

July Board Meeting  
Monday, July 14, 2025 7:00 PM

High School Media Center  
740 Sherman Ave  
Grant, Nebraska 69140

## **Agenda**

1. Call to Order
  - 1.1. Pledge of Allegiance
  - 1.2. Reminder to Public of Open Meetings Act
  - 1.3. Roll Call
  - 1.4. Verification of Notice of Meeting
2. Consent Agenda
  - 2.1. Consider Approving the June 16, 2025, Board Minutes
  - 2.2. Approve all Bills and Payroll
3. Reports
  - 3.1. Elementary - Mr. Reisig
  - 3.2. Jr./Sr. High School - Mr. Pettera
  - 3.3. Activities Director - Mr. Cole
  - 3.4. Curriculum Coordinator - Mrs. Bishop
  - 3.5. Technology Coordinator - Mrs. Seiler
  - 3.6. Superintendent Report - Mr. Jolliffe
4. Public Input
5. Discussion Items/Action Items
  - 5.1. Review, discuss and take action on the resignation of 5th/6th Language Arts teacher, Jeanie Uptain.
  - 5.2. Review, discuss and take action to approve the 2025-2026 elementary student handbook.
  - 5.3. Review, discuss and take action to approve the 2025-2026 Jr. high/high school student handbook.
  - 5.4. Annual Review and Public Hearing of Parental Involvement Policy 5018.
  - 5.5. Annual Review and Public Hearing of Student Fees Policy 5045.
  - 5.6. Annual Review of Policy 5045 Bullying
  - 5.7. Approval and adoption of a resolution authorizing the issuance by the District of its Promissory Notes, Series 2025, in an aggregate principal amount not to exceed \$750,000 to finance the interim costs of certain capital improvements for the District, pending the receipt of general fund and/or building fund taxes
6. Executive Session - The Board of Education reserves the right to enter into executive session for the protection of the public interest, or the prevention of the needless injury to the reputation of an individual, and if the individual has not requested a public meeting.
7. Adjournment

PERKINS COUNTY SCHOOLS  
BOARD OF EDUCATION REGULAR MEETING  
Monday, June 16, 2025

The regular monthly meeting of the Perkins County Schools Board of Education was called to order in the Junior High/High School Library on June 16, 2025, at 6:16 p.m. by Vice President Tori Gengenbach. The following board members answered roll call: Jayson Bishop, Holly Cornelius, Tori Gengenbach, and Jason Noyes. The Pledge of Allegiance was recited, notation of the posted Open Meetings Law was made, and Jayson Bishop verified he had seen the published notice of the meeting.

## 2. Consent Agenda

2.1 Consider approving the May 19, 2025 Board Minutes.

This motion to approve the May 19, 2025 Board Minutes, made by Jayson Bishop and seconded by Jason Noyes passed by roll call vote. Yea: 4, Nay: 0, Absent: 2.

2.2 Approve all Bills and Payroll

This motion to pay General Fund claims of \$755,429.79 and Lunch Fund claims of \$32,496.19 made by Holly Cornelius and seconded by Jayson Bishop passed by roll call vote. Yea: 4, Nay: 0, Absent: 2.

This motion to pay Depreciation Fund claim to Paintin Construction for \$30,000 made by Jason Noyes and seconded by Tori Gengenbach passed by roll call vote. Yea: 4, Nay: 0, Absent: 2.

## 3. Reports

3.1 Elementary – Mr. Reising

3.2 JH/SR High School – Mr. Pettera

3.3 Activities Director – Mr. Cole

3.4 Curriculum Coordinator – Mrs. Bishop

3.5 Technology Coordinator – Mrs. Seiler

3.6 Superintendent Report – Mr. Jolliffe

3.6.1 Facilities Update

3.6.2 Budget Update

Tobin Buchanan – FNBO – TANS Loan Update and Information

3.6.3. Strategic Plan Update

## 4. Public Comment

## 5. Discussion Items/Action Items

5.1 Review, discuss and take action to approve breakfast, lunch and activity fees.

This motion to keep fees the same as last year made by Jayson Bishop and seconded by Holly Cornelius passed by roll call vote. Yea: 4, Nay: 0, Absent: 2.

5.2 Review, discuss and take action to approve textbook orders for college algebra and intro to teaching.

This motion to approve textbook orders for college algebra and intro to teaching made by Tori Gengenbach and seconded by Jayson Bishop passed by roll call vote. Yea: 4, Nay: 0, Absent: 2.

5.3. Review, discuss and take action to approve Rauner and Associates, CPA to conduct the annual audit for up to \$14,900.

This motion to approve Rauner and Associates, CPA to conduct the annual audit for up to \$14,900 made by Jayson Bishop and seconded by Holly Cornelius passed by roll call vote. Yea: 4, Nay: 0, Absent: 2.

5.4. Take action to remove Dana Lee, administrative assistant and add Dawnya Dreiling, administrative assistant, as signers for Adams Bank lunch fund checking and activities account along with Sandhills Bank, transaction cash checking.

This motion to remove Dana Lee, administrative assistant and add Dawnya Dreiling, administrative assistant, as signers for Adams Bank lunch fund checking and activities account along with Sandhills Bank, transaction cash checking made by Holly Cornelius and seconded by Jason Noyes passed by roll call vote. Yea: 4, Nay: 0, Absent: 2.

5.5. Review, discuss and take action to approve \$30,000 in contractor supplies (wrestling room project) to Paintin Construction.

This motion was approved within the motion 2.2 Approve all Bills and Payroll.

5.6. Review, discuss and take action to approve the following policies provided by KSB school law: Policy 1002 Creation, Amendment and Distribution of Policies; 2006 Complaint Procedure; 2008 Meetings; 3003 Bidding for Construction, Remodeling, Repair or Site Improvements; 3004.1 Fiscal Management for Purchasing and Procurement using Federal Funds; 3023 Record Management and Retention, 3026 Handbooks, 3036 Purchasing (credit) Card Program, 3043 Design-Build Contracts, 3047 Data Breach Response, 3056 Title IX (slim), 3060 Firearms and Weapons, 4051 Staff and District Social Media Use, 4057 Superintendent Evaluation, 4059 Behavior and Mental Health Training, 5001 Compulsory Attendance and Excessive Absenteeism, 5015 Protection of Pupil Rights, 5016 Student Records, 5018 Parental Involvement in Education Practices, 5031 Student Appearance, 5034 Intentionally Left Blank, 6025 Student Cell Phone and Other Electronic Devices, 6031 Emergency Exclusion, 6034 Concussion Awareness, 6044 Participation and Assignment of Athletic Teams, 6045 Behavioral Intervention.

This motion to approve Policy 1002 Creation, Amendment and Distribution of Policies; 2006 Complaint Procedure; 2008 Meetings; 3003 Bidding for Construction, Remodeling, Repair or Site Improvements; 3004.1 Fiscal Management for Purchasing and Procurement using Federal Funds; 3023 Record Management and Retention, 3026 Handbooks, 3036 Purchasing (credit) Card Program, 3043 Design-Build Contracts, 3047 Data Breach Response, 3056 Title IX (slim), 3060 Firearms and Weapons, 4051 Staff and District Social Media Use, 4057 Superintendent Evaluation, 4059 Behavior and Mental Health Training, 5001 Compulsory Attendance and Excessive Absenteeism, 5015 Protection of Pupil Rights, 5016 Student Records, 5031 Student Appearance, 5034 Intentionally Left Blank, 6025 Student Cell Phone and Other Electronic Devices, 6031 Emergency Exclusion, 6034 Concussion Awareness, 6044 Participation and Assignment of Athletic Teams, 6045 Behavioral Intervention.as reviewed, updated

or adopted made by Jayson Bishop and seconded by Tori Gengenbach passed by roll call vote. Yea: 4, Nay: 0, Absent: 2.

