

# **REGULAR MONTHLY MEETING OF THE BOARD OF EDUCATION - AGENDA**

## **Alma Public Schools**

**Monday, June 8, 2020**

### **A. Call to Order and announce location of Open Meetings Act Poster**

1. Verification of Receipt of Notice, which was published in the Harlan County Journal
2. Approval of Consent Agenda
  - a. Minutes from Previous Meetings
  - b. General Financial Report
  - c. Activity Financial Report
3. Review monthly bills submitted
4. Roll of Board Members - Excuse absent board members

### **B. Request to address the Board**

### **C. Action Items - Discuss, consider, and take all necessary action**

1. to approve securing loans for the football/track lights projects through the local banks or financing through the light companies.
2. to review and possibly approve a bid for the replacement of the football/track lights.
3. to approve amendments to the existing policies as provided by the Perry Law Firm:  
Policy 1040 - Annual Report; Policy 5101 - Student Discipline; Policy 5103 - Extracurricular Activity; Policy 5406 - Search and Seizure; Policy 5506 - Safe Pupil Transportation Plan; Policy 6111 - Classroom Environment; Policy 6117 - Ceremonies; and Policy 6283A - Return to Learn Protocol.
4. to approve the lease bid from Eakes Office Solutions for the school copiers, PaperCut Software and 5 years Support & Upgrade Assurance.

### **D. Principal's Report: Graduation, Summer School**

### **E. Superintendent's Report: COVID -19 & Reopening School for 2020-21 School year. Summer Projects (Carpet, storage buildings, cement work.)**

### **F. Next Regular Meeting**

G. Adjourn

THE BOARD OF EDUCATION OF THE ALMA SCHOOL DISTRICT NO. 2 WILL DISCUSS, CONSIDER, OR TAKE ACTION ON ALL ISSUES MENTIONED IN THIS AGENDA.

**May 11, 2020 at 7:00 PM**  
**REGULAR MONTHLY MEETING**  
**OF THE BOARD OF EDUCATION**

The regular meeting of the Alma Board of Education was called to order at 7:00 p.m., by President Allen Brugh. The following members answered roll call: Brett Hammond, Nick Simonson, Janna Tripe, Scott Prickett, Randy Heckenlively, and Allen Brugh. The entire meeting was convened in open and publish session. Notice of the meeting was publicized in advance and a copy of the agenda was made available in the office of the superintendent.

The Oath of Office was read and signed by Randy Heckenlively.

A motion was made by Brett Hammond and seconded by Nick Simonson to approve consent agenda items which include, minutes of the April meeting, Financial Reports, and monthly bills submitted. After discussion and on roll call vote the Board voted as follows: Janna Tripe: Yea, Allen Brugh: Yea, Brett Hammond: Yea, Randy Heckenlively: Yea, Scott Prickett: Yea, Nick Simonson: Yea. Passed.

A motion was made by Janna Tripe and seconded by Brett Hammond to approve the receipts, expenditures, and payment of claims from the General Fund for \$676,221.36, Lunch Fund for \$15,432.11 and Activity Fund for \$4,252.91. After discussion and on roll call vote the Board voted as follows: Allen Brugh: Yea, Brett Hammond: Yea, Randy Heckenlively: Yea, Scott Prickett: Yea, Nick Simonson: Yea, Janna Tripe: Yea. Passed.

A motion was made by Nick Simonson and seconded by Janna Tripe to accept Mrs. Shannon Helms' resignation. After discussion and on roll call vote the Board voted as follows: Brett Hammond: Yea, Randy Heckenlively: Yea, Scott Prickett: Yea, Nick Simonson: Yea, Janna Tripe: Yea, Allen Brugh: Yea. Passed.

A motion was made by Brett Hammond and seconded by Janna Tripe to approve hiring Michael Bell as Spanish teacher for the 2020-2021 school term. After discussion and on roll call vote the Board voted as follows: Randy Heckenlively: Yea, Scott Prickett: Abstain (With Conflict), Nick Simonson: Yea, Janna Tripe: Yea, Allen Brugh: Yea, Brett Hammond: Yea. Passed.

A motion was made by Nick Simonson and seconded by Randy Heckenlively to approve assigning Laurie Kermmoade as the coach for Cross Country for the 2020-2021 school term. After discussion and on roll call vote the Board voted as follows: Scott Prickett: Yea, Nick Simonson: Yea, Janna Tripe: Yea, Allen Brugh: Yea, Brett Hammond: Yea, Randy Heckenlively: Yea. Passed.

A motion was made by Nick Simonson and seconded by Janna Tripe to approve quote from Shepard Floors for floor refinishing for \$2,450.00 (for both gymnasiums). After discussion and on roll call vote the Board voted as follows: Nick Simonson: Yea, Janna Tripe: Yea, Allen Brugh: Yea, Brett Hammond: Yea, Randy Heckenlively: Yea, Scott Prickett: Yea. Passed.

Bids for the replacement of football/track lighting were reviewed. No action was taken and the agenda item was tabled until we determine if we can qualify for a 1% interest rate after an energy audit.

A motion was made by Janna Tripe and seconded by Randy Heckenlively to approve proposal for overall school insurance with the 5% increase from Waggoner Insurance Agency. After discussion and on roll call vote the Board voted as follows: Allen Brugh: Yea, Brett Hammond: Yea, Randy Heckenlively: Yea, Scott Prickett: Yea, Nick Simonson: Yea, Janna Tripe: Yea. Passed.

Principal Brandyberry reported: there will be a Drive Up diploma handout on June 6, 2020, at 1:00 p.m.. July 18, 2020, may be an actual graduation ceremony.

Superintend Davis reported: on Covid-19 updates (Launch Nebraska), Project updates - street light, commons carpet (custodians will tear out commons carpet), basement, storage building, bathrooms, ceiling tiles, State Aid. FEMA forms have been filed, lighting on the tennis court has been repaired, seal up storage unit at athletic field, restroom fixtures are in, State Aid and equalization aid (based on enrollment) were reviewed.

The next regular meeting will be held Monday, June 8, 2020.

President Brugh declared the meeting adjourned at 8:25.

