Wilcox-Hildreth Public School
Board of Education Regular Meeting
Monday, February 18, 2019
High School Media Center - 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 January 21, 2019 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 new board policies #6001-#6036, Policies Regarding Curricular and Academic Matters.

6. Discussion Items

    6.A. Today is our NDE School Improvement External Visit. Please stick around at the conclusion of the meeting this morning to visit with the External Team. Also, you are welcome to join us for lunch today.

7. Administrator Report

    7.A. Superintendent Report

    7.B. Principal Report

8. Next Board Meeting: Monday March 18 7:00 a.m. Hildreth

9. Adjourn

Wilcox-Hildreth Public School
Board of Education Regular Meeting
Monday, January 21, 2019 ~ 7:00 AM
Middle School Conference Room - Hildreth
613 Nelson Street
P.O. Box 157
Hildreth, NE 68947

1. Call to Order. Roll Call

2. Announce location of posted Open Meetings Act

3. Consent Agenda
Motion by Gary Jensen, seconded by Ryan Knaus, to approve the consent agenda. Motion Passed.
Roger Boyer: Yea, Kert Hansen: Yea, Gary Jensen: Yea, Ryan Knaus: Yea, Kirk Nelson: Yea, Aaron Pistulka: Yea
Yea: 6, Nay: 0

3.A. Approval of Agenda

3.B. Approval of minutes of Regular December 17, 2018 Board Meeting

3.C. Approval of Claims

3.D. Financial Report

4. Visitors and communication from the public

4.A. Kelly Simmons will be provide more information regarding our School Improvement updates.

5. Action Items

5.A. Reorganization of the Board of Education. Discuss, Consider and take all necessary action to approve officers and committee assignments.
Motion by Roger Boyer, seconded by Aaron Pistulka, to to retain current officers and committee assignments.. Motion Passed.
Roger Boyer: Yea, Kert Hansen: Yea, Gary Jensen: Yea, Ryan Knaus: Yea, Kirk Nelson: Yea, Aaron Pistulka: Yea
Yea: 6, Nay: 0

5.B. Discuss, Consider and take all necessary action to approve the 2019-2020 Certified Staff Agreement.
Motion by Roger Boyer, seconded by Kert Hansen, to approve the 2019-2020 Certified Staff Agreement. Motion Passed.
Roger Boyer: Yea, Kert Hansen: Yea, Gary Jensen: Yea, Ryan Knaus: Yea, Kirk Nelson: Yea, Aaron Pistulka: Yea
Yea: 6, Nay: 0

5.C. Discuss, Consider and take all necessary action to approve 2019-2020 ESU 11 contract for services.
Motion by Aaron Pistulka, seconded by Ryan Knaus, to approve 2019-2020 ESU 11 contract for services. Motion Passed.
Roger Boyer: Yea, Kert Hansen: Yea, Gary Jensen: Yea, Ryan Knaus: Yea, Kirk Nelson: Yea, Aaron Pistulka: Yea
Yea: 6, Nay: 0

5.D. Discuss, Consider and take all necessary action to approve contract with Hinrichs Architects.
Motion by Ryan Knaus, seconded by Kert Hansen, to approve contract with Wilkins Architecture Design and Planning.. Motion Passed.
Roger Boyer: Yea, Kert Hansen: Yea, Gary Jensen: Yea, Ryan Knaus: Yea, Kirk Nelson: Yea, Aaron Pistulka: Yea
Yea: 6, Nay: 0

5.E. Discuss, Consider and take all necessary action to approve contract with BD Construction.
Motion by Aaron Pistulka, seconded by Roger Boyer, to approve contract with BD Construction. Motion Passed.
Roger Boyer: Yea, Kert Hansen: Yea, Gary Jensen: Yea, Ryan Knaus: Yea, Kirk Nelson: Yea, Aaron Pistulka: Yea
Yea: 6, Nay: 0

6. Discussion Items

1. Repairs to the walls on the second floor to the Wilcox building have been completed
2. Vehicle purchases and trading two high mileage full size vans.
3. Building Projects.
4. Board Member meeting at ESU 11 on February 4th for all ESU school board members

7. Administrator Report

7.A. Superintendent Report

1. Community Meeting Wednesday, January 23, 2019. 6:00 P.M. Wilcox Old gym.
2. School Improvement External Visit
3. Repairs to the second floor windows
4. Negotiations are finished
5. Old bus was sold as surplus equipment

7.B. Principal Report

1. Vehicle purchases

8. Next Board Meeting: February 18, 7:00 a.m. Wilcox

9. Adjourn

Motion by Kert Hansen, seconded by Gary Jensen, to adjourn at 7:54 a.m. Motion Passed.
Roger Boyer: Yea, Kert Hansen: Yea, Gary Jensen: Yea, Ryan Knaus: Yea, Kirk Nelson: Yea, Aaron Pistulka: Yea
Yea: 6, Nay: 0

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 1 Fund Number 01		GENERAL FUND	
Axtell Community School	20190123	B-2 Services Reimburse for Testing	356.24
Total Axtell Community School			356.24
Baldwin Cooke Company	6217111	Monthly Academic Planners	208.33
Total Baldwin Cooke Company			208.33
Bantam, Vicki	2/15/18 Mileage/Spea	Guest Speaker for Random Acts of Kindnes	100.00
Total Bantam, Vicki			100.00
Big Johns Ford	2017FordExpedition	2017 White Ford Expedition	31,700.00
Big Johns Ford	2018 Ford Transit Va	2018 Ford White Transit Van	28,200.00
Total Big Johns Ford			59,900.00
Black Hills Energy	102 N Stoc-0006	102 N. Stockton Street	982.18
Black Hills Energy	4456237296-0004	613 Nelson Street-Hildreth, NE	3,686.64
Black Hills Energy	4694971507-0004	102 N Stockton Street	2,900.91
Black Hills Energy	5673345098-0004	208 Stockton Street	544.34
Black Hills Energy	8027394935-0004	404 E. Sapp Street	392.38
Total Black Hills Energy			8,506.45
Central Nebraska Science & Engineering Fair	RegionalScienceFair2	Regional Science Fair Reg. 2019	60.00
Total Central Nebraska Science & Engineering Fair			60.00
Charter Communications	344122418-0002	Charter Bill/Cable	414.60
Total Charter Communications			414.60
CHS Agri Service Center	HT8 873672	Battery Charger	371.97
Total CHS Agri Service Center			371.97
Class D All-State	EQWE	Trevor Young - All State Band Reg. Fee	25.00
Total Class D All-State			25.00
Cooperative Producers Inc	Jan2019 Invoices	Fuel/Parts/Supplies	2,998.42
Total Cooperative Producers Inc			2,998.42
Cornerstone Bank	SDB-Hildreth Fee	Safety Deposit Box Rent	40.00
Total Cornerstone Bank			40.00
D & M Security	C11041	Fire Alarm Inspection	100.00
Total D & M Security			100.00
Damit-Og, Marjorie	Science1/19/19	Science Fair Suppliese	44.61
Total Damit-Og, Marjorie			44.61
DAS State Accounting-Central Finance	1151228-0001	Interregional Fees	229.49
Total DAS State Accounting-Central Finance			229.49
Eakes Office Solutions	7714079-0	Bookkeeper Office Supplies	33.30
Eakes Office Solutions	7715248-0	Paper-Office	4.69
Total Eakes Office Solutions			37.99

