Wilcox-Hildreth Public School
Board of Education Regular Meeting
Monday, August 19, 2019
High School Media Center - 8:00 PM

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 July 15, 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, Take all necessary action to excuse the absence of:

5.B. Discuss, Consider and take all necessary action to declare the water reel surplus equipment.

5.C. Discuss, Consider and take all necessary action to approve the 2019-2020 Student Handbook.

5.D. Discuss, Consider, and take all necessary action to revise board policies 4039 and 5044.

6. Discussion Items

6.A. Construction Updates

6.B. Pre-Kindergarten Playground

6.C. Pupil Transportation and Bus Replacement Schedule

7. Administrator Report

7.A. Superintendent Report

7.B. Principal Report

8. Next Board Meeting:

9. Adjourn

Wilcox-Hildreth Public School
Board of Education Regular Meeting
Monday, July 15, 2019 ~ 8:00 PM
High School Media Center
404 Sapp Street
Wilcox, NE 68982-0190

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.
Hearing opened at 8:00 p.m.

FFA- Jacket and annual dues $50
Musical Instrument and accessories
Student Activity Card $30
Future Business Leaders of America $20
Cheerleading- Uniforms and Shoes $800

3.A. Comments from the audience
No comments from audience.

3.B. Close Student Fees Hearing
Hearing closed at 8:03 p.m.

4. Open Parent Involvement Hearing (Policy #5018) and District Title I Parent and Family Engagement (Policy #5057). As per Nebraska Rev. Stat. 79-2,533.
Hearing opened at 8:03 p.m.

4.A. Comments from the audience
No comments from the audience.

4.B. Close Parent Involvement Hearing
Parent involvement meeting closed at 8:05 p.m.

5. Consent Agenda

5.A. Approval of Agenda
Motion by Gary Jensen, seconded by Roger Boyer, to to approve consent agenda as presented.. Motion Passed.
Roger Boyer: Yea, Kert Hansen: Yea, Gary Jensen: Yea, Ryan Knaus: Yea, Kirk Nelson: Yea, Aaron Pistulka: Absent
Yea: 5, Nay: 0, Absent: 1

5.B. Approval of minutes of Regular June 17, 2019 Board Meeting

5.C. Approval of Claims

5.D. Financial Report

6. Visitors and communication from the public
Shannon Lovin, Kelly Simmons and Jerome Fritz were in attendance. Jerome approached board to use Hildreth facilities for Alumni Banquet on June 13, 2020.

7. Action Items

7.A. Discuss, Consider and take all necessary action to excuse the absence of Aaron Pistulka.
Motion by Kert Hansen, seconded by Ryan Knaus, to excuse the absence of Aaron Pistulka. Motion Passed.
Roger Boyer: Yea, Kert Hansen: Yea, Gary Jensen: Yea, Ryan Knaus: Yea, Kirk Nelson: Yea, Aaron Pistulka: Absent
Yea: 5, Nay: 0, Absent: 1

7.B. Discuss, Consider and take all necessary action to approve the review of Student Bullying Policy #5054. No changes to the policy. As per Nebraska Rev. Stat. 79-2,137.
Motion by Ryan Knaus, seconded by Gary Jensen, to approve the review of Student Bullying Policy #5054. No changes to the policy. As per Nebraska Rev. Stat. 79-2,137. Motion Passed.
Roger Boyer: Yea, Kert Hansen: Yea, Gary Jensen: Yea, Ryan Knaus: Yea, Kirk Nelson: Yea, Aaron Pistulka: Absent
Yea: 5, Nay: 0, Absent: 1

7.C. Discuss, Consider and take all necessary action to approve new board policies 2017, 3052, 3053, 3054.
Motion by Roger Boyer, seconded by Kert Hansen, to approve new board policies 2017, 3052, 3053, 3054 as presented to the board. Motion Passed.
Roger Boyer: Yea, Kert Hansen: Yea, Gary Jensen: Yea, Ryan Knaus: Yea, Kirk Nelson: Yea, Aaron Pistulka: Absent
Yea: 5, Nay: 0, Absent: 1

7.D. Discuss, Consider and take all necessary action to approve updates to Board Policies 2002, 2006, 2014, 3003.1, 3004.1, 3016, 3039, 3046, 3050, 4048, 4052, 5002, 5016, 5017, 5022, 5035.

Motion by Ryan Knaus, seconded by Gary Jensen, to approve updates to Board Policies 2002, 2006, 2014, 3003.1, 3004.1, 3016, 3039, 3046, 3050, 4048, 4052, 5002, 5016, 5017, 5022, 5035 as presented to the board. Motion Passed.
Roger Boyer: Yea, Kert Hansen: Yea, Gary Jensen: Yea, Ryan Knaus: Yea, Kirk Nelson: Yea, Aaron Pistulka: Absent
Yea: 5, Nay: 0, Absent: 1

8. Discussion Items

1. New route bus
2. Playground Install in Hildreth should be next week
3. Preschool Acceptance Procedure
4. Ground Breaking July 25, 2019 9:30am

9. Administrator Report

9.A. Superintendent Report

9.B. Principal Report

10. Next Board Meeting:

Next board of education meeting will be held August 19, 2019 at 8:00 p.m. at the Wilcox Media Center

11. Adjourn

Motion by Gary Jensen, seconded by Ryan Knaus, to adjourn meeting at 8:53 p.m.. Motion Passed.
Roger Boyer: Yea, Kert Hansen: Yea, Gary Jensen: Yea, Ryan Knaus: Yea, Kirk Nelson: Yea, Aaron Pistulka: Absent
Yea: 5, Nay: 0, Absent: 1

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 1	Fund Number 01	GENERAL FUND	
Aubri D. Nantkes	1195	Band T-Shirts	566.50
Total Aubri D. Nantkes			566.50
Benjamin's Landscaping	2497	Lawn Care	205.71
Total Benjamin's Landscaping			205.71
Black Hills Energy	102. N Stockton	Gas Bill	38.16
Black Hills Energy	102NStock-July19	102 N Stockton	33.67
Black Hills Energy	102NStockton-July19	102 N Stockton St	2,124.93
Black Hills Energy	208 Stock-July	208 Stockton Street	35.85
Black Hills Energy	404ESapp-July	404 E. Sapp-Gas Services	36.91
Black Hills Energy	613Nelson-July	Hildreth Site Gas Bill	171.13
Total Black Hills Energy			2,440.65
Blick Art Materials	1801815	Balance Due on Account	5.66
Total Blick Art Materials			5.66
Builders How To Warehouse	1026607	Battery Pack/Blade	165.98
Builders How To Warehouse	1034431	Hildreth Site Supplies	29.06
Builders How To Warehouse	1036447	Velcro In. Strength	21.98
Total Builders How To Warehouse			217.02
Carr, Tracy	8/14/19 Curtains	Curtains for Math Room-Lovin	49.70
Total Carr, Tracy			49.70
Carter Electric	8359	Hildreth Site Planning Center	2,013.00
Carter Electric	8360	Service Call-Wilcox Swim Pool	75.00
Carter Electric	8362	Wilcox School Weight Room	429.30
Carter Electric	8363	Ceiling Fan Replacement/Hildreth Gym	461.75
Total Carter Electric			2,979.05
Cengage Learning	67549732	Accounting Workbooks	159.50
Total Cengage Learning			159.50
Classic Spa & Tub Co.	175413-1	Cyanuric Acid	8.99
Classic Spa & Tub Co.	175742-1	Chlorine	20.69
Classic Spa & Tub Co.	176283-1	Cyanuric Acid	6.29
Total Classic Spa & Tub Co.			35.97
Coach Masters Inc	2019-335	2017 Thomas C2 48-Passenger Bus	60,500.00
Total Coach Masters Inc			60,500.00
Cobra-Midwest	080811	Chlorine Tabs	169.00
Total Cobra-Midwest			169.00
Cooperative Producers Inc	July2019	Fuel	768.40
Total Cooperative Producers Inc			768.40
DAS State Accounting-Central Finance	1173326	Interregional Fee	229.49
DAS State Accounting-Central Finance	1178586	Interregional Fee	229.32
Total DAS State Accounting-Central Finance			458.81

