_\_\_ Time \_\_\_\_\_

Doctor \_\_\_\_\_ Phone #1 \_\_\_\_\_

Phone # \_\_\_\_\_

Possible Adverse Reaction: \_\_\_\_\_

\_\_\_\_\_ gives permission for \_\_\_\_\_ our son/daughter to self-administer specific medications at school. This medication cannot be taken at any other non-school time.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Students who are able to self-administer specific medication may do so provided:

1. The physician provides written authorization allowing self-administration of said medication.
2. The parent provides written authorization allowing self-administration of said medication.
3. Such medication is transported to the school and maintained under the student's control in the original, properly labeled package and (a) is not opened except when self-administering the medication, (b) is not self-administered during instructional time or in the presence of other students unless medically necessary, and (c) is not shown or exhibited to other students.
4. The student's physician or physicians' designee has (1) evaluated the situation and deemed it to be safe and appropriate; (2) documented this on the physician's authorization for the student's cumulative health record, and (3) approved the general administration plan.
5. The student and the student's physician or physician's designee have developed a plan for reporting and supervising self-administration.
6. The principal and appropriate teacher are informed that the student is self-administering prescribed medication.

Doctor's Signature

\_\_\_\_\_

# Early Learning Academy Handbook 2025-2026



In compliance with Title II of the Educational Amendments of 1976; Title VI of the Civil Rights Act of 1972; Section 504 of the Rehabilitation Act of 1978; and all other Federal, State, School rules, laws, regulations, and policies, the Sherman County School District No. 82-0001 shall not discriminate on the basis of sex, age, race, color, national origin, religion, or handicap in the educational programs of activities, which it operates.

Specified complaints of alleged discrimination should be referred to:

**Title IX Coordinator**  
Section 504 Coordinator – Ms. Brenda Gregory

Loup City Public Schools  
800 North 8th Street  
P.O. Box #628  
Loup City, Nebraska 6885

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Dear Preschool Families,

We welcome you and your child to the Loup City Early Learning Academy center-based Early Childhood Preschool program and are pleased that you have chosen our Preschool program for your child and your family. The experience of this memorable year will be exciting and rewarding.

We look forward to working as a team to support your child's development. We recognize the importance of a high quality early childhood experience for all children and we also value the partnership with families. We realize that children learn both at home and at school, therefore our program is inclusive and family focused to facilitate child learning in all developmental areas (cognitive, language, physical, adaptive and social/emotional) and content areas (literacy, math, social studies, science, and the arts).

We have prepared this handbook to share some basic information about our early childhood preschool program as well as some suggestions that can help you and your child as you begin the school year. This handbook is supplemental to the Loup City elementary handbook. Best wishes for a successful school year. We look forward to working with you.

Sincerely,

Dusti VanSlyke, Birth-Five Director

### **DISTRICT INFORMATION**

#### **Members of the Board of Education:**

Mr. Mike Kaminski	Mrs. Jamie Lewandowski	Mr. Scott Friesen
Mr. Eric Kowalski	Mr. Kyle Kowalski	Mrs. Demi Rodocker
Mrs. Becky Setlik	Mrs. Loraine Panowicz	Mr. Mike Krolikowski

#### **School Administration Preschool Staff**

<b>Name</b>	<b>Position</b>	<b>Email Address</b>
Mrs. Dusti VanSlyke	Birth to Five Director	dusti.vanslyke@lcpublic.org
Ms. Cynthia Friedman	Preschool Teacher	cynthia.friedman@lcpublic.org
Ms. Raleigh Marpel	Preschool Teacher	raleigh.marpel@lcpublic.org
	Preschool Paraprofessional	
	Preschool Paraprofessional	

## **Mission Statement**

The Loup City Public School District uses a whole child approach to help all young people become productive and engaged citizens. Our students will be problem solvers and creative thinkers and able to make positive choices about their education, future, and the community.

### **Purpose And Philosophy**

The purpose of the Loup City Early Learning Academy is to provide a high quality early childhood experience for your child in a safe, supporting and stimulating environment where children develop and progress in a fun, developmentally appropriate classroom. Your child will participate in a preschool curriculum that promotes learning through play and discovery, as teachers support children's pre-academic progress, while respecting the ways they grow and develop. Parental involvement is an integral part of the preschool program.

## **CLASSES AND CALENDAR**

### **Preschool Classes**

The Loup City Early Learning Academy program for the 2025-2026 school year will include two full day classrooms.

Sessions will run Monday-Thursday from 8:00 a.m.-3:30 p.m.

NO class on Friday

### **Preschool Calendar**

The Loup City Early Learning Academy calendar can be found on the school's website or at the school's offices.

## **Transportation & Arrival/Drop Off Procedures**

### **Drop-off Procedures**

Morning preschool begins at 8:00 a.m. Children are able to arrive at 7:40 for breakfast. Preschool students should enter through the Southwest side of the Primary Building. There is **NO** supervision of children before 7:30 a.m.

### **Dismissal Procedures**

Early Learning Academy Preschool dismisses at 3:30. We will dismiss students at their respective classroom doors. If you are running late, please notify the school.

### **Bus Transportation**

Any preschooler who lives outside the Loup City limits and lives on an established bus route may ride the bus to school in the morning and home in the afternoon and requires the parent to complete a Preschool Transportation Application.

If you have questions about bus transportation, please call Tom Kuligowski at (308) 745-0120

# ENROLLMENT INFORMATION

## Enrollment Criteria

The Loup City Early Learning Academy is open to children based on upon the following criteria:  
(Students with the highest priority are listed first)

1. District 4 year old students with an IEP
2. District 4 year old students
3. District 3 year old students with an IEP
4. District year two preschool students
5. Children who turn 5:
  - a. June or July
  - b. April or May
6. Out of District 4 year old students

Any child who turns 6 (six) years of age prior to January 1st of the upcoming school year will not be eligible to attend the Loup City Early Learning Academy.

## Records Required for Admission

### 1. Certified Birth Certificate

In accordance with state guidelines, we must have a copy of the Birth Certificate before your child can attend our preschool program. This must be the original Birth Certificate with the raised seal. The certified Birth Certificate must be brought to preschool orientation in July or the district office prior to the first day of preschool. Upon review, we will make a copy of the Birth Certificate and return the original to you.

### 2. Immunization Record

A copy of your child's up-to-date immunization record from your child's doctor is required. Your child's immunizations must be up-to-date before he/she can attend our preschool program. It is not necessary for returning students to turn in an immunization record unless there has been an update to the immunizations since last year.

## **ATTENDANCE INFORMATION**

### **Illnesses**

If your child has a fever, vomiting, or diarrhea they will need to stay home until 24 hours symptoms free with no medication.

### **Reporting Your Child's Absence**

Your child must attend class regularly for optimum learning. Regular attendance is essential to a student's success in school. We encourage you to take vacations and trips during school holidays or during the summer. When at all possible, we ask that doctor and dental appointments, as well as any other appointments for your child, be scheduled for times when preschool is not in session.

### **Planned Absences**

Parents who know in advance that a student will be absent must call the school (308) 745-0120 or send a written note at the earliest possible date. Parents should contact the school secretary or the teacher directly if a child is going to be absent from school.

### **Absences due to Illness**

If your child is ill, please call the school as soon as possible. If your child becomes ill at school, the school will contact parents or emergency contacts if parents are unable to answer the call. If your child is running a fever they must stay home. They will need to be fever free for 24 hours before returning to school. Please call the school to notify them that the child will be out of school due to the fever from the previous day.

Teachers begin their school day promptly in order to maximize the instructional time. When your child arrives late it requires one member of the teaching team to interrupt classroom instruction to assist your child, which disrupts their learning and the learning of others. Please work to have students to school on time.

If your child has excessive absences (more than 5 unexcused absences in a quarter), we will schedule a meeting between the family and the preschool staff to discuss your child's absences and support needed for regular preschool attendance.

# HOME AND SCHOOL PARTNERSHIPS

## Home Visits

Home visits are required in order for our preschool program to be in compliance with requirements from the Nebraska Department of Education. These visits also allow families and staff to support one another during the preschool years. You will sign up for your initial home visit during orientation in July. You can typically plan for these visits to last 30-45 minutes. Preschool teachers and families will need to work together to find a mutually agreed upon time for each visit.

Home visits:

- promote a strong relationship between families and teachers
- build strong connections between home and school that support a child's success
- provide an opportunity to discuss the teacher's goals and the family's expectations for the child
- set goals for your child
- create an opportunity to discuss any needs families may have
- allow educational efforts to continue by bringing learning activities, books, or other suggestions to the family.

The second home visit of the school year will occur during the spring semester. Your teacher will contact you to set up this time. During the second home visit, your child's progress will be reviewed and information about the transition to Kindergarten will be shared for those students eligible for Kindergarten.

Home Visit	Date Requirements	Agenda/Topics
Initial Home Visit	<i>Prior</i> to the child's first day of school	<ul style="list-style-type: none"><li>• Complete initial home visit paperwork</li></ul>
Final Home Visit (in lieu of parent-teacher conference)	2nd semester	<ul style="list-style-type: none"><li>• Child Progress</li><li>• Transition activities</li></ul>

## Family Engagement

Family engagement in school activities promotes student success and is an important component of our preschool program. Research shows that the most effective Early Childhood Programs are those that involve parents in meaningful ways. Throughout the school year, a variety of family involvement activities are planned. Specific information will be shared with you ahead of the activities. We encourage you and your child to attend these activities. Along with participating during home visits and completing and returning all parent child activities..

## **What Families Can Do**

We value the important role that parents play in their child's education. Some ways for parents to support learning are:

- Go to the library with your children.
- Read stories daily.
- Go to the park or explore your backyard.
- Do simple cooking projects with your child.
- Give your child opportunities to help you at home.
- Play with your child.
- Limit screen time – TV, tablet, phone, video games.
- Teach your child to take good care of toys and put them away.
- Encourage good health habits (washing hands with soap, proper use of tissue, brushing teeth) • Eat healthy foods.
- Schedule an appropriate bedtime.
- Invite a friend to play.
- Display your child's work.
- Listen to and talk with your child.
- Show your child how you write to create lists and notes.
- Encourage exploration of different art media (paint, Play-Doh, tissue paper, construction paper, glue, scissors). • Provide writing materials (crayons, markers, pencils, paper, cards).

## **HEALTH AND MEDICAL INFORMATION**

Preschool Immunization Record Requirement Students are required to be immunized against diphtheria, pertussis, tetanus, hepatitis B, measles, mumps, rubella, polio, varicella, polio, haemophilus B, and pneumococcus. The day, month, and year of each immunization must be recorded on school records before the student enters school.

Minimum requirements for children ages 2 through 5 years enrolled in a school-based program not licensed as a childcare provider:

- 4 doses of DTaP, DTP, or DT
- 3 doses of Polio vaccine
- 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age
- 3 doses of pediatric Hepatitis B vaccine
- 1 dose of MMR or MMRV given on or after 12 months of age
- 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age.
- Written documentation (including year) of varicella disease from parent, guardian, or health • care providers will be accepted.
- 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age.

Students not in compliance will not be permitted to enter school. Only the following exceptions apply:

1. Medical exceptions for health reasons substantiated by a signed statement from a physician
2. Religious conflict substantiated by the parent or legal guardian and notarized.
3. Student has begun the required immunizations and continue to receive the necessary immunizations as rapidly as is medically feasible substantiated by a signed statement from a physician.
4. Documented history of varicella disease from a parent or health care provider with a year of infection constitutes evidence of immunity to varicella.

