Wilcox-Hildreth Public School
Board of Education Regular Meeting
Monday, July 20, 2020
High School Media Center - 8:00 PM

1. Call to Order. Roll Call

2. Announce location of posted Open Meetings Act

3. Open Student Fees Hearing (Policy #5045). As per Nebraska Rev. Stat. 79-2-134

    3.A. Comments from the audience

4. Open Parent Involvement Hearing (Policy 5018) as per Nebraska Rev. Stat. 79-533, and review the District Title I Parent and Family Engagement Policy #5057.

    4.A. Comments from the audience

5. Consent Agenda

    5.A. Approval of Agenda

    5.B. Approval of minutes of Regular June 15, 2020 Board Meeting

    5.C. Approval of Claims

5.D. Financial Report

6. Visitors and communication from the public

7. Action Items

7.A. Discuss, Consider and take all necessary action to pay BD Construction $430,272.40

7.B. Discuss, Consider and take all necessary action to approve board policy updates to policy numbers 2002, 3039, 3046, 3056, 4003, 5016, 5035, 5054, 6020, 6021, 6033.

7.C. Discuss, Consider and take all necessary action to approve the employee handbook for the 2020-2021 school year.

7.D. Discuss, Consider and take all necessary action to approve the student handbook for the 2020-2021 school year.

7.E. Discuss, Consider and take all necessary action to approve a contract with First National Capital Markets for $2,500.00.

8. Discussion Items

8.A. Construction Updates

8.B. Land Valuation

8.C. Discuss the Wilcox-Hildreth Reopening Plan (Draft)

9. Administrator Report

9.A. Superintendent Report

9.B. Principal Report

10. Next Board Meeting: 8:00 P.M. Monday, August 17, 2020 in the Wilcox Board Room

11. Adjourn

# 5018
# Parent and Guardian Involvement In Education Practices

The school district recognizes the importance of parental and guardian involvement in the education of their children. The school district will take the following steps to ensure that the rights of parents and guardians to participate in the education of their children are preserved.

1. Parents/Guardians will be provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district upon request.

    a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
    b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.
    c. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide NeSA assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.

2. Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.

    a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.

b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.

3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.

   a. Building principals may excuse a student from any single school experience at the parent's written request.

   b. When appropriate, alternative experiences will be provided for the student by the school.

4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.

5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.

6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.

   a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.

   b. State Assessments

The District cannot approve requests to opt out of state assessments. Approval of such requests is contrary to state law.

   c. National Assessment of Educational Progress

As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and

effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

The District shall provide parents/guardians of eligible students with reasonable notice prior to the exam being administered. Parents/guardians wishing to opt their students out of the NAEP assessment must notify the district in writing at least three days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

7. Parents/guardians will be notified of their right to remove their children from surveys prior to district participation in surveys.

   a. The principal must approve all surveys intended to gather information from students before they are administered to students.

   b. Students' participation in surveys is voluntary. Parents/guardians may restrict their child from participating in any survey.

Adopted on: December 17, 2018
Revised on: _____
Reviewed on: _____

Wilcox-Hildreth Public School
Board of Education Regular Meeting
Monday, June 15, 2020
Electronic Meeting - 7:00 AM

1. Call to Order. Roll Call

2. Announce location of posted Open Meetings Act

3. Consent Agenda

   3.A. Approval of Agenda

   3.B. Approval of minutes of Regular May 18, 2020 Board Meeting

   3.C. Approval of Claims

   3.D. Financial Report

4. Visitors and communication from the public

5. Action Items

   5.A. Discuss, Consider and take all necessary action to approve the payment of $441,740.21 to BD Construction

   5.B. Discuss, Consider and take all necessary action to review and approve board policy #5054 Student Bullying.

   5.C. Discuss, Consider and take all necessary action to approve non-certified wages for the 2020-2021 academic year.

6. Discussion Items

   6.A. Construction Updates

   6.B. Hearings during the July BOE meeting

6.C. Board Policy Updates

7. Administrator Report

7.A. Superintendent Report

Principal Report

Mr. Lovin reported on the following items:
1. Summer school began on June 1st for elementary and high school students.
2. Summer weight room has been open for two weeks and following guidelines on disinfecting equipment. All students also have their temperature taken upon arrival at the building.
4. Sport-specific drills are allowed now in volleyball and cross country. Football, basketball, and wrestling may begin Thursday, June 18th. Students can do individual workouts with no physical contact with others, no sharing of equipent, and no grouping.

Mrs. Simmons reported on the following:
1. Professional development plans and strategies continue to develop in order to support our School Improvement Goal - All students will improve writing and language usage skills across all curricular areas.

2. The Community for Kids core team met on June 2. Justin and Kelly submitted the grant and has been approved. The school will be the group's fiscal agent. The group will be creating plans to develop a name for the organization and a survey will be developed and sent out to the community members to receive feedback on quality childcare in the are.

8. Next Board Meeting: Will be held on July 20, 2020 at 8:00 P.M. in the Wilcox Media Center.

9. Adjourn

| Vendor Name | Invoice Number | Description | Amount |
|---|---|---|---|
| Checking Account ID 1 | Fund Number 01 | GENERAL FUND | |
| ASK Supply Company, LLC | 21499 | Utility Cart/Shelving Kit/Table Utility | 1,016.65 |
| Total ASK Supply Company, LLC | | | 1,016.65 |
| Awards Unlimited Inc | 46652 | Band & Choir | 64.74 |
| Total Awards Unlimited Inc | | | 64.74 |
| B2 Enviromental Inc | 24579 | Post-Asbestos PCM Air Clearance | 850.00 |
| Total B2 Enviromental Inc | | | 850.00 |
| BD Construction, Inc. | 399453 | Wilcox Reno Draw #10 | 45,849.11 |
| Total BD Construction, Inc. | | | 45,849.11 |
| Benjamin's Landscaping | 8704 | Sprinkler Service Fee | 82.12 |
| Total Benjamin's Landscaping | | | 82.12 |
| Black Hills Energy | 4456237296-0013 | 613 Nelson Street | 224.93 |
| Black Hills Energy | 4694971507-0013 | 102 N Stockton Street | 422.82 |
| Black Hills Energy | 5673345098-0012 | 208 Stockton Street | 21.27 |
| Black Hills Energy | 8027394935-0014 | 404 E Sapp Street | 48.76 |
| Total Black Hills Energy | | | 717.78 |
| Blick Art Materials | 3948791 | Quote#: QBP2633-19<br>K-12 Art Supplies | 1,960.54 |
| Total Blick Art Materials | | | 1,960.54 |
| Builders How To Warehouse | 1161123 | Minwax brush & Polyurethane | 11.98 |
| Total Builders How To Warehouse | | | 11.98 |
| Canon Financial Services, Inc. | 21559207-0001 | Copy Machine Lease 5/1 & 6/1 | 1,082.50 |
| Total Canon Financial Services, Inc. | | | 1,082.50 |
| CCS Presentation Systems | IN001654 | Covid HDMI Cable S & H | 1,399.72 |
| Total CCS Presentation Systems | | | 1,399.72 |
| Cengage Learning | 70783906 | Accounting and Info Tech Books /Lic | 722.93 |
| Total Cengage Learning | | | 722.93 |
| Charter Communications, VI, LLC | GI07072020 | Reroute Fiber to Comm Room of new addi. | 2,033.85 |
| Total Charter Communications, VI, LLC | | | 2,033.85 |
| City of Holdrege | 01-367628 | Disposal of trash | 30.11 |
| City of Holdrege | 01-367647 | Disposal of Trash | 21.18 |
| City of Holdrege | 367628 | Disposal Fee | 30.11 |
| City of Holdrege | 367647 | Disposal of Trash | 21.18 |
| Total City of Holdrege | | | 102.58 |
| Classic Spa & Tub Co. | 182909-1 | Pool Chemicals | 263.07 |
| Classic Spa & Tub Co. | 182911-1 | Pool Chemicals | 220.51 |
| Classic Spa & Tub Co. | 183411-1 | Pool Chemicals | 261.86 |
| Total Classic Spa & Tub Co. | | | 745.44 |
| Cobra-Midwest | 080920 | Pool Chlorine | 2,545.08 |

| Vendor Name | Invoice Number | Description | Amount |
|---|---|---|---|
| Total Cobra-Midwest | | | 2,545.08 |
| Companion Corporation | 115984 | Subscription | 1,401.00 |
| Total Companion Corporation | | | 1,401.00 |
| Computer Hardware | 133327 | Replace logic board | 550.00 |
| Computer Hardware | 133329 | Replace Trackpad | 175.00 |
| Total Computer Hardware | | | 725.00 |
| Cooperative Producers Inc | June2020Invoices | Fuel & Chemicals | 446.13 |
| Total Cooperative Producers Inc | | | 446.13 |
| DAS State Accounting-Central Finance | 1222415-0001 | May 2020 | 229.32 |
| DAS State Accounting-Central Finance | 1226464-0001 | June 2020 | 229.32 |
| Total DAS State Accounting-Central Finance | | | 458.64 |
| Double D Cleaners | 16959 | Grad Banner Cleaning | 33.60 |
| Double D Cleaners | WIL061120 | Band Uniform Cleaning - 17; 1 drum major | 354.50 |
| Total Double D Cleaners | | | 388.10 |
| Eakes Office Solutions | 8043779-0 | Bookkeeper Supplies | 27.17 |
| Eakes Office Solutions | 8044142-0 | Tape | 20.42 |
| Eakes Office Solutions | 8053022-0 | Julie Supplies | 105.63 |
| Eakes Office Solutions | 8056683-0 | MS sped | 103.49 |
| Eakes Office Solutions | 8061359-0 | Julie Supplies | 69.48 |
| Total Eakes Office Solutions | | | 326.19 |
| Educational Service Unit 9 | May2020 | Vision Services | 101.85 |
| Total Educational Service Unit 9 | | | 101.85 |
| EPS Educators Publishing Service | 202501718081 | Student supplies | 41.40 |
| EPS Educators Publishing Service | 208125249157 | Student supplies | 39.48 |
| Total EPS Educators Publishing Service | | | 80.88 |
| Esu #10 | 19251-1 | Leadership Conf. | 25.00 |
| Total Esu #10 | | | 25.00 |
| ESU #11 | 3770 | IXL/E-Rate Application/AmazonOrders | 2,620.90 |
| Total ESU #11 | | | 2,620.90 |
| ESU Coordinating Council | COOP001347 | License | 285.00 |
| ESU Coordinating Council | COOP001347-2 | License | 285.00 |
| Total ESU Coordinating Council | | | 570.00 |
| Follett School Solutions, Inc. | 703448A | Library Books | 1,164.45 |
| Follett School Solutions, Inc. | 703448B | Library Books | 471.80 |
| Follett School Solutions, Inc. | 703448F | Library Books | 35.10 |
| Follett School Solutions, Inc. | 703452A | Library Books | 1,658.11 |
| Follett School Solutions, Inc. | 703452B | Library Books | 349.94 |
| Follett School Solutions, Inc. | 703452F | Library Books | 241.10 |
| Follett School Solutions, Inc. | 703454 | Library Books | 44.97 |
| Follett School Solutions, Inc. | 703454A | Library Books | 2,564.69 |
| Follett School Solutions, Inc. | 703454B | Library Books | 45.42 |
| Total Follett School Solutions, Inc. | | | 6,575.58 |

| Vendor Name | Invoice Number | Description | Amount |
|---|---|---|---|
| Franklin County Chronicle | June2020 | June Notices | 105.35 |
| Total Franklin County Chronicle | | | 105.35 |
| Fritz's Market | June2020 GF Invoices | June 2020 GF Invoices | 46.50 |
| Total Fritz's Market | | | 46.50 |
| Frontier | 3081880193-0013 | Hildreth Site Phone Charges | 413.64 |
| Total Frontier | | | 413.64 |
| Graphic Arts Shop | 0039995 | Envelopes | 470.00 |
| Total Graphic Arts Shop | | | 470.00 |
| Great Plains Asbestos Control, Inc. | 2831-01 | Asbestos Abatement | 5,900.00 |
| Total Great Plains Asbestos Control, Inc. | | | 5,900.00 |
| Great Plains Communications | 50365-0006 | Wilcox Site Phone Bill | 286.00 |
| Total Great Plains Communications | | | 286.00 |
| Henderson, Richard | Phone Allo-0005 | Monthly Phone Allowance | 50.00 |
| Total Henderson, Richard | | | 50.00 |
| Holdrege Daily Citizen | RenewalWilcoxSite | Subscription | 75.00 |
| Total Holdrege Daily Citizen | | | 75.00 |
| Home Depot Pro , The | 554669754 | Gasket-Handle | 48.86 |
| Home Depot Pro , The | 557921343 | Custodial Supplies | 498.82 |
| Total Home Depot Pro , The | | | 547.68 |
| Houghton-Mifflin-Harcourt | 954839477 | US Government 9-12 | 2,250.00 |
| Houghton-Mifflin-Harcourt | 954839943 | American History Recon to Present 9-12 | 2,250.00 |
| Houghton-Mifflin-Harcourt | 954839949 | Global Geography 9-12 | 2,250.00 |
| Houghton-Mifflin-Harcourt | 954841038 | World History Survey 9-12 | 2,250.00 |
| Houghton-Mifflin-Harcourt | 954842588 | American History Recon to Present 9-12 | 1,335.45 |
| Houghton-Mifflin-Harcourt | 954842589 | US History Beg to 1877 Grades 6-8 | 1,774.63 |
| Houghton-Mifflin-Harcourt | 954842590 | World Civilization 6-8 | 1,868.22 |
| Houghton-Mifflin-Harcourt | 954842591 | US Government 9-12 | 775.77 |
| Houghton-Mifflin-Harcourt | 954842647 | Global Geography 9-12 | 1,228.54 |
| Houghton-Mifflin-Harcourt | 954843051 | World History Survey 9-12 | 1,388.77 |
| Total Houghton-Mifflin-Harcourt | | | 17,371.38 |
| JourneyEd.com, Inc. | 10380286 | Adobe K-12 Licenses | 500.00 |
| Total JourneyEd.com, Inc. | | | 500.00 |
| KSB School Law | 8301 | Various Call with Superintendent | 947.50 |
| Total KSB School Law | | | 947.50 |
| Latter Repair & Irrigation, Inc. | 19305-2 | Lawn Mower Accessory | 137.28 |
| Latter Repair & Irrigation, Inc. | 19516 | Spark Plug | 3.87 |
| Latter Repair & Irrigation, Inc. | 19574 | Bagger | 482.71 |
| Total Latter Repair & Irrigation, Inc. | | | 623.86 |
| Lisa's Instant Print Service | 87174 | Graduation Programs | 123.83 |

| Vendor Name | Invoice Number | Description | Amount |
|---|---|---|---|
| Total Lisa's Instant Print Service | | | 123.83 |
| LORDAR, Inc | 34130 | Data Cable & Power Supply | 123.39 |
| LORDAR, Inc | 34149 | Remote Support-Phone | 54.00 |
| Total LORDAR, Inc | | | 177.39 |
| Lovin, Shannon | CellPhoneA-0007 | Monthly Cell Phone Allowance | 50.00 |
| Total Lovin, Shannon | | | 50.00 |
| Matheson Tri-Gas Inc | 51658175 | Acetylene/Oxygen | 190.69 |
| Total Matheson Tri-Gas Inc | | | 190.69 |
| Menards - Kearney | 2369 | Paint/Supplies Hildreth | 297.46 |
| Menards - Kearney | 2869 | Supplies | 110.55 |
| Menards - Kearney | 2906 | Custodial Supplies - Hildreth | 71.97 |
| Menards - Kearney | 3644 | Custodial Supplies | 38.13 |
| Menards - Kearney | 4180 | Painting/Maintenance Supplies | 428.80 |
| Menards - Kearney | 4356 | Paint Sprayer | 677.82 |
| Menards - Kearney | 4411 | Supplies | 78.10 |
| Total Menards - Kearney | | | 1,702.83 |
| Mid-America Research Chemical | 0701319-IN | Room Service Disinfectant/Gloves | 146.00 |
| Mid-America Research Chemical | 0701929-IN | Custodial Supplies | 59.53 |
| Total Mid-America Research Chemical | | | 205.53 |
| Midwest Grads | Diplomas/Covers 2020 | Diploma/Covers | 142.50 |
| Total Midwest Grads | | | 142.50 |
| Minden Courier | HS Sub 20-21 | Subscription | 40.00 |
| Minden Courier | June Ads 2020 | June BOE Notice/Grad Ads | 29.96 |
| Total Minden Courier | | | 69.96 |
| MobyMax | 191079 | Moby max renewal from Jan 2021-Jan 2022 | 199.00 |
| Total MobyMax | | | 199.00 |
| NASB | INV-05812-C2G0S1 | Patterson-Finance Buckle Up Workshop | 25.00 |
| Total NASB | | | 25.00 |
| NCSA | NCSA-Simmons | NCSA Member Virtual Reg. | 150.00 |
| Total NCSA | | | 150.00 |
| Nebraska Council on Economic Education | Curr/MaryMartin | Financial Fitness for Life-Student WB | 297.35 |
| Total Nebraska Council on Economic Education | | | 297.35 |
| NRCSA | 2020-21 Member | 20-21 NRCSA Membership Renewal Dues | 850.00 |
| Total NRCSA | | | 850.00 |
| NWEA | 38034 | MAP Testing | 1,265.00 |
| Total NWEA | | | 1,265.00 |
| Patterson, Justin | PattersonP-0007 | Monthly Cell Phone Allowance-Patterson | 50.00 |
| Total Patterson, Justin | | | 50.00 |

| Vendor Name | Invoice Number | Description | Amount |
|---|---|---|---|
| Pearson Education Inc | 4026104438 | ReadyGen Grade 5 | 1,405.40 |
| Pearson Education Inc | 9534400 | Aims web plus | 624.00 |
| Total Pearson Education Inc | | | 2,029.40 |
| Presto-X Company | 6617940-0002 | Wilcox Site Pest Control | 62.00 |
| Presto-X Company | 6930618 | Pest Control Gen. Maintenance | 62.00 |
| Total Presto-X Company | | | 124.00 |
| quadient Leasing USA, Inc. | 6/29 Postage | Postage Machine | 500.00 |
| Total quadient Leasing USA, Inc. | | | 500.00 |
| Rasmussen Mechanical Services, Inc. | SRV074357 | Pool Boiler Repair | 508.12 |
| Rasmussen Mechanical Services, Inc. | SRV074606 | New Motor/Pool Pump | 1,389.00 |
| Total Rasmussen Mechanical Services, Inc. | | | 1,897.12 |
| Rutt's Heating and Air Conditioning, Inc. | 8427-611835 | AC Not Working-Wilcox Site | 250.00 |
| Total Rutt's Heating and Air Conditioning, Inc. | | | 250.00 |
| Savvas Learning Company, LLC | 4026104061 | enVision Math Grade 3 | 333.78 |
| Total Savvas Learning Company, LLC | | | 333.78 |
| Schneider, Janet | 6/30/20 Accompanist | Accompanist Fees | 273.00 |
| Total Schneider, Janet | | | 273.00 |
| School Specialty | 208125249598 | sped materials | 39.70 |
| School Specialty | 208125250382 | 6th Grade Supplies | 171.48 |
| School Specialty | 208125262003 | Supplies | 171.48 |
| School Specialty | 208125263492 | Zaner Bloser writing paper | 35.60 |
| School Specialty | 208125327138 | Quote #779222614 Phy Science | 2,486.76 |
| School Specialty | 308103530897 | Classroom supplies | 238.07 |
| School Specialty | 308103538764 | 5th Grade Supplies | 48.64 |
| School Specialty | 308103542853 | Classroom Supplies - HS Math | 172.70 |
| School Specialty | 308103542854 | Classroom Supplies | 277.63 |
| School Specialty | 308103542855 | SPED classroom supplies | 314.62 |
| School Specialty | 308103542856 | Title I supplies | 121.76 |
| Total School Specialty | | | 4,078.44 |
| Simmons, Kelly | PhoneAllow-0007 | Monthly Cell Phone Allowance | 50.00 |
| Total Simmons, Kelly | | | 50.00 |
| Software Unlimited, Inc | 20200424-1239 | Annual Fee for Bookkeeping Software/Supp | 10,050.00 |
| Total Software Unlimited, Inc | | | 10,050.00 |
| SpartanNash | 0015117512 | Grad Supplies | 9.65 |
| Total SpartanNash | | | 9.65 |
| Supreme School Supply Company | 115647 | Class Record Book | 37.00 |
| Total Supreme School Supply Company | | | 37.00 |
| Svoboda's True Value | June2020 Invoices | Swimming Pool Supplies/Custodial Supplie | 200.44 |
| Total Svoboda's True Value | | | 200.44 |

| Vendor Name | Invoice Number | Description | Amount |
|---|---|---|---|
| Teacher Created Resources | 6532596 | Teacher Created Classroom Resources | 62.95 |
| Teacher Created Resources | 6532596A | Teacher Created Classroom Resources | 17.99 |
| Total Teacher Created Resources | | | 80.94 |
| Time Management Systems, Inc. | 235205 | AOD Software | 116.60 |
| Time Management Systems, Inc. | 238582 | AOD Software | 129.85 |
| Total Time Management Systems, Inc. | | | 246.45 |
| Town & Country Service | 18988 | Parts | 4.93 |
| Town & Country Service | 18998 | 2010 Chev Truck Service | 44.63 |
| Total Town & Country Service | | | 49.56 |
| ULINE | 121278160 | cork boards | 260.02 |
| Total ULINE | | | 260.02 |
| Verizon Business | 5051206720-0005 | Wilcox Site Phone Service | 71.88 |
| Total Verizon Business | | | 71.88 |
| Village Of Hildreth | 099-0003 | Upper Elem. School Building Utilities | 1,443.55 |
| Village Of Hildreth | 100-0003 | WH Upper Elem. - Bus | 7.72 |
| Village Of Hildreth | 249A FB Fi-0003 | Football Field | 125.97 |
| Village Of Hildreth | 59 | Advertising Fee for Village Web Page | 75.00 |
| Total Village Of Hildreth | | | 1,652.24 |
| Village Of Wilcox | 10600-0007 | 102 N Stockton | 3,436.20 |
| Village Of Wilcox | 15500-0007 | 105 North Stockton/Pole in Parking Lot | 5.35 |
| Village Of Wilcox | 23000-0007 | 102 North Stockton | 124.25 |
| Village Of Wilcox | 23700-0007 | 308 East Sapp Street | 218.23 |
| Village Of Wilcox | 24300-0007 | Wilcox Site Water | 84.76 |
| Village Of Wilcox | 24400-0007 | 102 North Stockton | 55.00 |
| Village Of Wilcox | 24500-0007 | Wilcox Site | 359.80 |
| Village Of Wilcox | 24600-0007 | Wilcox Site | 55.00 |
| Village Of Wilcox | 24700-0007 | Wilcox Site | 720.06 |
| Village Of Wilcox | 25600-0007 | 208 N Stockton Street | 30.96 |
| Total Village Of Wilcox | | | 5,089.61 |
| VISA | HinrichsJuneCCCharge | Custodial Supplies | 9.41 |
| VISA | MSCCChargesJune2020 | Custodial Floor Pad | 84.78 |
| VISA | WHJuneCharges2020 | June GF Charges | 575.19 |
| Total VISA | | | 669.38 |
| Weides Water LLC | 7238 | Pool Pump/Primed | 243.00 |
| Weides Water LLC | 7244 | Pool Start | 200.00 |
| Total Weides Water LLC | | | 443.00 |
| Wilkins Architecture Design Planning LLC | 3963 | Wilcox Campus Add/Reno-Reimb | 19,406.25 |
| Total Wilkins Architecture Design Planning LLC | | | 19,406.25 |
| Wilson Flooring & Furnishings | 2046 | Carpet-Wilcox FCS Room | 1,725.60 |
| Total Wilson Flooring & Furnishings | | | 1,725.60 |
| Windstream | 011650478--0007 | Hildreth Site Phone-Prin. | 6.65 |
| Total Windstream | | | 6.65 |

| Vendor Name | Invoice Number | Description | Amount |
|---|---|---|---|
| Woodward's Disposal Seervice | NO8934-274-0001 | Document Destruction Services | 70.00 |
| Total Woodward's Disposal Seervice | | | 70.00 |
| World Book, Inc | 1611190 | Encyclopedia | 999.00 |
| Total World Book, Inc | | | 999.00 |
| Zaner-Bloser | 10243825 | Handwriting books | 178.39 |
| Zaner-Bloser | 10243869 | Handwriting Curriculum Books | 152.91 |
| Zaner-Bloser | 10246472 | Supplies | 101.94 |
| Total Zaner-Bloser | | | 433.24 |
| Fund Number 01 | | | 156,776.93 |
| Checking Account ID 1 | | | 156,776.93 |

| **GENERAL FUND** | | |
|---|---|---|
| 6/1/19 | | **$3,562,649.77** |
| County Receipts | $234,277.23 | |
| Motor Vehicle Taxes | $7,825.70 | |
| Local License Fees | | |
| Interest Earned | $5,666.77 | |
| Other Local Receipts | $446.60 | |
| County Fines & Licenses | $714.06 | |
| Homestead Exemption | $1,767.41 | |
| Other County Sources | | |
| High Ability Learners | | |
| State Aid | $2,914.00 | |
| SPED Programs | $30,350.00 | |
| State Apportionment | | |
| Pers. Prop Tax Credit | | |
| Property Tax Relief | | |
| Pro Rata Motor Vehicles | | |
| In Lieu of Taxes | | |
| Medicaid | $771.36 | |
| Title I | | |
| Title IIA | | |
| Title IV | | |
| IDEA Base | | |
| IDEA Base Part B-2 | | |
| Misc Receipts | $584.56 | |
| Grant | | |
| Distance Learning | | |
| Reap Grant | | |
| U.S. Fish & Wildlife | | |
| Lunch Tax/Retire | $15,497.34 | |
| URM Service Fee | | |
| **TOTAL RECEIPTS** | **$300,815.03** | |
| | | |
| Instructional Services | $158,856.11 | |
| SPED Service | $69,009.95 | |
| Student Support Service | $16,493.69 | |
| Support Services - Staff | $18,841.94 | |
| Board of Education | $1,113.09 | |
| Executive Administratior | $25,445.66 | |
| Principal | $19,776.61 | |
| Business | $7,280.29 | |
| Operation-Maintenance | $57,167.32 | |
| Regular Transportation | $14,120.63 | |
| SPED Transportation | | |
| Community Service | $10,161.06 | |
| Title I | $10,593.66 | |
| Lunch Fund Expenses | | |
| State Categorical Programs | | |
| Federal Funds-Reap | $11,150.18 | |
| HAL/Distance Learning | $2,215.88 | |
| Architech & Engineering | $132,124.86 | |
| URM | | |
| Non-Program Expend. | $15,497.34 | |
| **TOTAL EXPENDITURES** | **$569,848.27** | |
| Ending Balance 6/30/2019 | | **$3,293,616.53** |

| **ACCOUNT BALANCES:** | **30-Jun-19** |
|---|---|
| Depreciation | $1,007,354.58 |
| General | $3,293,616.53 |
| Lunch | $72,896.26 |
| ADA | $527.91 |
| Building (Hildreth) | Closed-Moved to Sp. Bldg. |
| Employee Benefit | $6,035.36 |
| HS Activity | $337,025.72 |
| MS Activity (Closed) | $0.00 |
| Gen Fund Clearing | $4,386.58 |
| MS Clearing | Closed-Moved to HS Clearing |
| Student Fee | $5,938.23 |
| URM Fund | $9,349.78 |
| Falcon Team Account | $1,034.45 |
| Special Building Fund | $858,005.44 |
| **Total Funds** | **$5,596,170.84** |

| **DEPRECIATION FUND BREAKDOWN:** | |
|---|---|
| Charter Reimb | $122,123.38 |
| Transportation | $181,394.48 |
| Building | $473,360.58 |
| Track | $83,223.69 |
| Interest | $63,570.50 |
| Computer Hardware | $83,681.95 |
| TCD | $20,000.00 |
| | |
| **Total:** | **$1,027,354.58** |

| **GENERAL FUND BANK RECONCILIATION:** | |
|---|---|
| Bank Balance as of 6/30/2019 | $3,314,603.67 |
| Outstanding Checks: | $20,987.14 |
| **Ending Balance:** | **$3,293,616.53** |

**Report Date 6/30/2019**

**GENERAL FUND**

| | 6/1/20 |
|---|---|
| County Receipts | $462,156.74 |
| Motor Vehicle Taxes | $5,218.84 |
| Local License Fees | |
| Interest Earned | $4,269.83 |
| Other Local Receipts | |
| County Fines & Licenses | $774.64 |
| Homestead Exemption | $2,568.49 |
| Other County Sources | |
| High Ability Learners | |
| State Aid | $2,544.00 |
| SPED Programs | $34,865.00 |
| State Apportionment | |
| Pers. Prop Tax Credit | |
| Property Tax Relief | $41,023.56 |
| Pro Rata Motor Vehicles | $812.16 |
| In Lieu of Taxes | $223.27 |
| Medicaid | $636.07 |
| Title I | |
| Title IIA | |
| Title IV | |
| IDEA Base | |
| IDEA Base Part B-2 | |
| Misc Receipts | |
| Grant | $4,300.00 |
| Distance Learning | |
| Reap Grant | |
| U.S. Fish & Wildlife | $1,259.88 |
| Lunch Tax/Retire | $2,533.92 |
| After School Program | |
| **TOTAL RECEIPTS** | **$563,186.40** |

| | |
|---|---|
| Instructional Services | $152,260.55 |
| SPED Service | $30,187.92 |
| Student Support Service | $20,514.69 |
| Support Services - Staff 220 | $14,447.27 |
| Board of Education | $506.97 |
| Executive Administration | $13,612.88 |
| Principal | $20,624.29 |
| Business | $13,866.59 |
| Operation-Maintenance | $38,863.58 |
| Regular Transportation | $10,057.08 |
| IDEA | $38,642.94 |
| Title I | $8,398.72 |
| Community Service (Pool) | $1,687.62 |
| State Categorical Programs | |
| Federal Funds | |
| HAL/Distance Learning | $1,921.17 |
| Architech & Engineering | |
| Building Impr-4700 | $67,255.76 |
| Debt Services-5000 | |
| Non-Program/Transfers | |
| **TOTAL EXPENDITURES:** | **$432,848.03** |

**ACCOUNT BALANCES:** **30-Jun-20**

| | |
|---|---|
| Depreciation | |
| General | $2,207,883.76 |
| Lunch | $33,737.43 |
| ADA | $527.91 |
| Building (Hildreth) | Closed-Moved to Sp. Bldg. |
| Employee Benefit | $6,129.40 |
| HS Activity | $364,301.83 |
| MS Activity (Closed) | $0.00 |
| Gen Fund Clearing | $5,368.62 |
| MS Clearing | Closed-Moved to HS Clearing |
| Student Fee | $7,032.17 |
| URM Fund | $6,867.76 |
| Falcon Team Account | $1,034.45 |
| Special Building Fund | $1,069,285.97 |
| **Total Funds** | **$3,702,169.30** |

**DEPRECIATION FUND BREAKDOWN:**

| | |
|---|---|
| Charter Reimb | $122,123.38 |
| Transportation | $181,394.48 |
| Building | $215,685.29 |
| Track | $83,223.69 |
| Interest | $83,197.48 |
| Computer Hardware | $143,681.95 |
| TCD | $20,000.00 |
| **Total:** | **$849,306.27** |

**GENERAL FUND BANK RECONCILIATION:**

| | |
|---|---|
| Bank Balance as of June 30, | $2,251,661.18 |
| Outstanding Checks: | $43,777.42 |
| **Ending Balance:** | **$2,207,883.76** |