Vendor Name	Invoice Number	Description	Amount
Demco	6654400	Supplies-Maple 200 Plank Set	102.94
Total Demco			102.94
DGP Publishing, Inc.	23085-1	Daily Grammar Guide-Grade 5 Teacher Guid	31.95
Total DGP Publishing, Inc.			31.95
Eakes Office Solutions	7830459-0	Name Plates	95.80
Eakes Office Solutions	7831045-0	Mat-Lunsford	59.99
Eakes Office Solutions	7835195-0	Laminating Machine	250.59
Eakes Office Solutions	7835225-0	Bookkeeper Supplies	198.75
Eakes Office Solutions	7835258-0	Tape/Michelle	11.44
Eakes Office Solutions	7840501-0	Hanging Folders	72.38
Eakes Office Solutions	7841790-0	Stamp	27.58
Eakes Office Solutions	7844552-0	Principal Supplies	21.31
Eakes Office Solutions	C7812581-0	Credit for Laminator	(250.59)
Total Eakes Office Solutions			487.25
Ebsco Subscription Service	1581219	Subscriptions	189.42
Ebsco Subscription Service	1581220	Subscriptions	450.52
Total Ebsco Subscription Service			639.94
Educational Service Unit 9	Final 18-19	Final 18-19 Bill SA Vision Services	571.57
Total Educational Service Unit 9			571.57
ESU #11	1819-4-13	4th Quarter 2018-19 School Year Sped.	41,465.16
ESU #11	3601	BattleBooks/Lamination	124.62
Total ESU #11			41,589.78
Faber's Piano Tuning & Repair	PianoTuning-Wilcox	Piano Tuning-Wilcox Site	110.00
Total Faber's Piano Tuning & Repair			110.00
Fine Wook Works	1496	Install Stage Lights	425.00
Total Fine Wook Works			425.00
Follett School Solutions, Inc.	2255165C	Accounting Books	60.28
Follett School Solutions, Inc.	2255165D	Accounting Workbooks	116.01
Follett School Solutions, Inc.	498683F	Books	40.43
Follett School Solutions, Inc.	498684F	Books	115.72
Total Follett School Solutions, Inc.			332.44
Franklin County Chronicle	269307	Newspaper Subscription	34.50
Franklin County Chronicle	269344	Bus Driver Ad	22.80
Franklin County Chronicle	269439	Bus Driver Ad Week 2	22.80
Franklin County Chronicle	269440	Para-Help Wanted	37.05
Franklin County Chronicle	269453	Minutes	95.34
Franklin County Chronicle	269837	Notice of Meeting	8.29
Franklin County Chronicle	Hildreth Subscriptio	Subscription	33.50
Franklin County Chronicle	JuneInvoices2019	June Newspaper Ads/Minutes/BOE Notice	177.56
Franklin County Chronicle	Wilcox Site Subscrip	Subscription	34.50
Total Franklin County Chronicle			466.34
Fritz's Market	JulyAug Invoices	July/August Invoices	87.44
Fritz's Market	MayPartialInvoices	May-Partial Invoices	103.88

Vendor Name	Invoice Number	Description	Amount
Total Fritz's Market			191.32
Frontier	Hildreth Site-July	Hildreth Site Phone Services	418.82
Total Frontier			418.82
Fruhauf Uniforms Inc	191-11992	Drum Major Uniform-Whtie (Male)	448.50
Total Fruhauf Uniforms Inc			448.50
Glass Doctor	1-12768	Mirrors for Weight Room	1,754.65
Total Glass Doctor			1,754.65
Gopher Sport	4221880	Weight Room Equipment	3,371.71
Total Gopher Sport			3,371.71
Great Plains Communications	JulyBillingWilcox	Wilcox Site Phone Service	301.76
Total Great Plains Communications			301.76
Gruwell, Lynette	8.9.19 8th Grade	8th Grade Promotion Supplies 2019	62.53
Total Gruwell, Lynette			62.53
Holdrege Medical Clinic, PC	JurgensDOTPhy	Bus Physical-Ryan Jurgens	149.00
Holdrege Medical Clinic, PC	Schepler-Bus Physica	Judy Schepler-Bus Physical	149.00
Total Holdrege Medical Clinic, PC			298.00
Houghton-Mifflin-Harcourt	954426276	HMH 7th Gr. WORLD CIVILIZATIONS	449.02
Houghton-Mifflin-Harcourt	954428058	HMH 7th Gr US HISTORY 2018 BEGIN TO 1877	235.60
Houghton-Mifflin-Harcourt	954428059	HMH 7th Gr. WORLD CIVILIZATIONS	839.25
Houghton-Mifflin-Harcourt	954431402	HMD Modern Chemistry 2017	536.70
Total Houghton-Mifflin-Harcourt			2,060.57
Jensen Publishing	67150	Subscription	42.00
Total Jensen Publishing			42.00
JourneyEd.com, Inc.	10329650	Adobe K-12 Licenses	500.00
Total JourneyEd.com, Inc.			500.00
Jurgens, Ryan	Reimb 7/30/19	Reimbursement for Sprayer Parts	42.79
Total Jurgens, Ryan			42.79
LORDAR, Inc	33565	Repair Phone System-Both Sites Down	295.00
Total LORDAR, Inc			295.00
Lovin, Shannon	7/22/19 Fuel	Fuel for Van-Reimbursement	25.00
Total Lovin, Shannon			25.00
MailFinance	N7832350	Postage Machine Lease	474.37
Total MailFinance			474.37
Matheson Tri-Gas Inc	51477579	Acetylene/Oxygen	176.51
Total Matheson Tri-Gas Inc			176.51
Menards - Kearney	84464	Fast Set Concrete	35.19

Vendor Name	Invoice Number	Description	Amount
Menards - Kearney	84469	Bus Barn Supplies	93.97
Menards - Kearney	85936	Building Supplies	47.72
Menards - Kearney	86219	Paint Rollers/Paint Supplies	39.08
Total Menards - Kearney			215.96
Mid-America Research Chemical	0670423-IN	Thermal Lock	162.63
Mid-America Research Chemical	0671479-IN	Thermal Lock	162.63
Total Mid-America Research Chemical			325.26
Minden Courier	102	July Invoices-Help Wanted/Minutes/BOE No	180.29
Total Minden Courier			180.29
Morrow, Ryan	055388	Cleaning Supplies-Wilcox Site	165.94
Total Morrow, Ryan			165.94
NASB ALICAP	19-20 Policy Year	19-20 Policy Year	55,799.71
Total NASB ALICAP			55,799.71
Nasco	498391	Nasco	425.65
Total Nasco			425.65
Natinal Business Furniture, LLC	ZK049267-KFI	Desk Chair	116.31
Total Natinal Business Furniture, LLC			116.31
NCSA	60829	Admin Days-Lovin/Patterson	265.00
NCSA	61374	Simmons Admin Days	200.00
Total NCSA			465.00
Nebraska Art Teachers Association	NATA 2019	Conference Reg. Fee-Kosmicki	140.00
Total Nebraska Art Teachers Association			140.00
Nebraska Safety Center	57-6735BUS	Lovin-Bus Level 2	100.00
Total Nebraska Safety Center			100.00
Neopost Inc	77900049212967212862	Postage	546.99
Total Neopost Inc			546.99
NSASSP Region IV	19-20 Lovin	Second Prin. Region IV Dues-Lovin	20.00
Total NSASSP Region IV			20.00
NWEA	24037	MAP Testing	577.50
Total NWEA			577.50
OneSource	3060-20190731	Background Checks	49.59
Total OneSource			49.59
Oriental Trading Company	696113651-01(1)	For store for behavior managment	40.66
Total Oriental Trading Company			40.66
Pearson Education Inc	4025898742	3rd Gr. Math Envision	216.11
Pearson Education Inc	7026807132	High School Gen. Math	1,235.53