\_\_\_\_\_ President, Allen Brugh

\_\_\_\_\_ Secretary, Dianna Melton

<u>General/Money Market/Trans Accts</u>	Receipts	Disburse	Total
5/1/2020 General			\$156,499.88
5/1/2020 Money Market			\$285,045.26
5/1/2020 Transaction			\$4,920.54
Franklin County Treasurer	\$6.62		
Furnas County Treasurer	\$28,583.73		
Harlan County Treasurer	\$618,550.38		
City of Alma	\$200.00		
Drivers Education	\$750.00		
Anderson Wrecking	\$10.50		
Sp Ed SA FFR 18-19	\$56,798.00		
ST of NE (State Aid)	\$113,746.00		
interest earned - Transaction Acct	\$1.04		
interest earned - MMA	\$53.56		
interest earned - Gen Fund	\$47.36		
<b>TOTAL RECEIPTS</b>	<b>\$818,747.19</b>		<b>\$1,265,212.87</b>
May expenses		\$672,521.74	\$592,691.13
outstanding checks		\$54,161.27	\$538,529.86
<b><u>Certificates of Deposit</u></b>			<b>\$412,011.41</b>
Balance 5/31/2020			\$950,541.27
<b><u>Bldg/Sinking Fund</u></b>			
Balance 5/1/2020			\$253,335.97
Franklin County Treasurer	\$0.52		
Furnas County Treasurer	\$2,268.28		
Harlan County Treasurer	\$48,148.24		
interest earned	\$44.83		
#592 1st Natl Omaha		\$146,542.80	
Total Receipts	\$50,461.35		\$157,254.52
Balance 5/31/2020			\$157,255.04
<b><u>QCPU Fund</u></b>			
Balance 5/1/2020			\$98,413.55
Furnas County Treasurer	\$907.52		
Harlan County Treasurer	\$19,257.95		
interest earned	\$19.29		
Total Receipts	\$20,184.76		
Balance 5/31/2020			\$118,598.31
<b><u>Depreciation Fund</u></b>			
Balance 5/1/2020			\$139,397.84
interest earned	\$29.52		

MAY 2020

Balance 5/31/2020			\$139,427.36
<hr/>			
<b><u>Lunch Fund</u></b>			
Balance 5/1/2020			\$11,965.99
Total Receipts	\$18,576.63		
May expenses		\$15,432.11	\$15,110.51
outstanding checks		\$260.42	
Balance 5/31/2020			\$14,850.09
<hr/>			
<b><u>Activity Fund</u></b>			
Balance 5/1/2020			\$130,291.58
Receipts	\$16,214.71		
cks cleared in May		\$728.68	\$145,777.61
outstanding checks		\$2,347.64	
Balance 5/31/2020			\$143,429.97

Regular; Beginning Month 05/2020; Processing Month 05/2020; Account Type 7; Fund Number 05

**Fund: 05      ACTIVITY FUND**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
<b>Fund Balance</b>					
05 704 0100	ART	2,730.98	0.00	0.00	2,730.98
05 704 0101	elementary students fund balance	248.40	0.00	0.00	248.40
05 704 0110	COMPUTERS	10,404.93	0.00	0.00	10,404.93
05 704 0120	MISCELLANEOUS	(676.73)	0.00	30.38	(646.35)
05 704 0130	MUSIC SUPPLIES	(943.37)	0.00	119.00	(824.37)
05 704 0131	ELEMENTARY CHOIR	1,165.81	0.00	0.00	1,165.81
05 704 0133	DISTRICT MUSIC	2,170.29	0.00	0.00	2,170.29
05 704 0134	BAND PROJECTS	15.72	0.00	0.00	15.72
05 704 0135	CASH BOXES	(500.00)	0.00	0.00	(500.00)
05 704 0140	COURTESY FUND	3,109.93	28.64	0.00	3,081.29
05 704 0141	WOW	1,168.17	0.00	0.00	1,168.17
05 704 0142	CIRCLE OF FRIENDS	1,633.24	0.00	0.00	1,633.24
05 704 0143	CHRISTMAS DONATION	(1,346.44)	0.00	0.00	(1,346.44)
05 704 0144	RESOURCE	928.02	0.00	0.00	928.02
05 704 0145	LUEDKE MEMORIAL	3,205.21	0.00	0.00	3,205.21
05 704 0160	INDUSTRIAL ARTS	298.72	0.00	78.45	377.17
05 704 0161	FFA SCHOLARSHIP	7,292.43	0.00	0.00	7,292.43
05 704 0165	FUTURE FARMS OF AMERICA	23,344.11	278.68	15,084.00	38,149.43
05 704 0170	STUDENT COUNCIL	7,761.18	0.00	93.57	7,854.75
05 704 0180	FACULTY-STAFF	421.88	0.00	0.00	421.88
05 704 0190	DISTANCE LEARNING COURSES	18.00	0.00	0.00	18.00
05 704 0218	CLASS OF 2018	243.89	0.00	0.00	243.89
05 704 0219	CLASS OF 2019	119.35	0.00	0.00	119.35
05 704 0220	CLASS OF 2020	1,947.46	0.00	0.00	1,947.46
05 704 0221	CLASS OF 2021	3,183.87	1,045.29	0.00	2,138.58
05 704 0222	CLASS OF 2022	3,052.18	0.00	0.00	3,052.18
05 704 0223	CLASS OF 2023	1,848.55	0.00	0.00	1,848.55
05 704 0240	PLATE FUND	251.19	0.00	0.00	251.19
05 704 0250	ANNUAL/YEARBOOK	366.68	16.49	105.00	455.19
05 704 0251	PICTURES	7,363.45	63.18	0.00	7,300.27
05 704 0260	HOME EC/CONS ED	1,905.06	0.00	0.00	1,905.06
05 704 0265	COOKIE SALES	1,542.85	0.00	0.00	1,542.85
05 704 0270	BOOK/SOFTWARE ORDERS	6,499.96	0.00	4.99	6,504.95
05 704 0271	GENERAL MILLS BOX TOPS	4,903.61	0.00	0.00	4,903.61
05 704 0280	FIELD TRIPS	329.82	0.00	0.00	329.82
05 704 0300	ATHLETICS	7,445.69	44.20	60.00	7,461.49
05 704 0301	FOOTBALL	3,350.84	0.00	0.00	3,350.84
05 704 0302	VOLLEYBALL	2,759.35	0.00	0.00	2,759.35
05 704 0303	BOYS BASKETBALL	122.58	0.00	0.00	122.58
05 704 0304	GIRLS BASKETBALL	4,247.89	0.00	624.32	4,872.21
05 704 0305	CROSS COUNTRY	1,101.46	0.00	0.00	1,101.46
05 704 0306	TRACK	730.87	0.00	0.00	730.87
05 704 0307	WRESTLING	(16.36)	0.00	0.00	(16.36)
05 704 0308	GOLF	(407.97)	0.00	0.00	(407.97)
05 704 0309	JR. HIGH SPORTS	(720.00)	0.00	0.00	(720.00)
05 704 0400	CHEERLEADERS	2,162.26	0.00	15.00	2,177.26
05 704 0500	NAT'L HONOR SOCIETY	475.80	0.00	0.00	475.80
05 704 0550	MILK MACHINE	2,808.54	277.84	0.00	2,530.70
05 704 0600	QUIZ BOWL	776.79	0.00	0.00	776.79
05 704 0940	SCHOOL CLIMATE COMMITTEE	481.58	0.00	0.00	481.58
05 704 0950	SCHOLARSHIP FUND	1,311.50	0.00	0.00	1,311.50
05 704 0970	WEIGHT ROOM	535.11	0.00	0.00	535.11