**Report Date 7/1/2020**

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | **Monthly Category Expenses:** | | | | | | | | | | | | | | | | |
| 2 | | | **Bdgt 19-20** | Sept Exp | Oct Exp | Nov Exp | Dec Exp | Jan Exp | Feb Exp | Mar Exp | Apr Exp | May Exp | June Exp | July Exp | Aug Exp | Total | Balance |
| 3 | 1100's | Instruction | **$2,188,640** | $138,724 | $149,684 | $138,600 | $143,069 | $137,080 | $143,230 | $135,373 | $160,721 | $151,953 | $152,261 | $161,656 | | | $2,188,640 |
| 4 | 1200's | SPED | **$487,900** | $29,065 | $36,797 | $36,981 | $43,884 | $32,471 | $34,242 | $43,503 | $25,617 | $18,711 | $29,450 | $19,848 | | | $487,900 |
| 5 | 1300's | Summer School | **$5,000** | | | | | | | | | | | $3,157 | | | $5,000 |
| 6 | 2100's | Sup Ser Pupils | **$357,300** | $12,190 | $10,711 | $11,252 | $10,845 | $10,710 | $11,135 | $16,260 | $10,849 | $10,710 | $26,369 | $14,004 | | | $357,300 |
| 7 | 2200's | Sup Ser Staff | **$335,950** | $14,588 | $20,421 | $13,371 | $14,857 | $13,645 | $13,355 | $13,470 | $14,428 | $20,616 | $14,447 | $25,155 | | | $335,950 |
| 8 | 2310's | Board | **$62,300** | $183 | $2,383 | $1,174 | $10,561 | $4,675 | $3,953 | $759 | $425 | $1,658 | $507 | $1,349 | | | $62,300 |
| 9 | 2320's | Exec Admin | **$174,250** | $13,877 | $13,697 | $12,993 | $13,147 | $13,625 | $13,188 | $13,111 | $13,057 | $13,118 | $13,613 | $14,212 | | | $174,250 |
| 10 | 2400's | Principal | **$309,950** | $22,545 | $22,605 | $22,937 | $22,536 | $23,346 | $23,492 | $22,287 | $22,437 | $21,787 | $20,624 | $19,849 | | | $309,950 |
| 11 | 2500's | Super/Business | **$190,900** | $8,077 | $14,518 | $9,143 | $8,942 | $10,943 | $9,410 | $17,569 | $9,664 | $8,266 | $13,802 | $22,699 | | | $190,900 |
| 12 | 2600's | Main & Oper | **$785,700** | $35,085 | $47,414 | $41,728 | $38,797 | $48,092 | $45,963 | $42,786 | $37,528 | $54,485 | $48,701 | $42,345 | | | $785,700 |
| 13 | 2700's | Reg Trans | **$371,482** | $14,841 | $23,990 | $25,071 | $21,844 | $21,892 | $28,012 | $23,659 | $15,271 | $15,339 | $10,057 | $364 | | | $371,482 |
| 14 | 2712's | SPED Trans | **$2,350** | | | | | | | | | | | | | | $2,350 |
| 15 | 3000's | HAL & Community | **$36,800** | $1,699 | $60 | $1,333 | $1,936 | $35 | $209 | $40 | | $35 | $1,688 | $8,891 | | | $36,800 |
| 16 | 3500's | State Categorical | **$18,000** | | | $160 | | | | $254 | $35 | | $1,921 | | | | $18,000 |
| 17 | 4300's | Architecture/Engin | **$155,000** | $1,726 | $36,741 | $1,782 | $22,324 | $1,782 | $104,090 | $1,688 | $19,406 | $21,192 | $67,256 | $65,255 | | | $155,000 |
| 18 | 6000's | Federal | **$153,650** | $6,071 | $6,225 | $6,071 | $41,256 | $6,071 | $6,200 | $39,640 | $32,904 | $6,071 | $41,926 | $7,592 | | | $153,650 |
| 19 | 5000's | Debt Services | | | | | | $18,994 | | | | | | | | | |
| 20 | 8000's | Transfers | **$40,000** | | | | | | | | | $20,000 | | | | | $40,000 |
| 21 | 9000's | Non-Program | | | | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | | | | | | |
| 23 | Total | | **$5,675,172** | $298,673 | $385,245 | $322,595 | $393,997 | $343,360 | $436,480 | $370,397 | $362,341 | $363,940 | $442,620 | $406,376 | $0 | $0 | $5,675,172 |
| 24 | | | | | | | | | | | | | | | | | |
| 25 | **Total Monthly Expenses:** | | | | | | | | | | | | | | | | |
| 26 | General | | **$4,853,272** | $263,537 | $305,483 | $277,602 | $286,534 | $284,042 | $291,948 | $285,313 | $284,380 | $317,966 | $302,068 | $310,523 | $0 | $3,209,396 | $1,643,876 |
| 27 | SPED | | **$490,250** | $29,065 | $36,797 | $36,981 | $43,884 | $32,471 | $34,242 | $43,503 | $25,617 | $18,711 | $29,450 | $19,848 | $0 | $350,568 | $139,682 |
| 28 | Federal | | **$153,650** | $6,071 | $6,225 | $6,071 | $41,256 | $6,071 | $6,200 | $39,640 | $32,904 | $6,071 | $41,926 | $7,592 | $0 | $200,027 | -$46,377 |
| 29 | Total | | **$5,497,172** | $298,673 | $348,505 | $320,654 | $371,674 | $322,584 | $332,390 | $368,455 | $342,900 | $342,748 | $373,444 | $337,964 | $0 | $3,759,990 | $1,737,182 |
| 30 | | | | | | | | | | | | | | | | | |
| 31 | **Total Yearly Expenses:** | | | | | | | | | | | | | | | | |
| 32 | General | | **$4,813,272** | $263,537 | $569,019 | $846,621 | $1,133,155 | $1,417,197 | $1,709,145 | $1,994,458 | $2,278,838 | $2,596,804 | $2,898,872 | $3,209,396 | $3,209,396 | $3,209,396 | $1,603,876 |
| 33 | SPED | | **$490,250** | $29,065 | $65,862 | $102,843 | $146,727 | $179,198 | $213,440 | $256,943 | $282,559 | $301,270 | $330,719 | $350,568 | $350,568 | $350,568 | $139,682 |
| 34 | Federal | | **$153,650** | $6,071 | $12,296 | $18,367 | $59,623 | $65,694 | $71,894 | $111,534 | $144,438 | $150,509 | $192,434 | $200,027 | $200,027 | $200,027 | -$46,377 |
| 35 | Total | | **$5,457,172** | $298,673 | $647,178 | $967,831 | $1,339,505 | $1,662,089 | $1,994,479 | $2,362,934 | $2,705,835 | $3,048,583 | $3,422,026 | $3,759,990 | $3,759,990 | $3,759,990 | $1,697,182 |
| 36 | | | | | | | | | | | | | | | | | |
| 37 | **Total Unencumbered:** | | | | | | | | | | | | | | | | |
| 38 | General | | **$4,853,272** | $4,589,735 | $4,284,253 | $4,006,651 | $3,720,117 | $3,436,075 | $3,144,127 | $2,858,814 | $2,574,434 | $2,256,468 | $1,954,400 | $1,643,876 | $1,643,876 | | |
| 39 | SPED | | **$490,250** | $461,185 | $424,388 | $387,407 | $343,523 | $311,052 | $276,810 | $233,307 | $207,691 | $188,980 | $159,531 | $139,682 | $139,682 | | |
| 40 | Federal | | **$153,650** | $147,579 | $141,354 | $135,283 | $94,027 | $87,956 | $81,756 | $42,116 | $9,212 | $3,141 | -$38,784 | -$46,377 | -$46,377 | | |
| 41 | Total | | **$5,497,172** | $5,198,499 | $4,849,994 | $4,529,341 | $4,157,667 | $3,835,083 | $3,502,693 | $3,134,238 | $2,791,337 | $2,448,589 | $2,075,146 | $1,737,182 | $1,737,182 | | |
| 42 | | | | | | | | | | | | | | | | | |
| 43 | Gen Budget Avg Spend Down | | | $4,448,994 | $4,044,232 | $3,639,954 | $3,235,191 | $2,830,914 | $2,426,636 | $2,022,358 | $1,617,596 | $1,213,318 | $809,040 | $404,278 | $0 | | |
| 44 | Total Budget Avg Spend Down | | | $5,202,430 | $4,729,121 | $4,256,379 | $3,783,070 | $3,310,328 | $2,837,586 | $2,364,844 | $1,891,535 | $1,418,793 | $946,051 | $472,742 | $0 | | |

B D construction

***Project:*** ***Wilcox-Hildreth Public Schools***

Location: Wilcox, NE

Date: June 30, 2020

# *Total Sheet*

| | CSI | Description | Cont. / Supplier | Estimate | Billed to Date | Balance to Finish | % | Draw 11 |
|---|---|---|---|---|---|---|---|---|
| | **01-0000-00** | **Pre-Construction General Conditions** | | $ 26,364.28 | $ 23,535.50 | $ 2,828.78 | 89% | $ - |
| -1 | 01-3113-10 | Sr. Accounting | | $ 134.00 | $ 134.00 | $ - | | |
| 2 | 01-3113-20 | Accounting | | $ 244.00 | $ 244.00 | $ - | | |
| 4 | 01-3113-30 | Sr. Estimating | | $ 13,790.00 | $ 13,790.00 | $ - | | |
| 5 | 01-3113-40 | Estimating | | $ - | $ - | $ - | | |
| 7 | 01-3113-85 | Field Operations Manager | | $ - | $ - | $ - | | |
| 8 | 01-3113-50 | Project Manager | | $ - | $ - | $ - | | |
| | | *Mileage* | | $ 176.28 | $ - | $ 176.28 | | |
| 15 | 01-3113-75 | Contract Administration | | $ 1,220.00 | $ 457.50 | $ 762.50 | | |
| 16 | 01-3113-80 | Project Executive | | $ 10,800.00 | $ 8,910.00 | $ 1,890.00 | | |
| 18 | | | | | | | | |
| | **01-0000-00** | **General Conditions** | | $ 313,476.80 | $ 241,272.60 | $ 72,204.20 | 77% | $ 16,091.69 |
| 20 | 01-3113-10 | Sr. Accounting | | $ 8,400.00 | $ 3,961.00 | $ 4,439.00 | | $ 315.00 |
| 23 | 01-3113-20 | Accounting | | $ 7,560.00 | $ 5,142.50 | $ 2,417.50 | | $ 630.00 |
| 25 | 01-3113-30 | Sr. Estimating | | $ 4,000.00 | $ 8,710.00 | $ (4,710.00) | | |
| 26 | 01-3113-40 | Estimating | | $ - | $ - | $ - | | |
| 28 | 01-3113-85 | Field Operations Manager | | $ 24,000.00 | $ 18,100.00 | $ 5,900.00 | | $ 900.00 |
| | 01-3113-45 | Project Engineer | | $ - | $ 810.00 | $ (810.00) | | |
| 30 | 01-3113-50 | Project Manager | | $ 51,800.00 | $ 46,812.50 | $ 4,987.50 | | $ 2,870.00 |
| 32 | 01-3113-55 | Assistant Project Manager | | $ - | $ 1,795.50 | $ (1,795.50) | | $ 28.50 |
| 34 | 01-3113-60 | Superintendent | | $ 188,370.00 | $ 146,565.00 | $ 41,805.00 | | $ 10,661.25 |
| | | *Meals* | | $ 4,500.00 | $ - | $ 4,500.00 | | |
| | | *Mileage* | | $ 8,814.00 | $ 8,245.48 | $ 568.52 | | $ 668.75 |
| | | Travel - Administration | | | $ - | $ - | | |
| | | *Mileage* | | $ 1,762.80 | $ 119.84 | $ 1,642.96 | | $ 18.19 |
| 46 | 01-3113-70 | Safety Consultant | | $ 2,250.00 | $ 583.78 | $ 1,666.22 | | |
| 47 | 01-3113-65 | Assistant Superintendent | | $ - | $ - | $ - | | |
| 49 | 01-3113-75 | Contract Administration | | $ 1,220.00 | $ 427.00 | $ 793.00 | | |
| 51 | 01-3113-80 | Project Executive | | $ 10,800.00 | $ - | $ 10,800.00 | | |
| 52 | 01-3113-90 | Administration Support | | $ - | $ - | $ - | | |
| | | | | | | | | |
| | **01-0000-00** | **General Requirements** | | $ 151,995.00 | $ 146,740.50 | $ 5,254.50 | 97% | $ 16,875.12 |
| | 01-3100-10 | Bid Avertising | | $ - | $ 179.80 | $ (179.80) | | |
| 56 | 01-3100-40 | Incidental Construction Services | | $ 21,000.00 | $ 42,681.90 | $ (21,681.90) | | $ 10,047.26 |
| 57 | 01-3100-50 | Plan Documents | | $ 2,500.00 | $ 857.22 | $ 1,642.78 | | |
| 58 | 01-3300-10 | Electronic Shop Drawing Reviewal Process | Submittal Exhange | $ 8,500.00 | $ 6,650.00 | $ 1,850.00 | | |
| 59 | 01-4126-10 | Permits Up to 10,000 SF | | $ 50.00 | $ 50.00 | $ - | | |
| 60 | | Over 10,000 SF | | $ - | $ - | $ - | | |
| 61 | 01-4126-20 | Fire Marshall Permit | Fire Marshall | $ 500.00 | $ - | $ 500.00 | | |
| 62 | 01-4523-10 | Soil Compaction | Allowance | $ 5,000.00 | $ 12,107.25 | $ (7,107.25) | | $ 766.00 |
| 68 | 01-4523-20 | Geotech services / site investigation | Included in architectural below | | $ 855.00 | $ (855.00) | | |
| 69 | 01-4523-30 | Concrete Testing | Included in Soil testing above | | $ - | $ - | | |
| 70 | 01-4710-10 | Builders Risk Insurance | OWNER | | $ - | $ - | | |
| 72 | 01-5113-10 | Temporary Electrical | | $ 4,200.00 | $ 1,535.67 | $ 2,664.33 | | $ 58.82 |

# Total Sheet

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| 73 | 01-5113-10 | Power Office Trailer | Trailer provided by owner | | | $ - | $ - | | | |
| 74 | 01-5123-10 | Temporary Heat | NONE | | | $ 2,228.27 | $ (2,228.27) | | | |
| 75 | 01-5133-10 | Temporary Telephone (Cell Phone ONLY) | | $ | 3,850.00 | $ 1,520.00 | $ 2,330.00 | | $ | 160.00 |
| 76 | 01-5136-10 | Temporary Water Drinking | | $ | 490.00 | $ 306.68 | $ 183.32 | | $ | 15.83 |
| 77 | 01-5136-20 | Temporary Water Construction | OWNER | | | $ - | $ - | | | |
| 78 | 01-5213-10 | Prjt Field Office Delivery (loaded mile) | Provided by OWNER | | | $ - | $ - | | | |
| 79 | 01-5213-20 | Project Field Office Rent | Provided by OWNER | | | $ - | $ - | | | |
| 80 | 01-5219-10 | Sanitary Facilities | | $ | 2,025.00 | $ 1,735.48 | $ 289.52 | | $ | 179.35 |
| 81 | | Fencing | | | | $ - | $ - | | | |
| 83 | 01-5626-10 | Temp Chain Link Fence | Allowance | $ | 13,500.00 | $ 10,106.10 | $ 3,393.90 | | | |
| 84 | 01-5813-10 | Project Signage | None | | | $ 86.61 | $ (86.61) | | | |
| 85 | 01-7113-10 | Mobilization | Allowance | $ | 8,000.00 | $ 1,842.50 | $ 6,157.50 | | | |
| 86 | 01-7113-20 | Bugout | Included in Mobilization costs | | | $ - | $ - | | | |
| 87 | 01-7419-10 | Refuse Collection & Disposal | | $ | 7,000.00 | $ 11,042.48 | $ (4,042.48) | | $ | 1,855.08 |
| 88 | 01-7423-10 | Rough Cleaning | Allowance | $ | 5,000.00 | $ - | $ 5,000.00 | | | |
| 89 | 01-7423-10 | Final Cleaning | Allowance | $ | 10,000.00 | $ - | $ 10,000.00 | | | |
| 90 | 60-1000-99 | Survey (Site Plan) - including staking | Allowance | $ | 6,000.00 | $ 5,015.00 | $ 985.00 | | | |
| 91 | 60-2000-99 | Civil Design Fees | Included in architectural fee below | | | $ - | $ - | | | |
| 92 | 60-3000-99 | In House Design | Included in architectural fee below | | | $ - | $ - | | | |
| 94 | 60-4000-99 | Structural Design Fees | Included in architectural fee below | | | $ - | $ - | | | |
| 95 | 60-5000-99 | Architectural Design Fees | Included in architectural fee below | | | $ - | $ - | | | |
| 96 | 60-5100-99 | Energy Compliant Code Review | Included in architectural fee below | | | $ - | $ - | | | |
| 97 | 60-5100-99 | SWPPP (Storm water polution prevention plan) | Included in architectural fee below | | | $ - | $ - | | | |
| 98 | 60-6000-99 | Mechanical Design Fees | Included in architectural fee below | | | $ - | $ - | | | |
| 99 | 60-7000-99 | Electrical Design Fees | Included in architectural fee below | | | $ - | $ - | | | |
| 100 | 70-1000-20 | Fuel | Allowance | $ | 1,250.00 | $ 4,432.54 | $ (3,182.54) | | $ | 347.78 |
| 101 | 70-7000-99 | Equipment | | $ | 53,130.00 | $ 43,508.00 | $ 9,622.00 | | $ | 3,445.00 |
| 102 | | | | | | | | | | |
| 103 | **02000000** | ***Existing Conditions*** | | *$* | *36,100.00* | *$ 106.56* | *$ 35,993.44* | 0% | *$* | *45.65* |
| 104 | 02 | *Temporary Walls* | *Allowance* | *$* | *10,000.00* | $ 106.56 | $ 9,893.44 | | *$* | *45.65* |
| 105 | 02-4100.99 | *Interior Demolition* | *BD Construction* | *$* | *26,100.00* | $ - | $ 26,100.00 | | | |
| 106 | | *Site Demo* | *Included in Site prep* | | | $ - | $ - | | | |
| 107 | | | | | | | | | | |
| 108 | **03000000** | ***Concrete*** | | *$* | *711,868.00* | *$ 645,022.00* | *$ 66,846.00* | 91% | *$* | *20,548.80* |
| 109 | 03-3000.00 | *Building Concrete (foundation, floors, stoops)* | *BD Construction* | *$* | *684,960.00* | $ 616,464.00 | $ 68,496.00 | | *$* | *20,548.80* |
| 110 | 03-3000.00 | *Building Concrete (PEMB)* | | | | $ - | $ - | | | |
| 111 | | *Reinforcing Steel (including mesh)* | *Missouri Basin* | *$* | *26,908.00* | $ 28,558.00 | $ (1,650.00) | | | |
| 112 | | *Concrete Locker Benches* | *BD Construction - Included in building concrete above* | | | $ - | $ - | | | |
| 113 | | | | | | | | | | |
| 114 | **04000000** | ***Masonry*** | | *$* | *283,366.50* | *$ 267,311.00* | *$ 16,055.50* | 94% | *$* | *87,264.00* |
| 115 | 04-2000.99 | *Masonry* | *Masonry Unlimited* | *$* | *466,500.00* | $ 267,311.00 | $ 199,189.00 | | *$* | *87,264.00* |
| 116 | 04-2000.99 | *Masonry - VE #3: EIFS in lieu of Oversized CMU at Admin* | *Masonry Unlimited* | *$* | *(37,962.00)* | $ - | $ (37,962.00) | | | |
| 117 | 04-2000.99 | *Masonry - VE #2: Metal Panel in lieu of brick at gym & kitchen* | *Masonry Unlimited* | *$* | *(145,171.50)* | $ - | $ (145,171.50) | | | |
| 118 | | | | | | | | | | |
| 119 | **05000000** | ***Metals*** | | | *$376,801.00* | *$265,551.00* | *$111,250.00* | 70% | | *$0.00* |
| | | Structural Steel (misc steel - lintels etc…) | | | | $ - | $ - | | | |
| 121 | | *Structural Steel Fab* | *4G Steel* | *$* | *192,500.00* | $ 96,250.00 | $ 96,250.00 | | | |
| 122 | | *Structural Steel Erection* | *Schroeder Steel* | *$* | *169,301.00* | $ 169,301.00 | $ - | | | |
| 123 | | *Steel Erection - VE #2: Metal Panel in lieu of brick at gym & kitchen* | *Allowance* | *$* | *15,000.00* | $ - | $ 15,000.00 | | | |
| 124 | | | | | | | | | | |
| 125 | **06000000** | ***Wood, Plastics & Composites*** | | *$* | *255,358.00* | *$ 235,249.40* | *$ 20,108.60* | 92% | *$* | *10,083.20* |
| 126 | | *Rough Carpentry* | *BD Construction* | *$* | *201,400.00* | $ 171,414.40 | $ 29,985.60 | | *$* | *10,083.20* |
| | | *Deduct Locker Installation* | *BD Construction* | *$* | *(12,620.00)* | $ - | $ (12,620.00) | | | |
| | | *VE #28 - Alternate FRP material in Kitchen and Lockers* | *BD Construction* | *$* | *(13,216.00)* | $ - | $ (13,216.00) | | | |

# Total Sheet

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | *Casework* | *Architectural Art* | $ | *79,794.00* | $ | 63,835.00 | $ | 15,959.00 | | |
| 135 | | | | | | | | | | | |
| 136 | **07 00 00** | ***Thermal & Moisture Protection*** | | $ | *321,961.00* | $ | *213,646.06* | $ | *108,314.94* | 66% | $ - |
| 137 | 07-2100.10 | *Insulation* | *Stokes Urethane* | $ | *65,947.00* | $ | 26,676.00 | $ | 39,271.00 | | |
| 138 | 07-2100.10 | *Foam in-place Insulation* | *Included in Drywall Below* | | | $ | - | $ | - | | |
| 139 | | *Metal Wall Panel* | *SGH* | $ | *160,115.00* | $ | - | $ | 160,115.00 | | |
| 140 | 09-2116.10 | *Metal Panel - VE #5c: EIFS in lieu of metal panel at entrances* | *SGH* | $ | *(160,115.00)* | $ | - | $ | (160,115.00) | | |
| 141 | | *Soffit / Wall panel façade at entry* | *SGH - Included in metal panel* | $ | - | $ | - | $ | - | | |
| 142 | | *Air Barrier* | *Integrity Construction - Included in drywall* | | | $ | - | $ | - | | |
| 143 | | *Expansion joint / covers* | *Construction Specialties* | $ | *12,214.00* | $ | - | $ | 12,214.00 | | |
| | | *EIFS* | | | | $ | - | $ | - | | |
| 145 | | *EIFS -* | *Included in drywall* | | | $ | - | $ | - | | |
| | | *Roofing* | | | | $ | - | $ | - | | |
| 147 | | *Roofing - Addition* | *White Hawk* | $ | *206,000.00* | $ | 172,026.00 | $ | 33,974.00 | | |
| 148 | | *Roof Hatch w/ access ladder* | *NONE* | | | $ | 2,058.29 | $ | (2,058.29) | | |
| 149 | 07-7123.10 | *Gutter and Downspouts* | *Included in Roofing* | | | $ | - | $ | - | | |
| | | *Sealants* | | | | $ | - | $ | - | | |
| 151 | 07-9200.10 | *Sealants* | *BD Construction* | $ | *37,800.00* | $ | 12,885.77 | $ | 24,914.23 | | |
| 152 | | *Firestopping* | *Included in Various Divisions* | | | $ | - | $ | - | | |
| 153 | | | | | | | | | | | |
| 154 | **08 00 00** | ***Openings*** | | $ | *521,759.00* | $ | *268,297.17* | $ | *253,461.83* | 51% | $ *10,119.00* |
| | | *Doors and Hardware* | | | | $ | - | $ | - | | |
| | | Doors | | | | $ | - | $ | - | | |
| 157 | 08-1000.20 | *Doors & Hardware - Single* | *Midwest Door & Hardware* | $ | *148,730.00* | $ | 135,262.00 | $ | 13,468.00 | | $ *1,650.00* |
| 158 | 08-1000.20 | *Doors & Hardware - Single w/ sidelights* | | | | $ | - | $ | - | | |
| 159 | 08-1000.20 | *Doors & Hardware - Double* | | | | $ | - | $ | - | | |
| 160 | | *Access Panel / Doors* | | $ | *4,500.00* | $ | - | $ | 4,500.00 | | |
| 161 | | *Coiling door* | *PTC* | $ | *18,220.00* | $ | - | $ | 18,220.00 | | |
| 162 | 08-3000.10 | *Operable Partition* | *NONE* | | | $ | - | $ | - | | |
| 163 | 08-5000.20 | *Exterior Windows* | *Included in Aluminum* | | | $ | - | $ | - | | |
| 164 | 08-5000.20 | *Skylights* | *Crystal Structures* | $ | *42,350.00* | $ | 42,350.00 | $ | - | | $ *8,469.00* |
| 165 | 08-5000.20 | *Kalwall System* | *SGH* | $ | *47,615.00* | $ | - | $ | 47,615.00 | | |
| 166 | 08-5000.20 | *Interior Windows* | *Included in Aluminum* | | | $ | - | $ | - | | |
| | | *Aluminum Storefront & Glazing* | | | | $ | - | $ | - | | |
| 168 | 08-5000.20 | *Alum Storefront* | *Tri-County* | $ | *260,344.00* | $ | 90,685.17 | $ | 169,658.83 | | |
| 172 | | *Handicap Door "Buttons"* | *Hardware Supplier - Included in Alumimun Storefront Above* | | | $ | - | $ | - | | |
| 173 | | | | | | | | | | | |
| 174 | **09 00 00** | ***Finishes*** | | $ | *976,379.00* | $ | *314,178.50* | $ | *662,200.50* | 32% | $ - |
| | | *Gypsum Drywall* | | | | $ | - | $ | - | | |
| 176 | 09-2116.10 | *Gypsum Drywall* | *Integrity Construction* | $ | *659,750.00* | $ | 171,500.00 | $ | 488,250.00 | | |
| 177 | 04-2000.99 | *Gypsum Drywall - VE #2: Metal Panel in lieu of brick at gym & kitchen* | *Integrity Construction* | $ | *(47,035.00)* | $ | - | $ | (47,035.00) | | |
| 178 | 09-2116.10 | *Gypsum Drywall - VE #3: EIFS in lieu of Oversized CMU at Admin* | *Integrity Construction* | $ | *21,622.00* | $ | - | $ | 21,622.00 | | |
| 179 | 09-2116.10 | *Gypsum Drywall - VE #5c: EIFS in lieu of metal panel at entrances* | *Integrity Construction* | $ | *17,594.00* | $ | - | $ | 17,594.00 | | |
| 180 | | *Metal Stud Framing* | *Included in drywall above* | | | $ | - | $ | - | | |
| | | *Painting* | | | | $ | - | $ | - | | |
| 182 | 09-9100.10 | *Painting* | *Kucera Painting* | $ | *90,333.00* | $ | 30,000.00 | $ | 60,333.00 | | |
| 183 | 09-2116.10 | *Sealed Concrete - VE #7: Sealed Concrete in lieu of Epoxy at locker rooms* | *Kucera Painting* | $ | *2,325.00* | $ | - | $ | 2,325.00 | | |
| | | *Acoustical Ceilings* | | | | $ | - | $ | - | | |
| 185 | 09-5100.10 | *ACT* | *TC Ceilings* | $ | *66,600.00* | $ | 15,000.00 | $ | 51,600.00 | | |
| 186 | 09-5100.10 | *ACT - vinyl faced* | *?* | | | $ | - | $ | - | | |
| 187 | 09-9100.10 | *FRP* | *Included in Carpentry* | | | $ | - | $ | - | | |
| | | *Flooring* | | | | $ | - | $ | - | | |
| 190 | 09-6000.99 | *Rubber* | *Floors Inc* | $ | *147,590.00* | $ | 97,678.50 | $ | 49,911.50 | | |
| 191 | 09-6000.99 | *Epoxy - HPC* | *Lincoln Epoxy Flooring* | $ | *23,136.50* | $ | - | $ | 23,136.50 | | |