## **NUTRITION INFORMATION**

### **Meal Cost/ Free and Reduced Price Meal**

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for children. Any food allergies must be documented by a physician. Children attending full day preschool programming will receive breakfast, lunch and a snack daily. No snack will be served on “early out” days. If you have chosen ½ day programming for your child, they will receive breakfast and lunch.

The cost of breakfast will be \$2.15 and the cost of lunch is \$3.15. Preschool students are not allowed to bring their own meals or snacks.

Families who want to apply for free or reduced price meal status, must complete the Free & Reduced Price Family Meal application at orientation. Only ONE application per family is needed. Please include ALL children in one family on the application.

***Until a family has been determined to meet the guidelines for free or reduced price meals, this information cannot be used to determine eligibility on the sliding fee scale.***

If your family does not qualify for free or reduced price meals at this time, but a parent or guardian becomes unemployed or has a change in employment that results in the household income dropping below the income limit, the family should reapply for Free & Reduced Price Meals.

### **Nondiscrimination Statement – Federal School Lunch Program**

*In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.*

*To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.*

## **PROGRAM INFORMATION**

### **Curriculum**

The preschool program uses a comprehensive and integrated early learning curriculum designed to ensure success for today's preschool-aged learners. The Teaching Strategies Creative Curriculum is research-based and helps teachers build a community of learners. Through the use of comprehensive and thorough lessons with high interest activities, children are engaged with a flexible instructional plan that allows them to learn and explore at many different levels and based on their interests.

### **Importance of Play**

Play is critical for children at this age to develop and learn. Children that are at preschool age are developing social skills and learning academic skills through play. Through social interaction with their peers, they are developing problem-solving skills, they are learning to be empathetic towards others, they are gaining self-confidence, and learning how to be cooperative. Children will have the opportunity to lead their learning for two hours and 20 minutes per day. As a public program, we are required to "Include exploratory play during a majority of the daily schedule."

### **Daily Activities**

A variety of developmentally appropriate activities occur daily in your child's preschool classroom.

Activities in your child's day include:

- Large group activities
- Small groups
- Work time/centers (choice)
- Gross motor/outdoor play
- Closing and wrap-up activities.

Children will have gross motor time daily. Gross motor time is important because children need daily opportunities to exercise large muscles, run in open spaces, and practice gross motor skills. It is important for children to be engaged in gross motor play safely. Children are required to wear footwear that is appropriate for daily gross motor play.

### **Clothing and Attire**

Students will be going outside every day as long as the weather permits. Therefore good sneakers, or shoes they can move around in easily are best. Students do go outside when it is very cold. The preschool playground is sheltered nicely from the wind. If it is above 10 degrees (wind chill factored in) students will go outside. Make sure that your child is dressed for cold weather. Please send mittens or gloves, hats, and coats when it is cold.

### **Assessment and Reporting Progress**

Every child in our program is an individual with different interests, skills, strengths and needs. Our goal is to get to know as much as possible about each child so that we can guide learning and plan experiences. To do this, we use an authentic, ongoing, observation-based assessment system to gather information on each child's development and learning, known as Teaching Strategies GOLD.

The children are assessed two times each year (fall and spring) utilizing Teaching Strategies GOLD, which includes on-going observations, samples of classroom work and family input. Home visits are conducted at least two times during the school year to encourage parental involvement and discuss each child's current performance and progress.

Teaching Strategies GOLD meets the Nebraska requirements for Results Matter, a comprehensive project that assesses child progress and collects longitudinal data and measures program quality of preschools.

The Loup City Early Learning Academy also participates in quality program outcomes, which provides on site assessment of early childhood program quality. This data is used by the district to provide information that guides program improvement.

### **Social And Emotional Development: The Pyramid Model**

The Early Childhood Pyramid Model provides a framework of evidence-based practices that promote young children’s social-emotional competence, and prevent and address challenging behaviors. The model was designed as a promotion, prevention and intervention framework and is built on the foundation of a high quality workforce.

The three tiers of the Pyramid Model include:

1. high quality learning environments that have positive behavior expectations and predictable routines
2. the intentional teaching of social-emotional strategies such as play skills and emotional regulation
3. individualized interventions for children who need a positive behavior support plan

### **Supply List**

The most important items we ask parents to supply are:

- A Backpack - large enough to hold 8.5 x 11 folder
- Extra set of clothes – include shirt, pants, underclothes and socks. This is not only in case of an accident, but may also be necessary when dry or clean clothing might be needed after water play or active play when conditions warrant a fresh change of clothes. As seasons change, please remember to send an extra set of clothing that is appropriate for the weather.
- 1 box of tissues

### **Transition to Kindergarten**

Learning is a continuous process and continuity is important for our students and their families. Loup City Early Learning Academy is committed to providing a comprehensive transition process by:

- Providing developmentally appropriate curriculum
- Maintaining ongoing communication and cooperation between programs and grade levels
- Preparing all children for the transition
- Involving families as partners in the transition process

### **Birthdays**

Students may bring a prepackaged treat to share.

### **Student Legal Name**

The student’s legal name is to be used on all official school information, student records, and cumulative files.

## Student Placement

Enrollment and class placement of students is the responsibility of the Birth-5 Director.

## Child Custody

In most cases when parents are divorced, both parents continue to have equal rights where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody, please bring a copy to the office. Unless your court order is on file with us, we must provide equal rights to both parents.

## Preschool Sliding Fee Scale

The sliding fee scale for the 2024-2025 school year, will be the cost of your child's meals. Please fill out a Free/Reduced Lunch Application at orientation. If you qualify we will notify you and at that time communicate the cost for meals for your child.

***Until a family has been determined to meet the guidelines for free or reduced price meals, this information cannot be used to reduce preschool tuition.***

If your family does not qualify for free or reduced price meals at this time, but a parent or guardian becomes unemployed or has a change in employment that results in the household income dropping below the income limit, the family should reapply for Free & Reduced Price Meals.

Sliding Fee Scale	Price/day	Monthly Meal Fee
Do Not Qualify for Free & Reduced Meals & Snacks	\$5.30	\$85.00
Qualify for Reduced Meals	\$0.70	\$12.00
*Free	\$0	\$0

## 2024-2025 Handbook Signature Form

This signed receipt acknowledges receipt of the 2024-2025 Parent-Student Handbook of Loup City Early Learning Academy Preschool. This receipt acknowledges that it is understood that the handbook contains student conduct, discipline rules, and a parent /school compact. The undersigned, as student, agrees to follow such conduct, discipline rules, and a parent /school compact. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination. The Handbook is located on the school website: [www.loupcitypublicschools.org](http://www.loupcitypublicschools.org) The handbook is available in the school outside of the preschool room. A link will be sent to all parents as well.

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

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

Return to: Loup City Early Learning Academy Preschool School Teacher

## Classified Employee Pay Schedule 2025-2026

Minimum Wage	\$15.00			Step	1	\$15.00		
Base 25-26	\$15.00			Step	2	\$15.23		
Base 24-25	\$13.50			Step	3	\$15.45		
<b>Custodians</b>	<b>Benefit Classification</b>		<b>Hiring Range</b>		Step	4	\$15.69	
Maint /Transportation Director	X	12 Month	Step 35	to	Step 58	Step	5	\$15.92
Regular Custodian		12 Month	Step 8	to	Step 27	Step	6	\$16.16
						Step	7	\$16.40
<b>Food Service</b>						Step	8	\$16.65
Food Service Director	X	9-12 Month	Step 35	to	Step 58	Step	9	\$16.90
Regular Food Service		9 Month	Step 8	to	Step 18	Step	10	\$17.15
						Step	11	\$17.41
<b>Bus Drivers</b>						Step	12	\$17.67
Regular Route Driver		None	Step 48	to	Step 77	Step	13	\$17.93
Activities Driver		None	Step 17	to	Step 17	Step	14	\$18.20
						Step	15	\$18.48
<b>Admin Assistant / Bus. Mgr</b>						Step	16	\$18.75
Administrative Assistant	X	12 Month	Step 11	to	Step 36	Step	17	\$19.03
Business Manager	X	12 Month	Step 28	to	Step 49	Step	18	\$19.32
Business Manager w/ BS	X	12 Month	Step 35	to	Step 52	Step	19	\$19.61
						Step	20	\$19.90
<b>Paraprofessionals</b>						Step	21	\$20.20
Regular Ed. Para		9 Month	Step 4	to	Step 27	Step	22	\$20.51
Teaching degree Para		9 Month	Step 15	to	Step 35	Step	23	\$20.81
						Step	24	\$21.13
<b>Specialists</b>						Step	25	\$21.44
Technology Director	X	12 Month	Step 35	to	Step 58	Step	26	\$21.76
Tech Coordinator Teach Degree	X	Teacher	Compensation per Negotiated Agreement			Step	27	\$22.09
School Nurse	X	9 Month	Step 54	to	Step 64	Step	28	\$22.42
School Nurse w/ RN-BSN	X	9 Month w/ Certified Staff Ins.	Step 64	to	Step 74	Step	29	\$22.76
						Step	30	\$23.10
<b>Other</b>						Step	31	\$23.45
<b>Summer help</b>	Start on Base. each year after that =.50 raise/yr. No benefits, seasonal help					Step	32	\$23.80
<b>Substitutes</b>	First step in appropriate category above; No benefits					Step	33	\$24.15
						Step	34	\$24.52
	<b>Benefit Classification</b>					Step	35	\$24.88
<b>9 Month</b>	Health/Dental Insurance: Single Health (\$1450 Deduct./Single Dental (100A/80B/70C)					Step	36	\$25.26
	Paid Vacation: None					Step	37	\$25.64
	Paid Holidays: Labor Day, Thanksgiving, Christmas, New Years Day					Step	38	\$26.02
	Leave Days: 10 days/year, unused accumulates as sick leave up to 40 days.					Step	39	\$26.41
						Step	40	\$26.81
<b>9+ - 12 Month X - Denotes Insurance Level availability</b>	Enhanced insurance coverage of family, employee/spouse or employee child(ren) if necessary for 9+ to 12 month employees in the roles of Elementary and Secondary Administrative Assistant, Food Service Director, Technology Director and Maintenance/Transportation Director.(\$1450 Deduct.) 95% /Single Dental (100A/80B/70C)					Step	41	\$27.21
	Paid Vacation: 0-1 yrs=5 days; 2-5 yrs=10 days; 6-10 yrs=12 days;11+ yrs=15 days					Step	42	\$27.62
	Paid Holidays: Labor Day, Thanksgiving, Christmas, New Years Day, Memorial Day, July 4th					Step	43	\$28.03
	Leave Days: 10 days/year, unused accumulates as sick leave up to 40 days.					Step	44	\$28.45
	*Unspecified leave days must be taken before sick leave.					Step	45	\$28.88
	**Sick days may be used for personal illness or illness in the immediate family.					Step	46	\$29.31
	***Employee must be actively employed the workday before and after the holiday, or vacation to be paid for the holiday. This does not include Christmas Eve or New Year's Eve, though employees may work those days for regular pay.					Step	47	\$29.75
						Step	48	\$30.20
						Step	49	\$30.65
						Step	50	\$31.11
					Step	51	\$31.58	
					Step	52	\$32.05	
					Step	53	\$32.53	
					Step	54	\$33.02	
<b>Probationary Employees</b>	Half of leave & vacation days will be given on the first day of work and half 6 months from the first day.					Step	55	\$33.52
					Step	56	\$34.02	
					Step	57	\$34.53	
<b>Bereavement Leave</b>	May be taken out of unspecified or accumulated sick leave; determination for number of days will be made by the superintendent on a case by case basis.					Step	58	\$35.05
					Step	59	\$35.57	
					Step	60	\$36.11	
<b>Compensation</b>	Compensation for non-teaching employees will be established by the Board of Education. Changes in compensation will normally be decided in April or May and will become effective August 1 (reflective in Sept. paycheck).					Step	61	\$36.65
					Step	62	\$37.20	
					Step	63	\$37.76	
					Step	64	\$38.32	
<b>Retirement</b>	All non-teaching employees working 20 or more hours per week on a regular, ongoing basis are required by law to belong and contribute to the Nebraska Public Employees Retirement System.					Step	65	\$38.90
					Step	66	\$39.48	
					Step	67	\$40.07	
					Step	68	\$40.67	
					Step	69	\$41.28	
<b>Placement on Schedule</b>	Placement within hiring range is determined by administration and based on experience, skill level, etc. Hired at step and stay there unless exceptional overall rating on evaluation					Step	70	\$41.90
					Step	71	\$42.53	
					Step	72	\$43.17	
					Step	73	\$43.82	
					Step	74	\$44.47	
					Step	75	\$45.14	
<b>Movement</b>	Movement to the next step will be determined by yearly evaluation. Supervisors will suggest 1-2 step movement to superintendent. Superintendent will make final recommendation to the Board.					Step	76	\$45.82
					Step	77	\$46.51	
					Step	78	\$47.20	
					Step	79	\$47.91	
					Step	80	\$48.63	