Vendor Name	Invoice Number	Description	Amount
Educational Service Unit 9	SA Vision Services	Vision Services-Bertrand	304.58
Total Educational Service Unit 9			304.58
ESU #11	3490	ESU Media Charges	48.08
Total ESU #11			48.08
Fritz's Market	January 2019 Invoice	January 2019 Invoices	112.00
Total Fritz's Market			112.00
Frontier	3081880193-0005	Phone Bill - Hildreth Site	338.48
Total Frontier			338.48
Graphic Arts Shop	39632	Letterhead (Mach)	96.00
Total Graphic Arts Shop			96.00
Great Plains Communications	Dec. Bill-0002	Dec. Billing	0.00
Total Great Plains Communications			0.00
Holdrege Medical Clinic, PC	01/03/2019	W. Schepler Bus Physical	149.00
Holdrege Medical Clinic, PC	Knaus Bus Physical	Knaus Bus Physical	149.00
Holdrege Medical Clinic, PC	Pistulka Bus Physica	Pistulka Bus Physical	149.00
Total Holdrege Medical Clinic, PC			447.00
Jw Pepper Of Minn	0359956	Band Music	70.75
Total Jw Pepper Of Minn			70.75
Kat's Korner Market	Jan 2019 Invoices	January 2019 FCS Invoices	50.19
Total Kat's Korner Market			50.19
KSB School Law	5794	Phone Conference/BD Construction	31.50
Total KSB School Law			31.50
MailFinance	N7540097	Postage Machine Lease	474.37
Total MailFinance			474.37
Matheson Tri-Gas Inc	51412948	Oxygen/Acetylene	165.86
Total Matheson Tri-Gas Inc			165.86
Minden Courier	1/30 Minutes	BOE Meeting Minutes	64.25
Minden Courier	1/30/19BOENotice	1/30/19 BOE Meeting Notice	7.53
Minden Courier	Asst. Cook 1/9	Asst. Cook Ad	14.40
Minden Courier	BusBids	Bus Bids Ad	21.00
Total Minden Courier			107.18
NASB ALICAP	Alicap WorkComp 1/31	Workcomp Balance Due after audit	735.00
Total NASB ALICAP			735.00
NASB	2019 Membership Dues	2019 Membership Dues	3,476.00
NASB	INV-02906-M0Q0Q1	Dietz/Nelson Leg. Issues Conf.	180.00
NASB	INV-02954-Z2V2K7	Patterson Leg. Issues Meeting	145.00
NASB	INV-02985-W2W5L6	Dietz/Nelson Leg. Issues	110.00
Total NASB			3,911.00

Vendor Name	Invoice Number	Description	Amount
Nebraska Dept of Health & Human Services	2019SwimmingPoolPer	2019 Swimming Pool Permit	40.00
Total Nebraska Dept of Health & Human Services			40.00
OneSource	3060-20190131	Vredeveld Background Check	15.00
OneSource	30601812	Background Check/Enery	25.00
Total OneSource			40.00
Plank Road Publishing	19-819685	Music/Cd's	114.28
Total Plank Road Publishing			114.28
Presto-X Company	2083204	Monthly Pest Control	59.00
Total Presto-X Company			59.00
Pro Building Supply Inc	129375	Meyers Room-Supplies	23.25
Total Pro Building Supply Inc			23.25
Social Studies School Service	SI140225	Social Studies Materials/Books	363.75
Total Social Studies School Service			363.75
Supply Works	469563860	Wilcox Site/Purell Soap/Towels	1,536.84
Supply Works	472863786	Towels/Wilcox	47.12
Supply Works	475284907	Face Tissue/Clean-Up W/Bleach	480.17
Supply Works	476157235	Clorox Wipes - Carla	160.50
Supply Works	477094486	Sanitizer Fogger	201.60
Total Supply Works			2,426.23
Svoboda's True Value	C141146	Keys/GlassCleaner	27.93
Svoboda's True Value	C141450	Supplies	12.28
Svoboda's True Value	D175127	Batteries	21.97
Svoboda's True Value	D175580	PVC	13.48
Svoboda's True Value	D176246	Screwdrivers/ToiletRepairSupplies	35.44
Svoboda's True Value	D176749	Blade Saw - IA	63.97
Total Svoboda's True Value			175.07
Teacher's Discovery	135830	Social Studies Supplies/Meyers	69.40
Total Teacher's Discovery			69.40
Time Management Systems, Inc.	213397	Implementation of Mac Software for TMS	720.00
Time Management Systems, Inc.	217794	Maintenance Contract for Time Mgt Soft	137.50
Total Time Management Systems, Inc.			857.50
Town & Country Service	Jan2019Invoices	Jan Invoices	323.25
Total Town & Country Service			323.25
Verizon Business	5051201671-0004	Acct # 505120167 X26	70.04
Total Verizon Business			70.04
Verizon Wireless	9822197687-0001	Cell Phone Bill	30.73
Total Verizon Wireless			30.73
Village Of Hildreth	Jan Billi-0001	Hildreth Site Utilities	1,628.13
Total Village Of Hildreth			1,628.13

Vendor Name	Invoice Number	Description	Amount
Village Of Wilcox	Jan 2019 Utilities	January Utilities	6,279.66
Total Village Of Wilcox			6,279.66
VISA	Hinrichs/Jan2019	Patterson/Jan 2019 Invoices	1,792.99
VISA	Patterson/-0001	Patterson CC/Jan 2019 Charges	107.07
Total VISA			1,900.06
White Auto Glass Inc	6587-28291	Blue Bird Windshield Replacement	226.00
Total White Auto Glass Inc			226.00
Wilkins Architecture Design Planning LLC	3438	Wilcox Site Reno	5,625.00
Total Wilkins Architecture Design Planning LLC			5,625.00
Windstream	011650478 -0004	Superintendent Phone Line Hildreth	6.32
Total Windstream			6.32
Woodward's Disposal Seervice	NO8841-258-0001	Document Destruction	70.00
Total Woodward's Disposal Seervice			70.00
Yanda's Music And Pro Audio	366990	Credit Memo	(68.95)
Yanda's Music And Pro Audio	382119	Instrument Supplies	21.68
Yanda's Music And Pro Audio	382454	School Instrument Repair	48.00
Yanda's Music And Pro Audio	382455	School Ins. Repair	62.10
Yanda's Music And Pro Audio	383688	School Instrument Repair	48.00
Total Yanda's Music And Pro Audio			110.83
Fund Number 01			100,723.59
Checking Account ID 1			100,723.59