# Total Sheet

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 192 | 09-2116.10 | Epoxy - VE #7: Sealed Concrete in lieu of Epoxy at locker rooms | Lincoln Epoxy Flooring | $ | (23,136.50) | $ | - | $ | (23,136.50) | | |
| 194 | 09-6000.99 | Polished Concrete | Mid-America Concrete Surfacing | $ | 17,600.00 | $ | - | $ | 17,600.00 | | |
| 195 | 09-6000.99 | Tile / Wall Tile | Floors Inc - Included in Rubber Flooring Above | | | $ | - | $ | - | | |
| 196 | 09-6000.99 | Sheet Vinyl / Rubber | Floors Inc | | | $ | - | $ | - | | |
| 197 | 09-6000.99 | Carpet Tile | Floors Inc | | | $ | - | $ | - | | |
| 199 | 09-6000.99 | walk-off flooring | Floors Inc | | | $ | - | $ | - | | |
| 200 | | | | | | | | | | | |
| 201 | **10 00 00** | ***Specialties*** | | $ | 85,522.00 | $ | 9,797.00 | $ | 75,725.00 | 11% | $ 2,414.00 |
| | | Specialty Items | | | | $ | - | $ | - | | |
| 203 | | Display Boards | EPCO | $ | 8,499.00 | $ | 8,613.00 | $ | (114.00) | | $ 2,414.00 |
| 204 | | Flag Pole | Pole Tech | $ | 1,670.00 | $ | - | $ | 1,670.00 | | |
| 205 | | Wall Protection | Construction Specialties | $ | 10,815.00 | $ | - | $ | 10,815.00 | | |
| 206 | 10-4400.10 | Fire Extinguishers | EPCO | $ | 1,184.00 | $ | 1,184.00 | $ | - | | |
| 207 | 10-2800.10 | Toilet Accessories | EPCO | $ | 16,868.00 | $ | - | $ | 16,868.00 | | |
| 208 | 10-2800.10 | Toilet Paritions | EPCO | | | $ | - | $ | - | | |
| 209 | | Lockers | PTC | $ | 13,986.00 | $ | - | $ | 13,986.00 | | |
| 210 | | Locker bench | Included concrete above (Bench) | | | $ | - | $ | - | | |
| 211 | 10-1400.10 | Interior Room Signage | ? | $ | 7,500.00 | $ | - | $ | 7,500.00 | | |
| 212 | 10-1400.10 | Exterior Signage | ? | $ | 25,000.00 | $ | - | $ | 25,000.00 | | |
| 213 | | | | | | | | | | | |
| 214 | **11 00 00** | ***Equipment*** | | $ | 130,749.39 | $ | 57,042.39 | $ | 73,707.00 | 44% | $ 22,802.00 |
| 215 | | Athletic Equipment | Carrol Seating | $ | 66,790.99 | $ | 57,042.39 | $ | 9,748.60 | | $ 22,802.00 |
| 216 | | Scoreboards | Carrol Seating - Included in Athletic Equip | $ | - | $ | - | $ | - | | |
| 217 | | Science Equipment | Carrol Seating | $ | 63,958.40 | $ | - | $ | 63,958.40 | | |
| 218 | | Food Service Equipment | See totals below (Owner provided scope) | | | $ | - | $ | - | | |
| 219 | | | | | | | | | | | |
| 220 | **12 00 00** | ***Furnishings*** | | $ | 284,415.00 | $ | 3,554.00 | $ | 280,861.00 | 1% | $ - |
| 221 | | Wood Gym Floor | Sport Construction | $ | 138,680.00 | $ | - | $ | 138,680.00 | | |
| 222 | | Bleachers | Mid-states | $ | 145,735.00 | $ | 3,554.00 | $ | 142,181.00 | | |
| 223 | | | | | | | | | | | |
| 224 | **13 00 00** | ***Special Construction*** | | | $314,917.00 | | $313,080.42 | | $1,836.58 | 99% | $0.00 |
| | | Pre-Engineered Metal Building | | | | $ | - | $ | - | | |
| 226 | | PEMB - Material - Early Bid package | Ceco Buildings | $ | 260,360.00 | $ | 313,080.42 | $ | (52,720.42) | | |
| 227 | | PEMB - VE #2: Metal Panel in lieu of brick at gym & kitchen | Ceco Buildings | $ | 10,404.00 | $ | - | $ | 10,404.00 | | |
| 228 | | PEMB - Material -Add metal liner panel in gym | Ceco Buildings | $ | 21,097.00 | $ | - | $ | 21,097.00 | | |
| 229 | | PEMB - Material -Add metal liner panel in gym - Erection | Allowance | $ | 17,000.00 | $ | - | $ | 17,000.00 | | |
| 230 | | PEMB - Material -Add metal panel in lieu of brick (East side) | Ceco Buildings | $ | 6,056.00 | $ | - | $ | 6,056.00 | | |
| 231 | | PEMB - Erection | Schroeder Steel - Included in Steel Above | | | $ | - | $ | - | | |
| 232 | | | | | | | | | | | |
| 236 | **21 00 00** | ***Fire Suppresion*** | | $ | 100,400.00 | $ | 75,550.00 | $ | 24,850.00 | 75% | $ 24,850.00 |
| 237 | 21-1300.99 | Automatic Fire Sprinkler System | Bamford | $ | 100,400.00 | $ | 75,550.00 | $ | 24,850.00 | | $ 24,850.00 |
| 238 | 21-1300.99 | Automatic Fire Sprinkler System - Existing | Bamford | | | $ | - | $ | - | | |
| 239 | | | | | | | | | | | |
| 240 | **22 00 00** | ***Plumbing*** | | $ | 526,634.00 | $ | 343,080.50 | $ | 183,553.50 | 65% | $ 73,500.00 |
| 241 | 22-1000.99 | Plumbing | Uden Plumbing | $ | 556,634.00 | $ | 343,080.50 | $ | 213,553.50 | | $ 73,500.00 |
| 242 | 22-1000.99 | Plumbing - Credit Utilities | Uden Plumbing | $ | (30,000.00) | $ | - | $ | (30,000.00) | | |
| 243 | | | | | | | | | | | |
| 244 | **23 00 00** | ***HVAC*** | | $ | 593,500.00 | $ | 469,970.00 | $ | 123,530.00 | 79% | $ 38,950.00 |
| 245 | 23-2000.99 | HVAC | KT Heating & Air | $ | 593,500.00 | $ | 469,970.00 | $ | 123,530.00 | | $ 38,950.00 |
| 246 | | | | | | | | | | | |
| 250 | **26 00 00** | ***Electrical*** | | $ | 976,954.00 | $ | 853,500.00 | $ | 123,454.00 | 87% | $ 71,847.00 |
| 251 | 26-0500.99 | Electrical | Kidwell Electric | $ | 983,019.00 | $ | 853,500.00 | $ | 129,519.00 | | $ 71,847.00 |
| 252 | | Electrical - VE #23: Delete Light Pole at Gravel Lot | Kidwell Electric | $ | (3,120.00) | $ | - | $ | (3,120.00) | | |
| 253 | | Electrical - VE #25: J Hooks in lieu of cable tray | Kidwell Electric | $ | (2,945.00) | $ | - | $ | (2,945.00) | | |
| 254 | 26-0500.99 | Electrical - Existing | | | | $ | - | $ | - | | |

# Total Sheet

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 255 | | | | | | | | | | | |
| 259 | **28 00 00** | ***Electronic Safety & Securlty*** | | | *-* | *$* | *-* | *$* | *-* | ###### | *$ -* |
| 260 | 08-3100.10 | *Fire Alarm* | *Included in Electrical Above* | | | $ | - | $ | - | | |
| 261 | | | | | | | | | | | |
| 262 | **31 00 00** | ***Earthwork*** | | | *$ 199,182.33* | *$* | *117,782.33* | *$* | *81,400.00* | 59% | *$ -* |
| 263 | 31-1413.99 | *Site Prep - early bid package* | *Samuelson Land Leveling* | | *$ 164,282.33* | $ | 112,782.33 | $ | 51,500.00 | | |
| 264 | 31-1413.99 | *Aggregate parking lot* | *?* | | *$ 20,000.00* | $ | - | $ | 20,000.00 | | |
| 265 | 31-1413.99 | *Erosion Control* | *?* | | *$ 10,000.00* | $ | - | $ | 10,000.00 | | |
| 266 | | *Termite Control* | *?* | | *$ 4,900.00* | $ | 5,000.00 | $ | (100.00) | | |
| 267 | | *Grading / Earthwork* | *Included in Site Prep Allowance Above* | | | $ | - | $ | - | | |
| 268 | | | | | | | | | | | |
| 269 | **32 00 00** | ***Exterior Improvements*** | | | *$ 9,040.00* | *$* | *-* | *$* | *9,040.00* | 0% | *$ -* |
| 270 | | *Site Concrete* | *Included in Concrete Above* | | | $ | - | $ | - | | |
| 271 | 32-1723.99 | *Parking Lot Stripping* | | *1* | *$ 1,500.00* | $ | - | $ | 1,500.00 | | |
| 272 | 32-1723.99 | *Fencing* | *American Fence* | | *$ 7,540.00* | $ | - | $ | 7,540.00 | | |
| 273 | | *Handicap Signs* | *BD Construction - Included in Carpentry A* | | *$ -* | $ | - | $ | - | | |
| 274 | 32-9000.99 | *Landscaping* | *By OWNER* | | | $ | - | $ | - | | |
| 275 | | | | | | | | | | | |
| 276 | **33 00 00** | ***Utilities*** | | | *$ 90,000.00* | *$* | *93,615.00* | *$* | *(3,615.00)* | 104% | *$ -* |
| 277 | 33-0000.00 | *Site Utilities - Early Bid Package* | *Waggoner Plumbing* | | *$ 90,000.00* | $ | 93,615.00 | $ | (3,615.00) | | |
| 279 | **70 00 00** | ***Misc*** | | | *$ -* | *$* | *-* | *$* | *-* | ###### | *$ -* |
| 280 | | *NONE* | | | | $ | - | $ | - | | |
| 281 | | | | | | | | | | | |
| 282 | | | *Net* | | *$ 7,286,742.30* | *$* | *4,957,881.93* | *$* | *2,328,860.37* | | *$ 395,390.46* |
| | | | *CO #1 Civil and Mechanical Changes* | | *$ 18,438.00* | $ | 19,751.00 | $ | (1,313.00) | | *$ 18,333.00* |
| 284 | | | *Estimating Adjustment 5%* | | *$ 365,259.00* | $ | 2,162.33 | $ | 363,096.67 | | |
| 285 | | | *Contractors Fee 4%* | | *$ 306,780.72* | $ | 199,191.82 | $ | 107,588.90 | | *$ 16,548.94* |
| 286 | | | ***Subtotal*** | | ***$ 7,977,220.02*** | ***$*** | ***5,178,987.08*** | ***$*** | ***2,798,232.94*** | | ***$ 430,272.40*** |
| | | | *Design Consultant Reimbursables* | | *$ -* | $ | - | $ | - | | |
| 288 | | | *CM Bond Cost* | | *$ 60,000.00* | $ | - | $ | 60,000.00 | | |
| | | | ***Total Construction Budget*** | | ***$ 8,037,220.02*** | ***$*** | ***5,178,987.08*** | ***$*** | ***2,858,232.94*** | | ***$ 430,272.40*** |
| 291 | | | *Design Consultant Fees 7.5%* | | *$ 573,831.00* | | | | | | |
| | | | *Design Consultant Reimbursables* | | *$ 35,000.00* | | | | | | |
| 293 | | | *FFE - BY OWNER* | | *$ -* | | | | | | |
| | | | *Fiscal Agent Fee 1%* | | *$ 85,659.54* | | | | | | |
| 295 | | | Food Service Equipment | | *$ 250,000.00* | | | | | | |
| 296 | | | **GRAND TOTAL** | | **$ 8,981,710.56** | | | | | | |

**Wilcox-Hildreth Public Schools**
**404 E. Sapp St.**
**PO Box 190**
**Wilcox, NE 68982**

| | |
|---|---|
| Invoice | 399478 |
| Draw | 11 |
| Date | 7/10/20 |
| Customer | 23019 |

**Contract:** 19-02-025 Wilcox-Hildreth Public Schools

**Contract Recap:**

| | | |
|---|---|---|
| Construction Budget | $ | 8,017,122.60 |
| Budget Change to Date | $ | 20,097.42 |
| Construction Budget to Date | $ | 8,037,220.02 |
| Total Completed to Date | $ | 5,178,987.08 |
| Retainage | $ | (204,929.56) |
| Total Earned Less Retainage | $ | 4,974,057.52 |
| Less Previous Billings | $ | (4,543,785.12) |
| AMOUNT DUE THIS INVOICE | $ | 430,272.40 |

**Net 10 Days**

| CSI Division | Description | Quantity | Rate | Amount |
|---|---|---|---|---|
| **01** | **General Requirements** | | | |
| 01-3100.40 | Incidental Const Services | | | |
| | Superintendent | 22 | $ 75.00 | $ 1,650.00 |
| | | 15 | $ 93.00 | $ 1,395.00 |
| | Assistant Superintendent | | $ 65.00 | $ - |
| | Leadman | 27 | $ 60.00 | $ 1,620.00 |
| | | 2 | $ 75.00 | $ 150.00 |
| | Skilled Laborer | 46.5 | $ 55.00 | $ 2,557.50 |
| | | | $ 69.00 | $ - |
| | Laborer | 43 | $ 50.00 | $ 2,150.00 |
| | | 2 | $ 62.50 | $ 125.00 |
| | Other Misc Costs | | | $ 337.76 |
| 01-3100.50 | Plan Documents | | | $ - |
| 01-3113.10 | Sr. Accounting | 4.5 | $ 70.00 | $ 315.00 |
| 01-3113.20 | Accounting | 10 | $ 63.00 | $ 630.00 |
| 01-3113.30 | Construction Op Director | | $ 100.00 | $ - |
| 01-3113.44 | Field Operations Director | 9 | $ 100.00 | $ 900.00 |
| 01-3113-45 | Project Engineer | | $ 135.00 | $ - |
| 01-3113.50 | Project Manager | 36 | $ 70.00 | $ 2,520.00 |
| | | 4 | $ 87.50 | $ 350.00 |
| 01-3113.55 | Assistant Project Manager | 0.5 | $ 57.00 | $ 28.50 |
| 01-3113.60 | Superintendent | 107 | $ 75.00 | $ 8,025.00 |
| | | 28.5 | $ 92.50 | $ 2,636.25 |
| 01-4523.20 | Geotech Services | | | $ 766.00 |
| 01-5113.10 | Temporary Electrical | | | $ 58.82 |
| 01-5133.10 | Temporary Telephone | | | $ 160.00 |
| 01-5136.10 | Temporary Drinking Water | | | $ 15.83 |
| 01-5213.99 | Field Office Supplies | | | $ 62.00 |
| 01-5219.10 | Sanitary Facilities | | | $ 179.35 |
| 01-5600.99 | Temporary Barriers | | | $ 45.65 |
| 01-7419.10 | Refuse Collection & Disposal | | | $ 1,855.08 |
| | **TOTAL GENERAL REQUIREMENTS** | | | **$ 28,532.74** |

| | | | | |
|---|---|---|---|---|
| **03** | **Concrete** | | | |
| 03-3000.99 | Cast In Place Concrete | | | |
| | | Subcontractor | $ | 20,548.80 |
| | | **TOTAL CONCRETE** | **$** | **20,548.80** |
| **04** | **Masonry** | | | |
| 04-0500.99 | Masonry | | | |
| | | Subcontractor | $ | 87,264.00 |
| | | **TOTAL MASONRY** | **$** | **87,264.00** |
| **06** | **Carpentry** | | | |
| 06-1000.10 | Carpentry | | | |
| | | Subcontractor | $ | 10,083.20 |
| | | **TOTAL CARPENTRY** | **$** | **10,083.20** |
| **08** | **Openings** | | | |
| 08-1000.20 | Metal Doors | | | |
| | | Material | $ | 1,650.00 |
| 08-4113-10 | Alum Storefront / Windows | | | |
| | | Subcontractor | $ | - |
| 08-5000.20 | Wood Windows | | | |
| | | Subcontractor | $ | 8,470.00 |
| | | **TOTAL OPENINGS** | **$** | **10,120.00** |
| **10** | **Specialties** | | | |
| 10-1100.10 | Display Boards | | | |
| | | Material | $ | 2,414.00 |
| | | **TOTAL SPECIALTIES** | **$** | **2,414.00** |
| **11** | **Equipment** | | | |
| 11-6500.99 | Athletic & Recreational Equip. | | | |
| | | Material | $ | 22,802.00 |
| | | **TOTAL EQUIPMENT** | **$** | **22,802.00** |
| **21** | **Fire Suppression** | | | |
| 21-1300.99 | Sprinkler System | | | |
| | | Subcontractor | $ | 24,850.00 |
| | | **TOTAL FIRE SUPPRESSION** | **$** | **24,850.00** |
| **22** | **Plumbing** | | | |
| 22-0100.99 | Plumbing | | | |
| | | Subcontractor | $ | 73,500.00 |
| | | **TOTAL PLUMBING** | **$** | **73,500.00** |
| **23** | **Mechanical** | | | |
| 23-0100.99 | HVAC | | | |
| | | Subcontractor | $ | 38,950.00 |
| | | **TOTAL MECHANICAL** | **$** | **38,950.00** |
| **26** | **Electrical** | | | |
| 26-0500.99 | Electrical | | | |
| | | Subcontractor | $ | 71,847.00 |
| | | **TOTAL ELECTRICAL** | **$** | **71,847.00** |

| 70 | OTHER USER DEFINED | | | | |
|---|---|---|---|---|---|
| 70-1000.20 | Equipment Fuel | | | $ | 347.78 |
| 70-1000.99 | Mileage | | | | |
| | Week of 5/25/20 - BD21 | 280 | $0.535 | $ | 149.80 |
| | Week of 6/1/20 - BD21 | 320 | $0.535 | $ | 171.20 |
| | Week of 6/8/20 - BD21 | 312 | $0.535 | $ | 166.92 |
| | BD4 | 34 | $0.535 | $ | 18.19 |
| | Week of 6/15/20 - BD21 | 338 | $0.535 | $ | 180.83 |
| 70-1100.99 | Estimating Adjustment | | | $ | 18,332.00 |
| 70-7000.99 | Equipment | | | $ | - |
| | BD Equipment | | | | |
| | Office Trailer (mo) | 1 | $500.00 | $ | 500.00 |
| | Storage Trailer (mo) | 1 | $160.00 | $ | 160.00 |
| | Skid loader (mo) | 1 | $1,395.00 | $ | 1,395.00 |
| | All Terrain Lift (mo) | 1 | $1,390.00 | $ | 1,390.00 |
| | **TOTAL OTHER USER DEFINED** | | | **$** | **22,811.72** |

| | | |
|---|---|---|
| INVOICE SUB TOTAL | $ | 413,723.46 |
| CONTRACTOR FEE | $ | 16,548.94 |
| TOTAL COMPLETED TO DATE | $ | 430,272.40 |
| RETAINAGE 5% | $ | - |
| AMOUNT DUE THIS INVOICE | $ | 430,272.40 |

**Contract Summary:**

| | | |
|---|---|---|
| Construction Budget | $ | 8,017,122.60 |
| Approved Changes | $ | 20,097.42 |
| Construction Budget to Date | $ | 8,037,220.02 |
| Invoiced Amount | $ | 5,178,987.08 |
| Remaining Amount | $ | 2,858,232.94 |
| Billed Percent | | 64% |
| RETAINAGE Balance | $ | 204,929.56 |

**Approved By:**

**Name:** Jon Mosbarger

Jon Mosbarger, Project Manager

**Date:** 7/10/2020

**Name:** Linette Butler

Linette Butler, General Manager

**Date:** 7/10/2020

**Name:**

Wilkins ADP

**Date:**

***Thank you for choosing BD Construction, Inc./Kearney***

All Invoices

| Invoice | Invoice Date | Description | | Original Amount |
|---|---|---|---|---|
| **19-02-025** Wilcox Public Schools | | | | |
| 01-3100-40 Incidental Const Services | | | | |
| 14003 Sunbelt Rentals<br>PO Box 409211<br>Atlanta GA 30384-9211 | | | | |
| 101837738-0001 | 05-29-2020 | Trench Roller/Wilcox | | 337.76 |
| | | | CSI Total | 337.76* |
| 01-4523-20 Geotech services / site invest | | | | |
| 7155 GSI Engineering, LLC<br>4503 East 47th Street South<br>Wichita KS 67210-1651 | | | | |
| 1113 | 05-26-2020 | Testing/Wilcox | | 766.00 |
| | | | CSI Total | 766.00* |
| 01-5113-10 Temporary Electrical | | | | |
| 23223 Wilcox Utilities Dept.<br>PO Box 88<br>Wilcox NE 68982 | | | | |
| 052920 | 05-29-2020 | Acct#23800/Wilcox | | 58.82 |
| | | | CSI Total | 58.82* |
| 01-5133-10 Temporary Telephone (Cell Phon | | | | |
| 22041 Verizon Wireless<br>PO Box 25505<br>Lehigh Valley PA 18002-5505 | | | | |
| 9855008461 | 05-20-2020 | Acct#483142405-00002 | | 160.00 |
| | | | CSI Total | 160.00* |
| 01-5136-10 Temporary Water Drinking | | | | |
| 3082 Culligan Water Conditioning<br>211 W 19th St<br>Kearney NE 68847 | | | | |
| 160234-051920 | 05-19-2020 | Water Cooler/Wilcox | | 15.83 |
| | | | CSI Total | 15.83* |

All Invoices

| Invoice | Invoice Date | Description | Original Amount |
|---|---|---|---|
| **19-02-025** Wilcox Public Schools | | | |
| 01-5213-99 Field Offices and Sheds | | | |
| 6543 Flatwater Wireless | | | |
| PO Box 194 | | | |
| Ravenna | | NE 68869 | |
| 060120 | 06-01-2020 | Internet/Wilcox | 62.00 |
| | | CSI Total | 62.00* |
| 01-5219-10 Sanitary Facilities | | | |
| 3127 Comfy Bowl Inc | | | |
| PO Box 274 | | | |
| Gibbon | | NE 68840 | |
| 82632 | 05-31-2020 | Porta Pot/Wilcox | 179.35 |
| | | CSI Total | 179.35* |
| 01-5600-99 Temporary Barriers and Enclosu | | | |
| 6539 First National-7718 | | | |
| PO Box 2818 | | | |
| Omaha | | NE 68103 | |
| 052020 | 05-20-2020 | Hasp,Padlock,2*6s/Wilcox | 17.85 |
| 052920 | 05-29-2020 | Adhesive/Wilcox | 27.80 |
| | | CSI Total | 45.65* |
| 01-7419-10 Refuse Collection & Disposal | | | |
| 19250 South Central Sanitation | | | |
| PO Box 40 | | | |
| Wilcox | | NE 68982 | |
| 10603 | 06-02-2020 | Roll off Rental & Landfill/Wil | 1,855.08 |
| | | CSI Total | 1,855.08* |
| 03-3000-99 Cast In Place Concrete | | | |
| 2000 BD Construction Inc/Kearney | | | |
| PO Box 726 | | | |
| Kearney | | NE 68848 | |
| 399464 | 06-20-2020 | Draw 7/Wilcox | 20,548.80 |
| | | CSI Total | 20,548.80* |

All Invoices

| Invoice | Invoice Date | Description | | Original Amount |
|---|---|---|---|---|
| **19-02-025** Wilcox Public Schools | | | | |
| 04-2000-99 Unit Masonry | | | | |
| 13371 Masonry Unlimited LLC | | | | |
| 306 East 6th Street | | | | |
| Kearney | | NE 68847 | | |
| WH/Draw 5 | 06-18-2020 | Draw 5/Wilcox-Hildreth | | 87,264.00 |
| | | | CSI Total | 87,264.00* |
| 06-1000-10 Rough Carpentry | | | | |
| 2000 BD Construction Inc/Kearney | | | | |
| PO Box 726 | | | | |
| Kearney | | NE 68848 | | |
| 399463 | 06-20-2020 | Draw 8/Wilcox | | 10,083.20 |
| | | | CSI Total | 10,083.20* |
| 08-1000-20 Hollow Metal Doors | | | | |
| 13015 Midwest Door & Hardware | | | | |
| 5001 Russell Circle | | | | |
| Lincoln | | NE 68507 | | |
| 096957 | 05-28-2020 | Hardware/Wilcox | | 1,650.00 |
| | | | CSI Total | 1,650.00* |
| 08-5000-20 Wood Windows | | | | |
| 3390 Crystal Structures | | | | |
| 3333 North Mead | | | | |
| Wichita | | KS 67219 | | |
| Wilcox/Draw 4 | 06-18-2020 | Draw 4/Wilcox | | 8,470.00 |
| | | | CSI Total | 8,470.00* |
| 10-1100-10 Display & Marker Boards | | | | |
| 5080 EPCO Ltd, Inc. | | | | |
| 1159 E. Pierce Street | | | | |
| Council Bluffs | | IA 51503 | | |
| 19087X03 | 05-26-2020 | Markerboards/Wilcox | | 2,414.00 |
| | | | CSI Total | 2,414.00* |

All Invoices

| Invoice | Invoice Date | Description | Original Amount |
|---|---|---|---|
| **19-02-025** Wilcox Public Schools | | | |
| 11-6500-99 Athletic & Recreational Equip | | | |
| 3358 Carroll Seating | | | |
| 2105 Lunt Avenue | | | |
| Elk Grove Village IL 60007 | | | |
| WH-Draw 3 | 06-18-2020 | Draw 3/Wilcox-Hildreth | 22,802.00 |
| | | CSI Total | 22,802.00* |
| 21-1300-99 Fire Suppresion Sprinkler Syst | | | |
| 2004 Bamford Inc | | | |
| PO Box 1868 | | | |
| Kearney NE 68848-1868 | | | |
| WH/Draw 4 | 06-16-2020 | Draw 4/Wilcox-Hildreth | 24,850.00 |
| | | CSI Total | 24,850.00* |
| 22-1000-99 Plumbing Piping and Pumps | | | |
| 22060 Uden Plumbing and Heating | | | |
| 709 S. Ross Ave. | | | |
| Hastings NE 68901 | | | |
| WH/Draw 11 | 06-18-2020 | Draw 11/Wilcox-Hildreth | 73,500.00 |
| | | CSI Total | 73,500.00* |
| 23-0100-99 Oper & Maintenance of HVAC Sys | | | |
| 11027 K-T Heating & Air Inc | | | |
| 234 E J St | | | |
| Hastings NE 68901 | | | |
| WH/Draw 9 | 06-19-2020 | Draw 9/Wilcox-Hildreth | 38,950.00 |
| | | CSI Total | 38,950.00* |
| 26-0500-99 Common Work Results for Electr | | | |
| 11342 Kidwell | | | |
| 3333 Folkways Circle | | | |
| Lincoln NE 68504 | | | |
| 156103 | 06-19-2020 | Draw 11/Wilcox | 71,847.00 |
| | | CSI Total | 71,847.00* |

All Invoices

| Invoice | Invoice Date | Description | Original Amount |
|---|---|---|---|
| **19-02-025** Wilcox Public Schools | | | |
| 70-1000-20 Equipment Fuel | | | |
| 6539 First National-7718 | | | |
| PO Box 2818 | | | |
| Omaha NE 68103 | | | |
| 051320 | 05-13-2020 | Equip.Fuel,Blades,Fas/Wilcox | 347.78 |
| | | CSI Total | 347.78* |
| 70-1100-99 Estimating Adjustment | | | |
| 11027 K-T Heating & Air Inc | | | |
| 234 E J St | | | |
| Hastings NE 68901 | | | |
| WH/Draw 9 | 06-19-2020 | Draw 9/Wilcox-Hildreth | 18,332.00 |
| | | CSI Total | 18,332.00* |
| Report Totals: | | | 384,539.27* |

# 2002
# Organization of the Board, Board Officers, Check Signing, and Committees

1. Membership, Term and Election

    a. The Board of Education shall be comprised of six members who will be elected at large.

    b. Those who wish to serve on the board shall file, be elected, and serve terms of office on the board according to law.

2. Internal Organization and Officers

    a. President

        i. At the regular January meeting, the board shall elect from among its members a president who shall serve in that capacity for one year.

        ii. The president shall preside at all board meetings, and shall perform such other duties as may be prescribed by law or by action of the board.

    b. Vice President

        i. At the regular January meeting, the board shall elect from among its members a vice president who shall serve in that capacity for one year.

        ii. The vice president shall preside in the absence of the president, and shall perform such other duties as are assigned by the board.

    c. Secretary

        i. At the regular January meeting, the board shall elect a secretary who need not be a member of the board. The secretary shall serve in that capacity for one year. If the secretary is a member of the board, an assistant secretary may be named and his or her duties and compensation set by the board.

ii. The secretary shall see that an accurate record of the proceedings of the board is kept, that a copy of the proceedings is provided to each board member and to the superintendent, and that a concise summary of each month's meeting is published along with a list of all approved claims. The secretary shall perform such other duties as are prescribed by law and assigned by the board.

d. Treasurer

i. At the regular January meeting, the board shall elect, employ, or appoint a treasurer who need not be a member of the board if permitted by law. The treasurer shall serve in that capacity for one year, unless the board designates a longer term for the treasurer.

ii. The treasurer may be designated to sign checks and certain other documents. The treasurer is the custodian of the monies of the district.

iii. The treasurer shall give bond or equivalent insurance coverage payable to the district as prescribed by law with the cost of the bond being paid by the district.

iv. The treasurer shall issue no warrant of payment of claim against the district until such claim has been duly authorized.

3. Signing and Authorizing Checks, Warrants, and other Instruments.

a. Unless otherwise delegated by the board, the president and secretary of the board shall sign checks, warrants, and other instruments of the district.

b. The board may delegate another person to sign and validate any checks, warrants, and other instruments. Facsimile signatures of board members may be used.

c. The board delegates that the vice president or treasurer may sign any warrant in the absence of either the president or the secretary.

4. Board Officer Voting and Tie Breakers

    a. The vote to elect board officers may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.

    b. In the event any officer cannot be elected by a majority after 10 votes; no votes occur after ten motions fail for lack of a "second,"; or no member volunteers to serve as an officer for a particular position, the tie will be broken by the applicable method:

        i. [Option 1]: If the board is split between two members, they will each serve as the officer for six months of the year. The initial six-month term will be determined by coin flip.

        [Option 2]: If the board is split between two members, the officer will be determined by coin flip. The winning member will be the officer for the upcoming year unless the position changes by action of the board.

        ii. If the board is split between more than two members who wish to serve as the officer, any member wanting to serve as the officer will put his or her name into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.

        iii. If no member is willing to serve as an officer for a position which is required to be a member of the board, all non-officers' names will be put into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.

5. Committees

    a. The board shall authorize such special committees as it deems necessary. The board president shall appoint members to the committee, and designate its function, tasks it is to perform, and a completion date for its work.

    b. On or before the beginning of each calendar year, the board shall appoint three members to form a Committee on American Civics.

The committee's duties shall be those prescribed by Nebraska statutes, which include:

i. Hold no fewer than two public meetings annually, at least one when public testimony is accepted;

ii. Keep minutes of each meeting showing the time and place of the meeting, which members were present or absent, and the substance and details of all matters discussed;

iii. Examine and ensure that the social studies curriculum used in the district is aligned with the social studies standards adopted pursuant to section 79-760.01 and teaches foundational knowledge in civics, history, economics, financial literacy, and geography;

iv. Review and approve the social studies curriculum to ensure that it stresses the services of the men and women who played a crucial role in the achievement of national independence, establishment of our constitutional government, and preservation of the union and includes the incorporation of multicultural education as set forth in sections 79-719 to 79-723 in order to instill a pride and respect for the nation's institutions and not be merely a recital of events and dates;

v. Ensure that any curriculum recommended or approved by the committee on American civics is made readily accessible to the public and contains a reference to this section;

vi. Ensure that the district develops and utilizes formative, interim, and summative assessments to measure student mastery of the social studies standards adopted pursuant to section 79-760.01;

vii. Ensure that the social studies curriculum in the district incorporates one or more of the following for each student:

1. Administration of a written test that is identical to the entire civics portion of the naturalization test used by United States Citizenship and Immigration Services prior to the completion of eighth grade and again prior to the completion of twelfth grade with the individual score from each test for each student made available to a parent or guardian of such student; or

2. Attendance or participation between the commencement of eighth grade and completion of twelfth grade in a meeting of a public body as defined by section 84-1409 followed by the completion of a project or paper in which each student demonstrates or discusses the personal learning experience of such student related to such attendance or participation; or

3. Completion of a project or paper and a class presentation between the commencement of eighth grade and the completion of twelfth grade on a person or persons or an event commemorated by a holiday listed in section 79-724(6) or on a topic related to such person or persons or event;

viii. Take all such other steps as will assure the carrying out of the provisions of this section and provide a report to the school board regarding the committee's findings and recommendations.

6. Vacancies

a. A vacancy on the board of education shall exist when any one of the following occurs:

i. A member submits his or her formal resignation from the board.

ii. A member removes himself or herself from the district or is absent from the district for a continuous period of sixty days.

iii. A member misses more than two consecutive regular board meetings unless excused by a majority of the remaining members.

iv. Such other reasons as are set forth in Nebraska statutes.

b. The board shall make note the vacancy in its minutes and shall give notice of the date the vacancy occurred, the office vacated, and the length of the unexpired term to (1) the election commissioner or county clerk, and (2) the public by published notice in a newspaper of general circulation in the district.

c. Vacancies shall be filled in the manner set forth in Nebraska statutes.

Adopted on: _____
Revised on: _____
Reviewed on: _____

# 3039

## Threat Assessment and Response

## [Option 1: Team Concept]

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 assessment 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 report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

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

## 3. Threat Assessment Team

The threat assessment team (team) shall consist of _____. **[Note to be deleted: This team should include at least the superintendent of schools, building principal(s), guidance counselor and local law enforcement. It also could include information technology staff, the school nurse, members of the mental health profession who would be willing to work with the school. It should not include parents or board members. Members of the school crisis team may also serve on the threat assessment team.]** Not every team member need 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.

## [Option 2: Superintendent as Primary Investigator and Decision-Maker]

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 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 assessment them and to manage/address them. Threat assessment is the process of distinguishing "transient" threats from serious ones 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 report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

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

## 3. 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 superintendent 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 law enforcement unit determines to be reasonable and useful.
- The superintendent must confer with at least on member of the school's guidance counseling staff as part of his/her investigation. If the threat has been made by, or is directed towards, a student with a disability, the superintendent must confer with a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate.

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

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

## 4. Communication with the Public about Reported Threats

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

## 5. Coordination with the Crisis Team After Resolution of Threat

The superintendent 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's Safety Plan.