Vendor Name	Invoice Number	Description	Amount
Total Pearson Education Inc			1,451.64
Platte Valley Communications	061900185	Bus Radio Maintenance/Check	390.00
Platte Valley Communications	071900406	Door Lock Service-Wilcox Site Office	144.04
Total Platte Valley Communications			534.04
PowerSchool Group LLC	189546	PowerSchool SIS 19-20 Hosting	3,427.36
Total PowerSchool Group LLC			3,427.36
Presto-X Company	3490010	Monthly Maintenance Service	59.00
Presto-X Company	3755957	Monthly Gen. Maintenance Service	59.00
Total Presto-X Company			118.00
Samuel French	339315	Performance Feet-One Act	150.00
Total Samuel French			150.00
Scholastic Inc.	M6726563	Forl.Lang magazines	175.78
Total Scholastic Inc.			175.78
Simmons, Kelly	8/15/19 Games-Hildre	Games/Posters/Decorations for Hildreth	296.94
Simmons, Kelly	AdminDaysMeals	Admin Days Meals/Lovin/Simmons	24.59
Total Simmons, Kelly			321.53
Student Assurance Services Inc	19-20 Insurance	Student Assurance Insurance Policy 19-20	565.00
Total Student Assurance Services Inc			565.00
Supply Works	501980106	Custodial Supplies-Carla	424.35
Supply Works	502449572	Microfiber Finish Pad	116.20
Total Supply Works			540.55
Supreme School Supply Company	102883	Name Register	108.83
Supreme School Supply Company	103101	Absentees Book	43.13
Total Supreme School Supply Company			151.96
Svoboda's True Value	July2019 Statement	July Supplies	178.63
Total Svoboda's True Value			178.63
Total Administrative Services Corporation	IN1560665	Service Charge for URM	57.75
Total Total Administrative Services Corporation			57.75
Town & Country Service	15346	Dodge Caravan Maintenance	89.74
Town & Country Service	15476	Dodge Caravan Maintenance	90.18
Town & Country Service	15533	Tires	291.98
Total Town & Country Service			471.90
Verizon Business	5051201671906	Wilcox Site Phone Bill	71.35
Verizon Business	5051201671907	Phone Charges-Wilcox Site	71.35
Total Verizon Business			142.70
Verizon Wireless	9834045864	Cell Phone Bill	31.13
Total Verizon Wireless			31.13
Village Of Hildreth	6/21-7-22 Hildreth	Hildreth Site Utilities	1,799.75

Vendor Name	Invoice Number	Description	Amount
Village Of Hildreth	VillageWebPage19-20	Vill. of Hildreth Web Page Advertising	75.00
Total Village Of Hildreth			1,874.75
Village Of Wilcox	6/21-7/23 Utilities	Utilities-Wilcox Site	6,832.07
Total Village Of Wilcox			6,832.07
VISA	Hinrichs/JulyCC Char	Hinrichs/July CC Charges	205.58
VISA	Patterson/JulyCC	Patterson-CC Charges	28.22
Total VISA			233.80
Walmart	JulyStatement2019	Wal-Mart Card Charges	22.27
Total Walmart			22.27
Weissert Hardwood Flooring	163	Recoat Gym Floor-Wilcox	1,562.50
Total Weissert Hardwood Flooring			1,562.50
Wilcox Cafe	35112222	BOE Meal for Staff-Beginning of Year	655.65
Total Wilcox Cafe			655.65
Wilkins Architecture Design Planning LLC	3612	Reproduction/Printing/Mileage	4,172.25
Total Wilkins Architecture Design Planning LLC			4,172.25
Wilson, Carla	Reimb. for Supplies	Supplies Reimb.	348.89
Total Wilson, Carla			348.89
Windstream	Hildreth-July2019	Hildreth Site-Principal Office	6.46
Windstream	JulyHildrethPrinOffi	Phone Bill-Hildreth Principal Office	6.54
Total Windstream			13.00
Woodward's Disposal Seervice	NO8875-2660	Document Destruction	70.00
Total Woodward's Disposal Seervice			70.00
Yanda's Music And Pro Audio	410202	Instrument Repair/Supplies	218.92
Yanda's Music And Pro Audio	410383	Instrument Repair	54.05
Yanda's Music And Pro Audio	410384	Instrument Repair	46.45
Yanda's Music And Pro Audio	410385	Instrument Repair	41.25
Yanda's Music And Pro Audio	410387	Instrument Repair	55.65
Yanda's Music And Pro Audio	410393	Instrument Repair	52.15
Yanda's Music And Pro Audio	410394	Instrument Repair	46.37
Yanda's Music And Pro Audio	410395	Instrument Repair	59.53
Yanda's Music And Pro Audio	410396	Instrument Repair	41.89
Yanda's Music And Pro Audio	410397	Instrument Repair	53.09
Yanda's Music And Pro Audio	410398	Instrument Repair	41.25
Total Yanda's Music And Pro Audio			710.60
Fund Number 01			207,759.32
Checking Account ID 1			207,759.32

Checking Account ID 2 Fund Number 02 DEPRECIATION FUND

ASK Supply Company, LLC	20547-2	Remaining Balance-Chairs/Desk	8,798.00
Total ASK Supply Company, LLC			8,798.00

Vendor Name	Invoice Number	Description	Amount
Sterling West	5146	Final Payment on Playground Equip.	36,891.00
Total Sterling West			36,891.00
Fund Number 02			45,689.00
Checking Account ID 2			45,689.00

Checking Account ID 6 Fund Number 06 NUTRITION FUND

NASB ALICAP	19-20 Policy Year	19-20 Policy Year	2,169.29
Total NASB ALICAP			2,169.29
Fund Number 06			2,169.29
Checking Account ID 6			2,169.29