Policy 5018 Parent Involvement to Education Practices will be listed on the agenda for the June 27 Special Meeting.

5.7. Review, discuss and approve the teaching contract of Clifford Swank, Resource teacher for \$38,400 with the \$2500 incentive stipend.

This motion to approve the teaching contract of Clifford Swank, Resource Teacher for \$38,400 with the \$2500 incentive stipend made by Jayson Bishop and seconded by Holly Cornelius passed by roll call vote. Yea: 4, Nay: 0, Absent: 2.

7. Adjournment

This motion to adjourn the meeting at 10:02 p.m., made by Jayson Bishop and seconded by Jason Noyes passed by majority vote.

Special School Board Meeting: Friday, June 27, 2025, at 7:15 a.m. in the Junior High/Senior High Media Center.

Next Regular Meeting: Monday, July 14, 2025, at 7:00 p.m. in the Junior High/Senior High Media Center.

# Bank Statement Reconciliation

Check Number	Vendor Name	Check Date	Check Amount
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**Period from 06/01/2025 through 06/30/2025**

**Description: June 2025**

## Cleared Checks

015400	LaDonna Swedberg	04/15/2025	271.00
015417	Amanda Wood	04/24/2025	286.98
015421	Sutherland High School	04/28/2025	100.00
015441	Nebraska School Activities Association	05/09/2025	1,445.00
015466	Jack Rabbit Run Golf Course	05/21/2025	180.00
015471	CheerU Camps & Choreography, LLC	05/27/2025	1,779.00
015472	Nebraska School Activities Association	05/29/2025	188.00
015473	BSN Sports	05/29/2025	357.19
015474	Win Designs	06/02/2025	844.75
015475	Cash-Wa Distributing	06/02/2025	86.75
015476	Chesterman Co.	06/02/2025	39.38
015477	Harco Athletic Reconditioning	06/02/2025	1,830.00
015478	Hatch's Super Foods	06/02/2025	144.49
015480	Brooke Poppe	06/09/2025	1,686.00
015481	Pinnacle Bank	06/10/2025	6,093.94
015483	Mark Jolliffe	06/10/2025	47.15
015484	Pinnacle Bank	06/10/2025	2,229.31
015485	District 4 Music Contest	06/10/2025	419.51
015486	Austin Plastics & Supply Inc	06/10/2025	175.60
015488	Payment Remittance Center	06/11/2025	864.32
015489	Amazon	06/11/2025	423.88

**Cleared Check Total: 19,492.25**

## Outstanding Checks

014576	Jenn Dillinger	01/26/2024	80.00
014613	Kristina Miller	02/05/2024	175.00
014651	Cathy Howard	02/20/2024	75.00
014685	Jeanne Gentry	03/11/2024	157.50
014689	Candy Spady	03/11/2024	142.00
014737	Orpheus	04/10/2024	100.00
015322	Amanda Wood	03/17/2025	13.50
015388	Ogallala Public Schools	04/15/2025	35.00
015395	Sheila Johnson	04/15/2025	231.00
015437	Ogallala Public Schools	05/06/2025	80.00
015479	Brooke Poppe	06/06/2025	2,286.00
015482	Adams Lumber	06/10/2025	32.80
015487	Adams Lumber	06/11/2025	71.81
015490	Ensz Hardware	06/11/2025	71.81

**Outstanding Check Total: 3,551.42**

## Voided Checks - None

# Bank Statement Reconciliation

Check Number                      Vendor Name                      Check Date                      Check Amount

## Bank Statement Reconciliation Summary

1. Statement Balance	192,998.97
2. - Outstanding Checks	3,551.42
3. + Outstanding Receipts	<u>0.00</u>
4. Total	189,447.55
5. + Investments	<u>0.00</u>
6. Book Balance	189,447.55

SELECTED Data

# Check Register

Arranged by:  
Check Number

Check Number	Check Date	Vendor Name	Description	Amount
015474	06/02/2025	Win Designs	FFA shirts	844.75
015475	06/02/2025	Cash-Wa Distributing	concessions supplies	86.75
015476	06/02/2025	Chesterman Co.	concession pop	39.38
015477	06/02/2025	Harco Athletic Reconditioning	football helmets	1,830.00
015478	06/02/2025	Hatch's Super Foods	FFA supplies - AG day	144.49
015479	06/06/2025	Brooke Poppe	Cheer Camp	2,286.00
015480	06/09/2025	Brooke Poppe	cheer camp	1,686.00
015481	06/10/2025	Pinnacle Bank	activity credit card	6,093.94
015482	06/10/2025	Adams Lumber	supplies for FFA	32.80
015483	06/10/2025	Mark Jolliffe	golf snack reimbursement	47.15
015484	06/10/2025	Pinnacle Bank	supplies	2,229.31
015485	06/10/2025	District 4 Music Contest	District music fees	419.51
015486	06/10/2025	Austin Plastics & Supply Inc	supplies - track records	175.60
015487	06/11/2025	Adams Lumber	FFA supplies	71.81
015488	06/11/2025	Payment Remittance Center	SUPPLIES	864.32
015489	06/11/2025	Amazon	supplies	423.88
015490	06/11/2025	Ensz Hardware	FFA supplies	71.81
			<b>Report Total:</b>	<b>17,347.50</b>