# Arcadia-Loup City Rebels

## Cooperative Agreement Handbook



**2025-26**

Revised 5/12/2025

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### **Mission Statement:**

The purpose of the Arcadia-Loup City athletic cooperative is to provide a comprehensive and balanced athletic program that will provide more opportunities and experiences for our students that neither school may be able to provide individually.

### **Statement of Philosophy:**

A comprehensive and balanced athletic program is an essential complement of the basic program of instruction. The athletic program should provide opportunities for students to further develop interests and talents in sports and other health-related areas. The opportunity for participation is a privilege that carries with it responsibilities to the school, to the sport, to the student body, to the communities, and to the students themselves.

While Arcadia-Loup City takes great pride in winning, it does not condone “winning at any cost” and discourages any and all pressures that might tend to neglect good sportsmanship and good mental health. Participation in these activities should provide many students with a lifetime basis for personal values, and for work and leisure activities.

The interscholastic athletic program shall be conducted in accordance with the existing School Board policies, rules, and regulation. At all times, the athletic program must be conducted in such a way so as to justify it as an educational activity. Athletics play an important part in helping an individual student develop a healthy self-concept as well as a healthy body. Athletics add to both schools’ spirit and help all students and spectators develop pride in their schools.

Every effort will be made to support the athletics programs with the best facilities, with the necessary equipment, and with the most qualified staff available. The ultimate goals of the sports should be:

1. To realize the value of participation including, but without overemphasizing, the importance of winning.
2. To develop and improve positive citizenship traits among the program’s participants.

### **Cooperative Advisory Committee:**

A cooperative advisory committee will consist of two (2) board of education members from each district and the superintendents from each district. The advisory committee will meet on the Wednesday following the state volleyball tournament, two Wednesdays after the state boys’ basketball tournament, and the Wednesday after the state track meet if no Joint Board Meeting is planned for that year, or as agreed upon by both districts. The advisory committee will take no action, but will provide recommendations for policies, rules, and procedures to be approved through each individual district’s board of education. **A joint board meeting will be held on the first Monday of April each year for discussion on this handbook and improvements that can be made to the co-op.**

### **Cooperative Information:**

- Official School Cooperative Name: Arcadia-Loup City
- Official Cooperative Mascot: Rebels
- Official Cooperative Colors: Red, Black, and White
- Official Fight Song: Forward Rebels

**Sports and Activities Included:**

The sports included in this cooperative agreement, at all levels 7-12, are:

- |                                 |                               |
|---------------------------------|-------------------------------|
| Football                        | Volleyball                    |
| Boys Cross Country              | Girls Cross Country           |
| Boys Golf (high school only)    | Girls Golf (high school only) |
| Boys Wrestling                  | Girls Wrestling               |
| Boys Basketball                 | Girls Basketball              |
| Boys Track & Field              | Girls Track & Field           |
| Cheerleading (high school only) |                               |

All other activities will be conducted by each individual district according to their policies and rules.

**NSAA Membership:**

The cooperative and both individual districts are members of the Nebraska School Activities Association (NSAA) and agree to comply with all of its rules.

**Policies:**

The superintendents of each district will work together to review policies from both districts that affect athletic programs and participation. The superintendents will make suggestions for policy changes to their respective Board of Education in order to have consistency between athletic policies at each district.

**Communication:**

Effective communication is vital to the success of this cooperative. The administration from both schools shall meet via telephone, DL equipment, or computer software on a weekly basis in order to discuss transportation, contests, coaches, or other issues as they might arise. The superintendents at each district are charged with keeping each other, their respective boards, staff, and students, and their communities informed on anything concerning this cooperative.

**Cooperative Athletic Director:**

A cooperative athletic director will be hired to be the main contact for athletic purposes. This individual will be in charge of scheduling events, organizing contracts with schools, contracting officials, evaluating coaches, and recommending coaches for open positions. An Assistant Athletic Director from the other district will also be named. Job descriptions for the Cooperative Athletic Director and the Cooperative Assistant Athletic Director are in this handbook and also the Coaches Handbook. The host site principal will assist the Coop AD in finding workers needed for games, arranging for groups to run the concession stand, and making sure the facilities are ready for the game.

**Selection, Evaluation, and Retention of Athletic Director:**

The Superintendents, along with the high school principals, from both districts will be responsible for interviewing candidates for the Head and Assistant Athletic Director positions. The Superintendents will evaluate and meet with both the Head and Assistant Athletic Directors each school year.

### **Fiscal Management:**

The Business Manager from Loup City will act as the primary fiscal agent for the cooperative. The cost of the cooperative will be split, with Loup City responsible for 70%, while Arcadia will be responsible for 30%. A cooperative account will be held through the Loup City school district with each district contributing the prorated amount per year to cover expenses paid out of that account. The amount to be contributed to the account by each school will be determined by August 1<sup>st</sup> of each year and the deposit will be made by September 15<sup>th</sup> of each year.

The cooperative account will only be used for expenses associated with cooperative agreement athletic programs. These costs include, but are not limited to: payment for officials, entry fees, uniforms, medical/first aid supplies (e.g., athletic tape, tape cutters/scissors, thera-gesic cremes), practice balls, game balls, scorebooks, awards, hotels, and meals for state-bound teams/athletes. The cooperative will pay for expenses up to, but not beyond, state level competitions. All revenues directly related to cooperative athletic programs (gate receipts, purchased passes, entry fees, etc.) will be deposited into the cooperative account.

Payment of Officials: A list of officials will be given to the Co-op Business Manager no later than three (3) days before each contest. Checks will be made out from the co-op account to pay all officials and workers at both locations. The Superintendents, Athletic Director, and Assistant Athletic Director will meet to determine who gets paid during events held at both schools.

Money bags will be provided by the school hosting the event. Each bag will have a form included that indicates the amount of starting money and denominations. The monies collected from the activity or game will be counted by two gate people. The amounts of each denomination and totals will be indicated on the Gate Form provided with the bag. All individuals that count the money will sign the form after completing it. One copy of the form will be placed in the money bag. The locked money bag and key will be given to the host administrator. The money bag in Arcadia will be placed in a secure location. The administration in Arcadia will make every attempt to have the money bag delivered to Loup City Public Schools at the earliest possible date following the home contest. The money bag in Loup City will be placed in the drop box at Citizens Bank. The key will be given to the Business Office the next working morning. The Business Office, along with another staff member, will verify the amounts or make corrections as needed on the enclosed form, sign it, and send copies to the Coop Athletic Director and both superintendents.

If an outside entity volunteers to take tickets for an event (ie: football), then the following procedure will take place. The volunteers will place all of the money into a locked money bag and bring the key and bag to either the AD or an administrator. The AD and one administrator will count the money as soon as possible and fill out a gate form. The money will then be locked in the money bag and dropped off at the money drop box that evening.

All expenses explained above will be taken out of the cooperative account. Expenses for games/events should not be deducted from gate receipts before depositing them in the account. Cooperative monthly financial reports to include receipts and expenditures will be provided to both schools.

### **Fundraisers:**

Any fundraisers, other than concession stands, conducted by a cooperative activity must be approved by the Coop Athletic Director & Building Principals before the fundraiser has begun. Coaches must indicate to the Coop Athletic Director what they plan to sell, what the money will be used for, and what expectations they have for the students involved.

### **Uniforms and Equipment:**

Uniforms and equipment from both schools will be used as much as possible. Uniforms may be purchased as needed during the terms of the Cooperative Agreement and will be paid out of the cooperative account. Surplus uniforms may be purchased at replacement cost upon the approval of both boards of education.

### **Ordering:**

All ordering must be approved by the Cooperative Athletic Director, who will then place the order. Orders to be placed in excess of \$1,000 must be approved by both superintendents. All uniform purchases must be approved by both superintendents.

The Coop A.D. will meet with the fall season coaches at the completion of their season for inventory and ordering needs. Any orders will be placed by December 31 of that year. The Coop A.D. will meet with the winter season coaches at the completion of their season for inventory and ordering needs. Any orders will be placed by April 1 of that year. The Coop A.D. will meet with the spring season coaches at the completion of their season for inventory and ordering needs. Any orders will be placed by June 1 of that year.

### **Coaching Positions:**

1. The Cooperative Athletic Director will be in charge of recommending candidates for each coaching position. Input will be sought from the Assistant Athletic Director. Input will be sought from the principals, and established head coaches with final decision being made by the superintendents.
2. Full job descriptions for all coaching positions are available in the Coaches Handbook. Head coaches will be evaluated at the conclusion of each season with input from the Cooperative Athletic Director, Assistant Athletic Director and also an administrator. In the event the Athletic Director is not a certificated administrator the meeting will be conducted by a certified building administrator.
3. Coaches will not be required to submit an application each year. If there is sufficient cause to open a coaching position, the coach will be asked to submit a new application.
4. Each sport will have one (1) head coach at the high school level and one (1) head coach at the junior high level.
5. Each district will decide how many coaches they will pay and what the pay for those coaches will be, in accordance with their local negotiated agreements. The cost for coaches will not be considered a cooperative expense.
6. Any volunteer coaches that are not certificated employees of either school district must be approved by both superintendents. In accordance with NSAA by-law 2.12.3, the following will be adhered to by ALC programs using a non-certificated volunteer coach:
  - A. A volunteer coach job description will be included in the ALC Coaches Handbook.
  - B. The volunteer coach must be supervised at all times by the Head Coach during practices and games.
  - C. During practices, the volunteer coach may only instruct/supervise drills that have been assigned by the Head Coach. These drills may not be changed or other drills initiated by the volunteer coach without the Head Coach's approval.