GENERAL FUND		
7/1/18		**$4,480,624.53**
County Receipts	$27,715.59	
Motor Vehicle Taxes	$6,232.28	
Local License Fees		
Interest Earned	$7,942.52	
Other Local Receipts		
County Fines & Licenses	$474.31	
Homestead Exemption	$1,924.93	
Other County Sources		
High Ability Learners		
State Aid		
SPED Programs		
SPED Transportation		
State Apportionment		
Pers. Prop Tax Credit		
Property Tax Relief		
Pro Rata Motor Vehicles	$744.39	
In Lieu of Taxes	$215.93	
Tax Credit		
Title I	$2,842.38	
Title IIA		
IDEA Base		
IDEA Base Part B-2		
Misc Receipts	$791.20	
Grant		
Apple Reimbursement		
Medicaid Reimb		
U.S. Fish & Wildlife	$1,259.88	
Lunch Tax/Retire	$44.57	
URM Service Fee	$1,379.65	
TOTAL RECEIPTS	**$51,567.63**	
Instructional Services	$219,385.80	
SPED Service	$13,912.29	
Student Support Service	$7,492.11	
Support Services - Staff	$16,211.95	
Board of Education	$3,745.86	
Executive Administratior	$11,951.77	
Principal	$17,068.96	
Business	$16,333.10	
Operation-Maintenance	$47,438.72	
Regular Transportation	$3,817.73	
SPED Transportation		
Community Service	$7,822.78	
Title I	$5,927.04	
Lunch Fund Expenses	$44.57	
State Categorical Progra	$300.00	
Title IIA	$632.53	
HAL	$50.09	
Building Acquisition	$3,000.00	
URM	$1,379.65	
Non-Program Expend.		
TOTAL EXPENDITURES	**$376,514.95**	
Ending Balance 7/31/2018		**$4,155,677.21**

ACCOUNT BALANCES:	**31-Jul-18**
Depreciation	$1,081,678.76
General	$4,155,677.21
Lunch	$38,545.79
ADA	$527.91
Building (Hildreth)	Closed-Moved to Sp. Bldg.
Employee Benefit	$5,939.10
HS Activity	$358,529.20
MS Activity (Closed)	$0.00
Gen Fund Clearing	$4,578.37
MS Clearing	Closed-Moved to HS Clearing
Student Fee	$4,755.61
URM Fund	$14,928.55
Falcon Team Account	$1,034.45
Special Building Fund	$531,096.09
Total Funds	**$6,197,291.04**

DEPRECIATION FUND BREAKDOWN:	
Charter Reimb	$122,123.38
Transportation	$237,806.48
Building	$508,478.08
Track	$83,223.69
Interest	$46,365.18
Computer Hardware	$83,681.95
TCD	$20,000.00
Total:	**$1,101,678.76**

GENERAL FUND BANK RECONCILIATION:	
Bank Balance as of 7/31/2018	$4,161,451.61
Outstanding Checks:	$5,774.40
Ending Balance:	**$4,155,677.21**

Report Date 7/31/2018

GENERAL FUND		
7/1/19		**$3,293,616.53**
County Receipts	$10,146.84	
Motor Vehicle Taxes	$6,144.99	
Local License Fees		
Interest Earned	$5,802.39	
Other Local Receipts	$6,339.84	
County Fines & Licenses	$986.85	
Homestead Exemption	$1,767.41	
Other County Sources		
High Ability Learners		
State Aid		
SPED Programs		
State Apportionment		
Pers. Prop Tax Credit		
Property Tax Relief	$287.61	
Pro Rata Motor Vehicles	$1,493.26	
In Lieu of Taxes	$288.35	
Medicaid		
Title I		
Title IIA		
Title IV		
IDEA Base		
IDEA Base Part B-2		
Misc Receipts		
Grant		
Distance Learning	$11,500.00	
Reap Grant		
U.S. Fish & Wildlife	$2,511.22	
Lunch Tax/Retire		
URM Service Fee		
TOTAL RECEIPTS	**$47,268.76**	
Instructional Services	$167,618.16	
SPED Service	$19,547.76	
Student Support Service	$10,871.54	
Support Services - Staff	$20,901.75	
Board of Education	$1,363.99	
Executive Administratior	$11,313.08	
Principal	$17,408.29	
Business	$17,703.47	
Operation-Maintenance	$29,083.75	
Regular Transportation	$4,235.03	
SPED Transportation		
Community Service	$5,477.69	
Title I	$8,391.36	
Lunch Fund Expenses		
State Categorical Programs		
Federal Funds		
HAL/Distance Learning	$1,120.78	
Architech & Engineering	$36,623.84	
URM		
Non-Program Expend.		
TOTAL EXPENDITURES	**$351,660.49**	
Ending Balance 7/31/2019		**$2,989,224.80**

ACCOUNT BALANCES:	**31-Jul-19**
Depreciation	$1,009,244.18
General	$2,989,224.80
Lunch	$72,919.88
ADA	$527.91
Building (Hildreth)	Closed-Moved to Sp. Bldg.
Employee Benefit	$6,035.36
HS Activity	$338,849.05
MS Activity (Closed)	$0.00
Gen Fund Clearing	$4,239.72
MS Clearing	Closed-Moved to HS Clearing
Student Fee	$5,949.07
URM Fund	$9,266.45
Falcon Team Account	$1,034.45
Special Building Fund	$862,557.30
Total Funds	**$5,299,848.17**

DEPRECIATION FUND BREAKDOWN:	
Charter Reimb	$122,123.38
Transportation	$181,394.48
Building	$473,360.58
Track	$83,223.69
Interest	$65,460.10
Computer Hardware	$83,681.95
TCD	$20,000.00
Total:	**$1,029,244.18**

GENERAL FUND BANK RECONCILIATION:	
Bank Balance as of 7/31/2019	$3,027,775.67
Outstanding Checks:	$38,550.87
Ending Balance:	**$2,989,224.80**