# Receipt Journal

Receipt Number	Receipt Date	Description	Received From	Total	Sales Tax	Amount Less Tax
Line	Activity	Name		Amount		
<b>Journal Number: 350      June 2025</b>				<b>Posted: 07/09/2025 01:54:36 PM</b>		
<b>000000</b>	<b>06/02/2025</b>	<b>supplies</b>	<b>patrons</b>			
1	6080	Laptop		100.00	0.00	100.00
<b>Receipt Totals:</b>				<b>100.00</b>	<b>0.00</b>	<b>100.00</b>
<b>000000</b>	<b>06/09/2025</b>	<b>garage sale</b>	<b>patrons</b>			
1	6025	Always for Kids		1258.65	0.00	1258.65
<b>Receipt Totals:</b>				<b>1258.65</b>	<b>0.00</b>	<b>1258.65</b>
<b>000000</b>	<b>06/09/2025</b>	<b>entry fees</b>	<b>schools</b>			
1	4017	Entry Fees		390.00	0.00	390.00
<b>Receipt Totals:</b>				<b>390.00</b>	<b>0.00</b>	<b>390.00</b>
<b>000000</b>	<b>06/10/2025</b>	<b>hotel reimbursement</b>	<b>patrons</b>			
1	4001	Lodging/Meals		300.00	0.00	300.00
<b>Receipt Totals:</b>				<b>300.00</b>	<b>0.00</b>	<b>300.00</b>
<b>000000</b>	<b>06/11/2025</b>	<b>entry fees</b>	<b>schools</b>			
1	4017	Entry Fees		50.00	0.00	50.00
2	6060	Teacher/Staff Appreciation		500.00	0.00	500.00
3	4020	Organizational Concessions		20.00	0.00	20.00
<b>Receipt Totals:</b>				<b>570.00</b>	<b>0.00</b>	<b>570.00</b>
<b>000000</b>	<b>06/13/2025</b>	<b>entry fees</b>	<b>schools</b>			
1	4017	Entry Fees		175.00	0.00	175.00
<b>Receipt Totals:</b>				<b>175.00</b>	<b>0.00</b>	<b>175.00</b>
<b>000000</b>	<b>06/16/2025</b>	<b>entry from other schools</b>	<b>other schools</b>			
1	4017	Entry Fees		50.00	0.00	50.00
<b>Receipt Totals:</b>				<b>50.00</b>	<b>0.00</b>	<b>50.00</b>
<b>000000</b>	<b>06/26/2025</b>	<b>Fireworks</b>	<b>patrons</b>			
1	3001	Cheerleaders-HS		721.58	0.00	721.58
2	3001	Cheerleaders-HS		579.20	0.00	579.20
3	3001	Cheerleaders-HS		854.09	0.00	854.09
4	3001	Cheerleaders-HS		309.03	0.00	309.03
<b>Receipt Totals:</b>				<b>2463.90</b>	<b>0.00</b>	<b>2463.90</b>
<b>000000</b>	<b>06/30/2025</b>	<b>interest</b>	<b>bank</b>			
1	6090	Interest Earned		67.31	0.00	67.31
<b>Receipt Totals:</b>				<b>67.31</b>	<b>0.00</b>	<b>67.31</b>
<b>000000</b>	<b>06/27/2025</b>	<b>fireworks</b>	<b>Patrons</b>			
1	3001	Cheerleaders-HS		301.30	0.00	301.30
2	3001	Cheerleaders-HS		2381.98	0.00	2381.98
<b>Receipt Totals:</b>				<b>2683.28</b>	<b>0.00</b>	<b>2683.28</b>

# Receipt Journal

Receipt Number	Receipt Date	Description	Received From	Total	Sales Tax	Amount Less Tax
Line	Activity	Name		Amount		
<b>Journal Totals:</b>				<b>8058.14</b>	<b>0.00</b>	<b>8058.14</b>

Updated June 30, 2025

### 2024-25 Perkins County Schools Certificates of Deposit/Investments

	CD INTEREST	MATURITY DATE(S)	CURRENT AMOUNTS
<b>GENERAL FUND CD'S/INVESTMENTS</b>			
Nebraska Liquid Asset Fund #9300632			\$19.55
<b>Total</b>			\$19.55
<b>DEPRECIATION FUND CD'S</b>			
<b>Total</b>			\$0.00
<b>SPECIAL BUILDING FUND</b>			
<b>Total</b>			\$0.00
<b>ACTIVITY FUND CD'S</b>			
<b>Total</b>			\$0.00
<b>EMPLOYEE BENEFIT CD'S</b>			
<b>Total</b>			
<b>Total Certificates of Deposit/Investments</b>			\$19.55

CLAIMS LIST SUMMARY  
TO BE APPROVED AT THE JULY 14, 2025, BOARD MEETING

GENERAL FUND

Payroll	\$ 229,253.45
Bills	<u>\$ 417,530.27</u>
Total	\$ 646,783.72

LUNCH FUND

Payroll	\$ 2,182.47
Bills	<u>\$ 4,647.70</u>
Total	\$ 6,830.17

DEPRECIATION FUND

Fisher Tracks	\$105,702.00
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SPECIAL BUILDING FUND

ALL Data

# Expense Budget Report

Arranged by:  
Account Number

Date Range: YTD thru 07/31/25

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
<b>01</b>	<b>GENERAL</b>					
01-2-01100-111-001	Sec Teachers Salary	1,150,000.00	1,064,203.82	0.00	85,796.18	7.46
01-2-01100-111-002	Elem Teachers Salary	875,000.00	784,889.05	0.00	90,110.95	10.29
01-2-01100-114-001	Technology Staff	82,000.00	76,615.72	0.00	5,384.28	6.56
01-2-01100-120-001	Comm Coaches Salary	70,000.00	69,657.50	0.00	342.50	0.48
01-2-01100-121-001	Sec Temporary Teacher	0.00	0.00	0.00	0.00	0.00
01-2-01100-123-001	Sec Substitute Salary	55,000.00	49,881.55	0.00	5,118.45	9.30
01-2-01100-123-002	Elem Substitute Salary	70,000.00	49,611.35	0.00	20,388.65	29.12
01-2-01100-151-001	Sec Additional Compensation	177,000.00	164,384.31	0.00	12,615.69	7.12
01-2-01100-151-002	Ele Additional Compensation	2,000.00	2,129.23	0.00	-129.23	-6.46
01-2-01100-152-001	Sec Aides Addl Comp	0.00	80.00	0.00	-80.00	0.00
01-2-01100-153-001	Sec Substitutes Addl Comp	1,000.00	0.00	0.00	1,000.00	100.00
01-2-01100-211-001	Sec Health Insurance	400,000.00	386,298.81	0.00	13,701.19	3.42
01-2-01100-211-002	Elem Health Insurance	350,000.00	329,339.45	0.00	20,660.55	5.90
01-2-01100-220-001	Sec Soc Sec Non Instruct	5,000.00	5,424.45	0.00	-424.45	-8.48
01-2-01100-220-002	Elem Soc Sec Non Instruct	100.00	252.19	0.00	-152.19	-152.19
01-2-01100-221-001	Sec Soc Sec	105,000.00	91,852.24	0.00	13,147.76	12.52
01-2-01100-221-002	Elem Soc Sec	67,000.00	58,812.47	0.00	8,187.53	12.22
01-2-01100-222-001	Sec Aides Soc Sec	0.00	5.61	0.00	-5.61	0.00
01-2-01100-223-001	Sec Substitute Soc Sec	4,000.00	3,816.14	0.00	183.86	4.59
01-2-01100-223-002	Elem Substitute Soc Sec	5,500.00	3,774.30	0.00	1,725.70	31.37
01-2-01100-224-001	Technology Soc Sec	6,700.00	5,663.50	0.00	1,036.50	15.47
01-2-01100-230-001	Sec Retirement Non Instruct	50.00	103.44	0.00	-53.44	-106.88
01-2-01100-230-002	Elem Retirement Non Instruct	150.00	303.14	0.00	-153.14	-102.09
01-2-01100-231-001	Sec Retirement	135,000.00	119,032.42	0.00	15,967.58	11.82
01-2-01100-231-002	Elem Retirement	87,000.00	76,565.40	0.00	10,434.60	11.99
01-2-01100-232-001	Sec Aides Retire	0.00	7.90	0.00	-7.90	0.00
01-2-01100-233-001	Sec Substitute Retirement	700.00	1,779.78	0.00	-1,079.78	-154.25
01-2-01100-233-002	Elem Substitute Retirement	1,200.00	682.20	0.00	517.80	43.15
01-2-01100-234-001	Technology Retirement	8,700.00	7,439.97	0.00	1,260.03	14.48
01-2-01100-237-000	Increased Retirement	0.00	0.00	0.00	0.00	0.00
01-2-01100-261-000	Unemployment	0.00	0.00	0.00	0.00	0.00
01-2-01100-281-000	Insurance Health Benefit	56,617.00	22,276.52	0.00	34,340.48	60.65
01-2-01100-320-001	Sec ESU Contracted Serv	0.00	1,280.00	0.00	-1,280.00	0.00
01-2-01100-320-002	Elem ESU Contracted Serv	1,000.00	3,160.00	0.00	-2,160.00	-216.00
01-2-01100-330-001	Sec Staff Development	8,000.00	7,778.03	0.00	221.97	2.77
01-2-01100-330-002	Elem Staff Development	10,000.00	4,117.58	0.00	5,882.42	58.82
01-2-01100-382-001	Distance Learning	0.00	0.00	0.00	0.00	0.00
01-2-01100-580-001	Sec Travel Expense	6,000.00	4,617.46	0.00	1,382.54	23.04
01-2-01100-580-002	Elem Travel Expense	5,000.00	1,384.71	0.00	3,615.29	72.30
01-2-01100-610-001	Sec Teaching Supplies	50,000.00	53,160.32	0.00	-3,160.32	-6.32
01-2-01100-610-002	Elem Teaching Supplies	30,000.00	26,234.88	0.00	3,765.12	12.55