Regular; Beginning Month 05/2020; Processing Month 05/2020; Account Type 7; Fund Number 05

<b>Fund: 05</b>	<b>ACTIVITY FUND</b>	<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
05 704 0971	DEPOSITS WEIGHT ROOM USE	5,220.00	0.00	0.00	5,220.00
05 704 0980	MATH/SCIENCE CLUB	15.00	0.00	0.00	15.00
05 704 0990	SPEECH	(1,376.62)	0.00	0.00	(1,376.62)
05 704 0991	DRAMA	1,936.87	0.00	0.00	1,936.87
Total:	Fund Balance	128,969.58	1,754.32	16,214.71	143,429.97
Total:	05	128,969.58	1,754.32	16,214.71	143,429.97

Harlan County School District#2  
06/07/2020 12:53 PM

**Check Register - Activity Fund**

**Checking Account ID:**

<u>Check Number</u>	<u>Check Date</u>	<u>Entity Name</u>	<u>Amount</u>
18163	05/06/2020	HOGELANDS MARKET	43.68
18164	05/13/2020	NEBRASKA AG ED ASSN.	235.00
18165	05/28/2020	CAMBRIDGE PUBLIC SCHOOL	44.20
18167	05/28/2020	US BANK	<u>1,431.44</u>
Checking Account Total:			<u><u>1,754.32</u></u>

**Check Register General Fund**

<u>Check Number</u>	<u>Check Date</u>	<u>Entity Name</u>	<u>Amount</u>
30344	06/08/2020	Arbor Scientific	394.64
30345	06/08/2020	BENJAMIN'S LANDSCAPING	1,581.92
30346	06/08/2020	BLICK ART MATERIALS	485.14
30347	06/08/2020	CASH FOR POSTAGE BAG	100.00
30348	06/08/2020	CITY OF ALMA	3,398.69
30349	06/08/2020	DANA F COLE & CO.	65.00
30350	06/08/2020	EAKES OFFICE PRODUCTS	80.00
30351	06/08/2020	ECOLAB PEST ELIM DIVISION	84.26
30352	06/08/2020	EDUCATIONAL SERVICE UNIT #11	45,663.18
30353	06/08/2020	ESU COORDINATING COUNCIL	160.00
30354	06/08/2020	FLINN SCIENTIFIC INC	78.70
30355	06/08/2020	FOLLETT	957.05
30356	06/08/2020	FRONTIER	812.70
30357	06/08/2020	HARLAN COUNTY JOURNAL	260.96
30358	06/08/2020	HOGELANDS MARKET	36.43
30359	06/08/2020	HOLMES PLBG & HTG SUPPLY CO	1,557.78
30360	06/08/2020	The Home Depot Pro	527.74
30361	06/08/2020	HOMETOWN LEASING	1,603.67
30362	06/08/2020	JOSTENS, INC	351.40
30363	06/08/2020	KMJ, Inc.	999.35
30364	06/08/2020	MENARDS STORE #3200	836.06
30365	06/08/2020	NATL ASSN OF SECONDARY SCHOOL PRINCIPAL	385.00
30366	06/08/2020	NEBRASKA PUBLIC POWER DISTRICT	2,213.44
30367	06/08/2020	NEBRASKA SAFETY CENTER	100.00
30368	06/08/2020	NORTHWEST EVALUATION ASSOCIATION	1,962.50
30369	06/08/2020	OFFICE SOLUTIONS ASSOCIATES	215.87
30370	06/08/2020	Paper Magic Group	151.94
30371	06/08/2020	PERRY GUTHERY, HAASE & GESSFORD	690.00
30372	06/08/2020	PRAIRIE HILL LANDFILL - CITY OF HOLDREGE	23.15
30373	06/08/2020	PROTEX CENTRAL INC	466.74
30374	06/08/2020	PYRAMID SCHOOL PRODUCTS	33.12
30375	06/08/2020	QUILL CORPORATION	59.15
30376	06/08/2020	REALLY GOOD STUFF, LLC	2,211.62
30377	06/08/2020	S & W AUTO PARTS, INC	470.44
30378	06/08/2020	Troxell Communications	168.44
30379	06/08/2020	TRUSTWORTHY HARDWARE	314.52
30380	06/08/2020	U.S.CELLULAR	61.07
30381	06/08/2020	VIRCO, INC	1,201.86
30382	06/08/2020	VOCABULARY SPELLING CITY	472.50
30383	06/08/2020	WOODWARD'S DISPOSAL SVC, INC	240.00
		sub-total	<u>71,476.03</u>
		payroll	<u>353,495.06</u>
	Checking Account Total:		<u><u>424,971.09</u></u>

Harlan County School District#2  
06/07/2020 12:02 PM

**Check Register - Nutrition Services**

**Checking Account ID:**

**Check Type:**

<u>Check Number</u>	<u>Check Date</u>	<u>Void Date</u>	<u>Entity Name</u>	<u>Amount</u>
cks & ACH			payroll	7553.44
1852	06/08/2020		CASH-WA DISTRIBUTING	858.00
1853	06/08/2020		DEAN FOODS COMPANY	750.91
1854	06/08/2020		IDEAL LINEN SUPPLY	73.34
1855	06/08/2020		SYSCO LINCOLN	2,487.23
1856	06/08/2020		US BANK	161.19
1857	06/08/2020		US Foods, Inc.	<u>1,386.76</u>
Checking Account Total: 6				<u>13,270.87</u>
Grand Total:				13,270.87