**[Option 3: Law Enforcement Unit as Primary Investigator; Superintendent as Primary Decision Maker – Please note, this option is only available if you have adopted Policy 3054 designating a Law Enforcement Unit]**

The board 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 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 assessment them and to manage/address them. Threat assessment is the process of distinguishing "transient" threats from serious ones 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 report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

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

## 3. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to the designated law enforcement unit. Upon receipt of an initial report of any threat, the law enforcement unit shall initiate an initial inquiry/triage and make a determination of the seriousness of the threat as expeditiously as possible. The law enforcement unit must contact local law enforcement if it determines 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 law enforcement unit will meet to evaluate and respond to the threatening behavior. The law enforcement unit 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 law enforcement unit determines to be reasonable and useful.

If the threat has been made by, or is directed towards, a student with a disability, the superintendent must confer with a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate.

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

## 4. Communication with the Public about Reported Threats

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

## 5. Coordination with the Crisis Team After Resolution of Threat

The superintendent 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's Safety Plan.

Adopted on: _____
Revised on: _____
Reviewed on: _____

# 3046
# Animals at Schools

Animals are not allowed in school district buildings or on school district property without the written permission of the superintendent or his or her designee except as provided in this policy or as otherwise required by law.

## I. Use of Animals for Instructional Purposes

Animals that support a district program or curriculum or that are used for instructional purposes are allowed in school district buildings or on school district property with the written permission of the superintendent or building principal.

## II. Service Animals

The school district does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. An individual with a disability is permitted to be accompanied by his/her service animal on school property when required by law, subject to the conditions of this policy.

**Service Animal.** A "service animal" is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Work or tasks ***do not*** include the crime deterrent effects of an animal´s presence and the provision of emotional support, well-being, comfort, or companionship. The work or tasks performed by a service animal must be directly related to the handler's disability or necessary to mitigate a disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. ***See also***, Miniature Horses below.

**School District Inquiries.** School officials ***may*** ask the owner or handler of an animal whether the animal is required because of a disability and what work or task the animal has been trained to do ***unless*** the answers to these inquiries are readily apparent. School officials ***may not*** ask about the nature or extent of a person's disability and may not require documentary proof of certification or licensing as a service animal.

**Procedural Requirements.** The following requirements must be satisfied ***before*** a service animal will be allowed in school buildings or on school grounds:

**Request.** A person who wants to be accompanied by his/her service animal must submit a written request form to a principal or superintendent. The request form is attached to this policy. These requests must be renewed each school year or whenever a different service animal will be used. When a request to be accompanied by a service animal is submitted by, or on behalf of, a student who has an Individualized Education Program (IEP) and/or a Section 504 Plan, then the request shall be promptly referred to the student's respective IEP Team and/or 504 Team for its consideration and/or input.

**Health and Vaccination.** The owner or handler must have proof of current licensure from the local licensing authority including proof of the service animal's current vaccinations and immunizations required by law.

Service animals will not be allowed in school buildings or other school property until the school has approved the request.

**Control.** A service animal must be under the control of its handler at all times. The service animal must have a harness, backpack, vest identifying the dog as a trained service dog, leash, or other tether. If the handler is unable to use a harness, backpack, vest, leash, or other tether, because of a disability or the use of a harness, backpack, vest, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, the use of these items is not required. However, the service animal must be otherwise under the handler's control.

**Exclusion or Removal from School.** A service animal may be excluded from school property and buildings if a school administrator determines that:

(1) A handler does not have control of the service animal;
(2) The service animal is not housebroken;
(3) The service animal presents a direct and immediate threat to others in the school; or
(4) The animal's presence fundamentally alters the nature of the service, program, or activity.

The handler or the student's parent or guardian shall be required to remove the service animal from school premises immediately upon such a determination. If the service animal is removed, the individual with a disability shall be provided with the opportunity to participate in the service, program, or activity without the service animal.

**Allergic Reactions.** If any student or school employee assigned to a classroom or mode of transportation in which a service animal is permitted suffers an allergic reaction to the service animal, the person having custody and control of the animal will be required to remove the animal to a different location designated by an administrator. The school will arrange a meeting between school personnel, the individual with the disability, and the parents or guardian(s) of the person with the disability if that person is a student to develop an alternate plan.

**Supervision and Care of Service Animals.** The owner or handler of a service animal is solely responsible for the supervision and care of the animal, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The student's parent or guardian is responsible for providing for the supervision and the care of the animal in the event that his or her student is not able to do so. The school district is not responsible for providing any care, supervision, or assistance for a service animal.

**Extra Charges.** The owner or handler of a service animal will not be required to pay an admission fee or a charge for the animal to attend events for which a fee is charged.

**Damage to School Property and Injuries.** The owner or handler of a service animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the animal.

**Miniature Horses.** Requests to permit the use of a miniature horse by an individual with a disability will be addressed on a case-by-case basis by considering the following factors:

(1) The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
(2) Whether the handler has sufficient control of the miniature horse;
(3) Whether the miniature horse is housebroken; and
(4) Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

All additional requirements outlined in this policy, which apply to service animals, shall apply to miniature horses.

**Service Animal in Training.** This policy shall also be applicable to service animals in training that are accompanied by a bona fide trainer.

**Denial of Access and Grievance.** If a school official denies a request for access of a service animal, the disabled individual or parent or guardian can file a written grievance with the school's Section 504 Coordinator.

**[NOTE TO BE DELETED: There are 2 options below. The first option allows therapy animals brought by school employees as approved by the administration. The second does not allow therapy animals "except as required by law." YOU MUST PICK AN OPTION AND DELETE THE OTHER.]**

**[OPTION 1]**

## III. THERAPY ANIMALS

The school district supports the use of therapy animals by teachers or other qualified school personnel ("Owner") for the benefit of its students subject to the conditions of this policy.

**Therapy Animal.** A "therapy animal" is an animal that has been individually trained and certified to work with its Owner to provide emotional support, well-being, comfort, or companionship to school district students. Therapy animals are not "service animals" as that term is used in the American with Disabilities Act. The animal must be well behaved and have a temperament that is suitable for interaction with students and others in a public school. Therapy animals are personal property of the Owner and are not owned by the school district.

**Therapy Animal Standards and Procedures.** The following requirements must be satisfied ***before*** a therapy animal will be allowed in school buildings or on school grounds:

> **Request.** An Owner who wants to bring a therapy animal to school must submit a written request form to a principal or superintendent. The request form is attached to this policy. The request must be renewed each school year or whenever a different therapy animal will be used. When a request to bring a therapy animal to school is submitted by, or on behalf of, a student who has an Individualized Education Program (IEP) and/or a Section 504 Plan, then the request shall be promptly referred to the student's respective IEP Team and/or 504 Team for its consideration and/or input.
>
> **Training and Certification.** The Owner must submit training and certification information requested by the Superintendent or his or her

designee. Any certification required by the school district must remain current at all times.

**Health and Vaccination.** The therapy animal must be clean, well groomed, in good health, house broken, and immunized against diseases common to such animals. The Owner must submit proof of current required licensure from the local licensing authority and proof of the therapy animal's current vaccinations and immunizations from a licensed veterinarian, if applicable.

**Control.** A therapy animal must be under the control of the Owner at all times.

**Identification.** The therapy animal must have appropriate identification identifying it as a therapy animal.

**No Disruption.** The therapy animal must not disrupt the educational process by any of its behaviors.

**Health and Safety.** The therapy animal must not pose a health and safety risk to any student, employee, or other person at school.

**Supervision and Care of Therapy Animals.** The Owner is solely responsible for the supervision and care of the therapy animal, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The school district is not responsible for providing any care, supervision, or assistance for a therapy animal.

**Authorized Area(s).** The Owner shall only allow the therapy animal to be in areas in school buildings or on school property that are authorized by school district administrators.

**Insurance.** The Owner must submit a copy of an insurance policy that provides liability coverage for the therapy animal while on school property.

**Exclusion or Removal from School.** A therapy animal may be excluded from school property and buildings if a school administrator determines that:

(1) A handler does not have control of the therapy animal;
(2) The therapy animal is not housebroken;
(3) The therapy animal presents a direct and immediate threat to others in the school; or

(4) The animal's presence otherwise interferes with the educational process.

The Owner shall be required to remove the therapy animal from school premises immediately upon such a determination.

**Allergic Reactions.** If any student or school employee assigned to a classroom in which a therapy animal is permitted suffers an allergic reaction to the therapy animal, the Owner of the animal will be required to remove the animal to a different location designated by an administrator.

**Damages to School Property and Injuries.** The Owner of a therapy animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the therapy animal.

**Other Therapy Animals.** Therapy animals (1) owned by students, patrons, or other non-school employees or (2) owned by school employees for their own benefit will not be allowed on school grounds or school property except as otherwise required by law.

**[OPTION 2]**

## III. THERAPY ANIMALS

A "therapy animal" is an animal that has been individually trained and certified to work with its owner to provide emotional support, well-being, comfort, or companionship. Therapy animals are not "service animals" as that term is used in the Americans with Disabilities Act.

Therapy animals will not be allowed on school grounds or school property except as otherwise required by law.

Adopted on: _____
Revised on: _____
Reviewed on: _____

# 3055
# School Resource Officers

The school district must have in effect a memorandum of understanding (MOU) with any law enforcement agency or any security agency prior to using the services of a school resource officer (SRO) or security guard. The MOU shall comply with all state law requirements.

**Employer.** The SRO or security guard are employees of the law enforcement agency or security agency.

**Required Training.** Each SRO and security guard and at least one administrator in each elementary or secondary school where an SRO or security guard is assigned must attend a minimum of twenty hours of training focused on school-based law enforcement, including, but not limited to, coursework focused on school law, student rights, understanding special needs students and students with disabilities, conflict de-escalation techniques, ethics for school resource officers and security guards, teenage brain development, adolescent behavior, implicit bias training, diversity and cultural awareness, trauma-informed responses, and preventing violence in school settings.

**Prosecution Referral Records.** The district must create and maintain records on each student referral for prosecution from an SRO in response to an incident occurring at school, on school grounds, or at a school-sponsored event. The records must allow for analysis of related data and must include the reason for the referral and the federally identified demographic characteristics of each student.

**Parent or Guardian Notification.** School officials are not required to notify a parent or guardian or give them an opportunity to be present if the student is subjected to questioning or interrogation by a school official. School officials will notify a parent or guardian or give them an opportunity to be present if the student is subjected to questioning or interrogation by an SRO or security guard operating in conjunction with a school official as provided in the school's separate policy regarding investigations, arrests, and other student contact by law enforcement, Health and Human Services, or other child welfare agencies.

**Rights Advisement.** School officials will not advise students of any constitutional rights before student questioning or interrogation. The advisement, if any, shall be made by the SRO or security guard as provided by their agencies' policies and procedures.

**Referral to Law Enforcement for Prosecution.** The school district's student discipline policy is the school policy required by state law that addresses the student conduct or actions that will be referred to law enforcement for prosecution and the type of student conduct or actions that will be resolved as a disciplinary matter by a school official and not referred to law enforcement.

**Restraint and Seclusion.** The school district's restraint and seclusion policy applies to the use of restraint and seclusion on students by school district employees. SROs and security guards that are not employees of the school district are not governed by the school district's restraint and seclusion policy. Instead, they will be governed by the restraint and seclusion policies, practices, and procedures implemented by their employers.

**Filing and Posting the MOU.** The superintendent shall provide a copy of any initial MOU entered into under this policy to the Nebraska Department of Education (Department) or post a copy on the school district's website within three months of its adoption. The superintendent shall thereafter file any changes to the MOU with the Department or post it on the school district's website no later than January 1st of each year.

**Complaint Process.** Any student or parent who wishes to express a concern or file a complaint about an SRO or security guard and the practices of the SRO or security guard must follow the school district's complaint procedure.

Adopted on: _____
Revised on: _____
Reviewed on: _____

# 3056
# Guest Speakers

The school board recognizes that guest speakers with demonstrated expertise in areas of interest to the school district and its students may enrich the students' educational experiences. The school district has adopted this policy to ensure that the messages provided by outside speakers do not conflict with school district policies, the fundamental values of a public school education, or the legal limitations placed on public school districts. Individuals who wish to invite a guest speaker must follow the procedures outlined below.

**Classroom or School-Sponsored Activity Guest Speakers.** Teachers or activity sponsors who desire to invite a guest speaker to address his or her class or activity members must:

1. Research the guest speaker, have a clear understanding of the guest speaker's purpose and message, and determine that the speaker's message complies with the school district's policies and fundamental values.

2. Complete a Guest Speaker Request Form and submit it to the building principal at least ____ days prior to the proposed appearance.

3. Notify the main office of name, time, and date of the guest speaker's appearance (if the request is approved).

4. Notify parents of the name, time, date, and topic and summary of the presentation at least ____ days before the presentation (if the request is approved).

5. Require the guest speaker to submit a copy of any visual or written materials to the employee at least 24 hours prior to any presentation. The employee shall submit the materials to the principal upon receipt.

6. Prepare students in advance for the experience.

7. Inform the guest speaker that students or employees may ask challenging questions or offer differing viewpoints.

8. Terminate the presentation if the speaker fails to limit his or her remarks to the subject on which he or she has been invited to speak.

9. Remain with the speaker and students to facilitate and monitor the discussion.

10. Provide appropriate follow-up activities and education.

**Assembly Speakers.** Employees who desire to invite a guest speaker to address staff or students at an assembly must follow the identical procedures outlined above. In addition, the employee must submit the Guest Speaker Request Form to the superintendent at least ___ days prior to the proposed appearance and the speaker submitted materials upon receipt.

**Request Consideration.** The administrator(s) must research the guest speaker and determine that the speaker's message complies with the school district's policies and fundamental values. If it does not comply, the administrator will reject the request. If it does comply, the administrator shall then consider the following factors when approving or denying the request:

1. The guest speaker's ability to appropriately and adequately address the topic with the students based upon the speaker's education, training, expertise, or other qualifications.

2. The materials submitted by the guest speaker.

3. The educational value to students of the presentation.

4. The relevance of the presentation to the class, activity, or school's educational mission.

5. Whether the topic of the presentation is appropriate for the students' ages and level of maturity.

6. Whether the speaker has a history of providing factual information in a fair and balanced manner or if he or she has previously advocated for a particular position or espoused personal opinion, bias, or partisanship.

7. Whether the speaker's proposed presentation is consistent with the fundamental values of a public school education and/or encourages the fundamental values, habits, or manners of civility.

8. Whether the speaker's proposed presentation will satisfy the Nebraska Department of Education's accreditation, curriculum, or standards requirements or recommendations.

The administrator shall notify the employee of his or her decision.

**Controversial Issues.** If the employee or administrator determine that the guest speaker's topic or presentation is partisan or controversial but will still be of benefit to the students, (1) the employee and administrator will work

with the guest speaker to develop a plan that will allow the issue to be presented in an objective and unbiased manner and/or (2) the employee and administrator will develop a plan that will allow opposing viewpoints to be presented. The employee will notify students and their parents at least ___ days in advance of the nature of the presentation. If a student does not wish to attend a controversial presentation, the employee will either excuse the student from attending or provide an alternative assignment.

**Other Requirements.** The inviting employee or appropriate administrator may interrupt or stop the presentation if it violates this or any other school policy.

Adopted on: _____
Revised on: _____
Reviewed on: _____

# 4003
# Drug Policy Regarding Drivers

**Policy Statement**. Drivers for the school district must be free from drug and alcohol abuse, and the use of illegal drugs or improper use of alcohol is prohibited. The overall goal of drug and alcohol testing is to insure a drug-free and alcohol-free transportation environment, and to reduce accidents, injuries and fatalities.

**Designated Contact.** The school district has designated [insert designated individual] as the individual any driver may contact with questions about this policy or the school district's drug testing program and procedures for drivers. This individual further maintains and will provide drivers informational materials concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem (the driver's or a co-worker's); and available methods of intervening when an alcohol or controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.

[Insert designated individual] may be contacted at [insert contact information.]

**Covered Drivers.** Any person who operates a commercial motor vehicle on behalf of the school district is covered by this policy and the school district's drug testing program and procedures for drivers. All covered drivers must provide the school district a signed statement certifying that he or she has received a copy of this policy and related materials.

**Covered Workday.** A driver is required to comply with this policy and the terms of the school district's drug testing program and procedures for drivers at all times they are assigned, or may be assigned, to perform safety-sensitive functions. This includes all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions include: (1) all time at a school district facility or property, contractor facility or property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the school district; (2) all time inspecting equipment as required by state or federal law or regulation and any and all other time inspecting, servicing, or conditioning any commercial motor vehicle; (3) all time spent at the driving controls of a commercial motor vehicle in operation; (4) all time, other than driving time, in or upon any commercial motor vehicle; (5) all time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or

unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and (6) all time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

**Prohibited Conduct.** No driver shall: (1) report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater; (2) use alcohol while performing safety-sensitive functions; (3) perform safety-sensitive functions within four hours after using alcohol; or (4) refuse to submit to a pre-employment controlled substance, a post-accident alcohol or controlled substance test, a random alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, a return-to-duty alcohol or controlled substances test, or a follow-up alcohol or controlled substance test required under state or federal law or this policy. No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

No driver shall: (1) report for duty or remain on duty requiring the performance of safety sensitive functions when the driver uses any drug or substance identified in 31 CFR 1308.11 Schedule 1; (2) report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any non-Schedule I drug or substance that is identified in the other Schedules in 21 CFR part 1308 except when the use is pursuant to the instructions of a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle; or (3) report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive or has adulterated or substituted a test specimen for controlled substances.

**Types of Testing**. Pursuant to regulations promulgated by the Department of Transportation (DOT), the district has implemented four types of testing: (1) pre-employment testing, (2) reasonable cause testing, (3) post-accident testing and (4) random testing.

**Refusal to Submit to Testing**. A driver shall not refuse to submit to testing. A driver will be considered to have refused to submit to testing if the driver fails to provide a sample or specimen necessary for testing upon a lawful request, consistent with the required testing protocols. The refusal to submit to the testing used by the district will be grounds for refusal to hire driver applicants and to terminate the employment of existing drivers.

**Consequences for Violations.** Any driver who becomes unqualified on the basis of violation of the terms of this policy will be subject to disciplinary action

which may include termination of the driver's employment, and shall include the immediate removal from safety-sensitive functions in compliance with federal law. No driver tested pursuant to this policy and the school district's drug testing program and procedures who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform or continue to perform safety-sensitive functions until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test.

**Return to Duty Process.** A driver who has violated this policy or the school district drug testing program and procedures cannot again perform any safety-sensitive functions until and unless the employee completes the return-to-duty process, including the substance-abuse professional's (SAP) evaluation, referral, and recommended education or treatment. The school district will provide employees the relevant contact information for available and acceptable SAPs as necessary, but the school district is not required under the law to provide a SAP evaluation or any subsequent recommended education or treatment for a driver. Any driver completing the return-to-duty process must complete a return-to-duty test and test negatively.

**Disqualification**. Any applicant who tests positive for the presence of the following drugs is medically unqualified to drive and will not be considered for the position of driver: (1) marijuana, (2) cocaine, (3) opiates, (4) amphetamines, or (5) phencyclidine (PCP). Any district driver who tests positive shall be medically unqualified and removed from service immediately.

**Pre-employment Testing**. All applicants for employment must submit to drug and alcohol tests as a condition of being considered for employment.

**Reasonable Cause Testing**. The district shall have reasonable cause to require a driver to submit to drug testing when a driver manifests physical or physiological symptoms or reactions commonly attributed to the use of controlled substances or alcohol.

**Post-Accident Testing**. A driver who has been involved in a reportable accident must submit to drug and alcohol testing as soon as possible. A reportable accident includes any accident in which there is a fatality, a person is injured and must be treated away from the accident site, the driver receives a citation for a moving violation, or a vehicle is towed from the scene. The driver must notify the district immediately regarding any reportable accident.

**Serious Injury to the Driver**. If a driver is so seriously injured that he or she cannot submit to testing at or immediately after the time of the accident, the driver must provide the necessary authorization for the district to obtain

hospital reports or other documents that would indicate whether there were controlled substances or alcohol in the driver's system.

**Random Testing**. All drivers will be subject to unannounced random testing for drugs and alcohol. The district or its agents will periodically select drivers at random for testing. A district official will notify a driver when his or her name has been selected and will instruct the driver to report immediately for testing. By its very nature, random selection may result in one driver being tested more than once in a 12-month period, while another driver may not be selected at all during the same 12 months.

**Frequency of Random Testing**. Under DOT regulations, the district must test at least 50 percent of its average number of driver positions for drugs and 25 percent of its average number of driver positions for alcohol each year. The tests must be unannounced and spread evenly throughout the year. DOT regulations also require that every driver selected at random must have his or her name placed back in the random pool for the next selection period.

**Testing Procedure**. All urine and blood specimens collected under the policy will be submitted to an approved laboratory for testing. Specimens that initially test positive for drugs will be subjected to a subsequent confirmation test before being reported by the laboratory as positive. All such specimens collected and submitted will be maintained securely to safeguard the validity of the test results and maintain the integrity of the testing process while ensuring the results are attributed to the correct driver.

**Medical Resource Officer**. All laboratory test results will be reported by the laboratory to a medical review officer (MRO) designated by the district. Negative test results will be reported as such by the MRO to the district. Before reporting a positive test result to the district, the MRO will attempt to contact the driver to discuss the test result. If the MRO is unable to contact the driver directly, the MRO will contact a district official designated in advance by the district, who shall in turn contact the driver and direct the driver to contact the MRO. Upon being so directed, the driver shall contact the MRO immediately or, if after the MRO's business hours and the MRO is unavailable, at the start of the MRO's next business day. If required by DOT regulations, personal information collected and maintained pursuant to this policy shall be reported to the Clearinghouse by the MRO in the event of: (1) a verified positive, adulterated, or substituted drug test result; (2) an alcohol confirmation test with a concentration of 0.04 or higher; (3) a refusal to submit to any test required by this policy and the school district’s drug testing program and procedures; (4) an employer’s report of actual knowledge that a driver has used alcohol or controlled substances based on the employer's direct observation of the employee, information provided by the driver's

previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances or an employee's admission of alcohol or controlled substance use; (5) on duty alcohol use as prohibited above; (6) pre-duty alcohol use as prohibited above; (7) alcohol use following an accident as prohibited above; (8) controlled substance use as prohibited above; (9) a substance abuse professional report of the successful completion of the return-to-duty process; (10) a negative return-to-duty test; and (11) an employer's report of completion of follow-up testing.

**Confidentiality**. Pursuant to DOT regulations, individual test results for applicants and drivers will be released to the district and will be kept confidential unless the tested individual consents to their release or release is required by law (such as the release of information to the Clearinghouse.) Any person who has submitted to drug testing in compliance with this policy is entitled to receive the results of such testing upon timely written request.

**Retesting**. An individual who tested positive for the presence of drugs may request that the original sample be retested. The request for a retest must be submitted in writing on a form provided by the district within 3 working days of the district's notification to the individual that he or she has a positive test result. The individual making the request must pay all costs associated with the retest and transfer of the sample to another laboratory before the retest will be performed.

Adopted on: _____
Revised on: _____
Reviewed on: _____

# 4062
# Locker Room Supervision

Staff members, coaches, sponsors, and students must comply with the requirements of this policy while using locker rooms at the school district or at other locations.

Staff members, coaches, and sponsors must appropriately supervise students in locker rooms and other locations where students dress, change, or engage in similar activities. This supervision must occur at all times during curricular and extracurricular activities and includes, but is not limited to, the following:

- Entering and walking through the entire locker room at regular and irregular intervals to provide direct supervision and to assess student behavior.
- Maintaining an orderly locker room free from "horseplay" and other prohibited conduct.
- Maintaining a visual presence.
- Adequately addressing any misbehaviors.
- Escorting students to and from the locker room and the activity or instructional area.
- Unlocking the locker room so that students may enter, and locking the locker room after all students have exited the locker room.
- Searching the locker room to determine that all students have exited the locker room before locking it.
- Ensuring that the locker room remains locked during any activity.

If a student is found missing during an activity, the staff member, coach, or sponsor or adult designee shall check the locker room for the missing student.

The locker room must be locked at all times when unsupervised.

Only students whose team or activity is currently playing or are in-season or who are involved in a school-sponsored activity that requires or allows presence in the locker room are allowed access to the locker room before or after the regular school day.

Students are not allowed to enter or reenter the locker room without appropriate supervision.

If the staff member, coach, or sponsor is the opposite sex of the students, he or she may designate another adult of the same sex as the students to provide the required locker room supervision. This delegation does not remove ultimate responsibility from the staff member, coach, or sponsor who is subject to the obligations under this policy to ensure that such obligations are

met. By allowing their students to participate in an activity with a cross-gender coach, parents/guardians consent to the entry of the staff member or his or her designee into the locker room at any time as necessary to maintain student safety and order.

Staff members, coaches, and sponsors must remain with students until they are picked up by the parent, guardian, or other authorized person or the student leaves in his or her own transportation. Students must never be left unattended after a game, practice, or other school-sponsored activity. In other words, the staff member, coach, or sponsor should be the first one to arrive at the activity and the last one to leave.

Cell phones and other devices with visual or auditory recording capability may not be used in the locker room at any time or for any reason.

Under no circumstance may a staff member, coach, or sponsor delegate any responsibility under this policy to a student or other minor.

School administrators or their designees may make random checks to assess policy compliance.

Adopted on: _____
Reviewed on: _____
Amended on: _____

**5016**
**Student Records**

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district. "Student records" also shall not include any records created and maintained by the district's law enforcement unit for a law enforcement purpose.

**[OPTION 1]** For purposes of the district's compliance with state and federal law, the district "maintains" only those student records which are reduced to paper or physical format and placed within a student's file in the district's central offices or in the file pertaining to the student's special education or Section 504 services. Records which can be printed in paper form must be printed in order to be "maintained." Other records such as video recordings, which constitute student records, must be reduced to a physical medium in order to be "maintained." For example, a video must be put on a compact disk or other compatible hardware and placed within the student's file to be "maintained."

**[OPTION 2]** For purposes of the district's compliance with state and federal law, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is_____ [INSERT YOUR SYSTEM, E.G. POWERSCHOOL, INFINITE CAMPUS, ETC.]

**[OPTION 3]** For purposes of the district's compliance with state and federal law, the district "maintains" as "student records" all records, files, and documents which are located in any format and within any storage unit of the district, whether in hard copy, digital, or otherwise.

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be

retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. "School official" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct control with respect to their access to, maintenance of, and use of PII from student records. For example, a school official may include, but would not be 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.

All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing 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.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

Adopted on: _____
Revised on: _____
Reviewed on: _____

# 5035
# Student Discipline

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, 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. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

In this policy, 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 policy 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 policy 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.

## Short-Term Suspension

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

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

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 or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's 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/will not be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: _____.

**Emergency Exclusion**

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

**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 then 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 either provide 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 which 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 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, gender, 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 hazing, defined as 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. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and 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; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
i. Bullying which shall include cyberbullying, 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;
j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
l. Using any object to simulate possession of a weapon;
m. 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
n. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

**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. 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.

## 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 solely 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;

5. It is a violation of the Nebraska Criminal Code that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

Adopted on: _____
Revised on: _____
Reviewed on: _____

# 5054
# Student Bullying

**Definition of Bullying.** Nebraska statute defines bullying as "an ongoing pattern of physical, verbal or electronic abuse." 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." The school district's administrators will consider these definitions when determining whether any specific situation constitutes bullying. These definitions include both in-person and cyberbullying behaviors.

**Bullying Prohibited.** Students are prohibited from engaging in any form of bullying behavior.

**Reporting Bullying.** Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. 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.

**Disciplinary Consequences.** The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of

engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

**Bullying Based on Protected Class Status.** Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district's antidiscrimination policies.

**Support for Students Who Have Experienced Bullying.** Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district's student assistance team.

**Bullying Prevention and Education.** Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

**Policy Review.** The school district shall review this policy annually.

Adopted on: _____
Revised on: _____
Reviewed on: _____

# 6020
# Multicultural Education

In every curriculum area and at all grades, the school district will provide programs which foster and develop an appreciation and understanding of the racial, ethnic, and cultural heritage of all students. These programs will allow students to explore the history and contributions made by various ethnic groups and will emphasize human relations, sensitivity toward all races, and the rich diversity of the population of the United States. The programs shall be implemented within the guidelines of the State Department of Education and in accordance with any other applicable laws and/or regulations.

**Philosophy, Mission, and Program Goals.** The school district respects and appreciates cultural diversity and seeks to promote the understanding of unique cultural and ethnic heritage. The district will promote the development of a culturally responsible and responsive curriculum. The school district's program will explore the attitudes, skills, and knowledge necessary to function in various cultures.

**District Guides, Frameworks, or Standards.** Appropriate district staff and/or committee(s) will review the school district curriculum guides, frameworks, or standards to determine that they appropriately incorporate multicultural education.

**Selecting Appropriate Instructional Materials.** Appropriate school district staff and/or committee(s) will review instructional materials and make a recommendation regarding those that are appropriate for the school district's multicultural education program.

**Providing Staff Development.** Appropriate school district staff and/or committee(s) will review the staff development provided for administrators, teachers, and support staff to determine that it includes appropriate multicultural education that is consistent with school district and program goals.

**Periodic Assessment.** Appropriate school district staff and/or committee(s) will periodically review the school district's multicultural education program by reviewing the criteria in this policy to assess whether the school district is adequately and appropriately incorporating multicultural education in all curriculum areas in all grades.

**Annual Status Report.** The superintendent will provide the board with a

report on the status of the school district's multicultural education program annually.

Adopted on: _____
Revised on: _____
Reviewed on: _____

**6021**
**District Criteria for Selecting Evaluators to be Used for Special Education Evaluation and Verification and Independent Educational Evaluations**

The following criteria shall be used for selecting evaluators according to 92 Nebraska Administrative Code 51-006.07B:

1. Those in-state service agencies that have approved rates for the current year established by the Nebraska Department of Education. A list of service agencies with approved rates, including state agencies, individual providers, and in-state providers may be found at https://www.education.ne.gov/sped/service-agencies/.

2. Those Nebraska providers located within 100 [**NOTE TO BE DELETED**: insert mileage that is appropriate to your district's geographic location.] miles of the building of the district where the child attends when driving by ordinary public roadways, except [include here any exceptions to these criteria necessary for specific assessments which the district would not obtain within the indicated area. Based on feedback from ESU Special Education Directors statewide, these exceptions might include the following: vision-related evaluations (___ miles); evaluations for severe autism spectrum disorder (___ miles); evaluations for severe psychiatric disorders (____ miles); evaluations for significant or atypical orthopedic disorders (____ miles); threat assessments (___ miles); profound hearing impairments (____ miles). You should specifically identify such assessments after consulting with your special education or educational service unit staff, and include those and their relevant mileage range. If no assessments would require a deviation from this area, simply conclude this paragraph after the word "roadways."]

3. Evaluations must consider the educational, health, or other student records of the student provided by the district. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal law.

4. Evaluations must be provided to the district, including all educational, health, student, or other records created as part of or relied upon to complete the evaluation. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal law.

5. Evaluations must be conducted by a provider that is authorized,

available, and willing to discuss, confer, or otherwise cooperate with the district regarding the evaluation, its results, or any other information related to the evaluation. Such cooperation may include reasonable participation in, or the submission of additional reports or information to, an IEP, MDT, or SAT team. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records or information unless disclosure is already authorized by state and federal law.

6. Evaluations must be sufficiently comprehensive for the evaluator to submit to the district a report that specifically details whether the student should be considered eligible for special education and related services, the nature of special education and related services recommended to accommodate the student's suspected disability, and the particular facts or findings underlying the evaluator's conclusions. This report must be submitted to the district within 45 days after the conclusion of the evaluation.