Report Date 8/12/2019

	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	$148,695	$146,772	$156,993	$158,877	$166,428	$159,751	$1,850,536	$421,314
4	1200's	SPED	**$448,400**	$28,414	$31,619	$37,541	$41,021	$30,112	$33,670	$39,144	$31,614	$33,445	$37,238	$19,548	$58,127	$421,491	$26,909
5	2100's	Sup Ser Pupils	**$368,400**	$32,027	$10,036	$11,897	$46,600	$10,575	$10,483	$46,340	$10,140	$10,020	$48,266	$10,872	$20,599	$267,854	$100,546
6	2200's	Sup Ser Staff	**$351,000**	$21,760	$17,438	$14,964	$13,884	$15,269	$13,854	$14,849	$14,171	$13,854	$18,842	$20,902	$15,904	$195,692	$155,308
7	2310's	Board	**$59,100**	$1,144	$581	$8,132	$3,019	$6,738	$3,760	$361	$581	$1,700	$1,113	$1,364	$5,377	$33,869	$25,231
8	2320's	Exec Admin	**$173,900**	$12,154	$12,135	$12,241	$11,920	$12,111	$12,256	$12,269	$12,323	$12,201	$12,111	$11,313	$13,716	$146,750	$27,150
9	2400's	Principal	**$271,600**	$20,703	$19,931	$20,759	$19,961	$20,156	$20,328	$19,443	$19,761	$20,197	$19,777	$17,408	$20,909	$239,331	$32,269
10	2500's	Super/Business	**$178,400**	$10,458	$9,546	$7,991	$10,529	$11,622	$7,761	$7,135	$8,068	$10,097	$7,280	$17,703	$9,597	$117,787	$60,613
11	2600's	Main & Oper	**$747,950**	$41,340	$35,457	$49,974	$58,286	$39,072	$43,892	$33,573	$36,974	$244,032	$57,167	$29,084	$68,762	$737,615	$10,335
12	2700's	Reg Trans	**$350,600**	$30,976	$19,252	$24,647	$20,400	$16,852	$79,689	$21,154	$17,221	$20,445	$14,121	$4,235	$77,275	$346,265	$4,335
13	2712's	SPED Trans	**$2,600**	$0	$0	$0	$0				$255					$255	$2,345
14	3000's	HAL & Community	**$40,000**	$2,058	$51	$1,391	$201	$2,291	$506	$415	$415	$472	$12,377	$6,598	$7,584	$34,359	$5,641
15	3500's	State Categorical	**$18,000**	$226	$0				$1,725	$498	$76					$2,525	$15,475
16	4300's	Architecture/Engin											$132,125	$36,624	$4,172		
17	6000's	Federal	**$157,200**	$11,016	$11,057	$8,696	$8,628	$8,391	$8,801	$8,493	$8,552	$14,190	$21,744	$8,391	$8,615	$126,575	$30,625
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	$352,368	$306,923	$537,647	$541,036	$350,470	$470,388	$4,520,903	$977,097
23																	
24	**Total Monthly Expenses:**																
25	General		**$4,867,800**	$319,075	$275,533	$307,694	$338,713	$286,415	$346,647	$304,233	$266,426	$490,012	$349,930	$285,907	$399,475	$3,970,057	$897,743
26	SPED		**$451,000**	$28,414	$31,619	$37,541	$41,021	$30,112	$33,670	$39,144	$31,869	$33,445	$37,238	$19,548	$58,127	$421,746	$29,254
27	Federal		**$157,200**	$11,016	$11,057	$8,696	$8,628	$8,391	$8,801	$8,493	$8,552	$14,190	$21,744	$8,391	$8,615	$126,575	$30,625
28	Total		**$5,476,000**	$358,505	$318,209	$353,931	$388,362	$324,918	$389,118	$351,870	$306,847	$537,647	$408,912	$313,846	$466,216	$4,518,378	$957,622
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	$2,178,309	$2,444,735	$2,934,746	$3,284,676	$3,570,583	$3,970,057	$3,970,057	$842,743
32	SPED		**$451,000**	$28,414	$60,033	$97,574	$138,594	$168,706	$202,376	$241,520	$273,389	$306,834	$344,072	$363,620	$421,746	$421,746	$29,254
33	Federal		**$157,200**	$11,016	$22,073	$30,769	$39,397	$47,788	$56,589	$65,082	$73,634	$87,824	$109,568	$117,960	$126,575	$126,575	$30,625
34	Total		**$5,421,000**	$358,505	$676,714	$1,030,644	$1,419,006	$1,743,924	$2,133,041	$2,484,911	$2,791,758	$3,329,405	$3,738,316	$4,052,162	$4,518,378	$4,518,378	$902,622
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	$2,689,491	$2,423,065	$1,933,054	$1,583,124	$1,297,217	$897,743		
38	SPED		**$451,000**	$422,586	$390,967	$353,426	$312,406	$282,294	$248,624	$209,480	$177,611	$144,166	$106,928	$87,380	$29,254		
39	Federal		**$157,200**	$146,184	$135,127	$126,431	$117,803	$109,412	$100,611	$92,118	$83,566	$69,376	$47,632	$39,240	$30,625		
40	Total		**$5,476,000**	$5,117,495	$4,799,286	$4,445,356	$4,056,994	$3,732,076	$3,342,959	$2,991,089	$2,684,242	$2,146,595	$1,737,684	$1,423,838	$957,622		
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		

WILCOX-HILDRETH PUBLIC SCHOOL

STUDENT HANDBOOK

2019-2020 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

2019-2020

TABLE OF CONTENTS

	Page
Welcome	7
Intent of Handbook	8
Notice of Non-Discrimination	8
Mission Statement	9
Belief Statements	9

Section 1 Basic School Rules and General Practices

Attendance	10
Required Attendance	10
Mandatory Attendance Age	10
Exceptions	10
Discontinuing Enrollment – 5-year-old students	10
Discontinuing Enrollment – 16 and 17-year-old students	10
Attendance Officer	11
Excused Absences	11
Excessive Absenteeism	12
Absences due to illness	12
Planned absences	12
Students are Obligated to:	12
Parents are Obligated to:	12
Pregnant and Parenting Students	13
Band	13
Bills	13
Books and Supplies	13
Breastfeeding and Lactation	13
Bulletin Boards	14
Bullying	14
Cafeteria Rules	15
Candy and Gum	15
Cell Phones and Other Electronic Devices	15
Child Abuse and Neglect	16
Class Dismissal	16
Classroom Behavior	16
Closed Campus	17

	Page
Coats and Boots	17
Communicable Diseases	17
Communicating with Parents	17
Complaint Procedure	17
Computer Network Use by Students	21
I Student Expectations in the Use of the Internet	21
A. Acceptable Use	21
B. Unacceptable Use	21
II Enforcement	22
A. Methods of Enforcement	22
B. Consequences for Violation of this Policy	23
III Protection of Students	23
A. Children's Online Privacy Protection Act (COPPA)	23
B. Education About Appropriate On-Line Behavior	23
Conferences	24
Damage to School Property	24
Dating Violence	24
Discrimination and Harassment	24
Dress Code	25
Tattoos	26
Body Piercing	26
Driving and Parking Personal Vehicles	26
Drug Free Schools	26
Emergency Contact Information	27
Evacuations	27
Eye Exams	27
Food Service Program	27
Breakfast	27
Lunch	27
Milk Break	28
Payment for Meals	28
Collection of Delinquent Meal Charge Debt	28
Notice of Non-Discrimination	28
Field Trips	29
First-Aid	29
Head Lice	29
Health Problems Limiting Activities	29
Homebound Instruction	30
Homeless Children and Youth	30
Illness or Injury at School	30
Immunizations	31
Provisional Enrollment	31

	Page
Initiations and Hazing	31
Lockers and Other School Property	32
Lost and Found	32
Medications	32
Prescription Medication	32
Non-Prescription Medication	32
Media Center	33
Memorials	33
Opting Out of Assessments	33
Parental Involvement	33
Parties	34
Personal Items	34
Physical Education	35
Physical Exam	35
Pictures	35
Playground Rules	35
Police Questioning and Apprehension	36
Protection of Student Rights	36
Public Displays of Affection	36
Rights of Custodial and Non-Custodial Parents	36
Secret Organizations	37
School Day	37
Self-Management of Diabetes or Asthma/Anaphylaxis	37
Smoking and Tobacco	37
Sniffer (Drug) Dogs	38
Standardized Testing	38
Student Assistance	38
Student Fee Policy	38
Definitions	38
Listing of Fees Charged by this District	39
1. Clothing Required for Specified Courses and Activities	39
2. Safety Equipment and Attire	39
3. Personal or Consumable Items	39
4. Materials Required for Course Projects	39
5. Extracurricular Activities	40
6. Post-Secondary Education Costs	40
7. Copies of Student Files or Records	41
8. Participation in Before-School, After-School or Pre-Kindergarten Services	41
9. Participation in Summer School or Night School	41
10. Charges for Food Consumed by Students	41
11. Charges for Musical Extracurricular Activities	42

	Page
12. Contributions for Class Extracurricular Activities	42
Waiver Policy	42
Voluntary Contributions to Defray Costs	42
Fund Raising Activities	42
Student Illness	43
Student Government	43
Student Records	43
Directory Information	44
Non-Directory Information	45
Transfer of Records Upon Student Enrollment	45
Complaints	45
Student Schedule Changes	45
Tardiness	46
Telephone Calls	46
Threat Assessment and Response	46
Transportation Services	47
Transportation to School	47
Bus Regulations	47
Rules of Conduct on School Vehicles	48
Consequences	49
Records	49
Transportation to Activities	49
Video Surveillance and Photographs	49
Weather Related School Closing	50
Withdrawal from School	50
Work Permits	50

Section Two Academic Information

Academic Information	51
Certificate of Attendance	51
Class Rank	51
Credit for Non-Academic Work	51
Correspondence and Online Courses	51
Grades	52
Graduation Awards	53
Graduation Requirements	53
Homework	54
Honor Roll	54
Mid-Term Graduation	54
Report Cards	55

Page

Section Three Student Discipline

General Discipline Philosophy 56
Forms of School Discipline 56
After School Sessions and Detentions 57
In-School Suspension 58
Emergency Exclusion 58
Short-Term Suspension 58
Weapons and/or Firearms 59
Long-Term Suspension 59
Expulsion 59
1. Meaning of Expulsion 59
2. Summer Review 59
3. Suspension of Enforcement of an Expulsion 60
4. Alternative School or Pre-expulsion Procedures 60
Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment 60
Due Process Afforded to Students Facing Long-Term Suspension or Expulsion 63

Section Four

Staff Directory 66
2019-2020 School Calendar 68

Section Five

Forms 69
Receipt 70
Parental Authorization and Release Form 71
Administration of Prescription Drugs to Students
Administration of Medication to Students 72
Record of the Administration of Self-Administration 73
Of Medication

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 23, 2019.