Football/Track Lighting Bids 5-2020

<b>TECHLINE - BID</b>				<b>Musco - Bid</b>				<b>Holdrege Electric Bid</b>			
<u>30 FC Light Level Bid</u>				<u>30 FC Light Level Bid</u>				<u>30 FC Light Level Bid</u>			
10 yr Warranty 25 yr War. + \$10,000				25 yr Warranty				10 yr Warranty			
<u>Total Turnkey Bid</u>				<u>Total Turnkey Bid</u>							
<b>10 yr.</b>	<b>\$183,900</b>			<b>NB</b>				<b>\$179,940</b>			
<b>25 yr.</b>	<b>\$193,900</b>			<b>\$186,900</b>							
<u>40 FC Light Level Bid</u>				<u>40 FC Light Level Bid</u>				<u>40 FC Light Level Bid</u>			
<b>10 yr.</b>	<b>\$198,800</b>							<b>\$207,049</b>			
<b>25 yr.</b>	<b>\$210,800</b>			<b>\$219,000</b>							
<u>50 FC Light Level Bid</u>				<u>50 FC Light Level Bid</u>				<u>50 FC Light Level Bid</u>			
<b>10 yr.</b>	<b>\$208,900</b>			<b>NB</b>				<b>\$230,702</b>			
<b>25 yr.</b>	<b>\$222,800</b>			<b>\$229,000</b>							
Delivery 6-8 weeks				Delivery 6-8 weeks							
<b>Financing Options</b>				<b>Financing Options</b>							
<b>30 FC</b>				<b>30 FC</b>							
60	2.961%	\$42,927	\$214,633	60	3.95%	\$41,944	\$209,720				
84	3.038%	\$31,634	\$221,438	84	4.45%	\$31,674	\$221,718				
<b>40 FC</b>				<b>40 FC</b>							
60	2.961%			60	3.95%	\$49,346	\$246,730				
84	3.038%			84	4.45%	\$37,264	\$260,850				
<b>50 FC</b>				<b>50 FC</b>							
60	2.961%			60	3.95%	\$51,589	\$257,945				
84	3.038%			84	4.45%	\$38,958	\$272,706				

James B. Gessford  
Rex R. Schultze\*\*\*  
Daniel F. Kaplan  
Gregory H. Perry  
Joseph F. Bachmann\*  
R. J. Shortridge\*  
Joshua J. Schauer\*  
Derek A. Aldridge\*\*  
Justin J. Knight\*\*\*\*  
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\*\* Also admitted in Kansas  
\*\*\*Also admitted in Wyoming  
\*\*\*\*Also admitted in Colorado

Ernest B. Perry (1876-1962)  
Arthur E. Perry (1910-1982)  
R.R. Perry (1917-1999)  
Edwin C. Perry (1931-2012)

## MEMORANDUM

To: Greg Barnes, ESU 11 Administrator  
From: Perry Law Firm  
Date: June 2, 2020  
RE: Summer Policy Service Update

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Not much this spring has looked “normal.” Our policy update service is no different. Given the uncertainty of the fall reopening (or non-reopening, depending on what happens), as well as the Legislature intending to resume this session in July, we are forced to deviate from our normal practice and send our policy updates in at least three installments this year, as follows:

- June: “Regular” policy updates (this update)
- Late July/early August: COVID-19 (and possible Title IX) updates
- November: Policy updates from the Legislative session

We understand and are mindful of the challenges placed on boards and administrators with such a tight timeline. For many districts, the summer months of June and July are focused on handbook updates, and we recognize that our timeline may not align with that schedule. However, without definitively knowing what a fall reopening will look like (which could vary in different parts of the State), we simply cannot recommend policy updates relating to COVID-19 without knowing more information about this Fall. For example, if students will be required to wear masks, we may need to revise your Student Fees policy to include a reference to masks. If students are required to sit at least six feet apart on a school bus, we may need to tweak (or substantially rewrite) your transportation policies. If visitors are restricted at school, we may need to tweak (or even suspend) your visitors and open campus policies. These policy changes will necessarily also need to be reflected in your handbooks. With so much uncertainty, we have decided that it would be better and more prudent to wait until late July or early August before recommending COVID-related policy and handbook changes for the 2020-2021 school year.

In addition, by now, you probably have heard about the controversial new Title IX regulations that are set to go into effect on August 14, 2020. These new regulations will require updating policies and handbooks. However, there is a strong likelihood that some federal court will enter a nationwide injunction to prevent those regulations from going into effect in August. Rather than modify your Title IX policies and handbook languages, we believe it is more prudent to wait until August to see if these regulations will be implemented.

Finally, the Nebraska Legislature is set to return in late July. Generally, legislative bills without an emergency provision or other effective date become effective three months after the Legislature adjourns. If the Legislature's planned timeline holds true, the Legislature will adjourn in August. This means that most bills will become effective in the middle of November. There are a fair number of legislative bills that could have a substantial effect on board policies and handbook rules. Rather than try and predict which of these bills will pass, we have decided to hold off until November on policy updates from this legislative session.

In this policy update, we recommend the following changes:

1. **Policy 1040 – Annual Report** – To mirror the language referenced in NDE Rule 10, we have a few suggested language tweaks, as well as a reference to a specific provision of Rule 10. These changes should assist your district if you become subject to a Rule 10 audit.
2. **Policy 5006 – Option Enrollment** – Although we do not have any updates or revisions to the Option Enrollment Policy, we have two points that Boards should visit regarding this policy. First, in an option enrollment appeal earlier this school year, the Nebraska State Board of Education issued an opinion that stated that School Boards should take formal action on capacity determinations. As a result, if your district has classes or programs at capacity, you can visit and pass your Capacity Resolution. Second, Policy 5006 includes several options within the policy. If your School Board has not selected one of the options (and removed the other options), this would be a good time to do so.
3. **Policy 5101 – Student Discipline** – This school year, we had several incidents from across the state involving personal safety or security devices, such as pepper spray, tasers and mace. In some cases, these devices were carried by female students claiming for self-protection. In other scenarios, students took these devices out of other students' backpacks or lockers and used them in the school. To address this apparently emerging trend, we recommend that you add a provision in your Student Discipline policy that (1) students who wish to possess a personal safety or security device on school grounds must obtain prior approval from an administrator; (2) the device must be stored in a secure location during the school day; and (3) the device may not be carried on the student's person during the school day.
4. **Policy 5103 – Extracurricular Activity** – For the same reasons identified with Policy 5101, we recommend adding a reference to personal safety or security devices to your extracurricular code of conduct.
5. **Policy 5406 – Search and Seizure** – For the same reasons identified with Policy 5101, we recommend adding a reference to personal safety or security devices to your search and seizure policy.
6. **Policy 5506 – Safe Pupil Transportation Plan** – For the same reasons identified with Policy 5101, we recommend adding language to the transportation policy on personal safety or security devices.