# Expense Budget Report

ALL Data

Arranged by:  
Account Number

Date Range: YTD thru 07/31/25

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-01100-640-001	Sec Textbooks and	60,000.00	56,168.27	0.00	3,831.73	6.38
01-2-01100-640-002	Elem Textbooks and	130,000.00	146,398.77	0.00	-16,398.77	-12.61
01-2-01100-650-001	Sec Computer Supplies	10,000.00	10,949.32	0.00	-949.32	-9.49
01-2-01100-650-002	Elem Computer Supplies	10,000.00	1,005.47	0.00	8,994.53	89.94
01-2-01100-733-001	Sec Furn and Equip	30,000.00	53,845.02	0.00	-23,845.02	-79.48
01-2-01100-733-002	Elem Furn and Equip	30,000.00	6,189.88	0.00	23,810.12	79.36
01-2-01100-734-001	Sec Computer Hardware	50,000.00	24,962.24	0.00	25,037.76	50.07
01-2-01100-734-002	Elem Computer Hardware	15,000.00	3,739.98	0.00	11,260.02	75.06
01-2-01125-111-002	Flex-Spending Teachers	0.00	0.00	0.00	0.00	0.00
01-2-01125-112-002	Flex-Spending Aides	0.00	0.00	0.00	0.00	0.00
01-2-01125-221-002	Flex-Sp Soc Sec Teachers	0.00	0.00	0.00	0.00	0.00
01-2-01125-222-002	Flex-Sp Soc Sec Aides	0.00	0.00	0.00	0.00	0.00
01-2-01125-231-002	Flex-Sp Retire Teachers	0.00	0.00	0.00	0.00	0.00
01-2-01125-232-002	Flex-Sp Retire Aides	0.00	0.00	0.00	0.00	0.00
01-2-01125-610-002	Flex-Spending Supplies	0.00	0.00	0.00	0.00	0.00
01-2-01150-111-002	LEP Teachers	65,000.00	59,884.98	0.00	5,115.02	7.86
01-2-01150-112-001	Sec LEP Aides	0.00	0.00	0.00	0.00	0.00
01-2-01150-112-002	Elem LEP Aides	0.00	12,130.39	0.00	-12,130.39	0.00
01-2-01150-212-002	LEP Aides Health Ins	0.00	0.00	0.00	0.00	0.00
01-2-01150-221-002	LEP Soc Sec Teachers	5,300.00	4,521.92	0.00	778.08	14.68
01-2-01150-222-001	Sec LEP Soc Sec Aides	0.00	0.00	0.00	0.00	0.00
01-2-01150-222-002	Elem LEP Soc Sec Aides	0.00	927.97	0.00	-927.97	0.00
01-2-01150-231-002	LEP Retire Teachers	6,600.00	5,803.47	0.00	796.53	12.06
01-2-01150-232-001	Sec LEP Retire Aides	0.00	0.00	0.00	0.00	0.00
01-2-01150-232-002	Elem LEP Retire Aides	0.00	0.00	0.00	0.00	0.00
01-2-01150-580-002	LEP Travel Expense	0.00	0.00	0.00	0.00	0.00
01-2-01150-610-002	LEP Supplies	800.00	456.63	0.00	343.37	42.92
01-2-01150-890-002	LEP Misc	0.00	0.00	0.00	0.00	0.00
01-2-01160-110-001	Teammates Director	0.00	0.00	0.00	0.00	0.00
01-2-01160-111-001	Sec Poverty Teachers	6,000.00	5,348.22	0.00	651.78	10.86
01-2-01160-111-002	Elem Pov Teach &	7,500.00	3,839.71	0.00	3,660.29	48.80
01-2-01160-112-002	Poverty Aides	0.00	0.00	0.00	0.00	0.00
01-2-01160-220-001	Teammates Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-01160-221-001	Sec Pov Teachers Soc Sec	500.00	386.85	0.00	113.15	22.63
01-2-01160-221-002	Elem Pov Teachers Soc Sec	600.00	289.29	0.00	310.71	51.78
01-2-01160-222-002	Poverty Soc Sec Aides	0.00	0.00	0.00	0.00	0.00
01-2-01160-231-001	Sec Pov Teachers Retire	600.00	525.73	0.00	74.27	12.37
01-2-01160-231-002	Elem Pov Teachers Retire	800.00	373.00	0.00	427.00	53.37
01-2-01160-232-002	Poverty Retire Aides	0.00	0.00	0.00	0.00	0.00
01-2-01160-610-001	Poverty Supplies	0.00	0.00	0.00	0.00	0.00
01-2-01160-733-001	Poverty Furniture	0.00	0.00	0.00	0.00	0.00
01-2-01160-734-001	Poverty Comp Hardware	0.00	0.00	0.00	0.00	0.00