7. Evaluations must meet the then-current state standards for reliability, research-based processes, and educational or professional best practices.

8. Reimbursement to any evaluator chosen in conformance with this policy shall not exceed the cost that would be charged by the school district's contracted providers for the same or substantially similar evaluation.

All special education evaluations, including those independently obtained at the district's expense, must be obtained in a manner consistent with the criteria set forth above, unless state or federal law requires waiver of one or more criteria in order to accommodate unique circumstances.

Adopted on: _____
Revised on: _____
Reviewed on: _____

# 6033
# Restraint and Seclusion of Students

Restraint and seclusion, as defined below, are behavioral interventions. The use of such behavioral interventions must be in accordance with this policy. The following interventions do not constitute seclusion and restraint, and are not governed by this policy: voice control, limited to loud, firm commands; time-limited ignoring of specific behaviors; brief physical prompts to interrupt or prevent a specific behavior; physical interventions which a student's health care provider has indicated are medically necessary for the treatment or protection of the individual; or other similar interventions.

## Definitions

*Physical restraint* refers to a personal restriction that immobilizes or reduces the ability of a student to move his or her torso, arms, legs, or head freely. The term physical restraint does not include a physical escort. Physical escort means a temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out to walk to a safe location. Physical restraint does not include incidental touching that comes along with movement inside a classroom, lunch line, or other areas of the school building where maintaining order is required.

*Mechanical restraint* refers to the use of any device or equipment to restrict a student's freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed, such as:

- Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports;
- Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle;
- Restraints for medical immobilization; or
- Orthopedically prescribed devices that permit a student to participate in activities without risk of harm.

*Chemical restraint* refers to the administration of medication for the purpose of restraint, but does not include the administration of medication in accordance with the directions and prescription of a physician with the consent of the student's parent or guardian.

*Seclusion* refers to the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. It does not include a timeout, which is a behavior management technique that is part of an approved program, involves the monitored separation of the student in a non-locked setting, and is implemented for the purpose of calming.

**Use of Restraint and Seclusion**

The use of chemical restraint is strictly prohibited. The use of any seclusion or restraint intervention for punitive or disciplinary purposes is strictly prohibited. Similarly, the use of any technique that constitutes corporal punishment, which is the infliction of bodily pain as a penalty for disapproved behavior, is strictly prohibited. Seclusion and/or restraint shall not be used for the convenience of staff or as a substitute for an educational program. When restraint or seclusion is used to respond to the danger of harm posed by a student's behavior, the intervention shall be discontinued as soon as the danger of harm has dissipated.

**[Option A: Most Aggressive Approach]**
The use of physical restraint, mechanical restraint, and seclusion is permitted in a manner consistent with this policy as reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process.

**[Option B: Aggressive Approach]**
The use of physical restraint, mechanical restraint, and seclusion is permitted in a manner consistent with this policy:

- as reasonably necessary where the student's behavior risks causing physical harm to self, others, and property;
- in accordance with the student's IEP, Section 504, or behavior intervention plan; *or*
- as otherwise prescribed, recommended, or suggested by a medical or related services provider.

**[Option C: Conservative Approach]**
The use of mechanical restraint is strictly prohibited. The use of physical restraint and seclusion is permitted in a manner consistent with this policy as reasonably necessary where the student's behavior risks causing physical harm to self or others.

## Procedures

No technique shall restrict a student's breathing, deprive a student of basic needs, or unnecessarily expose a student to physical pain or discomfort.

Seclusion shall not be used for students who are severely self-injurious or suicidal. When seclusion is utilized as permitted by this policy, the following procedures shall be followed:

- The student shall be monitored by an adult in close proximity who is able to regularly observe the student;
- The confining space shall be approved for such use, unless the use of such a space is impossible or impracticable under the circumstances;
- The confining space shall be appropriately lighted, ventilated, and heated or cooled; *and*
- The confining space shall be free from objects that unreasonably expose the student or others to harm.

If a pattern of behavior emerges that requires or is anticipated to require the use of restraint and/or seclusion for the student, the appropriate educators and/or team members shall review what assessments, evaluations, supports, services, programs, or placements are appropriate in light of the student's needs and circumstances.

## Recording and Reporting

Each incident of restraint or seclusion must be recorded and reported as required by the building administrators.

## Training

All staff members shall be provided notice of this policy and will be trained on its contents. The Superintendent or his or her designee will identify school staff members likely to implement the restraint or seclusion interventions authorized by this policy and arrange for those individuals to receive appropriate training on the appropriate implementation of such interventions and the use of other behavioral supports and interventions.

Adopted on: _____
Revised on: _____
Reviewed on: _____

# Wilcox-Hildreth Public School
# Staff Handbook

# 2020-2021



# EMPLOYEE HANDBOOK OF
# WILCOX-HILDRETH PUBLIC SCHOOL

## 2020-2021

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# INTRODUCTION

This handbook provides information to persons who are employed by the school district and are referred to in this handbook as employees, staff, or staff members. It is designed to provide practical information about the daily operation of the schools in the district and contains building and district directories, safety and emergency information, as well as district policies and procedures. Each staff member should carefully review this handbook. The administration and the board of education continually review policies and procedures, so staff members should discuss comments, concerns, or suggestions about this handbook with their building principal or another member of the administrative staff.

This handbook does not create a "contract" of employment. Staff positions and assignments that do not require a teaching certificate or are not otherwise governed by the teacher tenure laws may be ended or changed on an at-will basis notwithstanding anything in this handbook or any other publication or statement, except a contract approved by the board of education.

Many situations may arise that are not covered by this handbook. In those instances, staff members should use their own good judgment or consult with the administration. If any information contained in this handbook conflicts with board policy or state statute, the policy or statute will govern.

The provisions in this handbook are subject to change at the sole discretion of the Superintendent and the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that all procedures can be kept up to date. If you have any questions regarding this handbook, please ask your supervisor or the Superintendent for assistance.

Your suggestions about ways to improve the school are welcome and will always be considered.

## NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

This school district does not discriminate on the basis of race, color, religion, national origin, sex, marital status, disability, military or veteran status, or age or in admission or access to, or treatment of employment, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning this school district's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Justin Patterson in writing at P.O. Box 190, Wilcox, NE 68982 or by telephone at (308) 478-5265. For further assistance, you may also contact Office for Civil Rights (Kansas City Office), U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Telephone: 816-268-0550, FAX: 816-823-1404; TDD: 877-521-2172, Email: OCR.KansasCity@ed.gov.

## DRUG-FREE WORKPLACE REQUIREMENTS

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance during working hours is prohibited by personnel of the school district. The use of such substances by the personnel of the school district during working hours poses a danger to the students and other school personnel.

Prohibited drug activity on school premises or at any school-sponsored activity or event shall include engaging in the unlawful possession, selling, or dispensing of look-alike drugs, controlled substances, or alcoholic liquor. Look-alike drugs are those drugs that are not controlled substances but are represented as such, including chemicals that elicit the same effect such as K2 or spice. Personnel who are guilty of drug abuse violations in the workplace shall be given a list of agencies for drug counseling and rehabilitation. Employees of the school district shall have appropriate personnel action taken against them, up to and including immediate cancellation of their employment, in the event of drug use, as defined herein, on school premises or at any school-sponsored activity or event.

Each employee of the school district shall have available to them a copy of this policy relating to a drug-free work environment. It shall be a condition of employment with the district that all employees abide by the terms of this policy. Any employee of the school district shall notify the administration of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Within 30 days of receiving notice from an employee of the school district who has been convicted of any criminal drug statute violation occurring in the workplace, appropriate personnel action against such employee, up to and including termination, or requiring such employee, at the employee's expense, to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency, shall occur.

The purpose of this policy is to prohibit the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by any employee of the school district during that employee's working hours or while that employee is on duty. Accordingly, the term "workplace" includes every location where a school district employee may be found during his or her working hours or while he or she is on duty, whether or not such location is on school district property or within the geographic limits of the school district.

## POLICIES AND PROCEDURES REGARDING ALL STAFF

### Accidents and Injuries

Staff must inform the building office immediately of all accidents and/or injuries to students or staff and complete the appropriate accident form that is available from the office secretary. The accident form must be returned to the office within twenty-four hours.

### Activity Accounts and Fundraising

Activity accounts are handled through the superintendent's office. No student or sponsor may make any purchase without a signed purchase order from an administrator. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

The principal is responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.**

### Activity Tickets

All staff, spouses, and their school-age children will be admitted to home games free of charge. Activity tickets will be issued to staff through the building offices.

### Agents, Salesmen and Other Business Representatives

All business representatives calling on school matters must obtain permission from the superintendent or building principal before conferring with staff. Staff must determine whether the business representative has been granted permission before discussing business matters. Classroom teachers may not interrupt class work to confer with such representatives.

Staff may not use school time or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during school time.

### Announcements and Circulars

No announcements shall be made before any school group without authorization of the principal or superintendent.

Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

## Schedules

## High School

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | Monday - Thursday | | Announcements and | Pledge of Allegiance | at 8:10 | | | | | |
| TEACHER | PERIOD 1 | Breakfast/Access | PERIOD 2 | PERIOD 3 | PERIOD 4 | LUNCH | PERIOD 5 | PERIOD 6 | PERIOD 7 | PERIOD 8 |
| | 8:10 - 8:58 | 8:58 - 9:23 | 9:25 - 10:13 | 10:15 - 11:03 | 11:05 - 11:53 | 11:55 - 12:25 | 12:27 - 1:15 | 1:17 - 2:05 | 2:07 - 2:55 | 2:57 - 3:45 |
| Bunger | TECH | | TECH | TECH | TECH | | | TECH | TECH | TECH |
| Damit-Og | PHY. SCIENCE | | BIOLOGY | SCIENCE 8 | SCIENCE 7 | | GEN SCI 11 | ADV CHEM | CHEMISTRY 11 | PLAN |
| Faimon | ANIMAL SCI 11 | | PLAN | AG BUSINESS 12 | SHOP II | | SHOP I | INTRO AG 7/8 | INTRO AG 9 | PLANT SCI 10 |
| Jordan Glenn | SS 8 | | SS 7 | AMER. HIST. 11 | PLAN | | NON BAND SH 7/8 | WEIGHTS | JH P.E | JH P.E |
| Luke Glenn | HILDRETH PE | | HILDRETH PE | PLAN | WEIGHTS | | WILCOX PE | PE/HEALTH 9 | JH P.E | JH P.E |
| Hance | CCC PROCTOR /ADV Speech | | CP ENGLISH 12 | ENGLISH 9 | PLAN | | CP ENGLISH 11 | ENGLISH 10 | ENGLISH 11/12 | JR PREP |
| Johnson | ELEMENTARY | | SPANISH II | PLAN | SPANISH I | | HS LANGUAGE | SPANISH 7/8 | SPANISH I | SPANISH II |
| Kosmicki | HILDRETH ART | | HILDRETH ART | ART 4 | PLAN | | WILCOX ART | ART 7/8 | ART I | ART II/III |
| Lambert | FOODS/ HOUSING | | HEALTH SCI | PLAN | Journalism/Photo | | Adult Living 101/Child Dev. | FCS 7/8 | INTRO TO FCS | CULINARY ARTs |
| Lovin | GEOMETRY | | GEN. MATH 11/12 | CCC Proctor | PLAN | | ALGEBRA I 9 | ALGEBRA II-11 | BASIC GEOM | ADV ALG/TRIG |
| Mach | GUIDANCE | | GUIDANCE | GUIDANCE | GUIDANCE | | SR. SCHOLARS | GUIDANCE | GUIDANCE | GUIDANCE |
| Martin | ACCT I | | INTRO TO BUS | PER. FINANCE 10 | WEB DESIGN | | PLAN | INTRO TO BUS 7/8 | ACCOUNTING II | INFO TECH 9 |
| Mulbach | MS RESOURCE | | PLAN | HS RESOURCE | HS RESOURCE | | HS RESOURCE | HS RESOURCE | HS RESOURCE | HS RESOURCE |
| Myers | ENGLISH 7 | | ENGLISH 8 | Math 7 | Math 8 | | Basic Algebra | READING 7/8 | PLAN | SPEECH 9 |
| Trausch | HILDRETH MUSIC | | HILDRETH MUSIC | HILDRETH MUSIC | BAND/CHOIR 9/12 | | BAND/CHOIR 7/8 | WILCOX MUSIC | WILCOX MUSIC | WILCOX MUSIC |
| Whipkey | AMERICAN GOVT | | GEOGRAPHY 9 | PSYCHOLOGY | PLAN | | WORLD HIST | COLLEGE CLASS/OW | JH P.E | JH P.E |

| | **Friday** | Announcements and | Pledge of Allegiance | 8:10 a.m. | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **TEACHER** | **PERIOD 1** | **Breakfast/Access** | **PERIOD 2** | **PERIOD 3** | **PERIOD 4** | **PERIOD 5** | **LUNCH** | **PERIOD 6** | **PERIOD 7** | **PERIOD 8** |
| | **8:10 - 8:48** | **8:48-9:13** | **9:15 - 9:53** | **9:55-10:33** | **10:35-11:13** | **11:15-11:55** | **11:55 - 12:25** | **12:27-1:05** | **1:07 - 1:45** | **1:47-2:35** |
| Bunger | TECH | | TECH | TECH | TECH | TECH | | TECH | TECH | TECH |
| Damit-Og | PHY. SCIENCE | | BIOLOGY | SCIENCE 8 | SCIENCE 7 | GEN SCI 11 | | ADV CHEM | CHEMISTRY 11 | PLAN |
| Faimon | ANIMAL SCI 11 | | PLAN | AG BUSINESS 12 | SHOP II | SHOP I | | INTRO AG 7/8 | INTRO AG 9 | PLANT SCI 10 |
| Jordan Glenn | SS 8 | | SS 7 | AMER. HIST. 11 | PLAN | NON BAND SH 7/8 | | WEIGHTS | JH P.E | JH P.E |
| Luke Glenn | HILDRETH PE | | HILDRETH PE | WILCOX PE | WEIGHTS | WILCOX PE | | PE/HEALTH 9 | JH P.E | JH P.E |
| Hance | CCC PROCTOR ADV SPEECH | | CP ENGLISH 12 | ENGLISH 9 | PLAN | CP ENGLISH 11 | | ENGLISH 10 | ENGLISH 11/12 | JR PREP |
| Johnson | ELEMENTARY | | SPANISH II | PLAN | SPANISH I | HS LANGUAGE | | SPANISH 7/8 | SPANISH I | SPANISH II |
| Kosmicki | HILDRETH ART | | HILDRETH ART | ART 4 | PLAN | WILCOX ART | | ART 7/8 | ART I | ART II/III |
| Lambert | FOODS/HOUSING | | HEALTH SCI | PLAN | Journalism/ Photo | Adult Living 101/Child Dev. | | FCS 7/8 | INTRO TO FCS | CULINARY ARTS |
| Lovin | GEOMETRY | | GEN. MATH 11/12 | CCC Proctor | PLAN | ALGEBRA I 9 | | ALGEBRA II-11 | BASIC GEOM | ADV ALG/TRIG |
| Mach | GUIDANCE | | GUIDANCE | GUIDANCE | GUIDANCE | SR. SCHOLARS | | GUIDANCE | GUIDANCE | GUIDANCE |
| Martin | ACCT I | | INTRO TO BUS | PER. FINANCE 10 | WEB DESIGN | PLAN | | INTRO TO BUS 7/8 | ACCOUNTING II | INFO TECH 9 |
| Mulbach | MS RESOURCE | | PLAN | HS RESOURCE | HS RESOURCE | HS RESOURCE | | HS RESOURCE | HS RESOURCE | HS RESOURCE |
| Myers | ENGLISH 7 | | ENGLISH 8 | Math 7 | Math 8 | Basic Algebra | | READING 7/8 | PLAN | SPEECH 9 |
| Trausch | HILDRETH MUSIC | | HILDRETH MUSIC | HILDRETH MUSIC | BAND/CHOIR 9/12 | BAND/CHOIR 7/8 | | WILCOX MUSIC | WILCOX MUSIC | WILCOX MUSIC |
| Whipkey | AMERICAN GOVT | | GEOGRAPHY 9 | PSYCHOLOGY | PLAN | WORLD HIST | | COLLEGE CLASS/OW | JH P.E | JH P.E |

## Board Policies

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district's website or in the main administrative office. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel. **By signing below, you agree that you have read and understood those policies, their application to you, and that you have had an opportunity to discuss any questions with the administration**.

## Child Abuse

School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately.

2. The principal and the school nurse and/or the school guidance counselor shall, whenever possible, investigate the concern within 24 hours of receiving the initial report. The school staff shall endeavor to conduct this investigation in a manner that does not interfere with any current or future investigation by law enforcement. When the principal determines that a report should be made through the district, he or she shall make a report to the office of social services or law enforcement. The principal shall inform the employee(s) who made the initial report whether he or she has made a report to the office of social services or law enforcement. If no such report has been made, the employee(s) shall file such a report if he, she, or they have reasonable cause to believe that a child has been abused or neglected.

3. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

## 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.

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

**Complaint and Appeal Process.**

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

2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.

    a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

    b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

    c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

    d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:

    a) Determine whether the complainant has discussed the matter with the staff member involved.

        1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.

        2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator

shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant to determine:

1) All relevant details of the complaint;

2) All witnesses and documents which the complainant believes support the complaint;

3) The action or solution which the complainant seeks.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.

4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.

a) This appeal must be in writing.

b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.

c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.

5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.

a) This appeal must be in writing.

b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.

c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.

e) There is no appeal from a decision of the board.

6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the superintendent.

1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.

2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

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

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

## Computers and the Internet: Acceptable Use by Staff

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. Staff members must refer to and comply with Board Policy 4012 regarding Staff Internet and Computer Use. Staff should also refer to the district's policy on Staff and District Social Media Use.

## Conflict of Interest

All staff members are subject to the board's policy governing conflict of interest. That policy provides, in part, that no employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.

## Contact Information

Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the building secretary to report a change.

## Copyright and Fair Use

The school district complies with federal copyright laws. Staff members must comply with copyright laws when using school equipment or working on behalf of the district. 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. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal, review the school district's copyright compliance policy, and review *Reproduction of Copyrighted Works by Educators and Librarians* from the U.S. Copyright Office found at https://www.copyright.gov/circs/circ21.pdf and *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.

## Corporal Punishment

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons, or property. Staff members should promptly report any event that required the use of physical force to their building principal.

## Crisis Response Team

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response Team serves a vital role in supporting the district's staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any circumstances that may affect the staff member's ability to perform the tasks required by board policy.

## Disability Leave (Short-Term)

Short-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the school district's local education association. Short-Term Disability leave will run concurrently with FMLA leave.

## 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 an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of

unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Justin Patterson, Superintendent of schools at (308) 478-5265, justin.patterson@whfalcons.org (or designee) or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Justin Patterson, Superintendent of schools at (308) 478-5265, justin.patterson@whfalcons.org (or designee) or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact Justin Patterson, Superintendent of schools at (308) 478-5265, justin.patterson@whfalcons.org (or designee) or in person at school. Employees 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.

## Driving (both school and personal vehicles)

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members will be provided a Driver's Certification form to verify this information. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see the school district's policy on school vehicle use for further information.

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy.

## Dress Code

Staff should dress in a manner that reflects the honorable profession of education. Certified staff, paraeducators and office staff should generally dress in business casual attire. Custodial, maintenance and transportation staff should dress in attire appropriate to the work they are performing.

## Drug and Alcohol Testing

School district administrators who suspect that drugs or alcohol may be present in a staff member's system may require the staff member to provide a body fluid or breath sample as provided in Nebraska law. Staff members who refuse a lawful directive to provide a body fluid or breath sample may be

subject to disciplinary or administrative action by the employer, including denial of continued employment.

## Electronic Communication While Driving

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls, engaging in telephone conversations, and reading or responding to e-mails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related work based upon employees' duties and responsibilities.

## Expenses

The board of education will reimburse staff for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense, and credit course reimbursement fees are processed on an expense report form that is available from each building secretary. Appropriate receipts must be attached.

To be reimbursed for an item or for personal car use, staff members must complete a reimbursement claim form, attach receipts and submit it to the Superintendent for approval.

All claims for reimbursement must be approved by the board, so some delay is probable. Mileage reimbursement will be denied if a school vehicle was available.

## Family and Medical Leave (FMLA)

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy.

## In-School Communication

Every staff member will be assigned a mailbox in the building where he or she works. Staff members are expected to check their mailboxes for messages in the morning upon arrival at school, at lunch time, and at the end of the day before departing.

A great deal of information is distributed to staff via the school's e-mail system. Each staff member must check his or her e-mail account frequently

throughout the school day. Staff members are allowed to use their school e-mail accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal e-mail during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school e-mail account or a personal account.

**Intellectual Property**

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.

**Jury and Witness Duty Leave**

An employee who has been called to serve as a juror will be granted paid leave.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave.

**Keys**

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than regular school hours and are responsible for setting the security system after hours.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the building principal immediately.

**Maintenance & Cleaning Request Forms**

Staff members should fill out maintenance requests forms just as soon as they need or see a maintenance problem. These forms must be turned into the Maintenance Supervisor.

**Meals Program**

Staff may take advantage of meals offered through the district's foods program. Staff may purchase lunches from the school cafeteria for $3.75 per day. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

## Military Leaves of Absence

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) and the Nebraska Family Military Leave Act will be governed by the board's policies.

## Milk Expression

The district will provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers, students, and the public for one year after the child's birth.

## News and Press Releases

Positive media coverage of the school district and its activities is good for the school, its staff, and its students. Staff should endeavor to establish and maintain cordial relationships with local media outlets.

Activity sponsors and other staff who are involved in newsworthy activity should submit typed press releases to the office for distribution to the media when noteworthy events have occurred. Coaches must communicate with local TV, radio, and print media promptly after matches or games to disseminate the results.

Communicating with the public, keeping the public informed, and public relations with the community are important tasks. News of important and/or interesting events and activities are usually welcomed by the newspapers.

## Newsletters

The district secretary will inform staff of the relevant deadlines for each newsletter. Staff members are encouraged to submit articles for the newsletter that reports recent classroom activities and emphasizes positive aspects of the district's mission.

## Outside Employment

No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the complete and competent discharge of his or her responsibilities to the school district.

## Political Activities

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

**Pregnant or Parenting Students** The school district encourages students who are pregnant or parenting to continue to participate 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 have been told to 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. Such a plan may include:

1. If the student cannot regularly attend classes, the provision of online courses;
2. The arrangement of meeting times with teachers;
3. If the student has not identified appropriate childcare, the identification of child care providers that meet statutory requirements for quality and care; and
4. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators including, but not limited to, modification of attendance policies.

## Professional Boundaries Between Staff and Students

All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any kind between staff and students.

Examples of unprofessional misconduct include: inappropriate sexual

communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor violations and questionable violations should be reported within 24 hours.

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

## Professional Growth

All employees must complete 24 professional growth points each six-year cycle and shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties. See Board Policy 4032.

In addition to this requirement, the administration will select in-service programming to provide additional professional growth activities for certified and classified staff.

## Purchasing

All requisitions for books and school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisition forms are available from the office. Orders should not be placed until the district office has issued a printed purchase order. Once an order has been received, the staff member must notify the building secretary so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

When routine supplies are needed for immediate use, staff should contact the building secretary. When it is necessary to make a special or emergency requisition for supplies or equipment, staff should contact the principal for the necessary forms. The superintendent will either approve or disapprove the request through the principal.

## Records and Reports

Staff members must refer to and comply with Board Policy No. 5016 regarding the management and maintenance of student records.

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

## Recordings of Students and Classrooms

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 5063 for information on recording by students.

## School Calendar

The official school calendar is maintained in each building office. All activities and events must be scheduled and approved by the building principal. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the office.

## School Property

School property is not to be lent to individuals except by permission of the superintendent.

Staff or groups who wish to use school facilities should make requests to the building principal as early as possible so that they may be placed on the school calendar.

Staff must inform the building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the principal's office.

## School Vehicle Use

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff should refer to Board Policy 4060 for information on the use of school vehicles.

## Security

Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night.

Staff members who use the building after it has been locked by the custodian or on weekends are responsible for turning off all lights and locking all windows and doors that they or students under their supervision may have used.

Under no circumstances are pupils to be allowed in the building after school hours without faculty supervision. Keys to any school areas are not to be loaned to students under any circumstances.

## Smoking on School Premises or at School Activities

Smoking, including the possession or use of vapor products, alternative nicotine products, or any other such look-alike 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 that:

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.

## Social Media Usage by Staff

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with Board Policy 4012 regarding Staff Internet and Computer Use. This policy applies to both personal and school-affiliated social media use. Staff members who are uncertain about the applicability of Board Policy 4051 to a particular situation must confer with their supervising administrator prior to posting on social media.

## Solicitation and Distribution of Merchandise

In the interest of maintaining a proper school environment and preventing interference school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds.

## Staff Room

The staff room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition.

## Student Interviews

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

## Telephones

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Teachers will not be called to the telephone during class time except in the case of an emergency.

Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time.

## Threat Assessment and Response

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

1. Obligation to Report threatening Statements or Behaviors.

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

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

2. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately

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

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

3. Communication with the Public about Reported Threats

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

## Ticket Taking

**All staff will be expected to take tickets throughout the school year at home events.** Staff members who coach a sport may take tickets at an event they do not coach. Staff members who are unavailable to take tickets at the event they are assigned to work must find their own replacements and notify the building principal of who will be taking their place.

## Transportation Request Forms

Staff members must contact the transportation supervisor as soon as they know they need school-provided transportation to allow the transportation supervisor and activities director adequate time to schedule drivers and vehicles. Staff members must supply the date of the activity, the group participating, the event and location, any special equipment going, the starting time, number of people riding, and the type of transportation preferred.

## Visitors

Staff should welcome members of the public who wish to visit school, but should ensure that visitors follow the district's requirements.

All visitors must report to the building office before visiting any classroom or other areas of the building.
Visitors must comply with the following guidelines:

- if a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- children under the age of 10 years must be accompanied by a parent or guardian
- all visitors must have the prior approval of the principal or superintendent
- salespeople and other such agents will not be allowed to solicit staff members during school hours
- visitors must wear the visitor's badge supplied by the building office

## Wage and Salary Payments

Staff members are paid on the 10th of each month. The district provides direct deposit of paychecks to designated financial institutions. Otherwise, paychecks will be delivered personally at school or mailed to the address on file in the district office. Staff who wish to activate or modify their direct deposits or who wish to have paychecks mailed to a different address must contact the district office. The school district will mail staff paychecks to the last address on file for each employee during months when school is not in session. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other

amounts owed to the school district by the employee.

## Weather-Related Closings

If school is called off because of bad weather or for any other reason, it will be announced on the SwiftReach calling system.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. Staff members should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

## Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

## POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

**Absences**

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Education Association. This handbook sets forth the process for using that leave

1. **Sick Leave**

   Certified staff members who are too ill to perform their teaching duties must contact Michelle Konert before 6:00 a.m.

2. **Personal Leave**

   Certified staff who wish to take personal leave must submit a leave request to their building principal at least three days in advance of the proposed leave. Building principals may deny personal leave requests if the school district is unable to secure the services of a qualified substitute teacher on the day of the proposed leave. Staff members may not take personal leave adjacent to a school break. For example, if school is not in session on a Monday, certified staff may not take personal leave the preceding Friday or following Tuesday.

3. **Professional Leave**

   The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars, workshops and other activities which will continue their professional growth. Certified staff members who wish to take professional leave must submit a leave request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if they are unable to secure the services of a qualified substitute or if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district. Certified staff members who feel they have been unfairly denied professional leave may grieve the principal's decision, pursuant to the grievance procedure contained in the district's Negotiated Agreement.

4. **Substitute Folders**

   Each teacher must prepare a substitute folder and keep the completed folder in the upper right-hand drawer of his/her desk. The folder must contain:

   a.) the current seating chart for each class;
   b.) the daily routine followed by each class;
   c.) all schedules (fire drill procedures, lunch schedule, etc.);
   d.) a copy of this handbook; and
   e.) Lesson plans for the day. (These plans are in addition to the

teacher's regular lesson plan book.)

Certified staff members may not make arrangements for their own substitute.

## Assemblies

Classroom teachers must attend assemblies and pep rallies and sit with students to help maintain order.

All certified staff members should attend school assemblies and should try to attend as many of the school functions as possible regardless of whether they have specific assigned duties or not.

## Student Passes

Students may not go to another classroom without a signed pass obtained from that teacher. No student may be in the halls during class or study time without a signed pass for a specific destination. If a staff member retains a student after the period ends, staff must write a note stating why the student was late, rather than sending the student to the office for a tardy slip.

## Assignment of Teachers

The administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events.

## Certificates, Teacher Contracts, Salary Information

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff member's responsibility to make sure this is done.

Each certified staff member must provide the superintendent's office with the following information:

a. social security number,
b. retirement number,
c. withholding form W-4, and
d. authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first pay day as well as the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the superintendent of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

## Cheating

Students caught cheating (including plagiarizing) may be sent to the building principal for administrative discipline. The classroom teacher may also give the cheating student a zero grade for the test or assignment.

## Check-out Forms

All certified staff must complete a check-out form and obtain the building principal's signature on the form prior to departing for the summer. Classrooms must be tidy to allow the custodial staff to clean classrooms and work areas. Certified staff members who do not clean their work area before departing for the summer will not receive their paychecks will until the work is completed.

## Class Record Books

A class record book is the school's official record of matters relating to each student in each teacher's class. It may be maintained in paper or electronic form and must be complete in scope and accurately maintained. All classroom teachers are required to keep class record books which list students in each class in alphabetical order and show the attendance and all grades earned by each student. At the end of each school year, classroom teachers must turn their record books into the building office. Record books are subject to examination by the building principal or superintendent at any time. Grades need to be updated weekly and need to be completed by the end of the work day each Thursday.

## Classroom Management and Student Discipline

Classroom discipline is first and foremost the responsibility of the classroom teacher. Individual teachers are expected to assume responsibility for good discipline throughout the school system. However, if a certified staff member needs assistance with student discipline, they should seek the advice and counsel of the principal or superintendent.

Classroom teachers may not leave their classrooms unless the students are supervised by a competent adult.

Classroom teachers may not cover the windows on their classroom door. Teachers may teach with their classroom doors closed.

Classroom teachers should have a well-defined discipline plan that is known to the students. Expectations should be stated clearly and posted where appropriate.

Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more

information.

Teachers may remove a student from the classroom for failure to comply with established rules of conduct. Only an administrator can suspend or expel students from class or school and due process must be followed.

Students may be kept after school for matters relating to discipline or to assist in their academic progress. Certified staff should allow all elementary students and junior/senior high students who ride the bus to arrange parental transportation for the next day with their parents. Students who do not have transportation concerns may be kept without delay. Students may not avoid being kept after school because they have an after-school practice or other school activity.

Both elementary and secondary certified staff are responsible for assisting with hallway discipline between classes and in the school lunchroom.

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Classroom teachers have no right to waste the pupils' time. Classroom teachers may not dismiss classes early except by permission of the building principal.

Staff members may never send a student off school grounds without the authorization of the building principal.

Classroom teachers may not admit tardy students to class without an admit slip from the principal or the student's teacher from the previous period.

## Classroom Sanitation

### 1. Handling of Body Fluids

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions, and saliva.

### 2. Infectious Diseases

Certified staff should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Certified staff should report to the school nurse or the student's parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

## Coaching Supplies

Coaching supplies will be distributed by the athletic director. Such items include tape, prewrap, heel pads, band aids, ankle braces, game balls, etc.