7. **Policy 6111 – Classroom Environment** – This policy primarily addresses the emerging trend of staff members using essential oils and essential oil diffusers in their classrooms. Students with health issues may be allergic to these oils, or have other health reactions to these oils.
8. **Policy 6117 – Ceremonies** – To align with the new Americanism Law, we have updated the references to ceremonies and holidays to be consistent with the statutes.
9. **Policy 6283A – Return to Learn Protocol** – We have had a few situations across the state involving students who have not been honest about sports injuries and/or families who have refused to divulge information about a student’s sport injury. To protect the District and School Board from any concussion-related claims, we recommend updating the Return to Learn Protocol to require students and families to be forthright and honest with district officials, or else those students may not be eligible to participate.

As always, please let us know if you have any questions or concerns.

Community RelationsAnnual Report and School Improvement

The Superintendent shall prepare and distribute each year an Annual Report in accordance with Rule 10, Regulations and Procedures for the Legal Operation of Schools. The Annual Report shall be distributed to residents of the School District by the Superintendent distributing it to the members of the Board of Education and to the parents of students enrolled in the School District each school year and making it available to other residents. The report shall include information required by Rule 10. The results of the annual report shall be used to plan and make needed changes to improve instruction for all students. The report is to include:

- A. Student academic performance. The report shall include results of student success in achieving the state standards set forth in Appendices A through D of Rule 10 or local content standards approved by the Department, on a building basis. Individual test scores shall be kept confidential. If the school has fewer than ten students in the grades being reported, or if reporting would allow for the identification of students because they all had comparable scores, no public reports of student performance shall be provided for those grades.
- B. School system demographics.
- C. School improvement goals and progress.
- D. School system financial information.

The Superintendent shall further ensure that the School District implements a systematic on-going process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process shall focus on improving student learning and include a periodic review by visiting educators who provide consultation to the local school/community in continued accomplishment of plans and goals. The school improvement process shall further include the following activities at least once within each five years:

- A. Review and update of the mission and vision statements.
- B. Collection and analysis of data about student performance, demographics, learning climate, and former high school students.
- C. Selection of improvement goals. At least one goal is directed toward improving student academic achievement.
- D. Development and implementation of an improvement plan which includes procedures, strategies, actions to achieve goals, and an aligned professional development plan.
- E. Evaluation of progress toward improvement goals.

The school improvement process shall further include a visitation by a team of external representatives to review progress and provide written recommendations. A copy of the school system's improvement plan and the written recommendations shall be provided to the Department. The external team visits shall be conducted at least once each five years.

Legal Reference: NDE Rule 10.01, 10.5.02, 10.9 and 10.10

Date of Adoption: [6/8/2020]

StudentsStudent Discipline

- A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.
1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:
    - a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
    - b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to

- school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
- e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.
  3. Expulsion:
    - a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
    - b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if 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.

- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
  - d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
  - e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
  - f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.
4. Emergency Exclusion: A student may be excluded from school in the following circumstances:
- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or

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

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

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.
- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.
  - C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a

school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or 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.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" 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 or illegal substances 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.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes 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 a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.

10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
  - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
  - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means

(a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.” The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

For purposes of this policy, the term “dangerous weapon” includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student’s locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire

deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
- b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
- c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
- e. Head wear including hats, caps, bandannas, and scarves.
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- g. Clothing or jewelry that is gang related.
- h. Visible body piercing (other than ears).

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

2. Academic Integrity.

- a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to

learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

- b. Definitions: The following definitions provide a guide to the standards of academic integrity:
- (1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
    - (a) Tests (includes tests, quizzes and other examinations or academic performances):
      - (i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
      - (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
      - (iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
      - (iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

- (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.
  - (b) Papers (includes papers, essays, lab projects, and other similar academic work):
    - i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
    - (ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
    - (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
    - (iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
    - (v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
  - (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
- (2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own

an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

- (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
  - (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
- (3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
- c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
  - (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
  - (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Electronic Devices

- a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.
- b. Definitions.
- (1) “Electronic devices” include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
  - (2) “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
    - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
    - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or
    - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.
- c. Possession and Use of Electronic Devices.
- (1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.
  - (2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such

further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

- (3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
- (4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

- (1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.
- (2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.
  - (i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or

- assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.
- (ii) **Second Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
  - (iii) **Third Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
- (3) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:
- (i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.
  - (ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.
- (4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or

the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

- e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.
- E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:
1. 1st Offense: Student will be confronted and directed to cease.
  2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
  3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.
- If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.
- F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:
1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
  2. Students in the hallway during class time must have a pass with them.
  3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
  4. Students are expected to bring all books and necessary materials to class. This includes study halls.
  5. Assignments for all classes are due as assigned by the teacher.
  6. Students are not to operate the mini-blinds or the windows.
  7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
  8. Students are to be in their seats and ready for class on the tardy bell.
  9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
  10. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.

11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

G. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296

Date of Adoption: [6/8/2020]

StudentsExtracurricular Activity**Section 1 Extracurricular Activity Philosophy**

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better individuals and citizens.

Safety

The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

**Section 2 Extracurricular Activity Code of Conduct**

Purpose of the Code of Conduct. Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

**Scope of the Code of Conduct.**

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, Pep Band, vocal, band, speech and drama, One-Act, FFA, Student Council, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if a student plans to participate in a sports activity, cheerleader event, FFA, or other school activities in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under

the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

**Grounds for Extracurricular Activity Discipline.** Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (including personal safety or security devices, such as tasers, mace and pepper spray, unless a District administrator gives prior approval) or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in an manner that is unlawful or contrary to school activity rules.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended

to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" 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 or illegal substances 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.

8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
11. Repeated violation of any of the school rules.
12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
14. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
15. Willfully violating the behavioral expectations for those students riding Alma Public Schools buses or vehicles used for activity purposes.
16. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
17. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
18. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
19. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations in writing.
20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

### **Drug and Alcohol Violations.**

#### Meaning of Terms.

Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:

- (1) Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and
- (2) Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

### **Consequences.**

Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.

Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:

**Drugs and Alcohol.**

An activity participant who violates the drug, tobacco and alcohol rules shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. Refer to Policy #5104 – Drug Policy and Policy #5306 Student Drug Policy for suspension time and/or ineligibility time.
2. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not limited by the foregoing, and may be established in the good discretion of the administration.