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01-2-01190-111-002	Preschool Teachers	43,000.00	39,419.86	0.00	3,580.14	8.32
01-2-01190-112-002	Preschool Aides	36,000.00	39,819.00	0.00	-3,819.00	-10.60
01-2-01190-122-002	Preschool Aides Subs	0.00	0.00	0.00	0.00	0.00
01-2-01190-123-002	Preschool Teacher Substitute	0.00	0.00	0.00	0.00	0.00
01-2-01190-132-002	Preschool Aides Overtime	200.00	0.00	0.00	200.00	100.00
01-2-01190-211-002	Presch Teachers Health Ins	28,500.00	25,786.86	0.00	2,713.14	9.51
01-2-01190-212-002	Presch Aides Health Ins	21,000.00	9,594.64	0.00	11,405.36	54.31
01-2-01190-221-002	Preschool Teachers Soc Sec	3,500.00	3,015.57	0.00	484.43	13.84
01-2-01190-222-002	Preschool Aides Soc Sec	3,000.00	3,046.16	0.00	-46.16	-1.53
01-2-01190-223-002	Preschool Subs Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-01190-231-002	Preschool Teachers Retire	4,300.00	3,795.25	0.00	504.75	11.73
01-2-01190-232-002	Preschool Aides Retire	3,700.00	3,914.60	0.00	-214.60	-5.80
01-2-01190-610-002	Preschool Supplies	3,500.00	1,101.26	0.00	2,398.74	68.53
01-2-01190-733-002	Preschool Furniture	0.00	773.04	0.00	-773.04	0.00
01-2-01190-773-002	Non-NDE Account	2,000.00	0.00	0.00	2,000.00	100.00
01-2-01200-111-001	SPED Sec Teachers	75,000.00	72,411.63	0.00	2,588.37	3.45
01-2-01200-111-002	SPED Elem Teachers	205,000.00	184,213.17	0.00	20,786.83	10.13
01-2-01200-112-001	SPED Sec Aides	65,000.00	67,833.42	0.00	-2,833.42	-4.35
01-2-01200-112-002	SPED Elem Aides	127,000.00	136,210.02	0.00	-9,210.02	-7.25
01-2-01200-113-001	SPED Sec Substitutes	500.00	0.00	0.00	500.00	100.00
01-2-01200-113-002	SPED Elem Substitutes	1,000.00	0.00	0.00	1,000.00	100.00
01-2-01200-122-002	SPED Elem Aides Substitutes	4,000.00	1,724.66	0.00	2,275.34	56.88
01-2-01200-123-001	SPED Sec Teacher Subs	0.00	0.00	0.00	0.00	0.00
01-2-01200-123-002	SPED Elem Teacher Subs	0.00	145.00	0.00	-145.00	0.00
01-2-01200-132-001	SPED Sec Aides Overtime	4,500.00	0.00	0.00	4,500.00	100.00
01-2-01200-132-002	SPED Elem Aides Overtime	200.00	662.63	0.00	-462.63	-231.31
01-2-01200-211-001	SPED Sec Teach Health Ins	21,000.00	19,204.24	0.00	1,795.76	8.55
01-2-01200-211-002	SPED Elem Teach Health Ins	60,000.00	54,135.73	0.00	5,864.27	9.77
01-2-01200-212-001	SPED Sec Aides Health Ins	32,000.00	19,189.28	0.00	12,810.72	40.03
01-2-01200-212-002	SPED Elem Aides Health Ins	53,000.00	52,929.06	0.00	70.94	0.13
01-2-01200-221-001	SPED Sec Teachers Soc Sec	6,000.00	5,481.26	0.00	518.74	8.64
01-2-01200-221-002	SPED Elem Teachers Soc	16,000.00	14,061.23	0.00	1,938.77	12.11
01-2-01200-222-001	SPED Sec Aides Soc Sec	4,800.00	5,173.60	0.00	-373.60	-7.78
01-2-01200-222-002	SPED Elem Aides Soc Sec	9,500.00	10,347.86	0.00	-847.86	-8.92
01-2-01200-223-001	SPED Sec Sub Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-01200-223-002	SPED Elem Sub Soc Sec	100.00	11.09	0.00	88.91	88.91
01-2-01200-231-001	SPED Sec Teachers Retire	7,700.00	6,994.30	0.00	705.70	9.16
01-2-01200-231-002	SPED Elem Teachers Retire	19,000.00	17,867.23	0.00	1,132.77	5.96
01-2-01200-232-001	SPED Sec Aides Retire	6,400.00	6,663.10	0.00	-263.10	-4.11
01-2-01200-232-002	SPED Elem Aides Retire	12,500.00	13,486.99	0.00	-986.99	-7.89
01-2-01200-330-001	Sec SPED Emee Training	100.00	25.00	0.00	75.00	75.00
01-2-01200-330-002	Elem SPED Emee Training	100.00	75.00	0.00	25.00	25.00

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01-2-01200-332-001	Mileage Paid To Parents	0.00	0.00	0.00	0.00	0.00
01-2-01200-332-002	Mileage Paid To Parents	0.00	0.00	0.00	0.00	0.00
01-2-01200-562-001	Tuition To Other Districts	0.00	0.00	0.00	0.00	0.00
01-2-01200-591-001	Sec SPED Services Purch	10,000.00	6,910.58	0.00	3,089.42	30.89
01-2-01200-591-002	Elem SPED Services Purch	25,000.00	23,128.05	0.00	1,871.95	7.48
01-2-01200-610-001	Sec SPED Supplies	2,000.00	120.88	0.00	1,879.12	93.95
01-2-01200-610-002	Elem SPED Supplies	4,000.00	3,047.49	0.00	952.51	23.81
01-2-01200-640-001	Sec SPED Textbooks	500.00	0.00	0.00	500.00	100.00
01-2-01200-640-002	Elem SPED Textbooks	500.00	0.00	0.00	500.00	100.00
01-2-01200-643-001	SPED Sec Software SRS	500.00	496.50	0.00	3.50	0.70
01-2-01200-643-002	SPED Elem Software SRS	500.00	496.50	0.00	3.50	0.70
01-2-01200-733-001	Sec SPED Furniture	5,000.00	0.00	0.00	5,000.00	100.00
01-2-01200-733-002	Elem SPED Furniture	5,000.00	0.00	0.00	5,000.00	100.00
01-2-01200-890-001	Sec SPED Miscellaneous	1,000.00	0.00	0.00	1,000.00	100.00
01-2-01200-890-002	Elem SPED Miscellaneous	1,000.00	285.00	0.00	715.00	71.50
01-2-01291-591-002	SPED Indirect Ages 3-5	1,000.00	0.00	0.00	1,000.00	100.00
01-2-01292-591-002	SPED Indirect Ages 0-2	1,000.00	0.00	0.00	1,000.00	100.00
01-2-02110-432-000	Student Attendance	7,000.00	6,295.00	0.00	705.00	10.07
01-2-02120-111-001	Sec Guidance	59,000.00	55,111.33	0.00	3,888.67	6.59
01-2-02120-111-002	Elem Guidance	39,000.00	36,758.38	0.00	2,241.62	5.74
01-2-02120-211-001	Sec Guidance Health Ins	20,000.00	17,495.39	0.00	2,504.61	12.52
01-2-02120-211-002	Elem Guidance Health Ins	28,200.00	25,786.86	0.00	2,413.14	8.55
01-2-02120-221-001	Sec Guidance Soc Sec	4,500.00	3,927.34	0.00	572.66	12.72
01-2-02120-221-002	Elem Guidance Soc Sec	3,000.00	2,769.63	0.00	230.37	7.67
01-2-02120-231-001	Sec Guidance Retirement	5,900.00	5,336.63	0.00	563.37	9.54
01-2-02120-231-002	Elem Guidance Retirement	3,900.00	3,564.23	0.00	335.77	8.60
01-2-02120-580-001	Sec Guidance Travel	500.00	0.00	0.00	500.00	100.00
01-2-02120-580-002	Elem Guidance Travel	500.00	0.00	0.00	500.00	100.00
01-2-02120-610-001	Sec Guidance Supplies	3,000.00	207.86	0.00	2,792.14	93.07
01-2-02120-610-002	Elem Guidance Supplies	3,000.00	309.57	0.00	2,690.43	89.68
01-2-02120-733-001	Sec Guidance Furn & Equip	1,000.00	0.00	0.00	1,000.00	100.00
01-2-02120-733-002	Elem Guidance Furn & Equip	1,000.00	0.00	0.00	1,000.00	100.00
01-2-02120-890-001	Sec Guidance Misc	0.00	0.00	0.00	0.00	0.00
01-2-02120-890-002	Elem Guidance Misc	0.00	0.00	0.00	0.00	0.00
01-2-02130-116-000	Director Nursing	42,000.00	39,088.50	0.00	2,911.50	6.93
01-2-02130-116-002	Health Services	300.00	0.00	0.00	300.00	100.00
01-2-02130-216-000	Dir. Nursing Health Ins	28,200.00	25,786.86	0.00	2,413.14	8.55
01-2-02130-226-000	Director Nursing Soc Sec	3,400.00	2,878.09	0.00	521.91	15.35
01-2-02130-226-002	Health Soc Sec	25.00	0.00	0.00	25.00	100.00
01-2-02130-236-000	Director Nursing Retirement	4,300.00	3,797.27	0.00	502.73	11.69
01-2-02130-236-002	Health Retirement	50.00	0.00	0.00	50.00	100.00
01-2-02130-610-002	Health Supplies	3,000.00	2,440.57	0.00	559.43	18.64