GENERAL FUND		
Balance 1/1/2018		**$3,205,451.83**
County Receipts	$935,678.51	
Motor Vehicle Taxes	$18,101.95	
Local License Fees	$610.00	
Interest Earned	$7,401.52	
Other Local Receipts	$1,634.19	
County Fines & Licenses	$1,637.95	
Homestead Exemption		
Other County Sources		
High Ability Learners		
State Aid	$2,969.00	
SPED Programs	$20,548.00	
SPED Transportation		
State Apportionment		
Special Bldg		
Property Tax Relief		
Pro Rata Motor Vehicles	$1,302.75	
In Lieu of Taxes	$1,405.77	
Tax Credit		
Title I	$2,829.88	
Title IIA		
IDEA Base		
IDEA Base Part B-2		
Misc Receipts		
Grant		
Apple Reimbursement		
Medicaid Reimb		
Distance Learning	$1,583.33	
Lunch Tax/Retire	$2,502.32	
URM Service Fee	$1,379.65	
TOTAL RECEIPTS	**$999,584.82**	
Instructional Services	$140,419.38	
SPED Service	$24,378.35	
Student Support Service	$8,965.40	
Support Services - Staff	$13,659.10	
Board of Education	$8,249.09	
Executive Administratior	$11,546.14	
Principal	$24,603.01	
Business	$4,465.63	
Operation-Maintenance	$35,842.44	
Regular Transportation	$16,987.16	
SPED Transportation		
Community Service	$691.73	
Title I	$5,983.59	
Lunch Fund Expenses	$2,502.32	
State Categorical Progra	$40.00	
IDEA (4400)		
Transfers	$608.93	
MS Grant Expenses	$234.94	
URM	$1,379.65	
TOTAL EXPENDITURES	**$300,556.86**	
Ending Balance 1/31/2018		**$3,904,479.79**

ACCOUNT BALANCE	**31-Jan-18**
Depreciation	$854,530.27
General	$3,904,479.79
Lunch	$64,665.12
ADA	$527.91
Employee Benefit	$5,918.14
HS Activity	$364,455.89
HS Clearing	$4,360.09
Student Fee	$4,600.41
URM Fund	$20,467.87
Falcon Team Account	$1,034.45
Special Building Fund	$342,004.10
Total Funds	**$5,567,044.04**

DEPRECIATION FUND BREAKDOWN:

Charter Reimb	$122,123.38
Transportation	$149,531.48
Building	$412,750.97
Track	$83,223.69
Interest	$36,900.75
Computer Hardware	$50,000.00
TCD	$20,000.00
Total	$874,530.27

GENERAL FUND BANK RECONCILIATION:

Bank Balance as of 1/31/2	$3,907,405.04
Outstanding Checks:	$2,925.25
Ending Balance:	**$3,904,479.79**

Report Date 1/31/18

GENERAL FUND		
1/1/19		**$2,882,931.05**
County Receipts	$747,078.56	
Motor Vehicle Taxes	$8,489.39	
Local License Fees	$10.00	
Interest Earned	$6,805.92	
Other Local Receipts		
County Fines & Licenses	$746.32	
Homestead Exemption		
Other County Sources		
High Ability Learners		
State Aid	$2,914.00	
SPED Programs	$19,717.00	
SPED Transportation		
State Apportionment		
Pers. Prop Tax Credit		
Property Tax Relief		
Pro Rata Motor Vehicles	$1,111.37	
In Lieu of Taxes	$897.99	
Medicaid	$3,731.56	
Title I		
Title IIA		
IDEA Base		
IDEA Base Part B-2		
Misc Receipts	$150.00	
Grant		
Distance Learning		
FEMA		
U.S. Fish & Wildlife		
Lunch Tax/Retire	**$2,344.10**	
URM Service Fee		
TOTAL RECEIPTS	**$793,996.21**	
Instructional Services	$151,728.13	
SPED Service	$30,111.67	
Student Support Service	$10,575.39	
Support Services - Staff	$15,269.48	
Board of Education	$6,738.12	
Executive Administratior	$12,110.63	
Principal	$20,155.57	
Business	$11,621.91	
Operation-Maintenance	$39,071.71	
Regular Transportation	$16,851.93	
SPED Transportation		
Community Service		
Title I	$8,391.37	
Lunch Fund Expenses	$2,344.10	
State Categorical Programs		
Title IIA		
HAL/Distance Learning	$2,290.88	
Building Acquisition		
URM		
Non-Program Expend.		
TOTAL EXPENDITURES	**$327,260.89**	
Ending Balance 1/31/2019		**$3,349,666.37**

ACCOUNT BALANCES:	**31-Jan-19**
Depreciation	$1,034,103.88
General	$3,349,666.37
Lunch	$100,773.71
ADA	$527.91
Building (Hildreth)	Closed-Moved to Sp. Bldg.
Employee Benefit	$6,010.70
HS Activity	$368,628.11
MS Activity (Closed)	$0.00
Gen Fund Clearing	$4,856.74
MS Clearing	Closed-Moved to HS Clearing
Student Fee	$5,711.19
URM Fund	
Falcon Team Account	$1,034.45
Special Building Fund	$591,255.25
Total Funds	**$5,462,568.31**

DEPRECIATION FUND BREAKDOWN:	
Charter Reimb	$122,123.38
Transportation	$181,394.48
Building	$508,478.08
Track	$83,223.69
Interest	$55,202.30
Computer Hardware	$83,681.95
TCD	$20,000.00
Total:	**$1,054,103.88**

GENERAL FUND BANK RECONCILIATION:	
Bank Balance as of 1/01/2019	$3,359,775.65
Outstanding Checks:	$10,109.28
Ending Balance:	**$3,349,666.37**