Coaches should request additional supplies from the activities directory only when they have run out of supplies.

Coaches must fill out and submit inventory forms to the activities director immediately after the season is complete.

## Collection of Student Money

Staff members must comply with the school district's student fee policy before collecting any funds from students.

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Wilcox-Hildreth Public Schools, unless otherwise instructed. Certified staff must submit a financial accountability form when they turn funds into the office.

When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization is not to give merchandise to students; items will be distributed by the office after proper payment.

## Community Involvement

Certified staff are encouraged to take part in civic affairs in the community.

## Display of Classroom Work in the School and the Community

Classroom teachers are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do. Classroom teachers may use the window area of the central office or the commons area to display student work or they may use during a night activity. Certified staff must contact the principal before displaying student work at an evening activity.

## Duties of Certified Staff

The duties of certified staff include, but are not limited to, the following:

a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
b) Attending such education conferences as are required by law or administrative directives.
c) Attending school assemblies unless excused by the principal.
d) Instructing pupils in the proper use of equipment and instructional supplies.

e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss student or other staff members in the staff lounge.
h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
i) Refraining from joining book clubs or film clubs using the school name.
j) Turning in all monies collected to the main office by the end of the school day.
k) Clearing all class meetings or trips through the principal's office.
l) Participating in Student Assistance Teams pursuant to board policy.
m) Assisting with the administration of standardized testing as assigned by the administration.
n) Provide homebound instruction as assigned by the administration.
o) Performing additional duties as assigned by the administration.

**Eligibility Grades 7-12**

Student academic eligibility for participation in extra-curricular activities will be determined on a weekly basis. A student will become ineligible by maintaining an average of less than seventy percent (70%) in two or more classes weekly, or by maintaining an average of less than seventy percent (70%) one class for two consecutive weeks. Eligibility will be based on the weekly cumulative quarter mathematical average of each student. The grading period will end at the conclusion of school on the last school day of the week. At the discretion of the sponsor, ineligible students will be allowed to participate in practice. This does not apply to activities or events that are part of a student's grade requirements. Activities affected by the eligibility rule are:

1. All interscholastic contests, including but not limited to, athletics, FFA, FBLA, speech contests, and similar organizations or events.
2. Cheerleading.
3. Music competition, performances (except Christmas and Spring concerts), and clinics.
4. All school dances.

5. Other activities deemed appropriate by the principal.

## Extracurricular Activities

Classified staff must schedule all events and other extracurricular activities at the activity director's office to avoid conflicts. Activities must be put on the school calendar located in the activity director's office at least one week before the activity. Staff should avoid or shorten practices and activities on Wednesday evenings and Sundays, in order to give students sufficient time away from school for family-related activities.

Certain activities require time be scheduled outside regular school hours. Any school sponsored activity involving students must have approval of the principal prior to the activity, including all fund-raising activities.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extracurricular activities without permission from the principal. Make up slips must be completely signed and returned to the sponsor of the activity prior to dismissal from class. All evening activities, except practices, must have no less than two school sponsors. Non-school sponsors must be approved by the administration. If vehicles are used for transportation, the drivers must be adults who have been approved by the school.

The activities director has the responsibility for all activities. Therefore, any ruling or handbook decision he/she makes will be school regulation in lieu of further board action.

No student may participate in a field trip off school property without written permission of his or her parent or guardian.

## Evacuations

Early in the semester, classroom teachers should review instructions for leaving the classroom with all of their students. Classroom teachers should also periodically review with each class what to do in case of fire, tornado or other emergency.

### 1. Fire Drills

Fire drills will be held on a regular basis. Certified staff may or may not be notified in advance. These drills are important exercises that help ensure the safety of students in case of an emergency.

When the fire alarm is sounded, all students and staff immediately must cease the activity in which they are engaged and leave the building at once, following these regulations:

a) Students nearest the windows will close them before leaving.
b) The classroom teacher will be the last to leave the room. He or she will turn out all lights and close the door as he or she leaves.
c) Classroom teachers will take their fire drill packets and class grade books with them when they leave their classrooms.
d) The first two students reaching the exit doors will hold the doors wide open until everyone has filed out.
e) Staff and students will move far enough away from the building to avoid possible injury from fire and falling embers, and also, to remain clear of emergency vehicle traffic.
f) Once outside, each teacher must account for every student in the class. Classroom teachers will take roll for their class and;
    1) hold up a Green Card (all students accounted for)
    2) hold up a Red Card (missing student (s) listed)
    3) hold up a White Card (extra students listed)

The signal to return to the school building will be the short bell. It will be sounded upon completion of the drill. Students will return in an orderly manner.

2. **Tornado Drills**

When a tornado warning has been issued, the school will evacuate classrooms and move students to the designated tornado shelters. Tornado alerts will be given via the intercom system. When a tornado alert is given, all students and staff immediately must cease the activity in which they are engaged immediately and seek shelter, following these regulations:

a) All students and staff should proceed to the designated tornado shelter.
b) Once in the designated shelter, each teacher must account for every student in the class.
c) Classroom teachers should be sure that each student is sitting with his or her back to the wall, their knees up and their heads should be between their legs.

3. **Protocol for all Evacuations**

Upon evacuation signals, all students and staff must exit each building. Classroom teachers should do the following:

1) Take the class roster;
2) Lock the classroom door after all occupants have exited the room;
3) Keep the class together and move promptly in an orderly fashion; and
4) Upon arriving at the evacuation point, take roll, maintain order, and supervise students.

## Evaluations

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate. Copies of the district's evaluation forms are contained at the end of this handbook.

## Examinations

Students are not to type tests or grade any major tests.

## Faculty Meetings

The superintendent and principals will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administration.

## Field Trip Request Forms

Certified staff who wish to take students off school property must submit a request to the superintendent at least ten calendar days prior to the date of the requested activity.

Elementary grades will be limited to one field trip per year. Additional requests may be granted on a case by case basis.

## Grading Policy

Failing reports for Jr.-Sr. High School students must be turned into the office on or before 4:00 p.m. on the last school day of the week.

Grades are given as letter or percentage as requested by the building principal. No incompletes or condition grades will be given, but grades may be changed by request of the classroom teacher to the principal. If a student fails the first semester and passes the second semester, a classroom teacher may pass a student for the full year.

A student is to be graded on academic performance. **A student's grade is not to be reduced for discipline.** Prejudice or favoritism has no place in grading a student. All grading should be explained in simple, understandable terms to the student.

Classroom teachers should provide students and parents with frequent updates regarding the student's progress during the quarter. At the conclusion of each quarter, students will receive an end-of-quarter report card. Classroom teachers should use the following symbols for each subject area:

| Report Cards | Numerical Scale for Report Cards |
|---|---|
| A= | 93-100 = A |
| B+ = | 91-92= B+ |
| B= | 86-90 = B |
| C+ = | 84-85= C + |
| C= | 78-83 = C |
| D+ = | 76-77 = D+ |
| D= | 70-75 = D |
| F= Failing | 69 and below = F |
| S= Satisfactory Progress | |
| U= Unsatisfactory Progress | |

In the elementary grades, students will receive letter grades only in designated "core" curricular subjects. Elementary teachers should report student progress on grade reports using the following system:

| 1st Grade – 2nd Grade | 3rd-6th Grade |
|---|---|
| ***A, B, C, D, F*** | ***A, B, C, D, F*** |
| Reading | Reading |
| Math | Math |
| Spelling | Spelling |
| Language | Language |
| Science | Science |
| Social Studies | Social Studies |
| | |
| ***S/U*** | ***S/U*** |
| Penmanship | Penmanship |
| PE | PE |
| Art | Art |
| Music | Music |

**Guest Lecturers**

Guest lecturers must be approved by the administration before they are asked to address a class. The guest lecturer must have a specific, relatable objective in his/her lecture.

**Hall Duty**

Every classroom teacher is on hall duty before school in the morning and between classes. Classroom teachers are responsible especially for the part of the hall adjacent to their classrooms.

**Homework Policy**

Homework is an important part of student learning. When parents, teachers, and students work together, out-of-class assignments are a valuable part of the instructional program. Homework should provide opportunities for

students to practice acquired skills, develop initiative, form independent study habits, and use community resources.

## Instructional Materials

Instructional materials are made available through the Education Service Unit. A catalog and order forms will be made available to all members. Films should be used as instructional materials. All media must be previewed for suitability by the classroom teacher before being shown to students.

## Lesson Plans

Each teacher will prepare and complete a proper lesson plan on Friday for the following week. These plans must be written so that they are clear to any substitute teacher and readily available to any teacher. An up-to-date seating chart of the class or classes shall be part of the lesson plan book. Other regulations relative to lesson plans will be made by individual building principals. The lesson plans of all classroom teachers are subject to review of the building principal or other members of the school district's administration at any time.

Lesson plans must **identify major instructional objectives and show page assignments and general direction that might be followed by anyone who might be called upon to teach the classes.**

Lesson plans will be made available to the building principal upon request.

## Media Center

The media center is set up to serve the needs of certified staff and students. Certified staff who need assistance with textbooks, literature sets, magazines and other reference materials should consult with the media specialist assigned to their building.

Students may use the media center after school until 4:00 p.m. Classroom teachers may not send students to the Media Center during study halls or class unless they have made prior arrangements with the Media Specialist.

Classroom teachers who wish to bring classes to the Media Center must sign up as far in advance as possible with the Media Specialist. Absolutely no food or drink is allowed in the Media Center. The media staff may send disruptive students back to class or may exclude unruly students from the media center for a specified period of time. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist.

Audiovisual materials are available to certified staff through the media center. Certified staff may obtain these materials by filling out the required requisition

form and sending it to the media specialist in their building. When certified staff return media, they should complete the film report card and return it to the media specialist.

## Paraeducators

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating and recording grades. Paraeducators are to work only on and within their assigned work days. If the classroom teacher desires the paraeducator to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

## Parent-Teacher Communication

Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by letter, telephone, e-mail, or personal conference. Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and where necessary utilize a planner as a communication tool. Certified staff who need additional support in communicating with parents should contact their building principal or guidance counselor.

## Parties

1. No activities or picnics shall be held by an organization of the school without the presence of the sponsor or sponsors.
2. The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor.
3. In making arrangements for activities and picnics, staff must avoid disturbing the routine of the school.
4. Cleaning up after the activity is the responsibility of the sponsor.

## Planning Time

Each classroom teacher is provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of

the day.

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time. **Planning time is not to be used for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests.**

## PowerSchool and PowerGrade

All teachers will be required to use PowerSchool. Attendance will be taken as follows: Elementary – at the beginning of the morning, and right after lunch; and Secondary – at the beginning of every period. Attendance must be taken within the first five minutes of each period / beginning session.

Certified staff who have trouble/problems with PowerSchool should contact Jean Bunger.

## Private Tutoring

Classroom teachers must provide individual assistance to students as a part of their duties. Any certified staff member who engages in private tutoring for pay (compensation of any kind from a source other than the District) is subject to the following rules:

- Certified staff may not arrange to provide private tutoring for any child enrolled in the staff member's class.
- Certified staff are not to provide private tutoring in a school building.
- Certified staff are not to provide private tutoring during duty time.
- Certified staff are prohibited from advertising or promoting the private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

## Pupils' Records

1. Each classroom teacher must keep a set of records in the daily class record book of the class recitations, tests, exams, daily work, notebook, etc. This serves as a justification of the final grade in case of dispute between teacher and pupil, or teacher and parent, and assists in making out the final grades. This book must be turned into the principal at the end of each school year.
2. Report cards will be issued within one week following the end of the quarter unless otherwise announced.
    a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.

b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.
c) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

## Rights of Certified and Probationary Teachers

Certified and probationary teachers are entitled to the legal and procedural rights outlined in the board policies and state and federal law with regard to the amendment, cancellation, or termination of the teacher's employment contract. For specific questions relating to those procedural or legal rights, please refer to the district's board policies.

## School Day

All certified staff must be at school or on duty between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. On Fridays and days preceding certain holidays or vacation periods, certified staff are permitted to leave thirty minutes after the students are dismissed. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach at 8:00 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

## Sponsors

Certified staff members are assigned by the superintendent as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the student manual. Purchasing of supplies must be approved by the Superintendent.

## Student Activities

Staff members who sponsor extracurricular activities such as athletics, class plays, and class activities may leave the school building only after making sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Certified staff will be held responsible for clothing and equipment that is not returned.

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades, or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours.

## Student Attendance

Students are expected to arrive at each class, be seated and ready for instruction prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher's professional responsibility. Classroom teachers must insist that students be on time.

Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in upper grades, at the beginning of each period. Students and student assistants are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

Students returning from an absence must report to the office prior to going to class. A returning absentee must show each classroom teacher the admittance pass that was issued by the school office. No student should be accepted back into class after an absence without this pass.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class.

## Student Attire

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student Handbook.

Classroom teachers must report students who are not in compliance with the dress code to the building principal. The final decision on what is considered proper grooming and appearance is the responsibility of the building principal.

**Student Illness**

In the event of student illness or injury, classroom teachers should notify the building principal or superintendent immediately. Staff should never send a pupil home without notifying school officials and checking to see if his/her parents are home.

**Student Medication**

Student medications should not be dispensed by staff members unless they follow the following procedures.

No staff members other than the school nurse may dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self-administer medications such as aspirin and cough syrup or cough drops.

Staff members are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, a child guard cap and directions for administering the medication.

After receiving the medication, the school employee should lock the medication in a cabinet or place it in an area where access is restricted to school employees only.

**Student Searches**

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

**Substitute Teaching During Planning Period**

Certified staff may be required to substitute during their planning period.

Teachers will be paid $10.00 per period for substituting for another teacher during their planning period if (a) the teacher is requested by the administration to perform substitute duties, and (b) the planning period used

for substituting is the teacher's only planning period. The $10.00 substituting fee will not be paid when the substituting teacher does not have students during a class period that they would normally be teaching.

## Teaching Controversial Issues

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

## Textbooks

Classroom teachers will issue textbooks to the pupils, keeping a record of the number and condition of the book assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books. Student textbooks must be covered with a book cover.

Workbooks do not become the property of the students and in most cases should be retained by the school.

# POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF

## At-Will Employment

Classified staff members are employed "at-will." Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

At-Will Employees need to refer to the Classified handbook for policies and procedures.

## STAFF DIRECTORY

**2020-2021 WILCOX-HILDRETH SCHOOLS CERTIFIED STAFF - UPDATED 8-22-2019**

| Last Name | First Name | Job Area | Building | Work E-Mail | Cell Phone |
|---|---|---|---|---|---|
| Bunger | Jean | Technology Cord | Both | jean.bunger@whfalcons.org | 308-991-3836 |
| Carey | Alyssa | Preschool | Wilcox | alyssa.carey@whfalcons.org | 308-830-0753 |
| DamitOg | Marjorie | Science / Science Fair | Wilcox | marjorie.damitog@whfalcons.org | 308-293-0925 |
| Faimon | Kassie | Ag Ed/FFA Sponsor | Wilcox | kassie.faimon@whfalcons.org | 308-750-3669 |
| Gibb | Tiana | 4th Grade | Hildreth | tiana.gibb@whfalcons.org | 308-870-2734 |
| Glenn | Jordan | MS SS / JH- FB/BB/WR/TR/ Co-Head TR | Wilcox | jordan.glenn@whfalcons.org | 308-216-0626 |
| Glenn | Luke | K-12 PE / JH- FB/BB/WR/TR | Both | jordan.glenn@whfalcons.org | 308-216-0626 |
| | | | | | |
| Gruwell | Lynette | MS SPED / Title 1 / JH VB | Hildreth | lynette.gruwell@whfalcons.org | 308-991-1999 |
| Hance | Carolyn | English / Speech / 1 Act | Wilcox | carolyn.hance@whfalcons.org | 308-233-7240 |
| Hohensee | Katie | Kindergarten | Wilcox | katie.hohensee@whfalcons.org | 402-641-5847 |
| Johnson | Deb | Foreign Language | Wilcox | deb.johnson@whfalcons.org | 308-999-0366 |
| Kosmicki | Amber | Art | Both | amber.kosmicki@whfalcons.org | 308-991-2925 |
| Lambert | Nurita | FCS/Quiz Bowl/Journalism | Wilcox | nurita.lambert@whfalcons.org | 308-830-2577 |
| Lovin | Connie | 9-12 Math | Wilcox | connie.lovin@whfalcons.org | 308-830-3413 |
| Lovin | Shannon | Principal/AD | Wilcox | shannon.lovin@whfalcons.org | 308-830-8012 |
| Lunsford | Brandy | EL SPED | Wilcox | brandy.lunsford@whfalcons.org | 308-470-0699 |
| Mach | Hana | English / HS Guid. | Wilcox | hana.mach@whfalcons.org | 308-529-8142 |
| Martin | Mary | Business / FBLA | Wilcox | mary.martin@whfalcons.org | 308-750-2800 |
| Maul | Mackenzie | 6th Grade | Hildreth | mackenzie.maul@whfalcons.org | 308-470-0750 |
| Muhlbach | Joee | 7-12 SPED | Wilcox | joee.muhlbach@whfalcons.org | 402-621-0238 |
| Myers | Melissa | 7-9 Math / English | Wilcox | melissa.myers@whfalcons.org | 308-830-2247 |
| Patterson | Justin | Superintendent | Wilcox | justin.patterson@whfalcons.org | 308-440-2255 |
| Rossen | Lyndsey | 1st Gr. /Head VB/ Co-Head TR | Wilcox | lyndsey.frank@whfalcons.org | 402-469-5184 |
| Sheen | Kelly | 2nd Grade | Wilcox | kelly.sheen@whfalcons.org | 308-991-8896 |
| Simmons | Kelly | K-8 Counselor | Both | kelly.simmons@whfalcons.org | 308-383-1270 |
| Soneson | Kaylie | Third Grade | Hildreth | kaylie.soneson@whfalcons.org | 308-991-4953 |
| Stratman | June | Media Sp./ HAL | Both | june.stratman@whfalcons.org | 308-991-2485 |
| Swedburg | Kristina | Title 3-6 | Hildreth | kristina.swedburg@whfalcons.org | 402-853-4803 |

| | | | | | |
|---|---|---|---|---|---|
| Trausch | Tim | K-12 Music | Both | tim.trausch@whfalcons.org | 308-832-7457 |
| Whipkey | Cody | Alt Ed/Head FB/JH FB/Head Girls BB | Wilcox | cody.whipkey@whfalcons.org | 605-359-7144 |
| Winz | Chantel | 5th Grade | Hildreth | chantel.winz@whfalcons.org | 402-705-2080 |
| ESU 11 EMPLOYEES WHO WORK WITH THE WILCOX-HILDRETH DISTRICT | | | | | |
| Last Name | First Name | Job Area | Building | Work E-Mail | Cell Phone |
| | | | | | |
| Osterbuhr | Brittney | School Nurse | Both | brittney.osterbuhr@esu11.org | |
| | Taylor | School Psychologist | Both | | |
| Hollman | Piper | Occ. Therapist | Both | phollman@esu11.org | 308-293-1502 |
| Kenney | Amber | Speech Path (Birth - 21) | Both | amber.kenny@esu11.org | 308-991-6518 |
| Nelson-Milks | Lona | Special Ed Director | Wilcox | lonelso@esu11.org | 308-991-1004 |
| Overholser | April | Speech Path (Birth - 21) | Hildreth | aoverhol@esu11.org | 308-440-7884 |
| | | | | | |
| WILCOX-HILDRETH SCHOOL NON-CERTIFIED STAFF | | | | | |
| Last Name | First Name | Job Area | Building | Work E-Mail | Cell Phone |
| Bebensee | Todd | Custodian | Hildreth | todd.bebensee@whfalcons.org | 308-470-0109 |
| Blank | Roger | Bus | | akblank@gtmc.net | 308-991-3877 |
| Carr | Tracy | Custodian | Wilcox | tracy.carr@whfalcons.org | 308-991-8851 |
| Ehlers | Julie | Para/JH VB/GBB/TR | Wilcox | julie.ehlers@whfalcons.org | 308-830-1460 |
| Fouts | Amanda | Para | Wilcox | amanda.ziegelbein@whfalcons.org | 402-209-0768 |
| Fritson | Naomi | Bus | | ncfrits@hotmail.com | 308-830-0843 |
| Harms | Matt | Asst One Act | Wilcox | matt.harms@whfalcons.org | 308-991-0177 |
| Henderson | Rick | Maintenance and Transportation Supervisor | Both | rick.henderson@whfalcons.org | 308-440-4013 |
| Henderson | William | Bus Driver | | | 308-240-1040 |
| Hinrichs | Rogene | Bookkeeper | Wilcox | rogene.hinrichs@whfalcons.org | 308-470-0913 |
| | | | | | |
| Jurgens | Ryan | Bus / Custodian | Hildreth | ryan.jurgens@whfalcons.org | 308-991-6144 |
| Konert | Michelle | Secretary | Hildreth | michelle.konert@whfalcons.org | 308-991-2887 |
| Kluch | Melanie | Cook | Hildreth | | 308-991-6940 |
| Lieb | Kay | Cook | Wilcox | kay.lieb@whfalcons.org | 308-991-4668 |
| Myers | Cassandra | Cook | Wilcox | | |
| Nelson | Matt | Head B BB | | matthew.nelson@whfalcons.org | 308-991-6072 |
| Nutter | Mindy | Para | Wilcox | mindy.nutter@whfalcons.org | 402-450-5887 |
| Ourada | Patti | Para / | Hildreth | pat.ourada@whfalcons.org | 308-224-4322 |
| Pistulka | Aaron | HS Wrestling | | aaron.pistulka@whfalcons.org | 308-991-3654 |
| Pistulka | Lucas | Asst WR | | | |
| Quadhamer | Brad | Asst G BB | | quadhamer@gmail.com | 308-470-0668 |
| Rahmann | Julie | Secretary | Wilcox | julie.rahmann@whfalcons.org | 308-991-9914 |
| Roads | Patti | Foodservice Director | Wilcox | patti.roads@whfalcons.org | 308-470-0342 |
| Robinson | Lyndsay | Para/Cheer | Wilcox | lyndsay.robinson@whfalcons.org | 402-239-2694 |
| Schepler | Judy | Bus | | | 308-216-1035 |
| States | Mary | Cook | Wilcox | | 308-938-2023 |
| Twohig | Tanice | Head Cook | Hildreth | tanice.twohig@whfalcons.org | 308-991-6915 |

| | | | | | |
|---|---|---|---|---|---|
| **Wilfahrt** | **Makenzie** | **Para** | **Wilcox** | **makenzie.wilfahrt@whfalcons.org** | **402-750-1014** |
| **Wilson** | **Carla** | **Custodian/Concessions** | **Wilcox** | **carla.wilson@whfalcons.org** | **308-379-4873** |
| **Youngmark** | **Brad** | **Bus** | **Wilcox** | | **785-223-7411** |

**Wilcox-Hildreth Public School**
2020-2021 Approved
School Calendar

**August**

| 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 | | | | | |

**September**

| 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 | | | |

**October**

| 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 |

**November**

| 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 | | | | | |

**December**

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

| | |
|---|---|
| Aug. 10 | Fall sports practice begins |
| Aug. 10-12 | Inservice |
| Aug. 13 | **School begins 1:00 dismiss** |
| Sept. 7 | NO SCHOOL - Labor Day |
| Sept. 18 | Inservice-No School |
| Oct. 8 | P/T Conf 2:00-8:00 1:00 dismiss |
| Oct. 9 | NO SCHOOL Fall Break |
| Oct. 16 | 1st quarter ends (44 days) |
| Nov. 25-27 | NO SCHOOL - Thanksgiving break |
| Dec. 22 | Early dismiss 1:00 |
| Dec. 22 | End of first semester (44/88 days) |
| Dec. 23-Jan. 3 | CHRISTMAS BREAK |
| Jan. 4 | Inservice |
| Jan. 5 | School Begins |
| Feb. 11 | P/T Conf 2:00-8:00 1:00 dismiss |
| Feb. 12 | NO SCHOOL |
| Mar. 5 | NO SCHOOL - Spring break |
| Mar. 11 | End of third qt. (46 Days) |
| Mar. 12 | NO SCHOOL - Spring break |
| Apr. 2-5 | Easter Break |
| Apr. 23 | Inservice |
| May 8 | Commencement |
| May. 17 | End of Year 11:30 Dismiss |
| May. 17 | End of sem (43/89 days) |
| May. 18 | Last Day for Teachers |

Staff Inservice-No School
Students Return
End of Qtr.or Sem.
No School

| | |
|---|---|
| Total Student Days | 177 |
| Total Teacher Days | 184 |
| First Semester Days | 88 |
| Second Semester Days | 89 |

Quarter 1 Teacher-48 Student-44
Quarter 2 Teacher-44 Student-44
Quarter 3 Teacher-47 Student-46
Quarter 4 Teacher-45 Student-43

**January**

| 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 | | | | | | |

**February**

| 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 | | | | | | |

**March**

| 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 | | | |

**April**

| 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 | |

**May**

| 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 | | | | | |

Student Days by Month

| | | | |
|---|---|---|---|
| Aug | 13 | Jan | 19 |
| Sept | 20 | Feb | 19 |
| Oct | 21 | Mar | 21 |
| Nov | 18 | Apr | 19 |
| Dec | 16 | May | 11 |

# TEACHER/EDUCATIONAL SPECIALIST FORMATIVE/SUMMATIVE EVALUATION

District Name: Click here to enter text.

## TEACHER/SPECIALIST INFORMATION:

Teacher/Specialist Name: Click here to enter text.
School(s) 1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.

Grade/Subject Area: Click here to enter text.
Evaluator: Click here to enter text.
School Year: Click here to enter text.

☐ Probationary
☐ Year 1 ☐ Year 2 ☐ Year 3 (locally determined)
☐ Semester 1 (Formative-Ratings required)
☐ Semester 2 (Summative-Ratings required)

☐ Permanent

☐ Formative (Ratings optional)
☐ Summative (Ratings required)

**Part I: Nebraska Effective Practices.** Probationary teachers/educational specialists are rated on the Effective Practices each semester based on at least one formal observation for a full instructional period and such other observation data or artifacts as may have been collected. Permanent teachers/specialists are rated on the Effective Practices at the end of the summative year.

**EFFECTIVE PRACTICE: (1) Foundational Knowledge.** The teacher demonstrates a comprehensive knowledge of content, pedagogy, students, and standards needed to provide each student with effective opportunities for learning, development, and achievement.

| Evaluator Rating | Description |
|---|---|
| ☐ Exemplary | The teacher demonstrates a current and comprehensive knowledge of content, pedagogy, students, and standards needed to provide each student with effective opportunities for learning, development and achievement |
| ☐ Proficient | The teacher demonstrates a comprehensive knowledge of content, pedagogy, students, and standards needed to provide each student with effective opportunities for learning, development, and achievement. |
| ☐ Basic | The teacher demonstrates limited knowledge of content, pedagogy, students, or standards needed to provide each student with effective opportunities for learning, development and achievement. |
| Unsatisfactory | The teacher demonstrates a lack of knowledge of content, pedagogy, students, or standards needed to provide each student with effective opportunities for learning, development, and achievement. |

**Comments (Required for Basic or Unsatisfactory rating):**

Click here to enter text.

**EFFECTIVE PRACTICE: (4) Instructional Strategies.** The teacher uses effective instructional strategies to ensure growth in student achievement.

| Evaluator Rating | Description |
|---|---|
| ❙❙ Exemplary | The teacher consistently uses highly effective instructional strategies that result in continuous growth in learning for each student. |
| ☐ Proficient | The teacher regularly uses effective instructional strategies to ensure growth in student achievement. |
| ☐ Basic | The teacher strives to use effective instructional strategies to ensure growth in student achievement, but has inconsistent results. |
| ☐ Unsatisfactory | The teacher fails to use effective instructional strategies and growth in student achievement is below expectations. |

**Comments (Required for Basic or Unsatisfactory rating):**

Click here to enter text.

**EFFECTIVE PRACTICE: (5) Assessment.** The teacher systematically uses multiple methods of formative and summative assessment to measure student progress and to inform ongoing planning, instruction, and reporting.

| Evaluator Rating | Description |
|---|---|
| ☐ Exemplary | The teacher is viewed as an assessment leader for the building/district. He/she consistently and systematically creates and uses multiple methods of formative and summative assessment to measure student progress. The teacher disaggregates data for use in planning, preparing for instruction, and reporting. |
| ☐ Proficient | The teacher consistently and systematically develops and uses multiple methods of formative and summative assessment to measure student progress. The teacher uses assessment results when planning, preparing for instruction, and reporting. |
| ☐ Basic | The teacher has limited understanding of the various methods of assessment, and/or the teacher uses assessment results inconsistently. |
| ❙❙ Unsatisfactory | The teacher has little or no understanding of assessment methods and uses them inconsistently or incorrectly. Assessment results are ignored or not used appropriately. |

**Comments (Required for Basic or Unsatisfactory rating):**

Click here to enter text.

**EFFECTIVE PRACTICE: (6) Professionalism.** The teacher acts as an ethical and responsible member of the professional community.

| Evaluator Rating | Description |
|---|---|
| ☐ Exemplary | The teacher serves as a role model for ethical and responsible behavior and serves as a leader in the professional community. |
| ☐ Proficient | The teacher consistently models ethical and responsible behavior as a member of the professional community. |
| ☐ Basic | The teacher understands ethical and responsible behavior, but is inconsistent in demonstrating a high level of professional practice |
| ☐ Unsatisfactory | The teacher fails to act in an ethical and/or professional responsible manner. |

**Comments (Required for Basic or Unsatisfactory rating):**

Click here to enter text.

| **EFFECTIVE PRACTICE: (7) Vision and Collaboration.** The teacher contributes to and promotes the vision of the school and collaborates with students, families, colleagues, and the larger community to share responsibility for the growth of student learning, development and achievement. | |
|---|---|
| **Evaluator Rating** | **Description** |
| ☐ Exemplary | The teacher takes a leadership role in contributing to and promoting the vision of the school and continuously collaborates with students, families, colleagues, and the larger community to share responsibility for the growth of student learning, development, and achievement. |
| ☐ Proficient | The teacher contributes to and promotes the vision of the school and collaborates with students, families, colleagues, and the larger community to share responsibility for the growth of student learning, development, and achievement. |
| ☐ Basic | The teacher strives to promote the vision of the school and to collaborate with students, families, colleagues, and the larger community to share responsibility for the growth of student learning, development, and achievement, but with limited or inconsistent results. |
| ☐ Unsatisfactory | The teacher fails to contribute to and promote the vision of the school. The teacher fails to recognize his/her responsibility to collaborate with students, families, colleagues, and the larger community, and to share responsibility for the growth of student learning, development, and achievement. |
| **Comments (Required for Basic or Unsatisfactory rating):** | |
| Click here to enter text. | |

## SUMMARY OF EFFECTIVE PRACTICES:

| Areas of Strength |
|---|
| Click here to enter text. |
| **Areas of Development** |
| Click here to enter text. |

☐ Plan for Improvement attached (Optional)

☐ Plan for Assistance attached (required for rating "Unsatisfactory" on any of the Effective Practices)

**Part II: Overall Rating**. An overall rating is provided in the second semester conference only for probationary teachers/ specialists. For permanent teachers/specialists, an overall rating is provided at the final conference of the summative year.

| Evaluator Rating | Description |
|---|---|
| Exemplary | In the judgment of the evaluator based on a review of the evidence collected, the teacher/educational specialist meets district performance standards for all evaluative criteria and exceeds expected performance in many respects. He/she takes a leadership role in professional development and school leadership activities. |
| Proficient | In the judgment of the evaluator based on a review of the evidence collected, the teacher/educational specialist meets district performance standards for the evaluative criteria on an overall basis and is actively engaged in professional development and school leadership efforts. |
| ☐ Basic | In the judgment of the evaluator based on a review of the evidence collected, the teacher/educational specialist meets district performance standards for most evaluative criteria and is satisfactorily participating in an improvement plan for those criteria rated below "Proficient." |
| ☐ Unsatisfactory | In the judgment of the evaluator based on a review of the evidence collected, the teacher/educational specialist does not meet district performance standards for a significant segment of the evaluative criteria and improvement efforts have been inadequate. |

**Comments (Required for Basic or Unsatisfactory rating):**

Click here to enter text.

| Narrative Feedback |
|---|
| Areas of Strength |
| Click here to enter text. |
| Areas of Development |
| Click here to enter text. |

☐ Plan for Improvement (Optional)

☐ Plan for Assistance

**Teacher/Specialist Signature:** _____ **Date:** _____

**Evaluator Signature:** _____ **Date:** _____

*My signature certifies that the evaluation results have been discussed with me. I understand my signature does not necessarily indicate agreement and that I may respond in writing to any issues contained in the evaluation.*

## ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the _____ School District Staff Handbook which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and by all board policies governing my employment. Further, if I have any questions about any provision of this handbook or any board policy, I should confer with my supervisor or building principal.