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

To teach skills and provide experiences in a positive environment 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 prearranged absences.
3) Check out of school at the office if leaving school during the school day.
4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

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

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 should be deposited in the trash cans. All leftover food should be scraped off the tray on to the correct container. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners including eating quietly.
4. Students may not throw food or other items.
5. Second servings are available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
6. Students should remain at their tables until they are dismissed.
7. Parents who wish their child to eat lunch away from school must provide a written authorization to the student's building principal.
8. Students must treat lunch personnel with respect.
9. Students who violate the above rules will be disciplined.

Candy and Gum

Students may not bring candy or gum to school unless they have prior permission from their classroom teacher or the administration.

Cell Phones and Other Electronic Devices

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

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

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

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

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

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

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. Students may leave campus to go home for lunch if they have secured their parents' written permission and submitted it to the office.

Coats and Boots

Elementary students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess.

Elementary students may choose to wear overshoes or boots when the playground is wet or muddy. Waterproof boots worn to school should be taken off and regular shoes worn during the day. Boots worn to school must be marked with the student's name.

Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a "best practice" guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition, 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, sex, marital status, disability, 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.

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage, and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard

use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

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

III. Protection of Students

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

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

B. Education About Appropriate On-Line Behavior

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

Conferences

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

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

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 8:15 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 excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Initiations and Hazing

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

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

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

Lockers and Other School Property

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

Lost and Found

All lost and found articles are to be taken to the 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 accumulated on a book charged to him/her. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

Memorials

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

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, and clothing.
6. Students must use the playground equipment properly and in a safe manner.
7. Students may not leave the playground after they have arrived at school for the day.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention, and/or other consequences.

The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.

Police Questioning and Apprehension

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

Protection of Student Rights

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. 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 8:20 a.m. and ends at 3:40 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 45 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 1-11 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
• FFA	$Annual Dues $50.00 FFA Jacket $60.00
• 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.

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 supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

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

Student Government

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

Student Records

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

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides

not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

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

> name and grade, 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 on radio station KRVN 880 AM, KGFW 1340 AM, KUVR 1380 AM and television station KHAS TV Ch. 5, NTV Ch. 13 and through the school's contact list by calling and texting parents. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

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

Withdrawal From School

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

Work Permits

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

SECTION TWO

ACADEMIC INFORMATION

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 Roll

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

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.

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 during the first quarter of the student’s senior 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, and club activities, are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

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

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, 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

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
Gabe Eberhardt ..... Physical Education
Kassie Famon..... Ag Education/FFA
Lyndsey Frank..... 1st Grade
Tiana Gibb..... 4th Grade
Jordan Glenn..... History/Government
Lynette Gruwell..... MS Special Education/Title 1
Carolyn Hance..... HS English/Speech
Katie Hohensee..... Kindergarten
Deb Johnson..... HS Foreign Language/Aide
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
Melissa Myers..... HS Special Education
Mackenzie Rose.....6th 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
Amanda Twehous..... Para
Susan Cedar.....Elementary Para/After School Program
Amanda Nutter.....Elementary Para
Lyndsay Robinson.....Elementary 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

Custodians

Ryan Jurgens.....Hildreth Custodian
Todd Bebensee.....Hildreth Custodian
Wayne Schepler..... Elem/HS Custodian
Carla Wilson.....Elem/HS Custodian
Tracy Carr.....Elem/HS Custodian

Transportation Department

Roger Blank.....Route Driver
Wayne Schepler.....Route Driver
Naomi Fritson.....Route Driver
Ryan Jurgens.....Route Driver
Judy Schepler.....Route Driver

SECTION FIVE

Wilcox-Hildreth Public School
2019-2020
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. 12	Fall sports practice begins
Aug. 12-13	Inservice
Aug: 14	School begins 1:00 dismiss

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	

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. 2	NO SCHOOL - Labor Day
Sept. 20	Inservice-No School

Oct: 7	ESU 11 Inservice-no school
Oct: 18	1st quarter ends (45 days)
Oct: 24	P/T Conf 2:00-8:00 1:00 dismiss
Oct: 25	NO SCHOOL Fall Break

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	29

Nov. 27-29	NO SCHOOL - Thanksgiving break

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		

Dec. 20	Early dismiss 1:00
Dec. 20	End of first semester (41/86 days)
Dec. 23-Jan. 3 CHRISTMAS BREAK	

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				

Jan. 3	Inservice
Jan. 6	School Begins

Feb. 13	P/T Conf 2:00-8:00 1:00 dismiss
Feb. 14	NO SCHOOL

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

Mar. 6	Inservice
Mar. 11	End of third qt. (46 Days)
Mar. 12-13	NO SCHOOL - Spring break

April						
S	M	T	W	T	F	S
			1	2	3	4
2	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. 10-13	Easter Break
Apr. 24	Inservice

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				

May. 9	Commencement
May. 19	End of Year 11:30 Dismiss
May. 19	End of sem (44/90 days)
May. 20	Last Day for Teachers

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						

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

Total Student Days	176
Total Teacher Days	184
First Semester Days	86
Second Semester Days	90

Student Days by Month			
Aug	13	Jan	20
Sept	19	Feb	19
Oct	21	Mar	19
Nov	18	Apr	19
Dec	15	May	13

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 & return the receipt form below before Friday, August 23, 2019.

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

4039
Employment of Classified Staff

The superintendent or designee shall hire classified staff to meet personnel needs consistent with the district's budget, instructional needs, and non-instructional operations. The superintendent or designee shall obtain a criminal history record that includes information from the Nebraska State Patrol for all individuals that are to be employed as pupil transportation vehicle drivers (except certificated Nebraska school administrators or teachers) and keep a copy of that record on file and shall update it during the calendar year that coincides with the expiration of the driver's motor vehicle operator's license. Otherwise, he superintendent or designee may, but is not required to, conduct a criminal background check on any classified staff applicant. Criminal history or background checks shall occur only after the school district has determined that the applicant meets the minimum employment qualifications. This policy shall not prevent the school district from requiring an applicant to disclose his or her criminal record or history relating to sexual or physical abuse prior to any minimum employment qualification determination.

The superintendent or designee shall discipline and discharge classified staff as appropriate.

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

5044
Safe Pupil Transportation Plan
and
Pupil Transportation Vehicle Driver Satisfactory Driving Criteria

It is the goal of the school district to provide safe, comfortable and reliable transportation for bus-riding school children.