Report Date 1/31/2018

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	**Monthly Category Expenses:**																
2			**Bdgt 18-19**	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	**$2,271,850**	$146,455	$151,105	$155,699	$153,914	$151,728	$154,119							$913,021	$1,358,829
4	1200's	SPED	**$448,400**	$28,414	$31,619	$37,541	$41,021	$30,112	$33,670							$202,376	$246,024
5	2100's	Sup Ser Pupils	**$368,400**	$32,027	$10,036	$11,897	$46,600	$10,575	$10,483							$121,618	$246,782
6	2200's	Sup Ser Staff	**$351,000**	$21,760	$17,438	$14,964	$13,884	$15,269	$13,854							$97,170	$253,830
7	2310's	Board	**$59,100**	$1,144	$581	$8,132	$3,019	$6,738	$3,760							$23,373	$35,727
8	2320's	Exec Admin	**$173,900**	$12,154	$12,135	$12,241	$11,920	$12,111	$12,256							$72,817	$101,083
9	2400's	Principal	**$271,600**	$20,703	$19,931	$20,759	$19,961	$20,156	$20,328							$121,837	$149,763
10	2500's	Super/Business	**$178,400**	$10,458	$9,546	$7,991	$10,529	$11,622	$7,761							$57,906	$120,494
11	2600's	Main & Oper	**$747,950**	$41,340	$35,457	$49,974	$58,286	$39,072	$43,892							$268,022	$479,928
12	2700's	Reg Trans	**$350,600**	$30,976	$19,252	$24,647	$20,400	$16,852	$79,689							$191,815	$158,785
13	2760's	SPED Trans	**$2,600**	$0	$0	$0	$0									$0	$2,600
14	3000's	HAL & Community	**$40,000**	$2,058	$51	$1,391	$201	$2,291	$506							$6,498	$33,502
15	3500's	State Categorical	**$18,000**	$226	$0				$1,725							$1,951	$16,049
16	4500's	Building Acquisition															
17	6000's	Federal	**$157,200**	$11,016	$11,057	$8,696	$8,628	$8,391	$8,801							$56,589	$100,611
18	1300's	Summer School	**$4,000**														$4,000
19	8000's	Transfers	**$55,000**														$55,000
20	9000's	Non-Program															
21																	
22	Total		**$5,498,000**	$358,731	$318,209	$353,931	$388,362	$324,918	$390,843								
23																	
24	**Total Monthly Expenses:**																
25	General		**$4,867,800**	$319,075	$275,533	$307,694	$338,713	$286,415	$346,647	$0	$0	$0	$0	$0	$0	$1,874,077	$2,993,723
26	SPED		**$451,000**	$28,414	$31,619	$37,541	$41,021	$30,112	$33,670	$0	$0	$0	$0	$0	$0	$202,376	$248,624
27	Federal		**$157,200**	$11,016	$11,057	$8,696	$8,628	$8,391	$8,801	$0	$0	$0	$0	$0	$0	$56,589	$100,611
28	Total		**$5,476,000**	$358,505	$318,209	$353,931	$388,362	$324,918	$389,118	$0	$0	$0	$0	$0	$0	$2,133,041	$3,342,959
29																	
30	**Total Yearly Expenses:**																
31	General		**$4,812,800**	$319,075	$594,608	$902,302	$1,241,015	$1,527,429	$1,874,077	$1,874,077	$1,874,077	$1,874,077	$1,874,077	$1,874,077	$1,874,077	$1,874,077	$2,938,723
32	SPED		**$451,000**	$28,414	$60,033	$97,574	$138,594	$168,706	$202,376	$202,376	$202,376	$202,376	$202,376	$202,376	$202,376	$202,376	$248,624
33	Federal		**$157,200**	$11,016	$22,073	$30,769	$39,397	$47,788	$56,589	$56,589	$56,589	$56,589	$56,589	$56,589	$56,589	$56,589	$100,611
34	Total		**$5,421,000**	$358,505	$676,714	$1,030,644	$1,419,006	$1,743,924	$2,133,041	$2,133,041	$2,133,041	$2,133,041	$2,133,041	$2,133,041	$2,133,041	$2,133,041	$3,287,959
35																	
36	**Total Unencumbered:**																
37	General		**$4,867,800**	$4,548,725	$4,273,192	$3,965,498	$3,626,785	$3,340,371	$2,993,723	$2,993,723	$2,993,723	$2,993,723	$2,993,723	$2,993,723	$2,993,723		
38	SPED		**$451,000**	$422,586	$390,967	$353,426	$312,406	$282,294	$248,624	$248,624	$248,624	$248,624	$248,624	$248,624	$248,624		
39	Federal		**$157,200**	$146,184	$135,127	$126,431	$117,803	$109,412	$100,611	$100,611	$100,611	$100,611	$100,611	$100,611	$100,611		
40	Total		**$5,476,000**	$5,117,495	$4,799,286	$4,445,356	$4,056,994	$3,732,076	$3,342,959	$3,342,959	$3,342,959	$3,342,959	$3,342,959	$3,342,959	$3,342,959		
41																	
42	Gen Budget Avg Spend Down			$4,462,312	$4,056,338	$3,650,850	$3,244,875	$2,839,388	$2,433,900	$2,028,412	$1,622,438	$1,216,950	$811,462	$405,488	$0		
43	Total Budget Avg Spend Down			$5,040,017	$4,581,483	$4,123,500	$3,664,967	$3,206,983	$2,749,000	$2,291,017	$1,832,483	$1,374,500	$916,517	$457,983	$0		

6001
School Organization

The school district shall be organized under a system whereby kindergarten through 6th grade shall be designated the elementary school, and 7th grade through 12th grade shall be designated the high school.

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

6002
School Calendar

The superintendent shall propose the calendar for each school year. The board will approve and/or amend the proposed calendar. The calendar shall provide for sufficient instructional time to meet or exceed the requirements of state statutes and regulations, and should provide time for staff orientation, in-service and curriculum work.

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

6003
Instructional Program

1. The minimum number of instructional hours in the school year will be 1080 for middle school and high school students, 1032 for elementary students, and 400 for kindergarten students, exclusive of lunchtime.

2. The district may establish special programs for individual students that may deviate from these requirements. All special programs must either be adopted pursuant to applicable law or approved by the superintendent in advance. Prior to the district's commencement of a specialized program, the district will provide the student's parents or guardians with notice of the program.

3. The board, acting with the advice of the administration and certificated staff, will adopt a curriculum and procure textbooks and materials to support that curriculum. The administration and certificated staff will design instructional strategies and assessments to implement the curriculum.

4. To the extent possible, practice for, travel to, and participation in activities sponsored by the Nebraska School Activities Association and the Nebraska Department of Education will be scheduled outside of instructional time. Individual student absences because of illness or family-centered activities will be governed by district attendance policies.

5. The board intends to strike a sensible balance between the time spent on academics and time spent on extra-curricular activities, acknowledging that both work and play are important in each student's total development and education.

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

6004
Curriculum Development

The superintendent or his/her designee shall be responsible for providing and directing system-wide planning for curriculum, instruction, assessment and staff development.

The curriculum shall be standards-driven and accountability-based. The standards shall be the same as the measurable model academic content standards adopted by or required by the State Board of Education and shall cover at least the same grade levels required by the State Board. The curriculum shall be articulated to include all programs and grade levels offered within the district, K-12 and, if applicable, shall include a preschool program. The curriculum shall reflect the comprehensive plan of the school district. All professional staff members are responsible for implementing the curriculum.