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01-2-02140-111-000	School Psych Salary	0.00	0.00	0.00	0.00	0.00
01-2-02140-221-000	School Psych Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-02140-231-000	School Psych Retirement	0.00	0.00	0.00	0.00	0.00
01-2-02140-591-001	Sec Non-SPED Psych	0.00	17,663.11	0.00	-17,663.11	0.00
01-2-02140-591-002	Elem Non-SPED Psych	0.00	4,407.31	0.00	-4,407.31	0.00
01-2-02141-111-000	SPED School Psych Salary	0.00	0.00	0.00	0.00	0.00
01-2-02141-211-000	SPED Sch Psych Health Ins	0.00	0.00	0.00	0.00	0.00
01-2-02141-221-000	SPED Sch Psych Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-02141-231-000	SPED Sch Psych Retirement	0.00	0.00	0.00	0.00	0.00
01-2-02141-591-001	Sec SPED Psych Contract	20,000.00	47,189.26	0.00	-27,189.26	-135.94
01-2-02141-591-002	Elem SPED Psych Contract	31,000.00	71,099.58	0.00	-40,099.58	-129.35
01-2-02151-591-001	Sec SPED Speech/Aud	11,000.00	452.16	0.00	10,547.84	95.88
01-2-02151-591-002	Elem SPED Speech/Aud	52,000.00	27,382.10	0.00	24,617.90	47.34
01-2-02151-610-002	SPED Speech Supplies On	500.00	0.00	0.00	500.00	100.00
01-2-02152-650-002	Presch SPED Tech Sup	0.00	0.00	0.00	0.00	0.00
01-2-02161-591-001	Sec SPED OT Contract Serv	10,000.00	0.00	0.00	10,000.00	100.00
01-2-02161-591-002	Elem SPED OT Contract Serv	30,000.00	35,052.87	0.00	-5,052.87	-16.84
01-2-02171-591-001	Sec SPED PT Contract Serv	4,000.00	0.00	0.00	4,000.00	100.00
01-2-02171-591-002	Elem SPED PT Contract Serv	10,000.00	12,829.00	0.00	-2,829.00	-28.29
01-2-02181-591-001	Sec SPED Vision Contract	1,500.00	0.00	0.00	1,500.00	100.00
01-2-02181-591-002	Elem SPED Vision Contract	1,500.00	3,828.99	0.00	-2,328.99	-155.26
01-2-02190-110-001	Activity Bus/Van Drivers	25,000.00	21,527.93	0.00	3,472.07	13.88
01-2-02190-220-001	Activity Bus/Van Soc Sec	2,000.00	1,638.54	0.00	361.46	18.07
01-2-02190-230-001	Activity Bus/Van Retirement	1,600.00	635.31	0.00	964.69	60.29
01-2-02190-580-001	Activity Drivers Travel	500.00	162.12	0.00	337.88	67.57
01-2-02190-610-001	Sec Support Services	12,000.00	10,704.62	0.00	1,295.38	10.79
01-2-02190-610-002	Elem Support Services	2,500.00	4,824.99	0.00	-2,324.99	-92.99
01-2-02220-111-001	Sec Library	0.00	0.00	0.00	0.00	0.00
01-2-02220-111-002	Elem Library	59,000.00	55,753.48	0.00	3,246.52	5.50
01-2-02220-112-001	Sec Library Aides	0.00	0.00	0.00	0.00	0.00
01-2-02220-132-001	Sec Library Aides Overtime	0.00	0.00	0.00	0.00	0.00
01-2-02220-211-001	Sec Library Health Ins	0.00	0.00	0.00	0.00	0.00
01-2-02220-211-002	Elem Library Health Ins	28,500.00	25,786.86	0.00	2,713.14	9.51
01-2-02220-212-001	Sec Library Aides Health Ins	0.00	0.00	0.00	0.00	0.00
01-2-02220-221-001	Sec Library Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-02220-221-002	Elem Library Soc Sec	4,500.00	3,866.74	0.00	633.26	14.07
01-2-02220-222-001	Sec Library Aides Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-02220-231-001	Sec Library Retirement	0.00	0.00	0.00	0.00	0.00
01-2-02220-231-002	Elem Library Retirement	6,000.00	5,423.61	0.00	576.39	9.60
01-2-02220-232-001	Sec Library Aides Retirement	0.00	0.00	0.00	0.00	0.00
01-2-02220-610-001	Sec Library Supplies	1,000.00	159.05	0.00	840.95	84.09
01-2-02220-610-002	Elem Library Supplies	3,000.00	1,445.32	0.00	1,554.68	51.82