### **Coaching Expectations:**

In addition to the expectations stated in the job descriptions, the Cooperative Advisory Committee expects the following from all of the coaches:

1. To be upstanding, ethical, and moral individuals that set the example of sportsmanship for all of our students.
2. To develop practice schedules ahead of time and keep them on file.
3. To communicate effectively with the Boards, administration, staff, students, parents, and communities from both districts.
4. To promote all activities at both districts, along with their own.
5. To understand that conflicts with other activities may arise and that we need to work together with other cooperative athletics and district activities to give all students a well-rounded educational experience.

6. To hold pre-season parent meetings to discuss expectations and rules.
7. To allow for equal opportunities for all students, regardless of the school they attend.

### **Cheerleading:**

Cheerleading will be a co-op activity. The program will follow the outlined expectations:

1. Each school will provide a sponsor for cheerleading.
2. One sponsor will be named the head sponsor, and the other will be the assistant.
3. Tryouts will not be required. Squad members will be asked to participate in a clinic in lieu of tryouts.
4. The cheer team will consist of any student interested in participating with no expectation that a certain number has to come from either school.
5. The purchase of uniforms will be the Cheerleader's responsibility and will not exceed \$300..
6. A cheerleading account in the Cooperative Activity Fund will be established.

### **Student Participation:**

All students from Arcadia and Loup City are strongly encouraged to participate in cooperative athletics. The following expectations should be taken into account for all students:

1. All students will be given an equal opportunity to participate.
2. All students at the junior high level will be allowed to participate at each game/contest. The junior high coaches should strive for equal time as much as possible for all students.
3. All students participating in the sub-varsity levels in high school (C/JV) shall be given opportunities to participate during games/events, but may not get equal time and may not get to participate in every game/event. Coaches shall strive to provide guidance and equal opportunities in practice for athletes to increase their game time throughout the season.
4. All students participating at the varsity level shall be given equal opportunities to earn participation time during games/events, but may not get equal time. Coaches shall strive to provide guidance and equal opportunities in practice for athletes to increase their chances at game time throughout the season.
5. As a general rule, seniors will not be allowed to participate on reserve teams. Exceptions to this rule may be made if the coach involved will justify in writing to the Coop A.D. the reasons for the senior playing on the reserve team. The coach and the Coop A.D. will make the final decision.
6. The Arcadia-Loup City Cooperative will use a "no cut" policy for all student activities.

### **Transportation:**

1. All transportation costs for practices, home games held at the other school, and away games will be split between both districts as evenly as possible.
2. All safety and capacity regulations will be followed at all times by both schools.
3. Transportation for away games and events will be scheduled by the Cooperative Athletic Director. All other transportation (to and from practices, to and from games held at the other school, etc.) will be organized by the individual school's Athletic Director.
4. All students will be transported via bus or school vehicle to and from the schools for practice, home games held at the other school, away games, and team camps. With prior building administrative approval, students may drive themselves to practice at the other site. This could be allowed if the student needs to drive themselves due to medical appointments, funerals, or other extenuating circumstances. Under no circumstances shall a student be able to drive another student, other than a sibling, to a practice.

5. Practices at the golf course and athletic complex will be set for a specific time and it will be up to the students to make it to practices on time. Coaches may set expectations for running/walking to practices if they choose. Coaches may be asked to transport students to practices or games.
6. Teams may stay overnight at the discretion of both Superintendents, the Cooperative Athletic Director, and the Assistant Athletic Director. Generally, teams will not be allowed to stay during the regular season unless they would have to leave before 5:00 a.m., or would return after 1:00 a.m. the day of the contest.

### **Practice and Game Schedules:**

1. The Cooperative Athletic Director is in charge of making the schedule for all sports, including the paperwork needed to conduct these events. The Cooperative Athletic Director will work with the Assistant Athletic Director to determine which school will host the home events for each sport. Arcadia will host one (1) home JV/Varsity basketball game each year.
2. The location of the visiting team and their expected attendance will be considered when determining location of games.
3. The small gym in Arcadia will only be used for coop activities of low intensity with supervision. Coop games and full court practices in the Arcadia small gym will not be held.
4. Tournaments, triangulars, and double headers held on the same day will count as one contest for the sake of this agreement.
5. If one district does not have any participants in a given activity, all home games and practices will be at the other district.
6. In the fall season, practices will be distributed based on the percentage of participants from each school at the beginning of the 3<sup>rd</sup> week of practice. If a school does not have at least 20% of the participants then all practices will be in the school with the larger percentage with only one (1) practice prior to a home game being at the other site.
7. For basketball, a three-gym rotation will be used. The three gyms include both gyms at Loup City, and the new gym in Arcadia.
8. The Rebel Volleyball Tournament and Rebel Wrestling Duals will be held in Loup City. The Junior High Rebel Volleyball Tournament will be held in Arcadia.
9. Attempts will be made to include at least one high school wrestling meet at Arcadia, depending on interest from other schools. The wrestling triangular with Broken Bow and Wood River can continue to be held in the Arcadia small gym on its rotation.
10. All home track and field, cross country, and golf meets/invites will be held in Loup City. Attempts will be made to conduct a Junior High, JV, or Varsity Cross Country Meet in Arcadia.
11. All Conference meets/invites will be held in Loup City.
12. All volleyball triangular matches that include JV contests will be held in Loup City.
13. If the Varsity Football schedule cycle includes nine (9) total home games over two years, the schools will host the additional game on a rotating basis.
14. The Co-op Athletic Director, with the input from head coaches, will produce a practice schedule before the beginning of the season. This practice schedule could be subject to change on short notice.
15. Practices will last no longer than two hours, with the exception of the first week of practices. All practices will be completed no later than 6:15 p.m. Wednesday practices will be completed by 5:30 p.m.
16. No practices will be held during the school day without prior approval from the Co-Op Athletic Director and both Superintendents.

### **Football Scheduling:**

This information is a historical record of extra home games and playoff games hosted by the ALC Co-op. This information shall be updated each year to reflect any additional football scheduling that has taken place.

*Extra Home Games:*

2018 – Loup City hosted 2 varsity games and Arcadia hosted 2 varsity games

2019 – Loup City hosted 2 games and Arcadia hosted 2 games.

**\*\*Loup City will host the next extra varsity game\*\***

*Home Playoff Games:*

2018- Loup City hosted Elm Creek, Arcadia hosted Burwell

2019- Loup City hosted Alma, Arcadia hosted Sutherland

2020- Loup City hosted Stanton

**\*\*Arcadia will host the next home playoff game regardless of opponent\*\***

**Overnight Trips:**

Coaches will be expected to provide the Coop Athletic Director with an itinerary for all overnight trips at least three (3) days prior to departure. The itinerary will include the following: Departure date and time, hotel information, meal plans/schedules, performance schedules, and potential arrival times. The itinerary must be approved by the Coop Athletic Director before departure and should be shared with both superintendents, building principals, and parents of participating students. Out of state trips/camps need to be approved by both boards beforehand. When meals are provided to participants and coaches the limit will be \$15 per person per person and a receipt for purchases is required, school districts will provide a method of payment.

The coaches/sponsors of an activity involved in an overnight trip have the sole responsibility for the supervision of the students who are involved in that activity. Questions that may arise would need to proceed up the chain-of-command – meaning to the Coop AD, then both superintendents.

**Facilities and Insurance:**

Each district certifies that they have adequate facilities to implement this cooperative and adequate insurance protection to cover all applicable provisions and situations that may arise from this cooperative.

All teams involved will be provided a locker room at each game. If the boys and girls teams have to share a locker room for double-headers, appropriate processes will be put in place to make sure students are allowed time to change before and after their game. A classroom will be made available for pre-game/halftime meetings as needed. The procedure for sharing locker rooms when home contests are at Arcadia are:

1. The locker rooms will be assigned by the Arcadia Activities Director a minimum of three (3) days prior to the game date and will communicate the locker room assignments to both programs AD's and coaches;
2. When the opposing team arrives at Arcadia, the Arcadia Activities Director will escort the teams to their assigned locker room;
3. The Arcadia Activities Director will, when communicating the locker room assignments to the programs Activities Director and coaches, emphasizing the following:
  - a. An adult coach from the team will be present to supervise the students while in the locker room, before and after the game;
  - b. No students will be allowed in the locker rooms without adult supervision;
  - c. The students will need to put their street clothes and other belongings in their travel bag for safekeeping;
  - d. The players of the game just ending are required to go to their assigned locker room, shower and change back to street clothes in a timely manner – the locker room should be cleared of the previous players before halftime

of the following game. For example, the JV girls will need to be out of the locker room before halftime of the JV boys' game, and so on.

Facilities will be maintained and improved at the sole discretion of each individual school district.

### **Admissions and Passes:**

Cost of admissions and passes shall be the same for both districts. The cost will be coordinated through the Cooperative Advisory Committee and approved by each Board. All revenue from admissions and passes will be deposited into the cooperative account. All passes given by each district will be honored at all games held at Arcadia and Loup City. The only exceptions to this rule would be for games that are held at either school under the direction of the Lou-Platte Conference or the NSAA.

The Superintendents and *Coop* Athletic Director will create a standard Cooperative Pass. Passes will be \$20 for K-12 students, \$50 for an adult and \$100 for family passes to include spouses and children in grades K-12. Each individual family member will be given their own pass. Each school will also offer a free Golden Rebel pass to anyone the age of 65 *or older*.

### **Concession Stands:**

Concession stands will be the responsibility of the host school. Both schools use concessions as fundraisers for other activities, so the revenue generated will not be included in the cooperative account. If either school is asked to host an event as a neutral site for sub-state contests for the sports included in this agreement, then that school will have the responsibility for staffing the concession stand.

### **Hosting School:**

The hosting school will determine any additional programs or entertainment during the games they host. This includes, but is not limited to performances by the band, cheerleaders, or dance teams, educational awards, and coronation/Homecoming recognition.

### **Parent Complaint Protocol:**

Complaints should be handled in the following manner:

1. Parents should encourage their child to meet with the coach if there is an issue/complaint. However, this meeting should not take place immediately following a contest.
2. If no solution is reached with that meeting, the parent and child should meet with the coach to discuss the issue/complaint. However, this should not take place immediately following a contest.
3. If no solution is reached, the parent and child should meet with the coach and the athletic director.
4. If no solution is reached, the parent and child should meet with the coach, both school principals, and the athletic director.
5. If no solution is reached, the parent and child shall appeal, in writing, to the superintendent of the school their child is enrolled in. The appeal shall also include the meetings that were held to try to remedy the situation. The superintendent will have ten (10) working days to respond to the complaint in writing.
6. If the parent is not satisfied with the response, they may appeal to the school board of the district their child is enrolled in. The Board will then hold an executive session with the parents, child, coach, the athletic director, both principals, and district superintendent at the next regular board meeting. The Board will then have ten (10) working days to respond to the hearing in writing.