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

**Letters and Post-Season Honors.** A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation. The coach/sponsor, with the Athletic Director's approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.

**Self-Reporting.** A student who violates the Code of Conduct must self-report. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made the earlier of: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular or co-curricular activity.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation,

charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

**Determining a Violation Has Occurred.** A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.
4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

**Procedures for Extracurricular Discipline.** The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
  - a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
  - b. The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting

- will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, a School Administrator or the Administrator's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
  4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
    - a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
    - b. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.
    - c. If a hearing is requested:
      - i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
      - ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
      - iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
      - iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
  5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures
  6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

### **Section 3 Attendance**

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have "excessive absences" as determined under the school's attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four or more unexcused

absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.

2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity, be in attendance for the majority of a school day. A student who is not in attendance for the majority of a school day is ineligible for the contest, performance, or activity.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Superintendent, Principal or Athletic Director.

Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

#### **Section 4 Academic Standards**

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities must show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities, students must:

1. Be enrolled in at least 25 credit hours in the semester of participation.
2. Maintain passing grades in all courses. A student who is not passing one or more classes at progress reporting times will be ineligible to participate in extracurricular activity contests or performances if the grade remains below passing one week after progress reporting time. The student will remain ineligible until the student is passing five classes.
3. Maintain an overall "D" average to participate in extracurricular activities.
4. Academic requirements do not apply to:
  - (A) Instructional field trips which are a part of the scheduled course learning experience; or
  - (B) Activities or events which are a part of the student's grade requirements.

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296

Date of Adoption: [6/8/2020]

StudentsSearch and Seizures

When it is determined based on searches that a person has violated a Board policy, administrative regulation, building rule, student conduct rule or personnel expectation, or the law, the person shall be subject to appropriate disciplinary action and a report to law enforcement may be made.

Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding items placed in or on school property because school property is subject to search at any time by school officials. Periodic, random searches of student lockers may be conducted in the discretion of the administration.

The following procedures will be used for conducting searches:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted in the discretion of the administration.
3. Drug or alcohol tests may be conducted on students based on reasonable suspicion.
4. Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities, provided that: a) the student gave consent for testing in advance (attendance at or participation in the extracurricular activity may be withheld in the absence of consent), b) the testing actually be random, c) that the testing procedures limit any intrusion on student privacy, and provide for an appropriate level of confidentiality and accuracy, and d) that the response to positive tests take into consideration student safety and compliance with laws related to reporting and releasing students to law enforcement.
5. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.
6. Searches of the District's computer system may be conducted in the discretion of the administration at any time.

The following procedures will be used for the removal of personal property:

1. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be seized by school officials. Any illegal drugs, firearm or dangerous weapon shall be confiscated and delivered to law enforcement as soon as

practicable. A personal safety or security device (such as a taser, mace or pepper spray) not previously approved by the Administration constitutes a “dangerous weapon.”

2. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process may be removed from student possession.

The District is not responsible for the security or safety of personal property which employees, students, or other building users may bring to school.

Legal Reference: Neb. Rev. Stat. Sec. 28-1204.04 (firearms)

Date of Adoption: [6/8/2020]

StudentsSafe Pupil Transportation Plan**Alma Public Schools Safe Pupil Transportation Plan**

This Safe Pupil Transportation Plan sets forth the District's plan for providing safe transportation to students being transported in vehicles on regular routes assigned through the district transportation plan.

1. **Weapons.** Vehicles shall not transport any items, animals, materials, weapons or look-a-like weapons, explosive devices or bomb-related materials or equipment which could endanger the lives, health, or safety of the children, other passengers, and the driver. Look-a-like weapons associated with a school-sponsored or approved activity may be transported with written permission of an administrator of the District. Personal safety or security devices (such as tasers, mace or pepper spray) may only be transported with the prior approval of an administrator of the District. If possible, these items should be secured and not visible or accessible to students while in the vehicle.

Upon becoming aware of a weapon aboard a vehicle, the driver will make every attempt to:

- A. Contact dispatch and notify them of the situation *if possible*. If not possible, the driver will make every attempt to contact from a cell phone (after parking on a shoulder or otherwise not moving) or from the nearest safe haven location. Examples of a safe haven include, but are not limited to, any school building site, emergency service station (law enforcement or fire department), community service agency, etc.
  - B. Pull vehicle over to safe and secure area.
  - C. Confiscate weapon (if doing so does not jeopardize student or driver safety).
  - D. Give description of weapon and participating parties to dispatch.
  - E. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
2. **Pupil behavior.** Students are expected to follow student conduct rules while in a vehicle. The pupil transportation driver is responsible for controlling behavior which affects safety and for reporting rule violations to school administration. In the event a student violates Board policy regarding student conduct standards or otherwise engages in behavior that jeopardizes safety, the driver will make every attempt to:
    - A. First seek to resolve incident through discussion with the student(s) involved.
    - B. Contact dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
    - C. Activate emergency flashers.

- D. Bring vehicle to a safe stop. Seek to resolve the incident, using physical force only as necessary to protect students or yourself.
  - E. Report and document discipline problems to the school administrator. Use a Bus Conduct Report/Incident Form, if available.
3. **Terrorist threats.** A person commits a terroristic threat if the person threatens to commit a crime of violence with the intent to terrorize another or with the intent of causing evacuation of a building, place of assembly or the vehicle or in reckless disregard of the risk of causing such terror or evacuation. Upon becoming aware of a terroristic threat relating to a pupil transportation vehicle, the driver will make every attempt to:
- A. Contact dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cell phone or from the nearest safe haven location.
  - B. Make every attempt to keep passengers calm (this may mean complying with the terrorist).
  - C. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
  - D. Driver should wait for instructions from dispatch *if possible*.
4. **Severe weather.** Upon becoming aware of severe weather while aboard a pupil transportation vehicle, the driver will make every attempt to:
- A. Contact dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
  - B. Return to the school if less than five minutes away and follow the directions of the school administrator.
  - C. If more than five minutes away from school, go to the nearest school and follow the directions of the school administrator.
  - D. If more than five minutes away from the nearest school or there is immediate danger, get to the nearest basement or underground shelter with all students.
  - E. If there is no shelter and there is immediate danger the driver and passengers are to follow evacuation procedures and get everyone off the vehicle into the nearest ditch or culvert at least 100 feet away from the vehicle.
5. **Hazardous materials and Unattended Items.** Upon becoming aware of a hazardous material aboard a pupil transportation vehicle, the driver will make every attempt to:
- A. Contact dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
  - B. Pull vehicle over to safe and secure area.
  - C. Give description of hazardous materials in question to dispatch.
  - D. Dispatch will immediately notify appropriate law enforcement and school administration.
  - E. Driver should wait for instructions from dispatch *if possible*.