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01-2-02220-640-001	Sec Library Books/Periodicals	4,000.00	3,080.10	0.00	919.90	22.99
01-2-02220-640-002	Ele Library Books/Periodicals	3,000.00	1,950.32	0.00	1,049.68	34.98
01-2-02220-650-002	Elem Library Tech Supplies	2,000.00	3,050.76	0.00	-1,050.76	-52.53
01-2-02220-733-001	Sec Library Furniture	1,000.00	119.94	0.00	880.06	88.00
01-2-02220-733-002	Elem Library Furniture	1,000.00	2,054.24	0.00	-1,054.24	-105.42
01-2-02224-382-001	Distance Learning	23,000.00	23,000.00	0.00	0.00	0.00
01-2-02230-432-000	Tech Repairs/Support	3,000.00	5,443.37	0.00	-2,443.37	-81.44
01-2-02310-151-000	Employee Incentive Agmt	0.00	0.00	0.00	0.00	0.00
01-2-02310-270-000	Worker's Comp Non-Instruct	12,900.00	12,882.50	0.00	17.50	0.13
01-2-02310-271-000	Worker's Comp Teachers	30,000.00	29,887.40	0.00	112.60	0.37
01-2-02310-272-000	Worker's Comp Aides	9,000.00	8,760.10	0.00	239.90	2.66
01-2-02310-520-001	Sec Property/Liability	85,000.00	84,279.00	0.00	721.00	0.84
01-2-02310-520-002	Elem Property/Liability	57,000.00	56,186.00	0.00	814.00	1.42
01-2-02310-540-000	Advertising	5,000.00	6,286.04	0.00	-1,286.04	-25.72
01-2-02310-580-000	Board Educ Travel Expense	2,500.00	1,447.83	0.00	1,052.17	42.08
01-2-02310-610-000	Board Educ Supplies	500.00	115.43	0.00	384.57	76.91
01-2-02310-810-000	Board Educ Dues and Fees	8,500.00	10,369.00	0.00	-1,869.00	-21.98
01-2-02310-890-000	Board Educ Misc Expense	6,000.00	0.00	0.00	6,000.00	100.00
01-2-02320-105-000	Superintendent Salary	147,000.00	135,333.33	0.00	11,666.67	7.93
01-2-02320-110-001	Sec Clerical Staff	50,000.00	55,494.63	0.00	-5,494.63	-10.98
01-2-02320-130-001	Sec Clerical Staff Overtime	2,000.00	2,634.40	0.00	-634.40	-31.72
01-2-02320-210-001	Sec Clerical Health Ins	10,500.00	13,955.87	0.00	-3,455.87	-32.91
01-2-02320-215-000	Superintendent Health Ins	21,500.00	19,204.24	0.00	2,295.76	10.67
01-2-02320-220-001	Sec Clerical Soc Sec	4,000.00	4,397.59	0.00	-397.59	-9.93
01-2-02320-225-000	Superintendent Soc Sec	11,000.00	10,089.23	0.00	910.77	8.27
01-2-02320-230-001	Sec Clerical Retirement	4,800.00	5,387.87	0.00	-587.87	-12.24
01-2-02320-235-000	Superintendent Retirement	14,500.00	13,137.24	0.00	1,362.76	9.39
01-2-02320-295-000	Superintendent Other Benefits	900.00	0.00	0.00	900.00	100.00
01-2-02320-580-000	Superintendent Travel	3,000.00	1,106.85	0.00	1,893.15	63.10
01-2-02320-610-000	Superintendent Supplies	500.00	290.81	0.00	209.19	41.83
01-2-02320-733-000	Superintendent Furniture	2,500.00	1,690.38	0.00	809.62	32.38
01-2-02320-810-000	Superintendent Dues and	4,000.00	1,944.00	0.00	2,056.00	51.40
01-2-02320-890-000	Superintendent Misc Expense	750.00	0.00	0.00	750.00	100.00
01-2-02330-317-000	Contracted Legal Services	17,000.00	7,545.40	0.00	9,454.60	55.61
01-2-02410-110-001	Sec Clerical Staff	0.00	0.00	0.00	0.00	0.00
01-2-02410-110-002	Elem Clerical Staff	37,000.00	39,495.80	0.00	-2,495.80	-6.74
01-2-02410-111-001	Sec Principal Salary	94,500.00	87,208.33	0.00	7,291.67	7.71
01-2-02410-111-002	Elem Principal Salary	94,500.00	87,208.33	0.00	7,291.67	7.71
01-2-02410-120-001	Sec Clerical Subs/Temp	750.00	1,160.00	0.00	-410.00	-54.66
01-2-02410-120-002	Elem Clerical Subs/Temp	750.00	797.50	0.00	-47.50	-6.33
01-2-02410-130-002	Elem Clerical Staff Overtime	6,500.00	8,922.15	0.00	-2,422.15	-37.26
01-2-02410-210-002	Elem Clerical Health Ins	10,500.00	9,594.64	0.00	905.36	8.62

ALL Data

# Expense Budget Report

Arranged by:  
Account Number

Date Range: YTD thru 07/31/25

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-02410-211-001	Sec Principal Health Ins	28,200.00	25,786.86	0.00	2,413.14	8.55
01-2-02410-211-002	Elem Principal Health Ins	28,200.00	25,786.86	0.00	2,413.14	8.55
01-2-02410-220-001	Sec Clerical Soc Sec	50.00	88.73	0.00	-38.73	-77.46
01-2-02410-220-002	Elem Clerical Soc Sec	3,500.00	3,683.92	0.00	-183.92	-5.25
01-2-02410-221-001	Sec Principal Soc Sec	7,200.00	6,493.77	0.00	706.23	9.80
01-2-02410-221-002	Elem Principal Soc Sec	7,200.00	6,644.94	0.00	555.06	7.70
01-2-02410-230-002	Elem Clerical Retirement	4,400.00	4,835.71	0.00	-435.71	-9.90
01-2-02410-231-001	Sec Principal Retirement	9,300.00	8,462.22	0.00	837.78	9.00
01-2-02410-231-002	Elem Principal Retirement	9,300.00	8,462.23	0.00	837.77	9.00
01-2-02410-580-001	Sec Principal Travel Expense	1,000.00	949.10	0.00	50.90	5.09
01-2-02410-580-002	Elem Principal Travel Expense	1,000.00	310.44	0.00	689.56	68.95
01-2-02410-610-001	Sec Principal Supplies	500.00	247.75	0.00	252.25	50.45
01-2-02410-610-002	Elem Principal Supplies	500.00	53.89	0.00	446.11	89.22
01-2-02410-733-001	Sec Principal Furniture	500.00	0.00	0.00	500.00	100.00
01-2-02410-733-002	Elem Principal Furniture	500.00	0.00	0.00	500.00	100.00
01-2-02410-810-001	Sec Principal Dues and Fees	1,200.00	1,377.00	0.00	-177.00	-14.75
01-2-02410-810-002	Elem Principal Dues and Fees	1,200.00	1,217.00	0.00	-17.00	-1.41
01-2-02410-890-001	Sec Principal Misc Expense	500.00	0.00	0.00	500.00	100.00
01-2-02410-890-002	Elem Principal Misc Expense	500.00	0.00	0.00	500.00	100.00
01-2-02490-111-001	Activities Director Salary	38,000.00	37,711.67	0.00	288.33	0.75
01-2-02490-121-001	Temporary Activities Dir	0.00	0.00	0.00	0.00	0.00
01-2-02490-221-001	Activities Dir Soc Sec	2,800.00	2,819.06	0.00	-19.06	-0.68
01-2-02490-231-001	Activities Dir Retirement	3,500.00	3,663.41	0.00	-163.41	-4.66
01-2-02510-110-000	Business Manager Salary	52,000.00	47,010.39	0.00	4,989.61	9.59
01-2-02510-130-000	Business Manager Overtime	15,000.00	15,107.16	0.00	-107.16	-0.71
01-2-02510-210-000	Business Manager Health Ins	10,300.00	9,594.64	0.00	705.36	6.84
01-2-02510-220-000	Business Manager Soc Sec	5,000.00	4,730.98	0.00	269.02	5.38
01-2-02510-230-000	Business Manager Retirement	6,400.00	6,006.11	0.00	393.89	6.15
01-2-02510-315-000	Auditing Services	15,500.00	15,459.79	0.00	40.21	0.25
01-2-02510-531-000	Postage	4,500.00	5,568.39	0.00	-1,068.39	-23.74
01-2-02510-610-000	Office Supplies	16,000.00	21,133.29	0.00	-5,133.29	-32.08
01-2-02510-733-000	Business Manager Furniture	0.00	0.00	0.00	0.00	0.00
01-2-02510-890-000	Business Manager Misc	500.00	510.02	0.00	-10.02	-2.00
01-2-02580-432-000	Administrative Tech Support	100,000.00	91,145.90	0.00	8,854.10	8.85
01-2-02610-110-001	Sec Custodial Salary	75,000.00	77,732.56	0.00	-2,732.56	-3.64
01-2-02610-110-002	Elem Custodial Salary	70,000.00	61,081.31	0.00	8,918.69	12.74
01-2-02610-130-001	Sec Custodial Overtime	15,000.00	28,588.46	0.00	-13,588.46	-90.58
01-2-02610-130-002	Elem Custodial Overtime	10,000.00	9,603.79	0.00	396.21	3.96
01-2-02610-210-001	Sec Health Ins	21,000.00	19,189.28	0.00	1,810.72	8.62
01-2-02610-210-002	Elem Health Ins	21,000.00	19,189.28	0.00	1,810.72	8.62
01-2-02610-220-001	Sec Soc Sec	5,800.00	7,974.93	0.00	-2,174.93	-37.49
01-2-02610-220-002	Elem Soc Sec	6,000.00	5,138.05	0.00	861.95	14.36