### **Coaches Complaint Protocol:**

Complaints from coaches should be handled in the following manner:

1. Coach will meet with the Cooperative Athletic Director to discuss the complaint.
2. If no solution is reached, the coach will meet with both school principals and the athletic director.
3. If no solution is reached, the coach will meet with both superintendents, both school principals, and the athletic director.
4. If no solution is reached, the coach may appeal to the school board of the district that they are an employee of. The Board will then hold an executive session with the coach, athletic director, both principals, and both superintendents to discuss the complaint. The Board will then have ten (10) working days to respond to the hearing in writing.

**Letter Awards:**

It will be up to the head high school coach of each activity to develop their lettering policy. These rules need to be given to each participant and the Cooperative Athletic Director prior to the start of the season.

**Athletic Banquet:**

One athletic banquet will be held in the spring of each year. The location will alternate between the two schools. All ALC sports will be given time to be recognized and to hand out awards.

**Updates:**

The effectiveness of this agreement and the regulations contained within will be assessed once per year. Changes will be proposed and discussed during the Cooperative Advisory meeting that is conducted after the spring season. This agreement, and any changes made during the summer, will be approved at each district's August board meeting every year.



**GATE FEE FORM**

Level: Varsity JV JH

Sport: \_\_\_\_\_

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

<b>Bills</b>	<i>Indicate total \$ amount for each</i>
\$1's	
\$5's	
\$10's	
\$20's	
\$50's	
\$100's	
<b>Total</b>	

<b>Coin</b>	<i>Indicate total \$ amount for each</i>
Pennies	
Nickels	
Dimes	
Quarters	
Other	
<b>Total</b>	

Total Checks \_\_\_\_\_

**Grand Total** \_\_\_\_\_

\*\*\*\*\*

Ticket Seller (Printed): \_\_\_\_\_

Ticket Seller (Signatures): \_\_\_\_\_

Business Office (Printed): \_\_\_\_\_

Business Office (Signatures): \_\_\_\_\_

## **Athletic Director**

### **QUALIFICATIONS:**

Holds a current Nebraska Teaching Certificate  
Previous experience as a coach is desirable  
Administrative certificate preferred

### **REPORTS TO:**

Building Principal / Superintendent of District of Employment  
Superintendent of Cooperative District(s)

### **JOB GOAL:**

The Athletic Director will be responsible for the total athletic programs at the Arcadia Loup City Cooperative Junior and Senior High Schools.

### **PERFORMANCE RESPONSIBILITIES:**

1. Handles all correspondence and other liaison necessary to arrange, schedule and contract for all interscholastic athletic contests grades 7-12; this shall include but not be limited to:
  - a. Contracts in the scheduling of contests
  - b. Contracts for officials
  - c. Information sheets (schedules, rosters, etc.) to opposing teams
  - d. Getting eligibility lists to NSAA
2. Coordinates the hiring of all scorekeepers, timers, linesmen and other auxiliary personnel to hold athletic contests with the assistance of the Assistant Cooperative Athletic Director
3. Communicates and discusses aspects of the Cooperative regularly with the Assistant Cooperative Athletic Director
4. Seeks the input of the Assistant Cooperative Athletic Director on all aspects of the athletic programs
5. Is responsible for ensuring that all students from their school have met pre-practice requirements before the first practice.
6. Is in charge of crowd supervision at all home events
7. Is responsible for making sure an administrator is present at all away events
8. Is in charge of keeping the school calendar current as it pertains to athletics
9. Assists in the selection of coaches
10. Completes the evaluations of coaches, with the assistance of the Assistant Cooperative Athletic Director; evaluations are to be completed 14 days following the state event in that sport
11. Represents Arcadia and Loup City Public Schools at conference, area and state meetings involving interscholastic athletics
12. Serves as tournament director for any conference or district athletic events scheduled at Loup City or Arcadia
13. Helps close gym, field, etc., following an athletic event.
14. Helps secure police protection, medical aid and facilities for athletic events

15. Keeps an accurate record of all varsity athletic events from year to year
16. Assists in the evaluation of all aspects of the athletic program
17. Oversees and develop procedures for inventory, care, maintenance and storage of all athletic equipment and supplies
18. Handles all communication with and interpret NSAA rules and regulations in regard to athletics
19. Cooperates with the Superintendent and Principals in attending out-of-town contests as needed
20. Is responsible for securing change for the ticket takers at varsity athletic events at their school
21. Is responsible for having programs printed for athletic contests at their school
22. Arranges field and gym practice schedules
23. Schedules athletic staff meetings as the need arises
24. Is responsible for the operation and organization of the press box at their school
25. Supervises all radio and television broadcasts and the public address system
26. Has the authority to remove spectators from events and bar them from attending further activities.
27. Facilitates and coordinates with coaches and sponsoring agencies the annual athletic awards night
28. Attends Booster Club meetings as appropriate
29. All other district-related duties as assigned by supervisor

**ESSENTIAL FUNCTION:**

Regular and reliable attendance is an essential function of the job.

Regular and constant communication with Assistant Cooperative Athletic Director and Cooperative Superintendents is an essential function of the job.

**TERMS OF EMPLOYMENT:**

Terms of employment will be defined by a combination of Board policies and the negotiated agreement of the District of Employment.

**EVALUATION:**

The Athletic Director will be evaluated according to the information delineated on the job description and according to school policy. The evaluation will be conducted by the Arcadia and Loup City Superintendents.

## **Assistant Cooperative Athletic Director**

### **QUALIFICATIONS:**

1. Holds a current Nebraska Teaching Certificate
2. Previous experience as a coach is desirable
3. Administrative certificate preferred

### **REPORTS TO:**

Building Principal / Superintendent of District of Employment  
Superintendent of Cooperative District(s)

### **JOB GOAL:**

The Assistant Cooperative Athletic Director will be responsible for assisting the Cooperative Athletic Director with the total athletic programs at the Arcadia Loup City Cooperative Junior and Senior High Schools.

### **PERFORMANCE RESPONSIBILITIES:**

1. Assists with all correspondence and other liaison necessary to arrange, schedule and contract for all interscholastic athletic contests grades 7-12 as necessary or when requested by the Cooperative Athletic Director; this shall include but not be limited to:
  2. Contracts in the scheduling of contests
  3. Contracts for officials
  4. Information sheets (schedules, rosters, etc.) to opposing teams
  5. Getting eligibility lists to NSAA
6. Assists with the hiring of all scorekeepers, timers, linesmen and other auxiliary personnel to hold athletic contests
7. Communicates and discusses aspects of the Cooperative regularly with the Cooperative Athletic Director
8. Is responsible for ensuring that all students from their school have met pre-practice requirements before the first practice.
9. Assists with crowd supervision at all home events
10. Assists with keeping the school calendar current as it pertains to athletics
11. Assists in the selection of coaches
12. Assists in the evaluations of coaches; evaluations are to be completed 14 days following the state event in that sport
13. Represents Arcadia and Loup City Public Schools at conference, area and state meetings involving interscholastic athletics
14. Helps close gym, field, etc., following an athletic event
15. Helps secure police protection, medical aid and facilities for athletic events
16. Assists in keeping an accurate record of all varsity athletic events from year to year
17. Assists in the evaluation of all aspects of the athletic program
18. Assists in the oversight and development of procedures for inventory, care, maintenance and storage of all athletic equipment and supplies
19. Assists with all communication with and interpret NSAA rules and regulations in regard to athletics
20. Cooperates with the Cooperative Athletic Director, Superintendent and Principals in attending out-of-town contests as needed
21. Is responsible for securing change for the ticket takers at varsity athletic events at their school
22. Is responsible for having programs printed for athletic contests at their school
23. Assists with scheduling field and gym practice schedules
24. Schedules athletic staff meetings as the need arises

25. Is responsible for the operation and organization of the press box at their school
26. Supervises all radio and television broadcasts and the public address system at their school
27. Has the authority to remove spectators from events and bar them from attending further activities
28. Facilitates and coordinates with coaches and sponsoring agencies the annual athletic awards night
29. Attends Booster Club meetings as appropriate
30. All other district-related duties as assigned by supervisor

**ESSENTIAL FUNCTION:**

Regular and reliable attendance is an essential function of the job.

Regular and constant communication with Cooperative Athletic Director and Cooperative Superintendents is an essential function of the job.

**TERMS OF EMPLOYMENT:**

Terms of employment will be defined by a combination of Board policies and the negotiated agreement of the District of Employment.

**EVALUATION:**

The Athletic Director will be evaluated according to the information delineated on the job description and according to school policy. The evaluation will be conducted by the Arcadia and Loup City Superintendents.

## **Head Coach**

### **QUALIFICATIONS:**

1. Holds a current Nebraska Teaching Certificate
2. Has knowledge of adolescent young men and women and the ability to apply said knowledge
3. Has the ability to organize materials and people

### **REPORTS TO:**

Athletic Director

### **JOB GOAL:**

To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success; at the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

### **PERFORMANCE RESPONSIBILITIES:**

1. Is responsible for the total program of his/her respective sport
2. Is responsible for the public relations of his/her respective sport, including the reporting of game results.
3. Is responsible for attending a meeting with the Athletic Director prior to the first practice
4. Is responsible for turning in to the Athletic Director an inventory of all equipment under his/her responsibility within two weeks of the last contest
5. Is responsible for turning in to the Athletic Director a list of letter winners, varsity participants, and special awards within two weeks of the last contest
6. Is responsible for turning in to the Athletic Director the equipment requests for the following year within two weeks of the last contest
7. Is responsible for delegating specific duties and responsibilities to assistant coaches
8. Is responsible for securing all doors, lights, windows and locks before leaving the building and/or field after practice
9. Is responsible for checking the safety of equipment, grounds and floors on a weekly basis
10. Is responsible for the actions and conduct of the team when under his/her jurisdiction
11. Is responsible for attending a yearly NSAA rules meeting in his/her respective sport
12. Is responsible for developing a daily practice schedule
13. Is responsible for informing the Athletic Director of rules he/she establishes before they are implemented
14. Is responsible for knowing all rules, regulations and policies that affect his/her respective sport
15. All other district-related duties as assigned by supervisor

### **ESSENTIAL FUNCTION:**

Regular and reliable attendance is an essential function of the job.

### **TERMS OF EMPLOYMENT:**

Terms of employment will be defined by a combination of Board policies and the negotiated agreement by the District of Employment.

### **EVALUATION:**

The Head Coach will be evaluated according to the information delineated on the job description and according to school policy. The evaluation will be conducted by the Co-Op Athletic Director.

## **Assistant Coach**

### **QUALIFICATIONS:**

1. A current Nebraska Teaching Certificate is preferred
2. Has knowledge of adolescent young men and women and the ability to apply said knowledge
3. Has the ability to organize materials and people

### **REPORTS TO:**

Head Coach

### **JOB GOAL:**

To carry out the aims and objectives of the sport program as outlined by the Head Coach

### **PERFORMANCE RESPONSIBILITIES:**

1. Attends a meeting with the Athletic Director prior to the first practice
2. Assists the Head Coach in securing all doors, lights, windows and locks before leaving the building and/or field after practice and games
3. Is responsible for the actions and conduct of the team when under his/her jurisdiction
4. Has knowledge of all rules, regulations and policies that affect his/her respective sport
5. Assists the Head Coach in checking out equipment prior to the start of the season and in checking in and inventorying all equipment at the end of the season
6. Attends all games and practices, unless excused by the Head Coach
7. Assumes the duties of the Head Coach when the Head Coach is absent
8. Serves as the Head Coach for the Junior Varsity and Freshman teams
9. Assists the Head Coach during all varsity games
10. Carries out all other duties and responsibilities assigned by the Head Coach
11. All other district-related duties as assigned by supervisor

### **ESSENTIAL FUNCTION:**

Regular and reliable attendance is an essential function of the job.