In the event an unattended item is discovered on or near the vehicle, the driver will seek to determine who the item belongs to and whether the item could be hazardous to the safety of those in the vehicle. Any unattended item that would break or could cause injury if tossed about the inside of the vehicle when involved in an accident shall be secured. If it is determined that the item is not hazardous and need not be secured, the driver will not allow the item to distract the driver's attention to the task of operating the vehicle.

6. **Medical emergencies.** Upon becoming aware of a medical emergency aboard a vehicle, the driver will make every attempt to:
  - A. Contact dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cell phone or from the nearest safe haven location.
  - B. Dispatch will immediately notify appropriate medical agencies and school administration.
  - C. Driver should follow instructions from dispatch, school officials, and parents when such information can be obtained quickly enough. If not available, follow emergency first aid procedures.
  - D. *Only if necessary*, the driver should move passengers only enough to get them out of danger of traffic or fire. If moved, the driver and aide are to keep them where placed until a medical agency arrives, unless a parent has taken charge of their child.
  - E. Driver should try to keep student passengers as calm as possible.
  
7. **Procedures in the event of mechanical breakdowns of the vehicle.** Upon becoming aware of a mechanical breakdown aboard a vehicle, the driver will make every attempt to:
  - A. Pull vehicle over to safe and secure area *if possible*.
  - B. Contact dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
  - C. Activate emergency flashers and place warning flares/reflectors in accordance with safety guidelines, if not in secure area.
  - D. Driver should try to keep student passengers as calm as possible.
  - E. Dispatch will arrange for assistance and a relief vehicle *if needed*.
  
8. **Procedures in the event the drop-off location is uncertain or appears unsafe to leave students.** In the event the drop-off location is uncertain or appears unsafe to leave students, the driver will make every attempt to:
  - A. Contact or otherwise communicate with dispatch to notify them of the situation *if possible*.

- B. Release children only if an adult responsible for the children is present. If not, keep children who are to be released in the vehicle, continue with route, and return children who were to be released to the school.
  - C. Dispatch will notify appropriate law enforcement agencies and school administration if appropriate given the circumstances.
9. **Documentation under Safe Pupil Transportation Plan.** Each pupil transportation driver is required to complete and submit to the school administration a bus conduct report or incident report involving the pupil transportation vehicle operated by the driver or any pupils transported in it. Documentation is to include the occurrence of any of the following events: weapons, student behavior which affects safety, terroristic threats, severe weather, hazardous materials, or medical emergencies. Documentation of such events shall be completed and submitted as soon as practicable after the incident.
10. **Transportation of Unsafe Items.** Drivers shall not permit pupil transportation vehicles to transport any items, animals, materials, weapons or look-a-like weapons or equipment which in any way would endanger the lives, health or safety of the children or other passengers and the driver. Look-a-like weapons associated with a school sponsored or approved activity may be transported only with written permission of a school administrator. Personal safety or security devices (such as tasers, mace or pepper spray) may only be transported with the prior approval of an administrator of the District. Any items that would break or could produce injury if tossed about inside the pupil transportation vehicle when involved in an accident or sudden stop shall be secured.
11. **Supplemental Information.** A copy of this plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request. Supplemental information with respect to operational and procedural guidelines used to administer this plan can be found in the District's safety and security plan adopted pursuant to 92 NAC10 and in the Nebraska Department of Education Pupil Transportation Guide.
12. **Vehicle drivers of small vehicles on activity trips.** The District will provide drivers of small vehicles with instruction on and guidance for emergency evacuation procedures, first aid, and emergency equipment. Drivers of small vehicles are generally expected to follow this Plan in the event of an emergency evacuation. The District's director of transportation may provide additional guidance for drivers of small vehicles to increase student safety.
13. **Student Instruction.** At least twice during each school year, each pupil who is transported in a school vehicle shall be instructed in safe riding practices and participate in emergency evacuation drills.
14. **Driver Capacity.** To confirm a driver has the ability to conduct daily tasks and emergency evacuations, drivers must: (a) pass a prescribed physical examination administered by a Certified Medical Examiner at least every two years and provide the employer with a copy of the medical certificate; (b) pass a transportation screening every year; (c) participate in required in-service training which includes emergency evacuation

training; and (d) if required, to have a Commercial Driver's License (CDL) to operate the vehicle, participate in the drug and alcohol testing program as required by federal law. Should a driver have a medical concern throughout the year, the Superintendent or Superintendent's designee will work with the driver to confirm a drivers' ability to conduct the daily tasks and emergency evacuations prior to transporting students.

Legal Reference: Neb. Rev. Stat. Sec. 79-318, 79-602, 79-607 and 79-608  
Title 92, Nebraska Administrative Code, Chapters 91 and 92

Date of Adoption: [6/8/2020]

InstructionClassroom Environment

At all times, teachers are expected to organize, maintain and ensure that their classroom is in a safe, orderly and clean condition for student learning. Classrooms should be free from distractions (such as inappropriate or unprofessional posters or other displays) and other apparatus that may cause student health problems (such as essential oils and/or essential oil diffusers). Teachers who are uncertain as to whether their classroom meets this requirement are encouraged to consult with their building principal in a proactive manner.

Date of Adoption: [6/8/2020]

InstructionCeremonies, Observances, and the Pledge of Allegiance

Appropriate patriotic exercises suitable to the occasion shall be held under the direction of the Superintendent on George Washington's birthday, Abraham Lincoln's birthday, Dr. Martin Luther King, Jr.'s birthday, Native American Heritage Day, Constitution Day, Memorial Day, Veterans Day, and Thanksgiving Day, or on the day or week preceding or following such holiday, if the school is in session. In addition, appropriate exercises may be held for Flag Day and State Fire Day.

The flags of the United States of America and the State of Nebraska shall be prominently displayed on the school grounds on each day such school is in session. All flag displays shall be in accordance with the standards prescribed for the display of the flag of the United States of America.

Each of the District's schools shall establish a period of time during the school day, when a majority of the students are scheduled to be present, during which time students will be led in the recitation of the Pledge of Allegiance in the presence of the flag of the United States of America. Student participation in the recitation of the Pledge of Allegiance shall be voluntary. Students not participating in the recitation of the Pledge of Allegiance shall be permitted to silently stand or remain seated but shall be required to respect the rights of those students electing to participate.