1. Emergency Procedures

a) Mechanical breakdown

In the event of a mechanical breakdown, the driver will:

1) Stop the vehicle in a safe location

2) Keep passengers in the vehicle, if it is safe to do so

3) Take steps to warn motorists, by activating hazard lights and placing emergency triangles

4) Radio or call for assistance

b) Injuries/Medical Emergencies

If a student is seriously injured or suffers from a medical emergency, the driver will stop the vehicle at the first safe opportunity. The driver will provide emergency medical assistance in accordance with the driver's first aid training. The driver will notify the school district of the emergency using the radio or other communication equipment. The district will then summon emergency medical services by immediately calling 911 and notify administrative personnel.

c) Severe Weather

1) Tornadoes.

If the driver determines that there is likelihood that a tornado will hit the vehicle, and there is not an escape route available or time to drive to a safe location, the driver will evacuate the vehicle, taking only the first aid kit. The driver will take the students to the basement of a nearby building or to the nearest depression or ditch upwind (toward the storm) of the vehicle far enough away from the vehicle so that it will not roll over on the students. The driver should instruct students to cover their heads with their arms. If the students are wearing coats or jackets, they can be used to provide additional protection for their heads and bodies. If there is no time to evacuate the students after stopping

the vehicle, the driver should have the students remain in their seats and assume a protective position with their heads below window level.

2) Winter Weather

If the school district or driver determines that a trip is too dangerous to drive due to winter weather conditions, the district will cancel the trip.

Parents should ensure that students are appropriately dressed for winter conditions.

3) Floods or Standing Water

It is generally appropriate to drive through a small or regular amount of water that has accumulated from a normal or typical rainfall. However, drivers should not drive through water on the road if: the water is moving or has a current; there is dangerous debris in the water; the driver cannot determine the depth of the water or there is a known dip in the road which would create a deeper section of water; or if there is any other water condition that the driver determines is unsafe to drive through.

d) Weapons, Hazardous Materials and Dangerous Contraband

If a driver discovers that a passenger may have a weapon, hazardous materials or other dangerous contraband on the vehicle, he or she should remain calm and call for assistance. The driver should not inform passengers of the presence of the weapon or other contraband.

e) Unattended Items on or Near Pupil Transportation Vehicle

The driver shall check for unattended items on or near the vehicle as part of the exterior and interior pre-trip inspections. If circumstances make an item suspicious (because it is out of context, makes a noise, has visible wires, placement was witnessed, was hidden, has unidentified powders or putty-like substances, etc.), the driver shall not inspect, move, or otherwise touch the item. School staff will evacuate the area, then immediately report the item to the staff member's direct supervisor, a principal, or the superintendent. If the unattended item is not suspicious (it has the characteristics of lost or misplaced property or of discarded trash, etc.), the driver may

examine the item more closely. This may include looking inside the item, attempting to identify the owner, reviewing security camera footage, or talking to those nearby, and then taking appropriate action.

f) Terroristic Threat

If a driver receives a terroristic threat that he or she deems credible, he or she will notify the school district of the threat using the radio or other communication equipment. After consulting with school officials, the driver will determine whether the threat requires evacuation of the bus. The school will promptly notify the authorities of the threat.

For purposes of this policy, a terroristic threat is a threat to commit any crime of violence or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of the bus or in reckless disregard of causing such terror or inconvenience

g) Emergency Incident Reports

Drivers will provide written documentation of any of the emergency events specified in this policy by completing the incident form attached hereto. This documentation must be submitted to the school administration within 24 hours of the event.

2. Drop-off

Drivers will drop students off at a location pre-determined through communication between the school district and parents/guardians. In the event the drop-off location is uncertain or appears to be unsafe, the driver will communicate with school staff in the building to seek additional guidance.

In no event will a driver drop a student off in a location which in the reasonable judgment of the driver appears to be unsafe. Drivers who believe the drop-off location to be unsafe shall release students directly into the custody of a parent/guardian or shall return students to their school building.

3. Evacuation of Students With Disabilities

The transportation supervisor, in consultation with bus drivers and members of the administrative team, shall develop a written emergency evacuation plan for each bus route. The plan shall include an assessment of each student's ability to evacuate himself or herself as well as his or her ability to assist others.

Disabled students should practice their evacuation skills as required of their non-disabled peers if possible during evacuation drills. Students or other individuals who will be assisting disabled students evacuate during emergencies should practice this skill during evacuation drills. Drivers or students who will be assisting with the evacuation process should be familiar with any equipment on the bus that would aid in the actual evacuation.

4. Student Behavior on School Vehicles

Riding school vehicles is a privilege, not a right. 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.

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:

1) Note home to parents

2) Suspension of bus riding privileges

3) Exclusion from extracurricular activities

4) In-school suspension

5) Short term or long term suspension from school

6) 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.

5. Functional Capacity of the Driver

The superintendent or designee shall confirm a pupil transportation driver's functional capacity and ability to conduct the daily tasks and emergency evacuations required of such a driver by:

- Observing the driver complete the required daily tasks and emergency evacuations;
- Observing, questioning, and/or directing the driver to perform tasks in a manner that measures the basic visual, cognitive, and physical abilities to complete the required daily tasks and emergency evacuation; or
- Directing the driver to complete a functional capacity evaluation or assessment conducted by a qualified professional.

The superintendent or designee will remove the driver from duties as a pupil transportation driver if he or she determines that a pupil transportation driver is not functionally capable or able to conduct the daily tasks and emergency evacuations required of such a driver.

6. Satisfactory Driving Criteria.

The superintendent or designee shall annually review every pupil transportation vehicle driver's Nebraska Department of Motor Vehicles driving record before such a driver operates a pupil transportation vehicle.

Individuals who have been convicted of any of the following or who meet any of the following conditions will not be allowed to serve as a pupil vehicle transportation driver:

- If the citation or conviction occurred at any time:
  - Motor vehicle homicide; or
  - Driving under the influence – 3rd or subsequent offense.
- If the citation or conviction occurred within the last 10 years:
  - Driving under the influence of drugs or alcohol;
  - Refusal to submit to a chemical test;
  - Failure to render aid in accident the driver was involved in;

- Speeding 15 miles per hour or more above the posted speed limit;
- Reckless driving (willful or otherwise);
- Careless driving;
- Negligent driving;
- Leaving the scene of an accident; or
- Failure to yield to a pedestrian with bodily injury to the pedestrian.

- If the driver has accumulated 5 points or more under an operator's license point system within the last 4 years.

The superintendent designee has the discretion to prohibit school personnel from driving a school vehicle for a citation or arrest for the above offenses or any other offense or reason. The superintendent or designee will make the final determination about the ability of an individual to serve as a pupil vehicle transportation driver.

Pupil vehicle transportation drivers must inform the superintendent or designee of any citation or conviction related to their driving within 24 hours of its occurrence or at the beginning of the next school day, whichever is earlier.

7. Emergency Evacuation Drill Procedures for Students Who Ride in Small Vehicles.

For purposes of this policy, "small vehicle" shall have the same meaning as in Rule 91 from the Nebraska Department of Education.

In a small vehicle accident or emergency situation, the driver must use his other best judgment to decide what action shall be taken. The primary responsibility is pupil safety. In an emergency it may be necessary that the vehicle be evacuated.

Students who are transported in a Small Vehicle shall be instructed in safe riding practices and participate in emergency evacuation drills at least twice during each school year. These drills shall be conducted in an appropriate location.