_____ _____

Signature Date

# WILCOX-HILDRETH PUBLIC SCHOOL

# STUDENT HANDBOOK

## 2020-2021 Edition

P.O. BOX 190
404 E. SAPP
WILCOX, NE 68982

Phone: (308) 478-5265
Fax: (308) 478-5260

# STUDENT HANDBOOK OF
# WILCOX-HILDRETH PUBLIC SCHOOLS

## 2020-2021

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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 Friday, August 21, 2020.**

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,

Justin Patterson
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 Non-Discrimination

This school district does not discriminate on the basis of race, color, religion, national origin, sex, marital status, disability, or age or in admission or access to, or treatment of employment, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning this school district's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent, Carl Dietz, in writing at 404 E. Sapp, Wilcox, NE 68982 or by telephone at (308) 478-5265. For further assistance, you may also contact Office for Civil Rights (Kansas City Office), U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Telephone: 816-268-0550, FAX: 816-823-1404; TDD: 877-521-2172, Email: OCR.KansasCity@ed.gov. Also see the "Discrimination and Harassment" section below.

**MISSION STATEMENT**
**Provide educational experiences in a positive, safe, and engaging environment in order to prepare students for success in an ever-changing world.**

**BELIEF STATEMENTS**
**Mutual Respect: The Wilcox-Hildreth Public Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.**

**Multicultural Policy: Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for the purpose of:**

- **Affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, European Americans, Hispanic Americans and Native Americans;**
- **Challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race;**
- **Valuing multiple cultural perspectives; and**
- **Providing all students with opportunities to "see themselves" in the educational environment in positive ways and on a continuing basis.**

**To promote and support multicultural education within Wilcox-Hildreth Public Schools, it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society.**

## 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 – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request 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 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request that demonstrates that the student meets the district's legal criteria allowing for disenrollment to the superintendent

using the applicable district form. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

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

**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 10 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 20 days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may/shall file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 20 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may/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 pre arranged 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.

**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 7-8 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 Wilcox-Hildreth 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. "Bullying" means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events. 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.

## 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, and gum should be deposited in the trash cans. All leftover food should be scraped off the tray onto 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 seated 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.

## 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 school, during lunch time, 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 place cell phones in cell phone holder when entering a classroom unless the teacher says they need them for class. If phones are necessary then 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 contacting 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.

## 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; or (5) sexually abused.

## 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.

## 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 over shoes 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, please call 308-478-5265.

## 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, gender, marital

status, disability, sexual orientation, or age, a complainant should follow the procedures set forth below:

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

2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.

    a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

    b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

    c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

    d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:

    a) Determine whether the complainant has discussed the matter with the staff member involved.

        1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.

2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant to determine:

1) All relevant details of the complaint;

2) All witnesses and documents which the complainant believes support the complaint;

3) The action or solution which the complainant seeks.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.

4. A complainant who is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint may appeal the decision to the superintendent.

a) This appeal must be in writing.

b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.

c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.

5. A complainant who is not satisfied with the superintendent's decision regarding a complaint 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.

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

## 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 electronic mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers.
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.
15. Students shall not install any Apps on their computers without the permission of administration.

## 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**

C. **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.

D. **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.

## 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.

## 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: Justin Patterson, Superintendent of schools at (308) 478-5265, justin.patterson@whfalcons.org (or designee) 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: Justin Patterson, Superintendent of schools at (308) 478-5265, justin.patterson@whfalcons.org (or designee) or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact Justin Patterson, Superintendent of schools at (308) 478-5265, justin.patterson@whfalcons.org (or designee) 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

Students must come to school dressed in clean, neat, and appropriate clothing to conform to educational standards.

Students are prohibited from wearing the following attire:

1. Clothing displaying indecent, suggestive or profane writing, pictures or slogans
2. Clothing that advertises or displays alcohol, tobacco or any illegal substance
3. Caps, hats and bandannas during the school day or at school-sponsored events
4. Bare feet (some type of footwear must be worn)
5. Short-shorts, biker shorts, or cutoffs
6. Hairstyles which distract from the learning process or the health and safety for either the student or others
7. Any clothing that could cause damage to others or school property
8. Clothing that is torn, ripped, or cut
9. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened
10. "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled
11. Costumes and/or those clothes intended only for leisure, entertaining or special occasions
12. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
13. Pants and shorts worn below the waist so as to expose undergarments
14. Pants that drag on the floor
15. Chains hanging or attached to pants or shorts
16. Coats during school hours unless the student has permission from a faculty member
17. Clothing with tears or holes that expose flesh or underclothes

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.

## Tattoos

Students shall not be allowed to display tattoos while at school. Students with tattoos must keep them covered with clothing, a bandage, or some

other covering at all times while on school property, in a school vehicle, or at a school activity.

**Body Piercing**

Students shall not be permitted to wear visible body piercing jewelry, including tongue adornment, while at school or during a school function on or off school premises. This prohibition applies to all visible parts of the body other than the ears. A student who wears such jewelry at school or at a school-sponsored function shall be required to remove it. A student who fails to comply with the directive or a violation of the policy on a repeated basis shall be subject to disciplinary action as determined appropriate by the school administrator. This policy does not prohibit the adornment of the ears with jewelry connected to the ear by piercing or clasping.

## 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 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 8:05 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges students $2.10 and adults $2.25 for breakfast.

### Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for K-6 is $2.85. Lunch for 7-12 lunch is $3.05 for students and $3.75 for adults.

### Milk break

The school will offer a milk program to students in grades K-2. 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 at the morning recess. 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 permitted to charge up to five meals. Thereafter, if a student has no funds available to pay for a meal, no food will be provided.

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, 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. 20230-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

## Field Trips

Classes occasionally take field trips off school property for educational enrichment. By signing the student handbook, I give permission for my student to attend school sponsored field trips. Parents who wish that their student not attend field trips must provide a written request prior to the date of 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 head lice, louse eggs, or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, louse eggs, or nits, 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, eggs, or nits 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 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 Justin Patterson, Superintendent, who may be contacted at 308-478-5265.

## 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 exempted 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 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. Students may use the media center after school until 4:00 p.m.

## Memorials

Memorials or plaques honoring deceased students are generally not allowed in or on the school grounds. 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 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 308-478-5265.

## Parental Involvement-Title I

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parental involvement in the Title I program. Parental Involvement in the Title I Program shall include:

1. An annual meeting to which all parents of participating children will be invited. 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, type and extent of participation, parental input in educational decisions, coordination, and integration with other district programs, and evaluations of progress. This information may be included in the annual Title I Individual Education Plan (IEP) for the student.

3. Opportunities for parent involvement activities, such as training on ways to support children's learning. This opportunity may

include, but is not limited to, attendance at the annual Nebraska State Title I Parent Involvement Conference. The 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, and 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.

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.

## 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.

## 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, or 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 until they are dismissed from school that 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. 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.

## 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 8:10 a.m. and ends at 3:45 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 40 minutes before the school day begins and 30 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 the building principal.

## Smoking and Tobacco

Smoking, including the possession or use of vapor products, alternative nicotine products, or any other such look-alike 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

MAPS Testing is administered two-three times annually in grades K-11 to determine the students' achievement probability for individual success. Tests may be administered in Fall and Winter and possibly the Spring. Results will be sent home.

## 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 curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.

   The maximum dollar amount charged by the district for course materials shall be:
   - Industrial Technology Classes Cost of individual projects
   - Music- Optional Band courses
   - Music instruments and accessories

5. **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.

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 $30.00 (covers admission to all extracurricular events)
- Future Business Leaders of America $20.00
- 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 $800.00.
- Football. Students must provide their own football shoes and undergarments.
- Golf. Students must provide their own golf shoes, undergarments, and clubs.
- Track, volleyball, wrestling, and basketball. Students must provide their own shoes and undergarments.
- Future Farmers of America- Annual Dues $50.00.
- Students must purchase their own jackets in addition to paying dues. FFA Jacket $60.00

6. **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.

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 5 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 $150.00.

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 K-12
      Regular Price $2.10
      Reduced Price $.30
    - Lunch Program – Grades K-6
      Regular Price $2.85
      Reduced Price $.40
    - Lunch Program – Grades 7-12
      Regular Price $3.05
      Reduced Price $.40
    - Second milk or second entrée (each) $.50/$1.00

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 $5.00 to $50.00 per year.

**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 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, 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 that they do not want this information disclosed without prior written parental consent.

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 August 31.

**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.

**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 three days of each semester. Drop and Add slips are to be obtained from the office of the Guidance Counselor and must be signed by the 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 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. Obligation to Report threatening Statements or Behaviors.

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

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

2. Threat Assessment Investigation and Response

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

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

3. Communication with the Public about Reported Threats

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

## 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 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 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 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. For example, students making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, but students are still subject to the district's appropriate use and student discipline policies. 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 through different media outlets and the school's SwiftReach (All Call) information system. 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.

## Weight Room Guidelines

The weight equipment was purchased by the school district and is the property of the Wilcox-Hildreth Public Schools. The equipment will be used by Wilcox-Hildreth Junior/Senior High students only when there is an assigned supervisor present. Use by other individuals must be approved by administration. Only students will be allowed to use the weight room during the school day.

## 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

## 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 a minimum of 240 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 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= | 93-100 |
| B+ = | 91-92 |
| B= | 86-90 |
| C+ = | 84-85 |
| C= | 78-83 |
| D+ = | 76-77 |
| D= | 70-75 |
| F= Failing | 69 and below |

S= Satisfactory Progress
U= Unsatisfactory Progress
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

Graduating seniors will be awarded for their academic achievements during the annual commencement activities. The winners of these awards will be determined on the basis of student academic achievement in the core curriculum: English, mathematics, science, social studies, business education, foreign language, and computer science.

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.

Students whose cumulative grade point average in core curriculum course work completed in grades nine through twelve ranks them in the top twenty-five percent of their class and will be recognized during commencement exercises.

## Graduation Requirements

Students must earn a minimum of 240 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 Wilcox-Hildreth High School Diploma are:

| COURSE REQUIREMENTS | CREDIT HOURS |
|---|---|
| English | 40 Credits |
| Social Studies | 40 Credits |
| (American History and American Government is required) | |
| Mathematics | 30 Credits |
| Science | 30 Credits |
| Speech/Computers | 10 Credits |
| Physical Education | 10 Credits |
| Electives | 80 Credits |

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 Multi-Disciplinary 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 Rolls

The purpose of the honor rolls is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for the 1st and 2nd semesters. To qualify for an honor roll, students must be enrolled in a minimum of four classes from the core curriculum of English, mathematics, science, social studies, business education, foreign language, and computer science. Students will be recognized accordingly:

**Principal's "All A" Honor Roll;** Students qualify by earning all A's in every subject area.

**Honor Roll;** Students qualify by earning an "A" (93) average or above in all subjects and no grade is lower than an (86)

## National Honor Society

The National Honor Society chapter of Wilcox-Hildreth High School is a duly chartered and affiliated chapter of this prestigious national organization.

Selection to the National Honor Society

To be eligible for membership in the National Honor Society students must be a full time junior or senior with at least 4 semesters completed. Transfer students must follow the same guidelines plus they must have attended school at Wilcox-Hildreth the entire previous academic and current semester immediately preceding the semester of their consideration for their selection. Students must have a **cumulative** scholastic average of B+ (3.5 on 4.0 scale). Students with a B+ cumulative average are then evaluated on the basis of service, leadership, and character. Selection of each member to the chapter shall be a majority vote of the Faculty Council. The National Honor Society Induction Ceremony will occur in November.

Dismissal from the National Honor Society

Members who fall below the standards which were the basis for their selection shall be promptly warned in writing and given a reasonable amount of time to correct the deficiency, except in the case of flagrant violation of school rules or civil laws, a member does not necessarily have to be warned.

In all cases of impending dismissal, a member shall have a right to a hearing before the Faculty Council. A member who has been dismissed may appeal the decision of the Faculty Council under the same rules for disciplinary appeals in the school district.

## Mid-Term Graduation

Students are generally required to attend four years of high school (minimum of seven semesters) to be eligible to receive a diploma from the school district. In unique circumstances, the Board may waive the four-year attendance requirement. The earliest release date will be upon completion of the first semester of the senior year.

The Board of Education, upon receiving administrative recommendation, may grant mid-term exit from high school to students who have completed the requirements for graduation. To be considered for mid-term exit from high school, the student and his/her parents or guardian should apply to the high school principal by February 1st of the applicants' junior year. The Board of Education will act on all requests. Any student who is granted mid-term exit from high school forfeits all privileges of high school enrollment, except the right to participate in commencement exercises.

## 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, play production, speech, FFA, FBLA, Quiz Bowl, and other 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, 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 an after school 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.

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

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

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.

3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.

4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations.

**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, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as electronic cigarettes, vapor pens, etc.;

e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
f. Possession of pornography;
g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;
j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send 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; and
l. 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.

**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

## EXTRA CURRICULAR ACTIVITIES

**Extra-Curricular programs**

Extra-curricular programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. The Wilcox-Hildreth Public Schools will adhere to the rules and regulations set forth in Title IX guidelines on sex discrimination as well as other pertinent rules and regulations.

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 $30.00 (covers admission to all extracurricular events)
- Future Business Leaders of America $20.00
- 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 $800.00.
- Football. Students must provide their own football shoes and undergarments.
- Golf. Students must provide their own golf shoes, undergarments, and clubs.
- Track, volleyball, wrestling, and basketball. Students must provide their own shoes and undergarments.
- Future Farmers of America- Annual Dues $50.00. Students must purchase their own jackets in addition to paying dues.

**Activities Program**

To utilize fully the potential for educational experiences, the Wilcox-

Hildreth Public Schools School Activities Program shall be organized and conducted in accordance with these five basic principles:

1. Be regarded as an integral part of the total education program.
2. Be subject to the same administrative control as the total education program.
3. Be conducted by staff personnel with adequate training in their assigned responsibilities.
4. Be so conducted that the physical welfare and safety of the participants is protected.
5. Shall be conducted in accordance with the letter and the spirit of the rules and regulations of the school, conference and state activity association.

In the Senior High, athletics will consist of interscholastic contests in football, volleyball, girls and boys cross country, girls and boys basketball, wrestling, girls and boys track, and golf compatible with school enrollment, equipment, facilities, finances, and the availability of competent coaching staff. Maximum effort shall be extended to provide opportunities for all interested students to participate.

The Senior High Activities Program consists of the following: Freshman Class, Sophomore Class, Junior Class, Senior Class, Cheerleading, Journalism, National Honor Society, Student Council, FFA, FBLA, Band, Chorus, Academic Quiz Bowl, Speech, Play Production, Mock Trial, Science Fair, Youth Leadership, High Ability Learners, and Falcon Letterman's Club.

In the Junior High, school athletics will consist of a limited program in interscholastic contests in volleyball, football, cross country, boys and girls basketball, wrestling, and boy and girls track. The physical and emotional maturity of Junior High students require that the program be controlled to insure educational experiences, basic fundamental training and maximum participation possible while protecting the physical and emotional welfare of the student. Additional activities for Junior High consist of FFA, Quiz Bowl, Band, Chorus, High Ability Learners, and Spelling Bee.

In the Upper Elementary, school activities consist of a limited program. Activities for grades 5-6 consist of Band, Quiz Bowl, High Ability Learners, and Spelling Bee. Activities for grades 3 and 4 include grade 4 Band and High Ability Learners and grade 3 High Ability Learners.

**Purpose of Activities**

The purpose of all activities is to provide students ample opportunities outside of the regular classroom that cannot be duplicated in the classroom situation. In this way students have the opportunity to develop themselves into the best possible persons they are capable of becoming.

It is in these activities that students make lasting friendships, gain valuable social experiences, learn to work and cooperate for a common goal, as well as gain physical and mental disciplines unavailable in the classroom situation.

Commitment to a group endeavor calls for the individual to sacrifice some individual freedoms for the betterment of the group. Participation in these activities is a privilege accorded only those students who are willing to abide by state law, school and conference regulations as well as reasonable rules set forth by the coaches or sponsors that are applicable and peculiar to the activity involved.

Students are encouraged to participate in co-curricular activities. They are an integral part of school life. Students and parents are reminded that the joy of participation is and should be the sole reason for the participation rather than publicity or notoriety.

## General Guidelines

1. **Liability:** The Board does not assume financial responsibility for accidents or injuries to students engaged in school related activities. The Board does not assume financial responsibility for lost or stolen personal items. This is also true for activities in the summer. The financial responsibility for injuries or accidents and loss of personal items rests with parents. Parents are encouraged to carry adequate protection. A group insurance plan is made available to students each fall. Students in athletics or activities are offered a padlock in the fall to lock up their belongings in the locker room each day. It is the student's responsibility to lock their locker to secure valuables and clothing.
2. **Trips:** Any student making a Wilcox-Hildreth Public schools sponsored trip shall go and return on the transportation provided by the school. Exceptions must be approved by the principal's office prior to the trip. The only exception, which is approved by the principal's office, is the release of a student to his/her parent or guardian after the activity. No student will be allowed to return from an activity with anyone other than a parent.

3. **Meals:** When an athletic team is traveling or will be away from home all day for a contest, or if the return trip home is exceptionally long, athletes will be responsible for the cost of their own meals, or will need to bring a lunch. However, all team members will eat together as a team. Generally speaking, team members will eat their pre-game meal at home. Any pre-game meals at the school will be provided for by parents, volunteers, booster club, etc. Athletes qualifying for state competitions will have their meals paid for in accordance to a policy adopted by the Board of Education.

4. **Attendance:** A student must be in attendance for **a full day of classes** the entire time to participate in **practice** for any extra-curricular activity or participate in the **contest/activity** that night. Examples include, but are not limited to: athletics, music activities, play production, speech activities, plays, cheerleading, FBLA, Quiz Bowl, Mock Trial, and FFA. Exceptions such as school sponsored trips and doctor appointments will be granted. Other exceptions will be left to the discretion of the administration.

5. **Group Absences:** All schoolwork to be missed because of extra-curricular activities must be made up prior to departure. Group absence forms are to be returned to the coach or sponsor by the designated time before students will be released.

6. **Supervision:** Coaches and sponsors have the authority and obligation to correct any improper situation involving students participating in any extra- curricular activity sponsored by Wilcox-Hildreth Public Schools.

7. **Rule Changes:** The administration reserves the right to amend any rules in the handbook that they feel provides for the betterment of education in the Wilcox-Hildreth Public Schools.

8. **NSAA Eligibility:** Wilcox-Hildreth Public Schools follows the eligibility requirements established by the NSAA for all school sponsored activities. The requirements are listed as follows:

1. Student must be an undergraduate.
2. Student must be continuously enrolled in at least twenty (20) credit hours per semester and regular in attendance, in accordance with the school's attendance policy.
3. Student must be enrolled in some high school on or before the 11th day of the current year.
4. Student is ineligible if nineteen years of age before August 1 of the current school year or age 21 for non-contact Unified Sports athletes.
5. A student in grades 7 or 8 may participate on a high school team if he /she was 15 before August 1st of the current school year.
6. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership.
7. Student must have been enrolled in school the immediate preceding semester and have received twenty (20) semester hours of credit.
8. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport which is scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by the NSAA rules and ends with the state meets.

9. A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
10. A student shall not participate on an all-star team while a high school undergraduate.
11. When a student enters a high school for the for the first time after promotion from grade eight of a two year junior high school, or a sixth, seventh, and eighth grade middle school, or from grade nine of a seventh, eighth, ninth grade junior high school, he/ she may enter the high school of his/her choice and be eligible immediately, if eligible in all other respects.
12. Any subsequent transfer to another high school, unless there has been a change in domicile by his/her legal parents, or the student returns to his/her home school district, shall render the student ineligible for varsity competition for ninety school days.
13. If a student in grades, seven, eight, or nine participates in inter-school competition on a high school team at any level of competition, he/ she has established his/her eligibility at the high school he/she has represented in such competition. Any subsequent transfer to another high school, unless there has been a change in domicile by his /her legal parents, shall render the student ineligible for varsity competition for ninety school days.

**Activity Code of Conduct**

This activity code of conduct is supplemental to the Wilcox-Hildreth Public Schools student code of conduct which is in this handbook and any action taken here under may be in addition to any action under the student code of conduct said policy.

**Suspension from Activities**

When activity participants have abridged or violated a standard as set forth in the Student Handbook, certain disciplinary procedures and actions will follow.

Short-term suspension of activity participation shall result from first time offense, while permanent suspension from activity participation shall be employed after a second occurrence of the same offense.

A. **Short-Term Suspension** to mean the student will be withheld from competing in the next activity, which is at his/her regular level of competition. Also, included in short term suspension: The student shall continue to practice the activity and additional work may be expected before full reinstatement.
B. **Permanent suspension** to mean the student will be withheld from participating in practice and competition in that activity for the remainder of that season.

If it should become necessary to enforce the suspension rule, the student shall be notified in writing, and the student shall be entitled to a hearing

with school authorities upon request.

Athletics

Athletes are leaders in school. You are expected, therefore, to set a good example in regard to conduct, personal grooming and dress, appropriate to the time and place. Your actions and appearance represent your parents, your school and you.

All students must be in good standing with all faculty and administration to participate in athletics. Any student not in good standing may be withheld from competition.

Activities are a Privilege: Extra-curricular activities have an important place in the educational program of the Wilcox-Hildreth Public Schools. It is a privilege for the students who choose to participate. Students who participate and are accepted into the program are expected to demonstrate cooperation, patience, pride, character, self respect, self-discipline, teamwork, sportsmanship, and respect for authority. It is the belief that accepting responsibility for one's actions are a part of that philosophy.

Any student going out for athletics at Wilcox-Hildreth Public Schools will check out through the Athletic Director's office the following:

1. Completed Physical Form
2. Parental Consent to Participate Form
3. Parental Confirmation of Insurance Form
4. Athlete's Signature (Knowledge of Rules and Regulations)
5. Medical Consent Form.

Interscholastic Participation

Any individual who is a member of any high School Interscholastic Athletic Squad cannot participate in any other organized sport, in or out of school, during the period that he or she is a member of the interscholastic squad. Examples include town team basketball, town team volleyball, AAU Athletics.

Training

Participants are to demonstrate acceptable standards of physical training throughout the sport season. The sport season shall be defined as the date of the first practice, as set by the NSAA, through the date of the final contest or meet.

Conduct Rules

The conduct rules apply to conduct of the student, 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 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.

1. Conduct that constitutes grounds for long-term suspension, expulsion, or mandatory reassignment as found previously in this handbook in Section 3 Student Discipline under Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment.
2. Truancy or failure to attend assigned classes or assigned activities.
3. Tardiness to school, assigned classes or assigned activities.
4. Repeated violation of any of the rules adopted by the school district or the school.
5. Willfully violating the behavioral expectations for those students riding Wilcox-Hildreth Public Schools buses.
6. Failure to report for the activity at the beginning of each season; reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
7. Failure to participate in regularly scheduled classes on the day of an athletic/activity event.
8. Failure to attend all scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the coach will determine the validity of the reason. Every reasonable effort should be made to notify the coach or supervisor prior to all missed practices or meetings.
9. All other reasonable rules or regulations adopted by the coach or supervisor of an extra-curricular activity shall be followed, provided that participants shall be advised by the coach or supervisor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
10. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

Drug and alcohol violations:
Students who are found to be in violation of our Drug Free Schools Policy on pg. 26 or Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment beginning on page 59 numbers 6 and 11 (d and e) shall be subject to the following disciplinary action.

1. First Violation –
    a. Suspension from **any** extra-curricular program for designated activities **21 calendar days** from any contest. The student will continue to practice on a daily basis. Extra-curricular programs cover all athletic contests and all activities including but **not limited** to:

FFA, FBLA, JR/SR PROM, MUSIC CONTEST, etc.

2. Second offense – Upon finding of a subsequent violation, the student will be dismissed from that activity for the remainder of the activity season.
3. **Self Reporting of Violation** - If a student violates the drug and alcohol policy and self reports the violation to a School Administrator within a **48 hour period**, the suspension from any extra curricular activities may be reduced to **14 calendar** days from any contest.

An investigation will be conducted into any matters which result in a student being charged with a violation of these rules, and if the circumstances call for a student to be suspended from participating, the sponsor and principal will determine the dates involved.

**When Suspensions Begin.** All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

Attendance and Academics:
Student participants are expected to apply themselves academically by following these expectations:

1. Attend school regularly and show evidence of sincere effort towards scholastic achievement.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests he/she should contact the coach or sponsor in advance.
3. Attendance, for the full day, the day of a contest is required to be eligible for the contest that day. Arrangements in advance for extenuating circumstances, such as doctor/dentist appointments, funerals or other activities, can be made with the building Principal in writing. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.
4. Appearance: Participants will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and well groomed appearance. School dress code will be in effect during all activities whether at home or at the visiting school.

Dressing Room
All athletes will be under the 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 while dressing and will be dealt with by the coach in charge. No horseplay or hazing of other students will be allowed.

Lockers
Girl and boy athletes will be offered a locker with an enclosed padlock, which are to be used through their sports season(s). It is the athlete's responsibility to use the locker and to lock the padlock to ensure safety of their belongings. If you leave your personal belongings and athletic equipment lying around outside the locker or do not lock it, it is your responsibility if something is lost or stolen. If you will not use it at school, leave it at home.

Equipment
All equipment will be checked out to individuals at the beginning of the season by the coach in charge. The athletes will be responsible for this equipment and should be prepared to pay for the cost of replacement if it is not checked in at the end of the season in reasonable condition. It is the responsibility of the athlete to check in the equipment at the end of the season or immediately should they quit the sport. If an athlete fails to check in their equipment at the designated time or immediately should they quit, they will be required to pay for the cost of replacement.

## Lettering

Each time an individual letters in a senior high sport (activity), he/she will be awarded a letter certificate by the coach of that sport/activity at the conclusion of the season. The first time that an individual letters in any sport/activity, he/she will be awarded by the Athletic Director the standard WH chenille letter representative of athletics for Wilcox - Hildreth High School. Any letters that are earned after the first year in that sport/activity will earn the student a gold bar and certificate for each year that he/she letters. To be awarded a letter in a particular sport/activity the athlete must meet the coach/sponsor's specific criteria listed below, be in good academic standing and complete the entire season. Coaches/Sponsors do have the authority to award to withhold letters according to individual circumstances. A participant may also receive special consideration from the coaching staff for extraordinary conditions that may exist, such as prolonged absence due to injury or illness.

## Letter Requirements

Football: A letter will be earned when an athlete participates in ten

quarters of varsity football. Participation shall be considered to be more than three plays.

Volleyball: A girl must participate in one half of all varsity matches and must play in one of the two or three sets for any amount of time constitutes participation. Any senior who has participated all four years and who has not previously lettered will receive a letter. All varsity members of a championship team will letter.

Basketball (Girls & Boys): Athlete must play in at least half of the total number of varsity quarters played throughout the season. Play consists of any amount of time in a quarter.

Wrestling: A letter will be earned for participating at a varsity level in ten (10) matches. A letter will also be earned by placing in the conference or district tournament.

Track (Girls & Boys): A letter will be earned for the following: Medal in any major meet of four(4) or more teams. This will include the 9-10 Meet if four(4) or more teams. If a team finishes as Conference or District Champion or Runner Up all team members will receive a letter.

Cross Country (Girls & Boys): A letter will be earned for the following: Medal in any major meet of four(4) or more teams. If team qualifies for State all team members will receive a letter. If team finishes as District Champions or runners up all team members will receive a letter.

Boys Golf: A letter will be earned by participating in at least one varsity golf meet during the season.

Speech and Drama: Students must place in any speech or one-act competition at any level of competition.

Lettering may be withheld should a student decide to quit or if they are removed from an activity.

## Flag Team and Drum Major Auditions

Each spring auditions will be held for flag team and drum major. Previous captains will not be required to audition, but will be required to assist with practices prior to and during auditions. Flag team auditions are open to any student who is completing 8th-llth grade. Drum major auditions are restricted to band members only.

Flag Team auditions will consist of the following:

a. Skills demonstrations of 8-10 techniques. These are taught during practices prior to the actual audition.
b. Flag routine. The routine is demonstrated during the audition, students will be judged as to precision, technique, memory, and overall appeal.
c. Judge's interview. During this portion the judges are allowed to ask each student questions that pertain to the flags.

Drum Major auditions will consist of the following:

a. Voice Commands
b. Poise and carriage
c. Knowledge of whistle commands
d. Attitude and leadership.

A panel of two judges will make the final decision.

## Cheerleaders

Cheerleaders have been established at our school to stimulate school spirit and to provide appropriate service to support our school. The following criteria involve the selection process. Any other items regarding cheerleading will be found in the constitution, which is on file in the office, and with the sponsor. Each cheerleader for the 2020-2021 school year also has a copy of the Cheerleader Constitution.Tryouts for cheerleaders will be conducted each spring by the cheerleader sponsor(s). A panel of impartial judges chosen by the sponsor(s) will select cheerleaders. A tryout will consist of performing designated skills in front of judges and sponsor(s). A majority decision by the judges for acceptance will be taken. However, the sponsor(s) have the right to accept or veto this vote. The format of the tryouts will be decided by the sponsor(s) and will be held in a fair and open manner conducive to allowing each candidate to show his/her best abilities and potential. All students trying out must turn in a release form, have read the constitution and signed the demerit system/disciplinary sheet.

## Sportsmanship

An athlete must:

1. Accept visibility and understand the seriousness of your responsibility and the privilege of representing the school and community.
2. Learn the rules thoroughly and discuss them with parents, fans, fellow students, and elementary students.
3. Cooperate with coaches, officials, and fellow players to conduct fair contests.
4. Only the captain may communicate with the officials on the clarification of rules. It is his/her responsibility to communicate what was said back to his/her teammates and/or coach.
5. Always respect the official's judgment and interpretation of the rules. **Never** argue or make nonverbal gestures, which indicate disagreement.
6. Congratulate opponents in a sincere manner following victory or defeat.
7. Demonstrate self-control at all times.

8. Treat opponents with the respect that is accorded a guest or friend.
9. Shake hands with opponents prior to the contest and wish them luck.
10. Try your utmost to win within the rules.

## Drugs and Alcohol

In compliance with Public Law 101-226 The Drug Free Schools and Communities Act, Wilcox-Hildreth Public Schools recognizes that the use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful. Athletes are no exception, therefore, they will be disciplined as any other student.