The superintendent or his/her designee will present this curriculum to the board for approval or modification.

The superintendent shall be responsible for establishing curriculum guides to articulate and coordinate the written curriculum, and to provide consistency of the written curriculum from one level of the district to the next. Curriculum guides shall provide for the development of the school district's curriculum and shall set academic standards, identify essential educational outcome criteria, and provide for the implementation, monitoring and evaluation of student learning.

Teachers are responsible for following the curriculum guides and teaching the written curriculum. Principals are responsible for monitoring the curriculum and evaluating teachers to ensure that they are teaching in compliance with the curriculum guides and written curriculum. The superintendent and his/her designee shall ensure that principals monitor the curriculum and evaluate teachers.

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

6005
Academic Credits and Graduation

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

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

6006
Commencement Ceremony

The district shall conduct a commencement ceremony for members of the senior class at the end of the school year. Participation in the ceremony is a privilege, not a right, and the superintendent or his/her designee may prohibit students who have violated conduct rules from participating in the ceremony as a consequence for the misconduct.

A student who lacks five or fewer credits to satisfy graduation requirements may participate in commencement ceremonies, with the consent of the principal, but will not be awarded a diploma until all graduation requirements have been met.

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

6007
Senior Recognition

The school district will recognize the outstanding academic achievement of its graduating seniors in the following manner:

The senior with the highest cumulative grade point average after the first semester of his/her senior year, will be selected as valedictorian. If there are multiple seniors tied with the highest-grade point average, all tied seniors will be awarded the recognition of valedictorian. The senior with the second highest grade point average after the first semester of the senior year, will be recognized as salutatorian. If there are multiple seniors tied with the second highest grade point average, all tied seniors will be awarded the recognition of salutatorian.

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

6008
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.

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

6009
Grade Placement and Academic Credits of Transfer Students

Subject to a determination on grade placement based on the criteria set forth below, a student transferring from an accredited school generally will be placed at the grade level that is comparable to the placement in the school from which the student is transferring. Temporary placement may be made until a student's records are received to verify the placement.

Elementary Level Students

The appropriate level of placement for elementary level students may be determined by, but not limited to, consideration of the following information:

- Chronological age
- Previous public school or private school experience
- Diagnostic test data
- Achievement test data
- Criterion-referenced test data

Secondary Level Students

The appropriate level of placement for secondary students may be determined by, but not limited to, consideration of the following information:

- Chronological age
- Previous public school or private school experience and transcript
- Standardized achievement test data
- Criterion-referenced test data
- Final examination test data
- Diagnostic test data

The district will accept credits toward graduation that were awarded by an accredited school district and which, in the professional judgment of the administrative team, are sufficiently rigorous and comparable to the district's offered courses of study. A student transferring into the school district in grades 9-12 will be responsible for meeting all graduation requirement in order to be awarded a diploma from the district.

Students who transfer from an exempt (home) school and/or a non-accredited school may be awarded credits to be counted toward high school graduation requirements at the discretion of the building principal in consultation with the superintendent of schools. The principal will consider all of the factors listed above and will also consider the student's performance on the district's internal benchmark tests.

The district administration, in conjunction with the building principal, will determine the appropriate grade level/credit status of a student transferring from a foreign country.

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

6010
Special Education

All children with verified disabilities who are eligible for special education services are entitled to a free appropriate public education and an equal opportunity for education according to their needs. The district will follow state and federal law as well as the rules and protocols created by the Nebraska Department of Education and the United States Department of Education in identifying, evaluating, verifying and serving students who may be entitled to rehabilitation or special education services.

The school district shall provide special education and rehabilitative services only to children with verified disabilities and qualifying conditions.

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

6011
Fire Instruction and Prevention

The school district will provide regular periods of instruction in fire danger and fire prevention, and will observe State Fire Day.

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

6012
Flag Display and Patriotic Observances

The district shall display the flags of the United States of America and the State of Nebraska prominently on the grounds of every school building each day that school is in session.

Each building principal shall be responsible for the care and display of the flags at his/her assigned building, and shall adhere to the rules and customs pertaining to the use and display of the flags as set forth in the United States Code.

Each day, at the time designated by the building administrator, staff shall ensure that students in grades K-12 will be led in the recitation of the Pledge of Allegiance in the presence of the flag of the United States of America Pupil participation in the recitation of pledge shall be voluntary. Pupils who elect not to participate shall sit or stand silently and must respect the rights of those students choosing to participate.

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

6013
Teaching Controversial Issues

The ability to discuss, listen, and dissent are essential elements of responsible citizenship. The school district encourages students to develop skills in analyzing issues, respecting the opinion of others, distinguishing between fact and opinion, considering all pertinent factors in reaching decisions, and arriving at group decisions.

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

1. The issues discussed must be relevant to the curriculum and be part of a planned educational program.

2. Students must have free access to appropriate materials and information for analysis and evaluation of the issues.

3. The teacher must encourage students to consider and discuss a variety of viewpoints.

4. The topic and materials used must be within the range, knowledge, maturity, and competence of the students.

5. The teacher must inform parents and the building principal before discussing sensitive or controversial issues.

6. The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.

7. Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda of any kind 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.

Teachers who are unsure of their obligations under this policy must confer with their principal prior to discussing controversial issues in the classroom.

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

6014
School Attendance on Days of Scheduled Activities

Students who are absent from school for any part of the day will not be permitted to practice or participate in an extracurricular contest, practice or performance unless the student has the building principal's prior permission to participate despite the absence.

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

6015
Summer School

The school district may conduct a summer school program to provide additional educational opportunities for students who need remedial instruction and/or to enrich students' educational experiences. Students who successfully complete classes offered through the district's summer school program will earn credit toward high school graduation. Students will be allowed to substitute a summer-school grade for a failing grade earned during the regular school year.

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

6016
Homebound and Off-Campus Instruction

The school district may provide a student with instruction in his or her home or other off-campus location under the following circumstances:

- if the student's IEP or 504 team determines that homebound instruction is appropriate;

- if the student is physically or mentally ill or injured and unable to attend regular classes and the superintendent or his/her designee had determined that a program of off-campus instruction is appropriate, after conferring with the student's parents, teacher(s) and/or physician; or

- under other circumstances which the superintendent deems to be appropriate.

Homebound and off-campus instruction may include a variety of in-person and distance learning services, as determined appropriate by the superintendent or relevant educational team. The superintendent or relevant educational team shall periodically review individual off-campus instructional programs and shall only continue them as long as they are educationally appropriate.

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

6017
Homework

Homework consists of assignments made by teachers that students must complete during non-class time. Homework is intended to ensure student learning of certain concepts and/or skills found in the written and taught curriculum.