Drills shall be conducted to address each of the following reasons that an emergency evacuation may be required:

- The vehicle is on fire, in danger of catching fire, or is close to an existing fire or highly combustible material. Passengers shall be evacuated at least 100 feet or more upwind from the vehicle.
- The vehicle is stopped at an unsafe location and unable to move. The driver shall use his or her judgment regarding the need to evacuate and the distance of the evacuation.
- The vehicle's final stopping position: is in the path of any train or adjacent to railroad tracks; could change and increase danger; or is such that there is danger of collision. The driver shall evacuate the vehicle and use his or her judgment regarding the distance of the evacuation.

The safety of students is of utmost importance and must be given first consideration. Absent extenuating circumstance, the driver will place the transmission in park, activate the hazard warning lights, set the emergency brake, turn the ignition off, and remove the ignition key prior to evacuation.

If possible, students should exit the vehicle on the side away from any roadway.

During an evacuation, students should generally be led to a safe place at least 100 feet off the road in the direction of oncoming traffic. If there is a risk from spilled hazardous materials, lead the students upwind of the vehicle at least 300 feet.

After evacuation, the driver should address any injured students and call 911, law enforcement, or other authorities or service providers as the situation dictates. The driver shall then promptly inform the school district about the emergency situation.

Drivers shall not leave the scene until appropriate transportation arrangements have been made for all students and he/she has been instructed by a member of the administrative team that he/she may leave.

The school may select, train, and prepare students to assist in evacuation in the event that the driver is incapacitated or otherwise unable to direct the evacuation. Such training can include, but need not be limited to, turning off ignition switches; setting emergency brakes; summoning help; using

windows for evacuation in emergencies; setting flags and reflectors or reflective triangles; directing the evacuation; and training with evacuation equipment.

Evacuation of Students with Disabilities

Drivers should assess each student's ability to evacuate himself or herself from a Small Vehicle as well as his or her ability to assist others. Disabled students should practice their evacuation skills as required of their non-disabled peers if possible during evacuation drills. Students or other individuals who will be assisting disabled students evacuate during emergencies should practice this skill during evacuation drills. Drivers or students who will be assisting with the evacuation process should be familiar with any specialized equipment in the vehicle and used by disabled students that would aid in the actual evacuation.

Emergency Equipment. Emergency equipment may include first aid kits, fire extinguishers, reflectors, flags, vehicle hazard lights, and other similar equipment. Drivers and students (as appropriate) should be made familiar with the purpose and use of this equipment during drills.

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

KAREN A. HAASE
STEVE WILLIAMS
BOBBY TRUHE

COADY H. PRUETT
SHARI RUSSELL, Paralegal

M E M O R A N D U M

TO: KSB Policy Service Subscribers

FROM: KSB School Law

DATE: August 8, 2019

RE: Policy Updates for Rule 91 Revision

We told you at our Hot Topics presentation at Administrator's Days that the recent changes to Rule 91 by the Nebraska Department of Education would require some policy changes. We submitted our proposed revisions to Janice Eret at the Department, and she was kind enough to give us her input and suggestions. We have incorporated her suggested changes into Policy 5044.

Please feel free to contact us if you have any additional questions or if you would like to have a policy customized or "tweaked" to meet your individual circumstances.

Policy Changes

REVISION OF POLICY 4039: Employment of Classified Staff

This policy authorized, but did not require, a criminal background check on any classified staff applicant. Rule 91 requires that the school district obtain a criminal history record from the Nebraska State Patrol for all individuals that are to be employed as pupil transportation vehicle drivers. This policy has been amended to reflect this requirement.

This change is required.

REVISION OF POLICY 5044: Safe Pupil Transportation Plan and Pupil Transportation Vehicle Driver Satisfactory Driving Criteria

This policy has been revised to address the following:

- Floods or standing water;
- Unattended items on or near pupil transportation vehicles;
- Confirming a driver's functional capacity and ability to conduct their driving duties;
- Satisfactory driving criteria; and
- Emergency evacuation drills for small vehicles

We receive quite a few questions about the Satisfactory Driving Criteria section. The most common questions and our responses are below.

Q: How many years should we go back when reviewing citations and convictions for certain driving offenses?

A: There is no legal requirement when making the determination. We have included 10 years as the default provision. We believe this is an adequate and appropriate period of time to determine a driver's tendencies and qualifications. However, the school board may adjust the number of years to fit the needs of the district.

Q: What numbers should we use when filling in the blanks to the following: "If the driver has accumulated ___ points or more under an operator's license point system within the last ___ years."

A: Again, there is no legal requirement when making this determination. However, the State of Nebraska will revoke a driver's operator's license after he or she accumulates 12 points in a two-year time period. The school board will need to determine what an acceptable point accumulation is for its district. We have included a default provision of the accumulation of five points within the previous four years. Given the Nebraska's revocation system numbers and taking into account student safety, we feel that these are appropriate numbers. However, the school board may adjust these numbers to fit the needs of the district.

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

August 19, 2020

To: Wilcox-Hildreth Board of Education
From: Justin Patterson, Superintendent

DISCUSSION ITEMS-

Superintendent's Report:

A. FINANCES

- 86% of the budget is spent compared to 90% of the budget in 2018 and 74% in August 2017. (100% of the year complete).
- General Fund Cash Balance on July 31 was $3,027,775.67 compared to $4,155,677 in 2018, $3.7 million in 2017, and approximately $2.6 million in 2016. Right now we could be close to having about $2.5 million in cash balance at the end of the fiscal year. That would be after we pay final bills and transfer out of the GF into DF next week. This compares to $3.2 million last year and $3.1 million in 2017 and $2.4 in 2016.
- Through August 2019 we have spent $4,692,206.62 compared to $4,821,848 last year, $4.3 million in 2017, $4.3 million in 2016, and approximately $4.0 million in 2015. Again, this is primarily due to increase in Payroll and Architecture fees, and paying for 2019-20 requisitions.
- Total payroll for 2018-19 is projected to be approximately $3.3 million compared to $3.1 million last year and $2.8 million in 2017. Payroll made up 71% of our budget this year.
- 2019-2020 Valuations are in:

County	**2019-2020**	**2018-19**	% Change
Kearney	$164,437,006	$170,782,346	-3.7
Franklin	$293,663,537	$289,896,787	1.30
Phelps	$114,808,944	$114,906,053	-0.08
Harlan	$181,033,866	$182,419,485	-0.76
Total	$753,943,353	$758,004,671	-0.54%

B. BUILDINGS AND GROUNDS:

- Dirt work on the construction site is still being completed. It was scheduled to take 9 days. With rain delays we are a little behind the plan BD has laid out for me. Foundation work was tentatively scheduled to start of 8/15. The floor in the west addition is tentatively scheduled to be poured on 9/4/19.

- ❖ BD's goal is still to be completed by August next year.
- ❖ Strong smell of Natural Gas in the Hildreth kitchen. Kelly had BlackHills Energy out to look at it today. We just need to make sure the hood stays clean and the room is well ventilated.
- ❖ Preschool Playground
    i. Wood chips need to be filled in. $3300 to bring in wood chips. $4,860 for rubber mulch, plus the cost of borders. 50% rebate grant on rubber mulch.

C. Transportation

- ❖ This year we will replace the handicap mini bus
- ❖ With Rule 91 and 92 changes we may want to look at acquiring a big bus and not a mini-bus.

D. Superintendent Goals for Performance Review

- ❖ Possible goals
    - ➢ The superintendent will maintain weekly (or bi-weekly) communication with the Board of Education.
    - ➢ The superintendent will maintain accurate financial records of the school district and keep the BOE informed with up to date financial records.