## Eligibility Requirements to be met by all Students Involved in any Extra/co-curricular Activity

It shall be the policy of the Wilcox-Hildreth Public Schools in order to enhance student's classroom performance and time management skills. The faculty and administration will place greater emphasis on education than on extra/co-curricular activities.

Failing Cumulative Grade

Teachers will report to the Principal, on the last day of each week, any student with a failing cumulative grade in their subject area. Any student failing **two classes or more** will be **ineligible** for any extracurricular activities the following week. Any student failing one class will be placed on **a ONE WEEK PROBATION PERIOD.** Probation is a time used to get work made up while still being allowed to participate in extracurricular activities. Grades must be brought up by the last day of the following week.

If the student is still failing after the probation period, the student is suspended from all extracurricular activities that week. If the athletic activity is during the normal school day the ineligible student will remain in school and not be allowed to attend the activity. Any other extracurricular activity including but not limited to music, speech, cheerleading, dance team, science fair, FFA, or Jr/Sr. Prom, the student will not be allowed to attend with the group if it is an away activity. School related field trips would be excluded from this policy.

## "Team Selection" and "Playing Time"

"Team selection" and "playing time" decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner

which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.

2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of this criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

## SECTION FIVE

## STAFF DIRECTORY

**Members of the Board of Education:**

Kirk Nelson..... President
Kert Hansen..... Vice-President
Gary Jensen..... Secretary
Roger Boyer..... Treasurer
Aaron Pistulka..... Member
Ryan Knaus..... Member

**Administrative Staff:**

Justin Patterson.....Superintendent
Shannon Lovin..... High School Principal
Shannon Lovin..... Elementary Principal

**Teaching Staff:**

Jean Bunger..... Tech Coordinator
Alyssa Carey..... Preschool
Marjorie Damit-og..... HS Science
Kassie Faimon..... Ag Education/FFA
Tiana Gibb..... 4th Grade
Jordan Glenn..... History/Government
Luke Glenn ..... Physical Education
Lynette Gruwell..... MS Special Education
Carolyn Hance..... HS English/Speech
Katie Hohensee..... Kindergarten
Deb Johnson..... HS Foreign Language
Amber Kosmicki..... K-12 Art
Nurita Lambert..... FCS/Journalism
Connie Lovin..... Math
Brandy Lunsford..... Elem SPED/Title 1

Hana Mach..... HS Counselor/English
Mary Martin..... HS Business
Mackenzie Maul.....6th Grade
Joee Muhlbach.....HS Special Education
Melissa Myers..... MS English and Math
Lyndsey Rossen..... 1st Grade
Kelly Sheen..... 2nd Grade
Kelly Simmons..... Elementary Counselor
Kaylie Soneson..... 3rd Grade
June Stratman..... K-12 Media/MS FCS
Kristina Swedberg.....Title 1
Tim Trausch.....K-12 Music
Cody Whipkey.....Alternative Ed/History
Chantel Winz.....5th Grade

**Support Staff:**

Julie Ehlers..... Para
Makenzie Wilfahrt..... Para
.....Elementary Para/After School Program
Amanda Nutter.....Elementary Para
Lyndsay Robinson.....Elementary Para
Amanda Fouts.....Para
Pat Ourada.....Para

**Office Staff**

Rogene Hinrichs..... Bookkeeper
Michelle Konert.....Secretary
Julie Rahmann..... Secretary

**Child Nutrition Program**

Patti Roads..... Food Service Director
Tanice Twohig ..... Head Cook
Melanie Kluch..... Cook
Kay Lieb..... Cook
Cassandra Myers..... Cook
Mary States..... Cook

**Custodians and Grounds**

Rick Henderson.....Head of Maintenance, Custodians, and Transportation
Ryan Jurgens.....Custodian
Todd Bebensee.....Custodian
Carla Wilson.....Custodian
Tracy Carr.....Custodian

**Transportation Department**

Rick Henderson.....Head of Maintenance, Custodians, and Transportation
Roger Blank…..Route Driver
William Henderson.....Route Driver
Naomi Fritson…..Route Driver
Ryan Jurgens…..Route Driver
Judy Schepler.....Route Driver
Ryan Knaus ……Substitute Driver

# Wilcox-Hildreth Public School
2020-2021 Approved
School Calendar

**August**

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

| | |
|---|---|
| Aug. 10 | Fall sports practice begins |
| Aug. 10-12 | Inservice |
| Aug. 13 | **School begins 1:00 dismiss** |

**September**

| 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 | | | |

| | |
|---|---|
| Sept. 7 | NO SCHOOL - Labor Day |
| Sept. 18 | Inservice-No School |

**October**

| 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 |

| | |
|---|---|
| Oct. 8 | P/T Conf 2:00-8:00 1:00 dismiss |
| Oct. 9 | NO SCHOOL Fall Break |
| Oct. 16 | 1st quarter ends (44 days) |

**November**

| 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 | | | | | |

| | |
|---|---|
| Nov. 25-27 | NO SCHOOL - Thanksgiving break |

**December**

| 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 | | |

| | |
|---|---|
| Dec. 22 | Early dismiss 1:00 |
| Dec. 22 | End of first semester (44/88 days) |
| Dec. 23-Jan. 3 CHRISTMAS BREAK | |

**January**

| 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 | | | | | | |

| | |
|---|---|
| Jan. 4 | Inservice |
| Jan. 5 | School Begins |

**February**

| 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 | | | | | | |

| | |
|---|---|
| Feb. 11 | P/T Conf 2:00-8:00 1:00 dismiss |
| Feb. 12 | NO SCHOOL |

**March**

| 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 | | | |

| | |
|---|---|
| Mar. 5 | NO SCHOOL - Spring break |
| Mar. 11 | End of third qt. (46 Days) |
| Mar. 12 | NO SCHOOL - Spring break |

**April**

| 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 | |

| | |
|---|---|
| Apr. 2-5 | Easter Break |
| Apr. 23 | Inservice |

**May**

| 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 | | | | | |

| | |
|---|---|
| May 8 | Commencement |
| May. 17 | End of Year 11:30 Dismiss |
| May. 17 | End of sem (43/89 days) |
| May. 18 | Last Day for Teachers |

- Staff Inservice-No School
- Students Return
- End of Qtr.or Sem.
- No School

| | |
|---|---|
| Total Student Days | 177 |
| Total Teacher Days | 184 |
| First Semester Days | 88 |
| Second Semester Days | 89 |

Quarter 1 Teacher-48 Student-44
Quarter 2 Teacher-44 Student-44
Quarter 3 Teacher-47 Student-46
Quarter 4 Teacher-45 Student-43

**Student Days by Month**

| | | | |
|---|---|---|---|
| Aug | 13 | Jan | 19 |
| Sept | 20 | Feb | 19 |
| Oct | 21 | Mar | 21 |
| Nov | 18 | Apr | 19 |
| Dec | 16 | May | 11 |

**SECTION SIX**

**FORMS**

This section contains forms that students and their parents must complete and return to the school office **NO LATER THAN** August 31.

# 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 and return the receipt form below before Friday, August 28, 2020.

**PARENT/STUDENT AGREEMENT**

I have received and read the Student Handbook, which is provided electronically at whfalcons.org, that describes the Wilcox-Hildreth School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Wilcox-Hildreth Public Schools, including the Drug Free School Policy. My child and I have discussed these policies and understand that we must comply with them.

| | |
|---|---|
| _____ | _____ |
| Student's Signature Date | Parent/Guardian's Signature Date |
| _____ | _____ |
| Social Security Number | Cell Phone Number (Optional) |
| _____ | _____ |
| Parent's Email Address (Optional) | Parent's Email Address (Optional) |

**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 THE ADMINISTRATION OF SELF-ADMINISTRATION OF MEDICATION**

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-administrating 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

# Wilcox-Hildreth Public School

*Return to School Plan*

# FALCONS

The purpose of this document is to provide a framework for how the Wilcox-Hildreth Public School will respond to the COVID-19 pandemic and its impact on the educational program at Wilcox-Hildreth Public Schools during the 2020-2021 school year. The framework of this document is structured using the Nebraska Rural Community Schools Association (NRCSA) document developed by rural school superintendents and the risk dial from Two Rivers Health Department in order to allow the district to be responsive to changing public health circumstances. The presence of a formal more detailed plan developed for the Wilcox-Hildreth Public School community will support the district in articulating this summary that will be used at the building level and provide guidance and training for our teachers at all levels. The NRCSA document link can be found on the Wilcox-Hildreth School website and the risk dial can be found on the Two Rivers website.

As a parent, you have to make the best decision for your child under the ever changing circumstances. Wilcox-Hildreth Public Schools firmly believes that face to face education is the best for all our students and we will strive to keep that format for as long as possible, hopefully the entire school year. If your student shows symptoms of illness, please respect the health of others and remain at home until symptom free or a doctor's note can be obtained. It is imperative that we all communicate with each other and change our mindset in regards to not feeling well and being in attendance at school. We understand that some parents may feel comfortable sending their child at some COVID risk levels and not at other levels. As a school we will work with every child to help them succeed whether they are here or not. With all illnesses, we ask that you do your part to communicate with the school and support the educational process in this very difficult time.

**Wilcox-Hildreth Mission Statement**

The Mission of Wilcox-Hildreth Public School is to provide educational experiences in a positive, safe and engaging environment in order to prepare students for success in and ever-changing world.

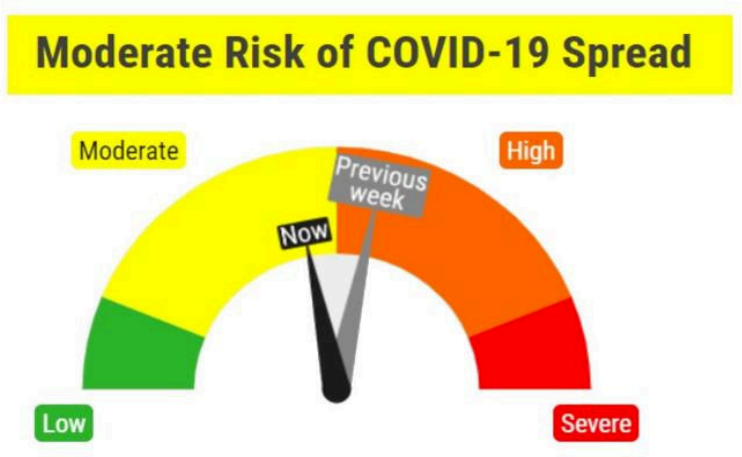
Justin Patterson, Superintendent | Shannon Lovin, PK-12 Principal/AD

Kelly Simmons, Asst. Principal/ EL Counselor | Hana Mach, School Counselor and Crisis Team

Patti Roads, Cafeteria Manager | Rick Henderson, Facilities/Transportation

Kirk Nelson, School Board President | LSkdjf;akdjf;sdk, Board Member

**COVID-19 Risk Dial (Example)**




Working in conjunction with Two Rivers Health Department, a weekly level of risk will be accessed and communicated that will affect how the school conducts operations. The school will at a minimum continue to operate at a higher level of risk in regard to cleaning and sanitizing the building. Likewise, the school district may choose to modify, change, or alter plans that are not fulfilling the intent of the safeguards that they were created to convey. The intent behind the leveled model above is to proactively outline the actions that district may take as circumstances change throughout the pandemic. Some classrooms or grades may have heightened restrictions placed on them depending upon conditions in those grades or classes. We will do our best to communicate conditions within our ability and follow all HIPPA laws.

COVID RED: Severe COVID-19 PANDEMIC OUTBREAK

- Widespread community or regional transmission of COVID
- There is a significant increase in COVID positive cases or percent positive cases which may potentially overwhelm the local healthcare system
- There is a significant increase in Flu-Like Symptoms and COVID-like syndromic cases which may potentially overwhelm the local healthcare system
- Hospitals are utilizing Surge Capacity

## COVID ORANGE: Elevated COVID-19 Spread Risk

- There are increasing or high stable numbers of COVID positive cases OR percent positive cases due to community or regional spread
- There is an increase in Flu-Like Symptoms OR COVID like syndromic cases in Two Rivers Health Region. Be informed of positive cases in Axtell School District or by county.
- Clusters or outbreaks exist that are still likely in their early stages
- There is only enough testing available for symptomatic people
- Two Rivers Health Department must rely on assistance to conduct investigation for new cases and associated and contact tracing –or- Two River Health Department must assist adjacent jurisdictions to conduct investigation and contact tracing
- PPE supplies are only adequate for critical workers
- Critical medical equipment is in limited supply

## COVID Yellow: Moderate Risk of COVID-19 Spread

- There is a downward trajectory in numbers of COVID positive cases –or- percent positive cases due to community or regional spread
- There is a downward trajectory in levels of Flu-Like Symptoms –or- COVID like syndromic cases in Two Rivers Health Region
- There is limited community spread within the Two Rivers Health Region
- COVID has a small impact on the local healthcare system capacity
- PPE supplies are adequate for critical workers and community needs
- Rapid COVID testing is available for all suspected cases and focused asymptomatic surveillance.
- Two Rivers Health Department is able to conduct investigation and contact tracing for new cases and associated contacts without assistance
- Critical medical equipment is readily available

## COVID Green: Low Risk of COVID-19 Spread

- Minimal cases of COVID-19 within the greater community.
- COVID-19 has minimal impact on local healthcare system
- Viral and antibody testing is readily available
- There are effective treatment modalities for COVID-19 and an effective vaccine is widely available
- PPE is easily obtainable through standard supply chains

| Plan | Description | Rationale |
|---|---|---|
| A | School is in **Regular Session** on campus for all students and staff beginning on August 13th as originally scheduled. | Community health conditions warrant a return to school on campus with appropriate safety precautions based on a COVID Risk level of Green, Yellow and Orange |
| B | **Alternate School Calendar** | Community health conditions warrant a delayed start, early dismissal or extended closures to the school year. In this scenario, the beginning/ending of school and/or vacation and/or makeup days could be altered to meet instructional requirements as indicated by Rule 10. |
| C | **Hybrid Model** | Community health conditions warrant social distancing practices that can only be obtained with smaller class sizes by having fewer students on-site and spreading students throughout the entire campus. This model maybe be used at **Orange** and Red<br><br>All Students: students will be on site half time and online half time? Social distancing will be followed. Half days?? Various choices here. Decisions need to be made. |
| D | **Remote Learning** by all students PK-12 through online learning –or- remote learning. | Due to a staff or student's COVID status, a short-term (2-5 day) closure is warranted, in order to clear, disinfect and contact-trace potential COVID exposures. Or if community health conditions warrant an extended closure of school. (More than a week). All student learning will occur remotely through online learning. This model will be used with a **Red** level of Risk for all students -or- any level where individual students need to be quarantined. |

**Detailed Operational Plans at the District level include:**

**Governance**: includes the core structure that will guide district decision making and the response to

during the pandemic including but not limited to how to handle symptomatic students, and monitoring of on campus illness and absentee rates. Steps will be taken to assess students and staff for COVID-19 symptoms prior to engaging in the school environment.

**School Operations**: includes operational aspects of how schools run such as passing periods, visitor access, student movement throughout the school, staff meetings, recess, student attendance policies.

**Food Service**: includes school meal services such as breakfast, lunch, and grab and go when school is operating on campus and during extended school closure. Take home meals for off-campus.

**Cleaning/Facility Modifications**: includes guidelines for custodians and staff for how to proactively avoid the spread of germs and illness, how to respond when someone who has tested positive for COVID-19 has been on campus, and any safety related facility modifications made.

**Extracurricular Activities/External Facility Use**: includes sports, activities, field trips, and co-curricular functions beyond core, within school day, instruction as well as access to school athletic facilities by external groups.

**Technology Services**: includes promotion and support for the use of instructional technology for in-person and remote learning as well as logistics related to the distribution of devices and technology support (device repair, internet access strategies, etc.) in the event of an extended school closure.

**Transportation**: includes plans to keep students safe and healthy on school buses within guidelines provided by public health experts.

**Crisis Team**: includes delivery modification plans related to providing crisis support for students, staff, and the Wilcox-Hildreth School community in the event of a tragic incident or death.

## Governance

**Attendance:** Any student or staff who has a confirmed diagnosis of COVID or who is asked to self-quarantine will not count against their attendance at school. A doctor's note will be required. The administration will work with all students or staff to make up work missed, some or all of material could be altered-or-waived and this will be handled on an individual basis depending upon the severity of the situation. Students not in attendance without a doctors' notes will be counted absent.

**Active Case:** When a positive COVID-19 case is confirmed in our school, that individual will be excluded and allowed to return based upon current guidance from CDC at the time. Two Rivers will work with schools to consider the following questions when determining how that case will impact others in their classroom and/or school building.

*What is the level of community spread outside the school building?*
*Was the individual with COVID-19 wearing a mask most of the time?*
*Were other students and staff who were within 6 feet of the individual with COVID-19 for more than 10 minutes masked?*
*Was the individual with COVID-19 part of a cohort within the building or did they interact with a large number*

and staff who will need to be quarantined.

**Screening:** Students will be temperature checked and double checked if needed daily, if a student has a temperature of 100.4 or higher, they will be sent home and may not return to school until an entire day has passed and they are symptom free. For example; if a student goes home on Monday, the earliest they may return is Wednesday. If a student or staff has a temperature of 100.4 for three consecutive days, that student or staff cannot return to school until they have a doctors note. Wilcox-Hildreth Public School encourages all students and staff to receive a flu vaccination when they become available in our area.

**Remote Learning:** If the school is required to go to remote learning, students and staff are expected to continue education with all grades and assignments due as if they were in school. Food Services will continue for those that request. Technology services will be available for those that need support. Non-Certified personnel may be asked to perform duties other than their job description.

**Face Coverings:** Face coverings are optional for all staff and students, unless it becomes a requirement. The school will provide 5 cloth face masks per child and staff throughout the year. Students and staff may bring their own masks. The family is responsible for cleaning and sanitizing the cloth face masks. If there are ADA circumstances that a student or staff member cannot wear a face mask a face shield can be provided. If accommodations are not feasible, alternative placement that will allow a student or staff to continue to be educated or do their job may be achieved. School board decision.

**Building Access/Visitors:** At COVID risk level **green**, yellow, and **orange** with prior approval only pre-approved visitors will be allowed to enter the building during school hours. They will be required to follow all rules associated with level green, yellow and orange levels. At COVID risk level red, no outside visitors will be allowed to enter the building during school hours.

**Health Services/Screening**

**Temperature Checks:** Staff and students will monitor and record individual temperatures daily upon arrival. Social Distancing will be adhered to when possible. Adults entering the building when students and staff are present will also have their temperature taken in the office.

**At- Risk or Vulnerable Populations:** Every student and staff member has a different level of risk. Although the school will operate under the guidance of the COVID risk dial and administer daily assessment, for those populations that have elevated risk, the school may make additional accommodations and operate at a higher risk level when dealing with this population. Communicate with administration.

**Hygiene:** Students and staff will be asked to wash their hands on a regular basis determined by

## Daily School Operations

| | Green | Yellow | Orange | Red |
|---|---|---|---|---|
| **School Academic Plan** | A normal school day will proceed with social distancing recommended when possible. | A normal school day will proceed with attention to social distancing, frequent hand washing, frequent disinfecting high traffic areas. | A normal school day will proceed with increased social distancing, frequent disinfect of classroom tables and limited student contact.<br>A Hybrid model may be implemented (altered school days) once decided on | PK-6 Remote Academic Plan<br>7-12 Remote Academic Plan |
| **Temperature Checks**<br>* We ask that parents screen their child each day for temps, flu like symptoms including fever, cough and shortness of breath. Please do NOT send your child to school if they are feeling ill.<br>*If a student or staff member has a temperature of 100.4 for 3 consecutive days a doctors note must be obtained before returning. | Temperature checks will be conducted daily upon arrival in the morning.<br>Students with a temperature of 100.4 degrees or more will be given a mask and isolated, rechecked, and parents will be called to take home if necessary.<br>Students must be fever free w/o medication for a full day (24 hours) to return. For example; if a student/staff goes home on Monday earliest return is Wednesday<br>Two Step Process: Temperature taken at the front door, must be verified in the office before being sent home. | Temperature checks will be conducted daily upon arrival in the morning.<br>Students with a temperature of 100.4 degrees or more will be given a mask and isolated, rechecked, and parents will be called to take home if necessary.<br>Students must be fever free w/o medication for a full day (24 hours) to return. For example; if a student/staff goes home on Monday earliest return is Wednesday<br>Two Step Process: Temperature taken at the front door, must be verified in the office before being sent home. | Temperature checks will be conducted daily upon on arrival in the morning.<br>Students with a temperature of 100.4 degrees or more will be given a mask and isolated, and parents will be called to take home.<br>Students must be fever free w/o medication for a full day (24 hours) to return. For example; if a student/staff goes home on Monday earliest return is Wednesday<br>Two Step Process: Temperature taken at the front door, must be verified in the office before being sent home. | School will transition into remote learning which may consist of the hybrid model or full remote learning.<br>In hybrid model, students on campus will follow Orange model and social distancing |
| **Masks/Face Coverings**<br>Optional | Optional<br>Masks are encouraged but not required. | Optional<br>Masks are encouraged but not required. | Masks may be required to be worn during high traffic times such as hall, crowed classroom where social distancing cannot be achieved. Administration may implement masks at all times if needed. Optional when outside or where mask may not be possible. (Face shields can be offered as an alternative) – We understand that some younger children may have difficulty keeping a mask on and more breaks maybe given when necessary. | |
| **Recess** | Recess times as normal with social | A rotation for recess to limit the | There may be a rotation for recess to | |

| | | | | |
|---|---|---|---|---|
| | distancing and scheduled. Equipment disinfected daily. | number of students on the playground and play equipment maybe implemented. Equipment disinfected daily. | limit the number of students on the playground. The playground equipment will be closed. | |
| **Hallways** | Normal passing periods and movement by students. | All hallway traffic will be recommended to stay to the right side of the hallway. | A plan will be developed to reduce hallway traffic. | |
| **Field Trips** | Regular field trip opportunities | Field Trips will be decided on a case by case scenerio | No Field trips scheduled | |
| **Specials** | Students/ staff transition to specials | Students/ staff transition to specials | Student/staff transition to specials | |
| **Handwashing** | PK-6 scheduled 3 times per day<br>7-12th Announcements supporting handwashing.<br>Handwashing/sanitizing prior to lunch. | PK-6 scheduled 3 times per day<br>7-12th Announcements supporting handwashing.<br>Handwashing/sanitizing prior to lunch. | PK-6 scheduled 3 times per day<br>7-12th Announcements supporting handwashing. Handwashing/sanitizing prior to lunch. | |
| **Lockers** | Normal locker use. Sanitized daily. | Normal locker use. Sanitized daily. Possible limited/backpacks implemented. | Lockers will only be used first thing upon arrival and at the end of the day. Backpacks will be in use. Sanitized daily. | |
| **Drinking Fountains**<br>Parents will send re-usable bottles with students. | Drinking fountains will be shut off and students will use their water bottle and re-fill at the filler stations. | Drinking fountains will be shut off and students will use their water bottle and re-fill at the filler stations. | Drinking fountains will be shut off and students will use their water bottle and re-fill at the filler stations. | |
| **Restrooms** | Normal use of restrooms | Staggered use of restrooms | Staggered and scheduled use of restrooms. (exceptions can be made) | |
| **Beginning of the Day**<br><br>All teachers are on-duty at 7:45AM each day. | K-12 students must enter main front door. Pre K thru their entrance. Temp checks.<br><br>K-4th grade students will be seated by class in the main gym practicing social distancing under supervision from staff.<br><br>MS and HS students will be seated by class in the practice gym under supervision.<br><br>Breakfast will be served grab and go style.<br>Students arriving after 8am must | K-12 students must enter main front door. Pre K thru their entrance. Temp checks.<br><br>K-4th grade students will be seated by class in the main gym practicing social distancing under supervision from staff.<br><br>MS and HS students will be seated by class in the practice gym under supervision.<br><br>Breakfast will be served grab and go style.<br>Students arriving after 8am must | K-12 students must enter main front door. Pre K thru their entrance. Temp checks.<br><br>K-4th grade students will be seated by class in the main gym practicing social distancing under supervision from staff.<br><br>MS and HS students will be seated by class in the practice gym under supervision.<br><br>Breakfast will be served grab and go style.<br>Students arriving after 8am must | |

| | | | | |
|---|---|---|---|---|
| | report immediately to the building office for temperature check.<br><br>Parents may enter the building with their students if they need to meet with school personnel upon approval from administration.<br><br>We recommend that parents release their children outside. Students will then come in to the gym. | report immediately to the building office for temperature check.<br><br>Parents may enter the building with their students if they need to meet with school personnel upon approval from administration.<br><br>We recommend that parents release their children outside. Students will then come into the gym. | report immediately to the building office for temperature check.<br><br>Parents may enter the building with their students if they need to meet with school personnel upon approval from administration.<br><br>We recommend that parents release their children outside. Students will then come into the gym. | |
| **End of Day** | Regular dismissal. All students are asked to leave the building at the end of the day unless they are in the afterschool program, school activity or working with a teacher. Meet parents outside is pre-arranged parking area. | Regular dismissal. All students are asked to leave the building at the end of the day unless they are in the afterschool program, school activity or working with a teacher. Meet parents outside in pre-arranged parking area. | Dismissal may be staggered. Once dismissed all students are asked to leave the building at the end of the day unless they are in the afterschool program, school activity or working with a teacher. Meet parents outside in pre-arranged parking area. | |
| **After School Program**<br><br>All after school programs staff will have temperature taken prior to work. Example include; dance, TeamMates meetings, etc. Handwashing and sanitizing of all materials daily. | Regular after school program will continue with social distancing practiced. | Regular after school program will continue with social distancing practiced. | Regular after school program will continue with social distancing practiced.<br><br>No Afterschool program if we have transitioned into a Hybrid model or Remote learning. | |

## Food Service

| Green | Yellow | Orange | Red |
|---|---|---|---|
| Cafeteria staff will check temperatures daily and wear required PPE equipment.<br><br>No Salad Bar<br><br>Students may use cafeteria to eat breakfast and lunch. | Cafeteria staff will check temperatures daily and wear required PPE equipment.<br><br>No Salad Bar<br><br>Students will eat in the cafeteria but for social distancing some students may be asked to eat in the classroom. | Cafeteria staff will check temperatures daily and wear required PPE equipment.<br><br>No Salad Bar<br><br>Students will eat in the cafeteria but for social distancing some students may be asked to eat in the classroom. | School will transition into remote learning which may consist of the hybrid model or full remote learning.<br><br>Under the hybrid model all students will have breakfast and lunch available to them from school to be picked up. Similar to the summer lunch program.<br><br>Under a full remote learning, meals will be provided for pick up similar to the summer program. |

## Cleaning of Facilities

| Green | Yellow | Orange | Red |
|---|---|---|---|
| Cleaning at Level Yellow<br><br>Normal cleaning procedures including using disinfect wipes disinfect fogger and sprayer, and other cleaning product will be used.<br><br>Classrooms will be cleaned during the teachers planning period or each night. Including wiping down door knobs, desks, chairs and common equipment.<br><br>Lunchroom will be cleaned after breakfast and lunch each day.<br><br>Cleaning procedures include light switches, doors knobs, hallways, restrooms,<br><br>Gloves and PPE equipment may be used by custodian staff. | Cleaning at Level Orange<br><br>Normal cleaning procedures including using disinfect wipes, disinfect fogger and sprayer, and other cleaning products will be used.<br><br>Classrooms will be cleaned during the teachers planning period or each night. Including wiping down door knobs, desks, chairs and common equipment.<br><br>Lunchroom will be cleaned after breakfast and lunch each day, and wiped down between groups.<br><br>Hallways, light switches, entry doors will be cleaned daily.<br><br>Electrostatic disinfectant sprayers will used throughout campus.<br><br>Gloves and PPE equipment by cleaning crew are required. | Cleaning at Level Red<br><br>Normal cleaning procedures including using disinfect wipes, disinfect fogger and sprayer, and other cleaning products will be used.<br><br>Classrooms will be cleaned during the teachers planning period or each night. Including wiping down door knobs, desks, chairs and common equipment.<br><br>Lunchroom will be cleaned between groups and after breakfast each day, and wiped down between groups.<br><br>Hallways, light switches, entry doors will be cleaned daily.<br><br>Electrostatic disinfectant sprayers will used throughout campus.<br><br>Gloves and PPE equipment by cleaning crew are required. | School is Remote: Deep cleaning of building. Building will be closed. |

| | | | |
|---|---|---|---|
| | | | |
| * Facilities will always be cleaned at a higher level of the risk dial so we can ensure that we are staying ahead of the pandemic. If needed we will hire additional staff and purchased additional cleaning agents with specialized tools to disinfect daily. | | | |

**Extra-Curricular and After School Program**

| Green | Yellow | Orange | Red |
|---|---|---|---|
| Sports and Activities will proceed with social distancing recommended when possible. | Temperatures of every coach and participate will be taken daily.<br><br>Students will be issued a water bottle.<br><br>Coaches will sanitize and wipe down equipment between groups. | Temperatures of every coach and participate will be taken daily.<br><br>Students will be issued a water bottle.<br><br>Coaches will sanitize and wipe down equipment between groups and as often as necessary.<br><br>Balls or equipment will not be shared if directed by NSAA.<br><br>Individual drills will be emphasized rather than full team contact. | School will transition into remote learning. Guidance for competition will come from NSAA. Practices and after school programs are suspended until further notice. |
| *Where social distancing cannot be accomplished coaches and sponsors will wear a mask where they can.<br>*Appendix C is the NSAA guidelines that all Schools in the State of Nebraska will adhere to. | | | |

**Technology Services**

| Green | Yellow | Orange | Red |
|---|---|---|---|
| Normal use of Chromebooks.<br>Students maintain hygiene of device.<br>Tech coordinator available. | Normal use of School Devices.<br>Students maintain hygiene of device.<br>Tech coordinator available. | Normal use of School Devices.<br>Students maintain hygiene of device.<br>Tech coordinator available | Remote Learning. Teach coordinator available via email off campus. |
| | | | |

**Transportation**

| Green | Yellow | Orange | Red |
|---|---|---|---|
| Drivers will take their own temperature daily<br><br>Mask Optional. Sanitizer available.<br><br>One to a seat – zig/zag. May sit with immediate family member only.<br><br>Students will load back to front and unload front to back<br><br>Driver will sanitize bus daily.<br><br>Students will have temperature check and screening prior to boarding the bus. Screening in this case is asking about symptoms and if anyone says they don't feel well then further screening could occur. | Drivers will take their own temperature daily<br><br>Masks encouraged. Sanitizer available.<br><br>One to a seat – zig/zag. May sit with immediate family member only.<br><br>Students will load back to front and unload front to back<br><br>Driver will sanitize bus daily.<br><br>Students will have temperature check and screening prior to boarding the bus. Screening- same as green. | Drivers will take their own temperature daily<br><br>All students will use hand sanitizer as they enter the bus<br><br>Masks Required<br><br>One to a seat – zig/zag. May sit with immediate family member only.<br><br>Students will load back to front and unload front to back<br><br>Driver will sanitize bus daily.<br><br>Students will have temperature check and screening. | School will transition into Hybrid model or remote learning.<br><br>Hybrid model- drivers will take their own temperature daily.<br><br>All students will use hand sanitizer.<br><br>One to a seat – zig/zag.<br><br>Load back to front.<br><br>Full remote learning-No transportation provided. |
| *Mini-bus and vans will seat students by capacity of vehicle not by seat number.<br>*Parents are encouraged to bring their child to school if they can to assist with social distancing on busses. | | | |