### **TERMS OF EMPLOYMENT:**

Terms of employment will be defined by a combination of Board policies and the negotiated agreement of the District of Employment.

### **EVALUATION:**

The Assistant Coach will be evaluated according to the information delineated on the job description and according to school policy. The evaluation will be conducted by the Head Coach and the Athletic Director.

## **Volunteer Coach**

### **QUALIFICATIONS:**

1. Has knowledge of adolescent young men and women and the ability to apply said knowledge;
2. Has the ability to organize materials and people.

### **REPORTS TO:**

Head Coach

### **JOB GOAL:**

To carry out the aims and objectives of the sport program as outlined by the Head Coach

### **PERFORMANCE RESPONSIBILITIES:**

1. Attends a meeting with the Athletic Director prior to the first practice;
2. Assists the Head Coach in securing all doors, lights, windows and locks before leaving the building and/or field after practice and games;
3. Is responsible for the actions and conduct of the team when under his/her jurisdiction;
4. Has knowledge of all rules, regulations and policies that affect his/her respective sport;
5. Assists the Head Coach in checking out equipment prior to the start of the season and in checking in and inventorying all equipment at the end of the season;
6. Attends all games and practices, unless excused by the Head Coach;
7. Assists the Head Coach during all varsity games, and the assigned coach(es) for reserve level competition;
8. Will instruct/supervise practice drills that have been assigned by the Head Coach. These drills may not be changed or other drills initiated by the volunteer coach without the Head Coach's approval.
9. Carries out all other duties and responsibilities assigned by the Head Coach;
10. All other district-related duties as assigned by the supervisor.

### **ESSENTIAL FUNCTION:**

Regular and reliable attendance is an essential function of the job.

### **TERMS OF EMPLOYMENT:**

Terms of employment will be defined by a combination of Board policies and the negotiated agreement of the District of Employment.

### **EVALUATION:**

The Volunteer Coach will be evaluated according to the information delineated on the job description and according to school policy. The evaluation will be conducted by the Head Coach and the Athletic Director.

# Arcadia-Loup City Rebels

## Coaches Handbook



**2025-2026**

Revised June 3, 2022

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**Mission Statement:**

The purpose of the Arcadia-Loup City athletic cooperative is to provide a comprehensive and balanced athletic program that will provide more opportunities and experiences for our students that neither school may be able to provide individually.

**Statement of Philosophy:**

A comprehensive and balanced athletic program is an essential complement of the basic program of instruction. The athletic program should provide opportunities for students to further develop interests and talents in sports and other health-related areas. The opportunity for participation is a privilege that carries with it responsibilities to the school, to the sport, to the student body, to the communities, and to the students themselves.

While Arcadia-Loup City takes great pride in winning, it does not condone “winning at any cost” and discourages any and all pressures that might tend to neglect good sportsmanship and good mental health. Participation in these activities should provide many students with a lifetime basis for personal values, and for work and leisure activities.

The interscholastic athletic program shall be conducted in accordance with the existing School Board policies, rules, and regulation. At all times, the athletic program must be conducted in such a way so as to justify it as an educational activity. Athletics play an important part in helping an individual student develop a healthy self-concept as well as a healthy body. Athletics add to both schools’ spirit and help all students and spectators develop pride in their schools.

Every effort will be made to support the athletics programs with the best facilities, with the necessary equipment, and with the most qualified staff available. The ultimate goals of the sports should be:

1. To realize the value of participation including, but without overemphasizing, the importance of winning.
2. To develop and improve positive citizenship traits among the program’s participants.

**The Coach**

Since there is an outstanding tradition behind Arcadia-Loup City athletics, the coaches believe that they have the responsibility to give the communities the best teams possible every year. Arcadia-Loup City coaches are dedicated to this task, as they are well aware of the tradition that has been built over the years. Winning at the varsity level of competition will always be uppermost in every coach's mind.

Arcadia-Loup City coaches recognize the desirability of having every student experience the value of participating on an athletic team. In the Arcadia-Loup City athletic program on the junior high and reserve level of competition, the highest emphasis will be placed on participation, with winning the contest still being taken into account.

**Cooperative Information:**

- Official School Cooperative Name: Arcadia-Loup City
- Official Cooperative Mascot: Rebels
- Official Cooperative Colors: Red, Black, and White
- Official Fight Song: Forward Rebels

**Sports and Activities Included:**

The sports included in this cooperative agreement, at all levels 7-12, are:

- |                                 |                               |
|---------------------------------|-------------------------------|
| Football                        | Volleyball                    |
| Boys Cross Country              | Girls Cross Country           |
| Boys Golf (high school only)    | Girls Golf (high school only) |
| Boys Wrestling                  | Girls Wrestling               |
| Boys Basketball                 | Girls Basketball              |
| Boys Track & Field              | Girls Track & Field           |
| Cheerleading (high school only) |                               |

All other activities will be conducted by each individual district according to their policies and rules.

### **Beginning a New Sport**

Students may not check out equipment for one sport until all equipment and bills from the preceding sport have been cleared up. With the coach's permission, a student may come out for a sport any time prior to the first varsity contest. Special consideration will be given in case of an illness, injury, a transfer student, or a student starting school late.

### **Cheerleading:**

Cheerleading will be a co-op activity. The program will follow the outlined expectations:

1. Each school will provide a sponsor for cheerleading.
2. One sponsor will be named the head sponsor, and the other will be the assistant.
3. Tryouts will not be required. Squad members will be asked to participate in a clinic in lieu of tryouts.
4. The cheer team will consist of any student interested in participating with no expectation that a certain number has to come from either school.
5. The purchase of uniforms will be the Cheerleader's responsibility and will not exceed \$300.
6. A cheerleading account in the Cooperative Activity Fund will be established.

### **Coaching Positions:**

1. The Cooperative Athletic Director will be in charge of recommending candidates for each coaching position. Input will be sought from the Assistant Athletic Director. Input from the superintendents, principals, and established head coaches will be up to the AD's discretion.
2. Full job descriptions for all coaching positions are available in the Coaches Handbook. Head coaches will be evaluated at the conclusion of each season with input from the Cooperative Athletic Director, Assistant Athletic Director and also an administrator. In the event the Athletic Director is not a certificated administrator the meeting will be conducted by a certified building administrator.
3. Coaches will not be required to submit an application each year. If there is sufficient cause to open a coaching position, the coach will be asked to submit a new application.
4. Each sport will have one (1) head coach at the high school level and one (1) head coach at the junior high level.
5. Each district will decide how many coaches they will pay and what the pay for those coaches will be, in accordance with their local negotiated agreements. The cost for coaches will not be considered a cooperative expense.

### **Coaching Expectations:**

In addition to the expectations stated in the job descriptions, the Cooperative Advisory Committee expects the following from all of the coaches:

1. To be upstanding, ethical, and moral individuals that set the example of sportsmanship for all of our students.
2. To develop practice schedules ahead of time and keep them on file.
3. To communicate effectively with the Boards, administration, staff, students, parents, and communities from both districts.
4. To promote all activities at both districts, along with their own.
5. To understand that conflicts with other activities may arise and that we need to work together with other cooperative athletics and district activities to give all students a well-rounded educational experience.
6. To hold pre-season parent meetings to discuss expectations and rules.
7. To allow for equal opportunities for all students, regardless of the school they attend.

### **Coming Out Later After the Season Starts**

With the coach's permission, a student may come out for a sport any time prior to the first varsity contest. The athlete must remain out of all competition a number of practice days equal to the number of practices missed. This would be the minimum restriction before a student could participate, but individual coaches may be more restrictive. Special consideration will be given in cases of illness, injury, or a new student.

### **Communication**

Effective communication is vital to the success of this cooperative. The administration from both schools shall meet via telephone, DL equipment, or computer software on a weekly basis in order to discuss transportation, contests, coaches, or other issues as they might arise. The superintendents at each district are charged with keeping each other, their respective Boards, staff, and students, and their communities informed on anything concerning this cooperative.

### **Complaint Protocol**

Complaints from parents should be handled in the following manner:

1. Parents should encourage their child to meet with the coach if there is an issue/complaint. However, this meeting should not take place immediately following a contest.
2. If no solution is reached with that meeting, the parent and child should meet with the coach to discuss the issue/complaint. However, this should not take place immediately following a contest.
3. If no solution is reached, the parent and child should meet with the coach and the athletic director.
4. If no solution is reached, the parent and child should meet with the coach, both school principals, and the athletic director.
5. If no solution is reached, the parent and child shall appeal, in writing, to the superintendent of the school their child is enrolled in. The appeal shall also include the meetings that were held to try to remedy the situation. The superintendent will have ten (10) working days to respond to the complaint in writing.
6. If the parent is not satisfied with the response, they may appeal to the school board of the district their child is enrolled in. The Board will then hold an executive session with the parents, child, coach, the athletic director, both principals, and district superintendent at the next regular board meeting. The Board will then have ten (10) working days to respond to the hearing in writing.

Complaints from coaches should be handled in the following manner:

1. Coach will meet with the Cooperative Athletic Director to discuss the complaint.
2. If no solution is reached, the coach will meet with both school principals and the athletic director.
3. If no solution is reached, the coach will meet with both superintendents, both school principals, and the athletic director.
4. If no solution is reached, the coach may appeal to the school board of the district that they are an employee of. The Board will then hold an executive session with the coach, athletic director, both principals, and both superintendents to discuss the complaint. The Board will then have ten (10) working days to respond to the hearing in writing.

### **Cooperative Athletic Director:**

A cooperative athletic director will be hired to be the main contact for athletic purposes. This individual will be in charge of scheduling events, organizing contracts with schools, contracting officials, evaluating coaches, and recommending coaches for open positions. An Assistant Athletic Director from the other district will also be named. Job descriptions for the Cooperative Athletic Director and the Cooperative Assistant Athletic Director are in the Coaches Handbook. The host site principal will assist the Coop AD in finding workers needed for games, arranging for groups to run the concession stand, and making sure the facilities are ready for the game.

The Superintendents from both districts will be responsible for interviewing candidates for the Head and Assistant Athletic Director positions. The Superintendents will recommend candidates to be approved by both School Boards. The Superintendents will evaluate and meet with both the Head and Assistant Athletic Directors each school year, preferably

before the April Board Meeting. The evaluation will include a recommendation of employment for the upcoming school year. Recommendations for retention of these positions will be brought to both Boards during the April Board Meeting.

### **Dressing Room Guidelines**

Athletes will be under direct supervision of the coach in charge while dressing. An athlete must not linger in the dressing room, be rowdy, or endanger the safety of others. All cases of misconduct while dressing will be dealt with by the coach in charge.

Athletes should always respect the equipment and supplies in the training room. The coach's office and equipment rooms are off limits to all athletes except student managers.

Whenever possible a coach should be in the locker room when students are present. In order to provide security for athletes' property, keys should not be given to a student.

Horseplay in the locker room will not be tolerated. When no one is in the locker room the doors should be locked.

Coaches should never leave an athlete on the practice floor or field without supervision. Non-participating students are discouraged from being in the practice areas.

No coach may leave the building until all athletes under his/her supervision have left the building.