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

6018
Grades

The school will report student grades and/or academic progress to parents at least four times per year. The superintendent or his/her designee shall develop and implement student grading guidelines to be used by teachers. The objective of grading guidelines shall be to quantify and report the academic achievement of each student.

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 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. The superintendent shall provide the board with a report on the status of the 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 miles of the school district.

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

6025
Student Cell Phone and Other Electronic Devices

Students may not use cellular phones or other electronic devices while at school, except where designated in the student handbook.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when permitted by law.

Students may not have cell phones or electronic devices on while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (including things like texting, sexting, e-mailing, etc.) 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.
While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct.

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including or any calls or downloads.

Students who violate this policy may have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student. 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.

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

6026
Emergency Dismissal

The superintendent or his/her designee is responsible for determining when school and/or extracurricular activities should be cancelled or dismissed due to severe weather or other emergency conditions. Coaches and/or sponsors may not conduct practices on days that school is cancelled without first securing the superintendent's specific permission.

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

6027
Field Trips

The board encourages instructional staff to incorporate field trips into the curriculum. These trips should normally be conducted during the school day.

1. General Conditions

All trips must be pre-approved by the teacher's building principal. Out-of-state and overnight trips require pre-approval by the board. The superintendent and principals will develop guidelines for approval of trips and communicate those guidelines to teaching staff.

2. Parental Permission

Each student must submit a signed parental permission slip prior to being allowed to attend a field trip. A new permission slip must be submitted for each trip. Caregivers, as that term is defined in the Nebraska Strengthening Families Act, shall be permitted to sign parental permission slips.

3. Supervision

Sponsoring teachers must ensure that students are adequately supervised and chaperoned by a responsible adult at all times during field trips. Whether paid staff or volunteers, chaperones are prohibited from drinking alcoholic beverages of any kind at any time during any field trip. All chaperones must be at least 21 years of age. Any chaperone who drives students must possess a valid driver's license. Chaperones who drive students in private vehicles must possess adequate insurance coverage. Chaperones do not have any property right in or to a chaperone assignment. The school district may deny or terminate a chaperone assignment for any reason that is not unconstitutional or unlawful. The superintendent's decision shall be final.

4. Student Conduct

Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

Adopted on: _____
Revised on: _____

Reviewed on: _____

6028
The Extracurricular Activities Program

1. General Purpose

a. The extracurricular program includes noncurricular activities which are sponsored by the school district. These actives include sports, speech, plays, Future Farmers of America, Future Business Leaders of America, music performance groups and other activities which are sponsored by the school.

b. Extracurricular activities are an important part of the total school experience, but are secondary to the academic program and must be kept in that perspective.

c. Extracurricular activities ***do not*** include:

i. co-curricular activities such as band and choir, in which students must participate as part of the requirements for enrollment in and receiving a grade for a particular course.

ii. student-initiated, non-curriculum related student groups which are permitted to hold meetings and events on school premises. These groups are not school-sponsored and are not governed by this policy or other policies and rules governing extracurricular groups.

2. Governance

a. All extracurricular activities shall be under the exclusive governance and control of the school district. This control includes, but is not be limited to, the formation, naming, structure, operation, financing, and discontinuance of all extracurricular activities. Extracurricular activities shall not have any separate or individual existence, status, rights, or authority.

b. Students and sponsors will be governed by all board's policies and administrative rules including the policy on field trips when traveling for extracurricular activities.

3. Student Eligibility

a. Students are encouraged to participate in extracurricular

activities. Participation shall be open to and limited to all students who are currently enrolled in the school district on a voluntary basis.

b. Extracurricular activities may establish academic or course enrollment qualifications for participation if such qualifications are necessarily related to the purposes of the activity.

c. Standards for scholastic eligibility for students wishing to participate in extracurricular activities shall be set by the administration and shall be consistent with at least the minimum standards provided by the NSAA.

d. All students in grades 7-12 who participate in athletics must have a physical examination by a qualified health care provider at the student's expense.

e. Students who wish to participate in extracurricular activities must abide by the student code of conduct, the extracurricular code of conduct and any additional rules set by the activity sponsor.

f. Students are not eligible to participate in any extracurricular activity until they and their parents/guardians have signed the student handbook and extracurricular handbook receipt and acknowledgement.

4. **Sponsors**

a. Each extracurricular activity must have a sponsor who is a member of the district's certificated staff or a selected community member who is qualified by virtue of education, training, experience, or special interest to serve as the sponsor.

b. The superintendent or his/her designee will assign activity sponsors. Payment to sponsors will be negotiated with the sponsor based on the terms of any applicable collective bargaining agreement, the sponsor's training and experience and any other lawful criteria. Sponsors serve in their capacity as a sponsor at the will of the superintendent, who is specifically empowered to remove an activity sponsor in the superintendent's sole discretion.

c. Sponsors shall be required to: develop materials, activities, and a budget; promote membership and participation; communicate with the principal or designee, staff, students, and parents; schedule meeting dates and locations; plan meaningful experiences; supervise students during activities; evaluate and make recommendations; and submit a year-end report to the principal or designee.

5. **Fundraising Activities**

All fundraising activities shall require authorization by a member of the school district administration and shall be subject to all other school policies. All money raised by these activities shall be governed by Policy 3005.

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

6029
Activity Trips

Students must travel to and from all activities in the transportation provided by the school. A student may travel home from an activity with his/her parent or guardian if the activity sponsor has personally released the student to the parents' custody. Students who misbehave while on an activity trip may be subject to disciplinary consequences set forth in the board's student discipline policy. In addition to any other disciplinary consequences imposed, students who misbehave while on school-sponsored trips may be prohibited from attending future trips.

Students must comply with the board's policies on field trips as well as the student code of conduct, the extracurricular code, and all directives of a sponsor or chaperone while on activity trip.

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

6030
Public Appearances of School Groups

The reputation of the school district is enhanced when student groups appear at public non-school functions. Therefore, the board encourages student groups to appear at public events, subject to the following requirements:

1. Activity sponsors must secure the permission of their building principal before booking a student group at a public event.

2. Sponsors are discouraged from booking student groups to perform on more than one school night (Sunday-Thursday) per week.

3. Student groups may not perform at a political rally without permission from the superintendent and prior notice to parents.

4. The policies and rules that apply to field trips also apply to student group appearances in public.

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

6031
Emergency Exclusion

Grounds for Emergency Exclusion. Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short term suspension found elsewhere in these policies or state law:

(a) If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or

(b) If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

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

Extension of Exclusion. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for up to five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be made according to the procedures set forth below.

Notification of Student's Parent(s) or Guardian(s). The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing.