Legal Reference: Neb. Rev. Stat. Sections 79-705; 79-707, 79-708, 79-724; and NDE Rule 10  
70 Federal Register 55507 (Constitution Day)

Date of Adoption: [6/8/2020]

## Concussions: Return to Learn Protocol

Policy #6283A

Students who sustain a concussion and return to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

The school administration of Alma Public Schools adopts the NDE Guidance entitled “Bridging the Gap from Concussion to the Classroom,” (2nd Edition)<sup>1</sup> and accompanying Appendix,<sup>2</sup> as its return to learn protocol, with the recognition that each student who has sustained a concussion will require an individualized response.

Any student, parent or guardian who suspects that the student sustained a concussion must immediately inform the student’s coach or building administrator. If a student is suspected of having a concussion, the student may not be permitted to participate or practice in any school-sponsored activity.

The District encourages full cooperation and support from both students and parents in each student’s return to learn protocol.

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<sup>1</sup> <https://cdn.education.ne.gov/wp-content/uploads/2019/08/Return-to-Learn-Bridging-the-Gap-7.31.2019.pdf>

<sup>2</sup> <http://www.education.ne.gov/sped/birsst/Concussion%20Appendix%20final%20February%202014.pdf>.



**CURRENT SITUATION ANALYSIS**

Total cost of ownership (TCO) is estimated using our best available data from your current print environment, and is based on industry standards.

**CURRENT EQUIPMENT**

Unit	Location	Mono Volume	Color Volume
ACD PAPERCUTSUPPORT	All Machines	0	0
SHR MX2610	Front Office	1,890	2,406
SHR MX6240	Workroom South	26,331	16,831
SHR MXB402SC	Library	1,376	0
SHR MXC311	AG/SHOP OFFICE	336	334
SHR MXM565	Workroom North	18,222	0

**TOTAL COST OF OWNERSHIP SUMMARY**

	Mono	Color
Monthly Volume	48,155	19,571
Cost Per Page	Included	\$0.06788 & \$0.09575
Monthly Spending	\$0.00	\$1,395.53
Lease W/ 58,000 Monthly B/W Pages		\$1,603.67
Combined Spending		\$2,999.20



**RECOMMENDED PAYMENT OPTION: SMART PRINT AGREEMENT**

SPA Payment	Months
\$2,473.04	60

Smart Print Agreement includes:

- All parts, labor, toner and service calls
- Includes 48,155 mono pages per month with additional mono pages billed quarterly at \$0.00795 per page
- Includes 19,571 color pages per month with additional color pages billed quarterly at \$0.03122 per page
- 4-hour response time

SPA excludes:

- Paper and staples

**TOTAL COST OF OWNERSHIP SUMMARY**

	Mono	Color
Monthly Volume	48,155	19,571
Monthly Spending	\$0.00	\$0.00
Lease W/ 49,366 B/W & 23,558 Color Pages		\$2,473.04
<b>Monthly Savings</b>		<b>\$526.16</b>
<b>Term Savings</b>		<b>\$31,569.88</b>

**EXECUTIVE SUMMARY**



**PROPOSED SOLUTION**

The recommendations and payment terms below detail our proposed solution for your company. We believe that by enacting these changes, your company can significantly improve your process and efficiency, along with reducing costs.

**EQUIPMENT**

Qty	Model	Description
1	Papercut	PaperCut MF Software – 5 Years Support & Upgrade Assurance
	<b>Library</b>	
1	MX-M4071	40 PPM B&W Advanced Series
1	MX-M4071	50-sheet Staple Inner Finisher
1	MX-M4071	Stand/3 X 550-sheet Paper Drawers
	<b>Central Office</b>	
1	MX-3571	35 PPM BW/35 PPM Color Workgroup Document System
1	MX-3571	3-Hole Punch Unit (requires FN27N)
1	MX-3571	50-sheet Staple Inner Finisher
1	MX-3571	Fax Expansion Kit
1	MX-3571	Stand/3 X 550-sheet Paper Drawers
	<b>Ag/Shop Office</b>	
1	MX-3571	35 PPM BW/35 PPM Color Workgroup Document System
1	MX-3571	50-sheet Staple Inner Finisher
1	MX-3571	Stand/3 X 550-sheet Paper Drawers
	<b>Workroom South</b>	
1	MX-7090N	70 PPM B&W/Color-High Speed Color Document System
1	MX-7090N	100 Sheet Staple/20 Sheet Saddle Stitch Finisher (4,000-sheet output capacity) Requires MX-RB12 and MX-RB15 or FD10
1	MX-7090N	Curl Correction Unit
1	MX-7090N	Large Capacity Cassette (3,500 sheets-Letter) Requires MF10
1	MX-7090N	Paper pass unit for machine Required for MX-FN19, MX-FN20, MX-FN21 & MX-FN22
1	MX-7090N	Punch Unit (for use with MX-FN21 and MX-FN22)
1	MX-7090N	Trimming Unit (Optional with MX-FN22 Saddle Finisher)
	<b>Workroom North</b>	
1	MX-M6071	60 PPM B&W Advanced Series
1	MX-M6071	1K Stacking 50-sheet Staple/Saddle Stitch Finisher
1	MX-M6071	3,000-sheet Large Capacity Cassette (letter, requires DE25n/26/27/28)
1	MX-M6071	3-Hole Punch Module
1	MX-M6071	Paper Pass Unit (required for FN28/29/30/31)
1	MX-M6071	Stand/3 X 550-sheet Paper Drawers

Please see attached brochure or specification sheet for more details.



### **98% Up-Time**

Our commitment to quality and service results in an average up-time of 98% for the equipment we provide. We guarantee a quarterly average up-time of 98%, and we will exchange any machine that fails to achieve this.

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### **Manufacturer's Specifications**

We provide precise records that track a complete customer history of equipment performance, print usage and maintenance requirements to ensure peak operation of your system. Should the unit be un-repairable onsite, we will provide a temporary replacement at no charge until repairs are completed.

### **4-Hour Response Time**

Our dealership provides rapid call back with 4-hour or less service response.

### **Manufacturer-Trained Personnel**

We guarantee to follow the manufacturer's suggested replacement schedule on all consumable parts. All improvements made available by the manufacturer will be installed at no additional charge. Equipment operators will be provided with free, unlimited training for the lifetime of the digital system while maintained under one of our Agreements.