### **Equipment**

The Arcadia-Loup City athletic department tries to furnish the athlete with as much equipment as needed and feasible. We are confident that we have good equipment and our athletes are well protected.

All equipment will be checked out to individuals at the beginning of the season. The athlete will be responsible for any equipment checked out and should be prepared to pay the replacement cost if lost or checked in at the end of the season in unreasonable condition. The cost of replacement items may in some cases be double the original cost.

All checked-out equipment shall be turned into the respective coaching staff no later than five (5) days following the completion of that season. Equipment check-in should all be done for all team members at the same time, not piecemeal, athlete by athlete. If an athlete fails to check in the equipment at the designated time, he/she will be required to pay the replacement cost.

All such collections for lost and damaged equipment will be handled in the Coop Activities Director's office.

At no time should any athlete wear equipment checked out to him/her except for practices and contests.

An athlete may not check out equipment for another sport until all equipment and/or bills from the preceding sport have been cleared.

### **Facilities**

Each district certifies that they have adequate facilities to implement this cooperative and adequate insurance protection to cover all applicable provisions and situations that may arise from this cooperative.

All teams involved will be provided a locker room at each game. If the boys and girls teams have to share a locker room for double-headers, appropriate processes will be put in place to make sure students are allowed time to change before and after their game. A classroom will be made available for pre-game/halftime meetings as needed. The procedure for sharing locker rooms when home contests are at Arcadia are:

1. The locker rooms will be assigned by the Arcadia Activities Director a minimum of three (3) days prior to the game date and will communicate the locker room assignments to both programs AD's and coaches;
2. When the opposing team arrives at Arcadia, the Arcadia Activities Director will escort the teams to their assigned locker room;
3. The Arcadia Activities Director will, when communicating the locker room assignments to the programs Activities Director and coaches, emphasizing the following:
  - a. An adult coach from the team will be present to supervise the students while in the locker room, before and after the game;
  - b. No students will be allowed in the locker rooms without adult supervision;
  - c. The students will need to put their street clothes and other belongings in their travel bag for safekeeping;
  - d. The players of the game just ending are required to go to their assigned locker room, shower and change back to street clothes in a timely manner – the locker room should be cleared of the previous players before halftime of the following game. For example, the JV girls will need to be out of the locker room before halftime of the JV boys' game, and so on.

Facilities will be maintained and improved at the sole discretion of each individual school district.

### **Football Scheduling:**

This information is a historical record of extra home games and playoff games hosted by the ALC Co-op. This information shall be updated each year to reflect any additional football scheduling that has taken place.

#### *Extra Home Games:*

2018 – Loup City hosted 2 varsity games and Arcadia hosted 2 varsity games

2019 – Loup City hosted 2 games and Arcadia hosted 2 games.

**\*\*Loup City will host the next extra varsity game\*\***

#### *Home Playoff Games:*

2018- Loup City hosted Elm Creek, Arcadia hosted Burwell

2019- Loup City hosted Alma, Arcadia hosted Sutherland

2020- Loup City hosted Stanton

**\*\*Arcadia will host the next home playoff game regardless of opponent\*\***

### **Fundraisers:**

Any fundraisers, other than concession stands, conducted by a cooperative activity must be approved by the *Coop* Athletic Director & Building Principals before the fundraiser has begun. Coaches must indicate to the *Coop* Athletic Director what they plan to sell, what the money will be used for, and what expectations they have for the students involved.

### **Injuries**

In the event of an injury to an athlete immediate first aid will be rendered. In case of serious injury, the parents should be contacted at once and their advice or direction sought. Any treatment after first aid becomes the responsibility of the parents. If a student needs to be transported to a medical facility and the parents cannot be reached, a coach, or available adult should accompany the athlete until the parents arrive.

### **Language**

The use of profanity and/or verbally abusive language by our athletes and coaches will not be tolerated. The coaching staff will make every effort to see that the athlete's language is appropriate and will set a good example by not using inappropriate or abusive language themselves.

**Lettering Requirements**

The first time, and only the first time, that an individual letters in any varsity activity, he/she will be awarded a chenille letter. Each time the individual letters thereafter he/she will be awarded a letter certificate and bar. If the athlete quits the sport during the season, he/she forfeits the letter.

Football -

Volleyball –

Boys’ and Girls’ Cross Country –

Girls’ Golf -

Boys’ Basketball –

Girls’ Basketball –

Wrestling -

Boys and Girls Track –

Boys’ Golf –

**Media**

All coaches are responsible for calling in their scores.

HASTINGS TV Channel 4	1-877-655-4455	
LINCOLN TV Channel 10-11	1-800-593-1011	
KEARNEY TV Channel 13	1-800-657-2150	
ASSOCIATED PRESS/WISPREP	1-800-300-8340	
GRAND ISLAND INDEPENDENT		
OMAHA WORLD-HERALD	1-800-284-6397	FAX: 1-402-344-3343
LINCOLN JOURNAL STAR	1-800-742-7315	FAX: 1-402-473-7291

**Ordering:**

All ordering must be approved by the Cooperative Athletic Director, who will then place the order. Orders to be placed in excess of \$1,000 must be approved by both superintendents. All uniform purchases must be approved by both superintendents.

The Coop A.D. will meet with the fall season coaches at the completion of their season for inventory and ordering needs. Any orders will be placed by December 31 of that year. The Coop A.D. will meet with the winter season coaches at the completion of their season for inventory and ordering needs. Any orders will be placed by April 1 of that year. The Coop A.D. will meet with the spring season coaches at the completion of their season for inventory and ordering needs. Any orders will be placed by June 1 of that year.

**Overnight Trips:**

Coaches will be expected to provide the Coop Athletic Director with an itinerary for all overnight trips at least three (3) days prior to departure. The itinerary will include the following: Departure date and time, hotel information, meal plans/schedules, performance schedules, and potential arrival times. The itinerary must be approved by the Coop Athletic Director before departure and should be shared with both superintendents, building principals, and parents of participating students. Out of

state trips/camps need to be approved by both boards beforehand. When meals are provided to participants and coaches the limit will be \$10 per person and a receipt for purchases is required, school districts will provide a method of payment.

The coaches/sponsors of an activity involved in an overnight trip have the sole responsibility for the supervision of the students who are involved in that activity. Questions that may arise would need to proceed up the chain-of-command – meaning to the Coop AD, then both superintendents.

### **Physical/Rules/Consent Forms**

It is strongly recommended that the parents carry accident insurance. The head coach of each sport should encourage his/her athletes to check with his/her parents to see if they have accident insurance. A consent and acknowledgment of the awareness of rules and regulations form is to be signed by a parent and the athlete. It is the head coach's responsibility to see that each athlete turns in this form and physical card. Coaches will keep records and give them to the A.D. to be kept on file. Athletes are not allowed to compete if these forms are not signed and turned into the coach.

All athletes must meet the following requirements before they begin practice:

1. Return a signed physical card to the head coach.
2. Return the sheet to the Athletic Handbook, signed by the athlete and his/her parents, covering the following:
  - a. Parent's agreement to athletes guidelines, as outlined in the handbook.
  - b. Parent's consent to travel and procurement of medical attention, if necessary
  - c. Parent's understanding of responsibility of insurance coverage.
  - d. Parent's understanding of the possibility of athletic injury.
  - e. Athlete's agreement to athletic guidelines, as outlined in the handbook.
  - f. Parent's (at least one) attendance at the pre-season meeting.

### **Practice and Game Schedules:**

1. The Cooperative Athletic Director is in charge of making the schedule for all sports, including the paperwork needed to conduct these events. The Cooperative Athletic Director will work with the Assistant Athletic Director to determine which school will host the home events for each sport. Arcadia will host one (1) home JV/Varsity basketball game each year.
2. The location of the visiting team and their expected attendance will be considered when determining location of games.
3. The small gym in Arcadia will only be used for coop activities of low intensity with supervision. Coop games and full court practices in the Arcadia small gym will not be held.
4. Tournaments, triangulars, and double headers held on the same day will count as one contest for the sake of this agreement.
5. If one district does not have any participants in a given activity, all home games and practices will be at the other district.
6. In the fall season, practices will be distributed based on the percentage of participants from each school at the beginning of the 3<sup>rd</sup> week of practice. If a school does not have at least 20% of the participants then all practices will be in the school with the larger percentage with only one (1) practice prior to a home game being at the other site.
7. For basketball, a three-gym rotation will be used. The three gyms include both gyms at Loup City, and the new gym in Arcadia.
8. The Rebel Volleyball Tournament and Rebel Wrestling Duals will be held in Loup City. The Junior High Rebel Volleyball Tournament will be held in Arcadia.
9. Attempts will be made to include at least one high school wrestling meet at Arcadia, depending on interest from other schools. The wrestling triangular with Broken Bow and Wood River can continue to be held in the Arcadia small gym on its rotation.
10. All home track and field, cross country, and golf meets/invites will be held in Loup City. Attempts will be made to conduct a Junior High, JV, or Varsity Cross Country Meet in Arcadia.
11. All Conference meets/invites will be held in Loup City.
12. All volleyball triangular matches that include JV contests will be held in Loup City.
13. If the Varsity Football schedule cycle includes nine (9) total home games over two years, the schools will host the additional game on a rotating basis.

14. The Co-op Athletic Director, with the input from head coaches, will produce a practice schedule before the beginning of the season. This practice schedule will be subject to change on short notice.
15. Practices will last no longer than two hours, with the exception of the first week of practices. All practices will be completed no later than 6:15 pm. Wednesday practices will be completed by 5:30 pm.
16. No practices will be held during the school day without prior approval from the Co-Op Athletic Director and both Superintendents.

### **Program Information**

Program information should be given to the A.D. two weeks after the first practice. Information should include: Student's name, uniform number (light/dark), grade, height, weight (if appropriate), and student manager's names.

### **School Dismissed Because of Bad Weather**

When either school is dismissed for all or part of the day due to bad weather, there will be no practices that day.

### **Student Participation:**

All students from Arcadia and Loup City are strongly encouraged to participate in cooperative athletics. The following expectations should be taken into account for all students:

1. All students will be given an equal opportunity to participate.
2. All students at the junior high level will be allowed to participate at each game/contest. The junior high coaches should strive for equal time as much as possible for all students.
3. All students participating in the sub-varsity levels in high school (C/JV) shall be given opportunities to participate during games/events, but may not get equal time and may not get to participate in every game/event. Coaches shall strive to provide guidance and equal opportunities in practice for athletes to increase their game time throughout the season.
4. All students participating at the varsity level shall be given equal opportunities to earn participation time during games/events, but may not get equal time. Coaches shall strive to provide guidance and equal opportunities in practice for athletes to increase their chances at game time throughout the season.
5. As a general rule, seniors will not be allowed to participate on reserve teams. Exceptions to this rule may be made if the coach involved will justify in writing to the Coop A.D. the reasons for the senior playing on the reserve team. The coach and the Coop A.D. will make the final decision.
6. The Arcadia-Loup City Cooperative will use a "no cut" policy for all student activities.