Opportunity to Request a Hearing. The student's parent(s) or guardian(s) may submit an oral request for a hearing on the proposed extension of the exclusion within two school days of receiving the initial notice. If the initial request for a hearing is oral, they shall confirm the request in writing.

Failure to Request a Hearing. If the parent(s) or guardian(s) do not request a hearing within two school days of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

Appointment and Qualifications of a Hearing Examiner. If the parent(s) or guardian(s) request a hearing, the superintendent shall appoint a hearing examiner upon receiving a request for a hearing. The hearing examiner may be any person who did not bring charges against the student, is not to be a witness at the hearing, and has no involvement in the charge.

Hearing Examiner's Notice to Parent(s) or Guardian(s). The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within five school days after the school district receives the initial oral or written request; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

Continued Exclusion. If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.

Examination of Student's Records and Affidavits. Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

Attendance at Hearing. The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.

Student's Witness(es). The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

Right to Know Issues and Nature of Testimony. The student and his/her parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

Presence of Student and Witnesses at the Hearing. The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify.

Sworn or Affirmed Testimony. The principal or his or her designee shall present evidence supporting the recommended extension of the exclusion. Witnesses will give testimony under oath of affirmation, and may be questioned.

Hearing Examiner's Report and Recommendations. The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.

Superintendent's Decision. The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

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

6032
Constitution Day Education

Each year on September 17, designated as Constitution Day, the school district will conduct a program designed to highlight the historic and continuing importance of the United States Constitution. When September 17 falls on a Saturday, Sunday, or holiday, the district will provide this program during the preceding or following week.

The program shall be implemented within the guidelines of the U.S. Department of Education and in accordance with any other applicable laws and/or regulations.

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

6033
Restraint and Seclusion of Students

Restraint and seclusion are behavioral interventions, not educational techniques. They are limited to exigent circumstances and situations that necessitate their use to protect the safety of the student, other students, staff and property. When used as safety intervention, they should be used as methods of last resort. When used as behavior intervention, they must be used according to the terms of this policy.

This policy does not cover interventions such as 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.

I. Seclusion

A. Definition

1. Seclusion is a last resort emergency safety intervention that provides an opportunity for the student to regain self-control. Seclusion is the confinement of a student in a room or other space from which the student is physically prevented from leaving and which provides for continuous adult observation of the student.
2. A room or area used for seclusion:
   a. must not be locked;
   b. must not prevent the student from exiting the area should staff become incapacitated or leave that area;
   c. must provide for adequate space, lighting, ventilation, viewing, and the safety of the student.

B. Timeout

1. Timeout is a behavior intervention in which a student, for a limited and specified time, is placed in an environment where access to positive reinforcement is unavailable.
2. Timeout should not be confused with seclusion because a student's movement in a timeout setting is not physically restricted.
3. Timeout lies within a continuum of procedures that help students self-regulate and control their behavior.

C. Seclusion is inappropriate for students who are severely self-injurious or suicidal.

D. Time and Duration

1. Emergency seclusion should be used only as long as necessary to allow a student to regain control of his/her behavior, but generally:
    a) Elementary school students – no longer than 15 minutes; and
    b) Middle and high school students – no longer than 20 minutes.
    c) If an emergency seclusion lasts longer than the suggested maximum time, the staff member should:
        (1) summon additional support (e.g., change of staff, introducing a nurse or specialist, obtaining additional expertise); and
        (2) document the need to explain the extension beyond the time limit.

E. Staff Requirements

While using seclusion, staff must:

1. involve appropriately-trained key identified personnel to protect the care, welfare, dignity, and safety of the student;
2. continually observe the student in seclusion for indications of physical distress and seek medical assistance if there is a concern; and
3. document observations.

II. Restraint

There are three types of restraint: physical, chemical, and mechanical.

A. Physical restraint involves direct physical contact that prevents or significantly restricts a student's movement.
    1. Restraint is a last resort emergency safety intervention. Restraint is an opportunity for the student to regain self-control.
    2. This policy on physical restraint is not intended to forbid actions undertaken:
        a. to break up a fight
        b. to take a weapon away from a student
        c. to hold a student briefly in order to calm or comfort
        d. to escort a student physically from one area to another location within the school building
        e. to assist a student in completing a task/response if the student does not resist or resistance is minimal in intensity or duration.
        f. to hold a student briefly in order to prevent an impulsive behavior that threatens the student's immediate safety (e.g., running in front of a car).

B. Chemical restraint is the administration of medication for the purpose of restraint.
    1. The school district will not, under any circumstances, engage in chemical restraint.
    2. Chemical restraint does not apply to medication prescribed by and administered in accordance with the directions of a physician.

C. Mechanical restraint means the use of any device or material attached to or adjacent to a student's body that restricts normal freedom of movement and which cannot be easily removed by a student.
    1. Mechanical restraint does not include:
        a. an adaptive or protective device recommended by a physician or therapist (when it is used as recommended).
        b. safety equipment used by the general student population as intended (for example, seat belts, safety harness on school transportation).

III. Limitations in Use
A. Seclusion and/or restraint shall not be used:
    1. for the convenience of staff;
    2. as a substitute for an educational program; or
    3. as a form of discipline/punishment.

IV. Recurring Behavior
A. If a pattern of behavior emerges, or is anticipated, which may require the use of emergency seclusion, the school personnel must:
    1. conduct a functional behavioral assessment;
    2. call a meeting of the student's IEP team to develop or revise a positive behavior intervention plan to facilitate the reduction or elimination of the use of seclusion and/or restraint

B. Given the limited size and training of the school district's staff, students whose behavior routinely requires seclusion and restraint may not be able to be served in the school district and may require a placement out of the school district.

V. Prohibited Practices
A. The following are prohibited under all circumstances, including emergency situations:
    1. corporal punishment;

2. the deprivation of basic needs;
3. anything that constitutes child abuse;
4. the seclusion of preschool children; and
5. the intentional application of any noxious substance(s) or stimuli which result in physical pain or extreme discomfort

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

6034
Concussion Awareness

The Nebraska Unicameral has found that concussions are one of the "most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed."

The School District will:

a. Require all coaches and trainers to complete one of the following on-line courses on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury:

    - Heads UP Concussions in Youth Sports
    - Concussion in Sports—What You Need to Know
    - Sports Safety International
    - ConcussionWise
    - ACTive™Athletic Concussion Training for Coaches; and

b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
    1 The signs and symptoms of a concussion;
    2 The risks posed by sustaining a concussion; and
    3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

a. has been evaluated by a licensed health care professional;

b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and

c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

a. the date and approximate time of the injury suffered by the student,

b. the signs and symptoms of a concussion or brain injury that were observed, and

c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. The school's "return to learn protocol" shall be the guidance provided by the Nebraska Department of Education entitled "Bridging the Gap from Concussion to the Classroom," and accompanying materials and future supplements. Nothing in this policy or the referenced protocol shall entitle a student who has sustained a concussion to an individualized plan under Section 504 of the Rehabilitation Act, although staff will refer students who have sustained a concussion for evaluation under Section 504 as appropriate.

