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MEMORANDUM

TO: Superintendent Ken Schroeder
FROM: Karen Haase, Steve Williams and Bobby Truhe
DATE: October 13, 2016
RE: 6000 Series Policies

The following is a description of the policies in the 6000 series. Many of the policies will apply without modification, but each one should be reviewed carefully to make sure that it conforms to the school district's practices.

Policy 6001 School Organization. This policy defines the school as organized in K-5, 6-8, and 9-12 schools. Adopt or amend this policy to describe how your board has organized your school district.

Policy 6002 School Calendar. This is a standard policy about the school calendar. We believe it is best practice for the administrative team to propose the calendar. Some schools involve the teachers and/or parent organizations in creating the calendar. If that is your practice we will be happy to help you revise this policy, although we believe that is not best practice.

Policy 6003 Instructional Program. This is a standard policy about the instructional program. You must fill in the number of instructional hours in the first paragraph.

Policy 6004 Curriculum Development. This is a standard policy about curriculum development. Please note that this policy expressly places on principals the responsibility to ensure that teachers are teaching the curriculum and likewise places responsibility on the

superintendent to hold principals accountable for implementation of the curriculum.

Policy 6005 Academic Credits and Graduation. This policy is the place where the board should insert its standards for academic credits and graduation.

Policy 6006 Commencement Ceremony. This policy contains two options regarding the commencement ceremony. One permits a student who is within a specified number of credits to participate in the ceremony without receiving a diploma. The second permits all seniors to participate in the ceremony.

Policy 6007 Senior Recognition. This policy addresses recognition of academic achievement by graduating seniors. The board should fill in the standards that the district uses.

Policy 6008 Class Rank. This policy addresses class rank. It is not required by state law, but this is always a politically charged issue. We have highlighted areas where the board should exercise its discretion to set standards. This is another area where school district vary widely in their past practice. Please let us know if you would like our assistance in creating a policy which describes your board's decisions in this area.

Policy 6009 Grade Placement of Transfer Students. This policy sets forth the criteria for determining the grade placement of transfer students, and addresses what credits the district will accept from both accredited and from exempt (home) schools.

Policy 6010 Special Education Identification, Evaluation and Verification. This policy guarantees the district will comply with the rules and protocols of the Nebraska Department of Education and the United States Department of Education identifying, evaluating, verifying and serving students who may be entitled to rehabilitation or special education services.

Policy 6011 Fire Inspection and Prevention. This policy states that the district will provide regular periods of fire instruction and will observe State Fire Day as required by statute.

Policy 6012 Flag Display and Patriotic Observances. This policy confirms the state statute requiring that the district display the

U.S. and state flags. It also implements the requirements of Rule 10 related to the recitation of the pledge of allegiance.

Policy 6013 Controversial Issues. This policy addresses the teaching of controversial issues and sets forth criteria for teachers to follow when teaching or leading discussions.

Policy 6014 School Attendance on Days of Scheduled Activities. This policy requires students to attend regularly scheduled classes on days when they participate in any student activity. Be sure to check with your secondary administrators to determine what their current practice is related to student absences and school activities. If your district has a different practice let us know and we can help you update this policy.

Policy 6015 Summer School. This policy authorizes the school district to conduct a summer school program for students who need remedial help and for enrichment purposes. Your board will need to decide if it will allow a student who retakes a course in the summer to replace a lower grade earned during the regular school year for purposes of class rank. These can become sensitive political issues, so your board should also consult with your secondary administrative team to receive their input on this issue.

Policy 6016 Homebound and Off-Campus Instruction. This policy addresses homebound and other forms of off-campus instruction. Although the majority of students who are served in these settings are students with some sort of disability, there are times when a general education student is not able to attend school for a prolonged period but is not legally disabled. When special education students are placed in a homebound or off-campus setting, the board should be mindful that it is the student's IEP team and not the administration or board of education that determines the details of that placement.

Policy 6017 Homework. Although not legally required, many boards of education would like to have a broad policy statement on the value of homework. Some boards also want to place restrictions on the amount of work assigned by teachers overall or on Wednesday nights. We are aware that with the advent of flipped classrooms and 1:1 programs, the entire concept of homework is in flux. Again, your board should discuss its unique approach to this issue and let us know if you would like our assistance in crafting a policy.

Policy 6018 Grades. This is a standard policy on issuing grades. For special education law purposes, it is important that the board have a standard interval during which the school will communicate grades and academic progress to general education students.

Policy 6019 Communication with Parents. This is a standard policy on communicating with parents.

Policy 6020 Multicultural Education. This is a standard policy on fostering and developing an appreciation and understanding of the racial, ethnic and cultural heritage of all students. Rule 10 requires that the board receive an annual report on the multicultural education program. This policy places the responsibility for delivering that report on the superintendent.

Policy 6021 District Criteria for Selecting Evaluators to be Used for Special Education. This policy is required by Rule 51 of the Nebraska Department of Education.

Policy 6022 [Intentionally Left Blank]

Policy 6023. Relations with Non-Accredited Private or Home School Students. This policy provides two options for relations with students who attend non-accredited private or home schools. Option A denies such students the opportunity to participate in the district's curricular programs on a part-time basis. Option B permits participation on the basis of the criteria in the policy.

Policy 6024 Student Discipline. [Intentionally left blank].

Policy 6025 Student Cell Phone and Other Electronic Devices. Although a few schools still prohibit students from having cell phones at any time during the school day, we find that most schools allow cell phones within reason. This policy attempts to capture what we believe most schools do related to this issue. Please review the highlighted paragraph with your principals to make sure it is consistent with their current practice.

Policy 6026 Emergency Dismissal. This policy gives the superintendent or his/her designee the responsibility for determining whether and when to cancel or dismiss extracurricular activities because of inclement weather or emergency conditions.

Policy 6027 Field Trips. This is a standard policy on field trips.

Policy No. 6028 The Extracurricular Activities Program.

This is a standard policy about the purposes and governance of extracurricular program. Please note the highlighted sentence which states that the superintendent assigns extracurricular sponsorship. We strongly believe that this is best practice. A few school boards persist in appointing coaches and other activity sponsors at the board level. If that is your practice, you should modify this sentence accordingly.

Policy No. 6029 Activity Trips. This policy governs transportation and conduct on activity trips.

Policy 6030 Public Appearances of School Groups. This policy addresses school groups making public appearances.

Policy 6031 Emergency Exclusion Procedure. This policy governs the procedure for extending an emergency exclusion under the Student Discipline Act.

Policy 6032 Constitution Day Education. This policy meets the statutory requirement for observing Constitution Day on September 17th.

Policy 6033 Seclusion and Restraint. The restraint and seclusion of students has been the subject of national attention and lawsuits. This policy provides definitions, guidelines, procedures, and staff requirements.