### **Transportation:**

1. All transportation costs for practices, home games held at the other school, and away games will be split between both districts as evenly as possible.
2. All safety and capacity regulations will be followed at all times by both schools.
3. Transportation for away games and events will be scheduled by the Cooperative Athletic Director. All other transportation (to and from practices, to and from games held at the other school, etc.) will be organized by the individual school's Athletic Director.
4. All students will be transported via bus or school vehicle to and from the schools for practice, home games held at the other school, away games, and team camps. With prior building administrative approval, students may drive themselves to practice at the other site. This could be allowed if the student needs to drive themselves due to medical appointments, funerals, or other extenuating circumstances. Under no circumstances shall a student be able to drive another student, other than a sibling, to a practice.
5. Practices at the golf course and athletic complex will be set for a specific time and it will be up to the students to make it to practices on time. Coaches may set expectations for running/walking to practices if they choose. Coaches may be asked to transport students to practices or games.
6. Teams may stay overnight at the discretion of both Superintendents, the Cooperative Athletic Director, and the Assistant Athletic Director. Generally, teams will not be allowed to stay during the regular season unless they would have to leave before 5:00 a.m., or would return after 1:00 a.m. the day of the contest.

### **Updates:**

The effectiveness of this handbook and the regulations contained within will be assessed once per year. Changes will be proposed and discussed during the Cooperative Advisory meeting that is conducted after the spring season. This handbook, and any changes made during the summer, will be approved by no later than each district's August board meeting every year.

## **Athletic Director**

### **QUALIFICATIONS:**

Holds a current Nebraska Teaching Certificate  
Previous experience as a coach is desirable  
Administrative certificate preferred

### **REPORTS TO:**

Building Principal / Superintendent of District of Employment  
Superintendent of Cooperative District(s)

### **JOB GOAL:**

The Athletic Director will be responsible for the total athletic programs at the Arcadia Loup City Cooperative Junior and Senior High Schools.

### **PERFORMANCE RESPONSIBILITIES:**

1. Handles all correspondence and other liaison necessary to arrange, schedule and contract for all interscholastic athletic contests grades 7-12; this shall include but not be limited to:
  - a. Contracts in the scheduling of contests
  - b. Contracts for officials
  - c. Information sheets (schedules, rosters, etc.) to opposing teams
  - d. Getting eligibility lists to NSAA
2. Coordinates the hiring of all scorekeepers, timers, linesmen and other auxiliary personnel to hold athletic contests with the assistance of the Assistant Cooperative Athletic Director
3. Communicates and discusses aspects of the Cooperative regularly with the Assistant Cooperative Athletic Director
4. Seeks the input of the Assistant Cooperative Athletic Director on all aspects of the athletic programs
5. Is responsible for ensuring that all students from their school have met pre-practice requirements before the first practice.
6. Is in charge of crowd supervision at all home events
7. Is responsible for making sure an administrator is present at all away events
8. Is in charge of keeping the school calendar current as it pertains to athletics
9. Assists in the selection of coaches
10. Completes the evaluations of coaches, with the assistance of the Assistant Cooperative Athletic Director; evaluations are to be completed 14 days following the state event in that sport
11. Represents Arcadia and Loup City Public Schools at conference, area and state meetings involving interscholastic athletics
12. Serves as tournament director for any conference or district athletic events scheduled at Loup City or Arcadia
13. Helps close gym, field, etc., following an athletic event
14. Helps secure police protection, medical aid and facilities for athletic events
15. Keeps an accurate record of all varsity athletic events from year to year
16. Assists in the evaluation of all aspects of the athletic program
17. Oversees and develop procedures for inventory, care, maintenance and storage of all athletic equipment and supplies
18. Handles all communication with and interpret NSAA rules and regulations in regard to athletics
19. Cooperates with the Superintendent and Principals in attending out-of-town contests as needed
20. Is responsible for securing change for the ticket takers at varsity athletic events at their school
21. Is responsible for having programs printed for athletic contests at their school
22. Arranges field and gym practice schedules
23. Schedules athletic staff meetings as the need arises
24. Is responsible for the operation and organization of the press box at their school
25. Supervises all radio and television broadcasts and the public address system

26. Has the authority to remove spectators from events and bar them from attending further activities.
27. Facilitates and coordinates with coaches and sponsoring agencies the annual athletic awards night
28. Attends Booster Club meetings as appropriate
29. All other district-related duties as assigned by supervisor

**ESSENTIAL FUNCTION:**

Regular and reliable attendance is an essential function of the job.

Regular and constant communication with Assistant Cooperative Athletic Director and Cooperative Superintendents is an essential function of the job.

**TERMS OF EMPLOYMENT:**

Terms of employment will be defined by a combination of Board policies and the negotiated agreement of the District of Employment.

**EVALUATION:**

The Athletic Director will be evaluated according to the information delineated on the job description and according to school policy. The evaluation will be conducted by the Arcadia and Loup City Superintendents.

**Assistant Cooperative Athletic Director**

**QUALIFICATIONS:**

1. Holds a current Nebraska Teaching Certificate
2. Previous experience as a coach is desirable
3. Administrative certificate preferred

**REPORTS TO:**

Building Principal / Superintendent of District of Employment  
Superintendent of Cooperative District(s)

**JOB GOAL:**

The Assistant Cooperative Athletic Director will be responsible for assisting the Cooperative Athletic Director with the total athletic programs at the Arcadia Loup City Cooperative Junior and Senior High Schools.

**PERFORMANCE RESPONSIBILITIES:**

1. Assists with all correspondence and other liaison necessary to arrange, schedule and contract for all interscholastic athletic contests grades 7-12 as necessary or when requested by the Cooperative Athletic Director; this shall include but not be limited to:
  2. Contracts in the scheduling of contests
  3. Contracts for officials
  4. Information sheets (schedules, rosters, etc.) to opposing teams
  5. Getting eligibility lists to NSAA
6. Assists with the hiring of all scorekeepers, timers, linesmen and other auxiliary personnel to hold athletic contests
7. Communicates and discusses aspects of the Cooperative regularly with the Cooperative Athletic Director
8. Is responsible for ensuring that all students from their school have met pre-practice requirements before the first practice.
9. Assists with crowd supervision at all home events
10. Assists with keeping the school calendar current as it pertains to athletics
11. Assists in the selection of coaches
12. Assists in the evaluations of coaches; evaluations are to be completed 14 days following the state event in that sport
13. Represents Arcadia and Loup City Public Schools at conference, area and state meetings involving interscholastic athletics

14. Helps close gym, field, etc., following an athletic event
15. Helps secure police protection, medical aid and facilities for athletic events
16. Assists in keeping an accurate record of all varsity athletic events from year to year
17. Assists in the evaluation of all aspects of the athletic program
18. Assists in the oversight and development of procedures for inventory, care, maintenance and storage of all athletic equipment and supplies
19. Assists with all communication with and interpret NSAA rules and regulations in regard to athletics
20. Cooperates with the Cooperative Athletic Director, Superintendent and Principals in attending out-of-town contests as needed
21. Is responsible for securing change for the ticket takers at varsity athletic events at their school
22. Is responsible for having programs printed for athletic contests at their school
23. Assists with scheduling field and gym practice schedules
24. Schedules athletic staff meetings as the need arises
25. Is responsible for the operation and organization of the press box at their school
26. Supervises all radio and television broadcasts and the public address system at their school
27. Has the authority to remove spectators from events and bar them from attending further activities
28. Facilitates and coordinates with coaches and sponsoring agencies the annual athletic awards night
29. Attends Booster Club meetings as appropriate
30. All other district-related duties as assigned by supervisor

**ESSENTIAL FUNCTION:**

Regular and reliable attendance is an essential function of the job.

Regular and constant communication with Cooperative Athletic Director and Cooperative Superintendents is an essential function of the job.

**TERMS OF EMPLOYMENT:**

Terms of employment will be defined by a combination of Board policies and the negotiated agreement of the District of Employment.

**EVALUATION:**

The Athletic Director will be evaluated according to the information delineated on the job description and according to school policy. The evaluation will be conducted by the Arcadia and Loup City Superintendents.

**Head Coach**

**QUALIFICATIONS:**

1. Holds a current Nebraska Teaching Certificate
2. Has knowledge of adolescent young men and women and the ability to apply said knowledge
3. Has the ability to organize materials and people

**REPORTS TO:**

Athletic Director

**JOB GOAL:**

To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success; at the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

**PERFORMANCE RESPONSIBILITIES:**

1. Is responsible for the total program of his/her respective sport
2. Is responsible for the public relations of his/her respective sport, including the reporting of game results.

3. Is responsible for attending a meeting with the Athletic Director prior to the first practice
4. Is responsible for turning in to the Athletic Director an inventory of all equipment under his/her responsibility within two weeks of the last contest
5. Is responsible for turning in to the Athletic Director a list of letter winners, varsity participants, and special awards within two weeks of the last contest
6. Is responsible for turning in to the Athletic Director the equipment requests for the following year within two weeks of the last contest
7. Is responsible for delegating specific duties and responsibilities to assistant coaches
8. Is responsible for securing all doors, lights, windows and locks before leaving the building and/or field after practice
9. Is responsible for checking the safety of equipment, grounds and floors on a weekly basis
10. Is responsible for the actions and conduct of the team when under his/her jurisdiction
11. Is responsible for attending a yearly NSAA rules meeting in his/her respective sport
12. Is responsible for developing a daily practice schedule
13. Is responsible for informing the Athletic Director of rules he/she establishes before they are implemented
14. Is responsible for knowing all rules, regulations and policies that affect his/her respective sport
15. All other district-related duties as assigned by supervisor

**ESSENTIAL FUNCTION:**

Regular and reliable attendance is an essential function of the job.

**TERMS OF EMPLOYMENT:**

Terms of employment will be defined by a combination of Board policies and the negotiated agreement by the District of Employment.

**EVALUATION:**

The Head Coach will be evaluated according to the information delineated on the job description and according to school policy. The evaluation will be conducted by the Co-Op Athletic Director.

**Assistant Coach**

**QUALIFICATIONS:**

1. A current Nebraska Teaching Certificate is preferred
2. Has knowledge of adolescent young men and women and the ability to apply said knowledge
3. Has the ability to organize materials and people

**REPORTS TO:**

Head Coach

**JOB GOAL:**

To carry out the aims and objectives of the sport program as outlined by the Head Coach

**PERFORMANCE RESPONSIBILITIES:**

1. Attends a meeting with the Athletic Director prior to the first practice
2. Assists the Head Coach in securing all doors, lights, windows and locks before leaving the building and/or field after practice and games
3. Is responsible for the actions and conduct of the team when under his/her jurisdiction
4. Has knowledge of all rules, regulations and policies that affect his/her respective sport
5. Assists the Head Coach in checking out equipment prior to the start of the season and in checking in and inventorying all equipment at the end of the season
6. Attends all games and practices, unless excused by the Head Coach
7. Assumes the duties of the Head Coach when the Head Coach is absent
8. Serves as the Head Coach for the Junior Varsity and Freshman teams
9. Assists the Head Coach during all varsity games
10. Carries out all other duties and responsibilities assigned by the Head Coach

11. All other district-related duties as assigned by supervisor

**ESSENTIAL FUNCTION:**

Regular and reliable attendance is an essential function of the job.

**TERMS OF EMPLOYMENT:**

Terms of employment will be defined by a combination of Board policies and the negotiated agreement of the District of Employment.

**EVALUATION:**

The Assistant Coach will be evaluated according to the information delineated on the job description and according to school policy. The evaluation will be conducted by the Head Coach and the Athletic Director.