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

6035
Athletic Contest Participation by Sixth Graders

If there are fewer than 12 boys or 12 girls in the combined enrollment of the seventh and eighth grades when those grades are part of the elementary school system, sixth grade students may participate in athletic contests between schools, within a school system, or between school systems if the school administration judges that it is appropriate after taking into consideration the competition's nature and value to the students, its physical requirements and dangers, and the sixth grade students' ages, physical and mental abilities, maturity, skills, and preparation for the competition. Otherwise, pupils in kindergarten through the sixth grade may not participate in any kinds of athletic contests between schools, within a school system, or between school systems except as provided in this policy or as otherwise allowed by law. This prohibition does not apply to annual field or play days.

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

6036
Reading Instruction and Intervention Services

The purpose of this policy is to facilitate reading instruction and intervention services to address student reading needs, including, but not limited to, dyslexia. It is the school district's goal that each student be able to read at or above grade level by third grade.

Effective Reading Teachers. It is the intent of the school district to employ teachers for kindergarten through third grade who are effective reading teachers as evidenced by (a) evaluations based on classroom observations and student improvement on reading assessments or (b) specialized training in reading improvement.

Reading Assessment. Beginning in 2019-20, the school district will administer a reading assessment approved by the Nebraska Department of Education three times during the school year to all students in kindergarten through third grade. Exceptions to this requirement include:

- Any student receiving specialized instruction for limited English proficiency who has been receiving such instruction for less than two years;
- Any student receiving special education services for whom such assessment would conflict with the individualized education plan; and
- Any student receiving services under a plan pursuant to the requirements of section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. 794, or Title II of the federal Americans with Disabilities Act of 1990, 42 U.S.C. 12131 to 12165, as such acts and sections existed on January 1, 2018, for whom such assessment would conflict with such section 504 or Title II plan.

The first assessment must occur within the first 30 days of the school year.

Diagnostic assessments used within a supplemental reading intervention program do not require Nebraska Department of Education approval.

Deficiency Identification. Any student in kindergarten through third grade performing below the threshold level as determined by the Nebraska Department of Education shall be identified as having a reading deficiency for purposes of the Nebraska Reading Improvement Act and this policy. A student who is identified as having a reading deficiency shall remain identified as having a reading deficiency until the student performs at or above the threshold level on an approved reading assessment. Nothing in the Nebraska Reading Improvement Act or this policy shall prohibit a school district from identifying any other student as having a reading deficiency.

Supplemental Reading Intervention Program. The school district will provide a supplemental reading intervention program to ensure that students can read at or above grade level at the end of third grade. The school district may work collaboratively with a reading specialist at the Nebraska Department of Education, with educational service units, with learning communities, or through interlocal agreements to develop and provide such supplemental reading intervention programs. Each supplemental reading intervention program must:

- Be provided to any student identified as having a reading deficiency;
- Be implemented during regular school hours in addition to regularly scheduled reading instruction unless otherwise agreed to by a parent or guardian; and
- Make available a summer reading program each summer for any student who has been enrolled in grade one or higher and is identified as continuing to have a reading deficiency at the conclusion of the school year preceding such summer reading program. The summer reading program may be held in conjunction with existing summer programs in the school district or in a community reading program not affiliated with the school district or may be offered online.

The supplemental reading intervention program may also include:

- Reading intervention techniques that are based on scientific research and best practices;
- Diagnostic assessments to frequently monitor student progress throughout the school year and adjust instruction accordingly;
- Intensive intervention using strategies selected from the following list to match the weaknesses identified in the diagnostic assessment:
    - Development in phonemic awareness, phonics, fluency, vocabulary, and reading comprehension;
    - Explicit and systematic instruction with detailed explanations, extensive opportunities for guided practice, and opportunities for error corrections and feedback; or
    - Daily targeted individual or small-group reading intervention based on student needs as determined by diagnostic assessment data subject to planned extracurricular school activities;
- Strategies and resources to assist with reading skills at home, including parent-training workshops and suggestions for parent-guided home reading; or
- Access to before-school or after-school supplemental reading intervention with a teacher or tutor who has specialized training in reading intervention.

Parent/Guardian Notification. The school will give notice in writing or by electronic communication to the parent(s) or guardian(s) of any student identified as having a reading deficiency within 15 working days of such identification that the student has been identified as having a reading deficiency and that an individual reading improvement plan will be established and shared with the parents or guardians.

Reading Improvement Plan. Any student who is identified as having a reading deficiency will receive an individual reading improvement plan no later than 30 days after the identification of the reading deficiency. The reading improvement plan may be created by the teacher, the principal, other pertinent school personnel, and the parents or guardians of the student and shall describe the reading intervention services the student will receive through the supplemental reading intervention program to remedy the reading deficiency. The student must receive reading intervention services through the supplemental reading intervention program until the student is no longer identified as having a reading deficiency.

Reading Progress. Each student in kindergarten through third grade and his or her parent(s) or guardian(s) will be informed of the student's reading progress within a reasonable time after the school district receives the results from the student's approved reading assessment.

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

Wilcox-Hildreth Public Schools
Monthly Board Notes
Prepared for the Wilcox-Hildreth Public Schools Board of Education

February 18, 2019

To: Wilcox-Hildreth Board of Education
From: Carl Dietz, Superintendent

DISCUSSION ITEMS- School Improvement External Visit. School Calendar-I will explain some updates that we have discussed. The calendar will be approved in March.

Superintendent's Report:

A. FINANCES
- 38.8% of the budget is spent compared to: February 2018 37%, and February 2017 33%, (50% of the year complete).
- The General Fund Cash Balance is $3,349,666 or approximately $550,000 less than last February.
- Through February 2019 we have spent $2,135,010 compared to $1,969,366 last year, $1,932,265 two years ago, and $2,194,935 three years ago.
- Payroll continues to be slightly higher than last year, mostly due to 1 FTE SPED staff member and paying our counselor through payroll rather than paying ESU 11 for contracted services.
- Our monthly bills were much higher than last February due to the purchase of two vehicles.
- We are in line to spend about $4.2-$4.4 million this fiscal year, and should have slightly less than $3 million in cash balance at the end of the year.

B. BUILDINGS AND GROUNDS:
- Justin and I met with Jacob Sertich and Mark Lewis last Friday. They provided us with the updates to the plans and also a timeline of construction as well as a possible draw schedule for payments.

C. NEGOTIATIONS: No more updates

D. OTHER:
1. Winter sports seasons are almost over.