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# Expense Budget Report

Arranged by:  
Account Number

Date Range: YTD thru 07/31/25

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-02610-230-001	Sec Retirement	8,600.00	9,481.37	0.00	-881.37	-10.24
01-2-02610-230-002	Elem Retirement	7,500.00	6,739.03	0.00	760.97	10.14
01-2-02610-382-000	Telecomm & Internet	17,000.00	19,243.68	0.00	-2,243.68	-13.19
01-2-02610-410-001	Sec Water, Sewer & Garbage	32,000.00	21,361.78	0.00	10,638.22	33.24
01-2-02610-410-002	Elem Water, Sewer &	11,000.00	9,331.56	0.00	1,668.44	15.16
01-2-02610-442-000	Copier Rental	21,000.00	36,803.20	0.00	-15,803.20	-75.25
01-2-02610-531-000	Postage	0.00	0.00	0.00	0.00	0.00
01-2-02610-610-001	Sec Custodial Supplies	40,000.00	33,471.30	0.00	6,528.70	16.32
01-2-02610-610-002	Elem Custodial Supplies	30,000.00	27,002.06	0.00	2,997.94	9.99
01-2-02610-621-001	Sec Utility Energy Services	130,000.00	121,126.23	0.00	8,873.77	6.82
01-2-02610-621-002	Elem Utility Energy Services	55,000.00	46,310.97	0.00	8,689.03	15.79
01-2-02620-110-000	Plant Maintenance Salary	65,000.00	59,393.20	0.00	5,606.80	8.62
01-2-02620-210-000	Maintenance Health Ins	10,300.00	9,594.64	0.00	705.36	6.84
01-2-02620-220-000	Maintenance Soc Sec	5,200.00	4,528.17	0.00	671.83	12.91
01-2-02620-230-000	Maintenance Retirement	6,500.00	5,728.88	0.00	771.12	11.86
01-2-02620-430-000	Contracted Main & Repairs	0.00	0.00	0.00	0.00	0.00
01-2-02620-431-000	Contracted Main & Repairs	100,000.00	157,016.24	0.00	-57,016.24	-57.01
01-2-02620-610-001	Sec Building Supply	25,000.00	54,572.36	0.00	-29,572.36	-118.28
01-2-02620-610-002	Elem Building Supply	25,000.00	20,594.32	0.00	4,405.68	17.62
01-2-02620-720-000	Building Improvements	150,000.00	63,494.76	0.00	86,505.24	57.67
01-2-02620-890-000	Maintenance Misc Expense	9,000.00	9,650.00	0.00	-650.00	-7.22
01-2-02630-340-000	Other Professional Services	0.00	0.00	0.00	0.00	0.00
01-2-02630-710-000	Non-NDE Account	10,000.00	0.00	0.00	10,000.00	100.00
01-2-02650-732-000	Vehicle Acquisition	100,000.00	91,290.00	0.00	8,710.00	8.71
01-2-02710-110-000	Bus Driver Salary	48,000.00	46,395.00	0.00	1,605.00	3.34
01-2-02710-220-000	Bus Driver Soc Sec	4,000.00	3,455.10	0.00	544.90	13.62
01-2-02710-230-000	Bus Driver Retirement	5,000.00	4,467.19	0.00	532.81	10.65
01-2-02710-332-000	Route Mileage	4,000.00	1,508.51	0.00	2,491.49	62.28
01-2-02710-626-000	Bus/Van Gasoline	50,000.00	34,685.08	0.00	15,314.92	30.62
01-2-02710-732-000	Bus Acquisition	0.00	0.00	0.00	0.00	0.00
01-2-02710-890-000	Bus Misc Expenses	3,000.00	934.08	0.00	2,065.92	68.86
01-2-02712-110-001	SPED Transportation Salary	0.00	0.00	0.00	0.00	0.00
01-2-02712-220-001	SPED Transp Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-02712-230-001	SPED Transp Retirement	0.00	0.00	0.00	0.00	0.00
01-2-02712-332-001	SPED Transp Mileage To	0.00	0.00	0.00	0.00	0.00
01-2-02712-332-002	SPED Transp Mileage To	0.00	0.00	0.00	0.00	0.00
01-2-02712-519-002	SPED Transp Handibus	0.00	0.00	0.00	0.00	0.00
01-2-02730-431-000	Bus/Van Repairs &	35,000.00	13,460.51	0.00	21,539.49	61.54
01-2-03535-610-001	High Ability	6,000.00	3,888.48	0.00	2,111.52	35.19
01-2-03551-610-001	Career Education Supplies	0.00	0.00	0.00	0.00	0.00
01-2-04600-450-000	Site Improvements	0.00	0.00	0.00	0.00	0.00
01-2-05000-807-000	Repayment Of Taxes	82,000.00	98,977.08	0.00	-16,977.08	-20.70

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# Expense Budget Report

Arranged by:  
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Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-06200-111-002	Title I Teachers Salary	68,500.00	67,015.15	0.00	1,484.85	2.16
01-2-06200-112-002	Title I Aides Salary	18,000.00	14,491.11	0.00	3,508.89	19.49
01-2-06200-132-002	Title I Aides Overtime	0.00	0.00	0.00	0.00	0.00
01-2-06200-211-002	Title I Teachers Health Ins	21,000.00	19,204.24	0.00	1,795.76	8.55
01-2-06200-212-002	Title I Aides Health Ins	10,500.00	9,594.64	0.00	905.36	8.62
01-2-06200-221-002	Title I Teachers Soc Sec	5,235.00	5,006.07	0.00	228.93	4.37
01-2-06200-222-002	Title I Aides Soc Sec	1,400.00	1,106.62	0.00	293.38	20.95
01-2-06200-231-002	Title I Teachers Retirement	6,800.00	6,092.48	0.00	707.52	10.40
01-2-06200-232-002	Title I Aides Retirement	1,800.00	1,431.40	0.00	368.60	20.47
01-2-06200-395-002	Title I ESU Contr Serv	3,500.00	4,268.72	0.00	-768.72	-21.96
01-2-06200-610-002	Title I Supplies	1,000.00	0.00	0.00	1,000.00	100.00
01-2-06210-221-002	Title I Acct Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-06210-231-002	Title I Acct Retirements	0.00	0.00	0.00	0.00	0.00
01-2-06210-320-002	Title I Acct Contract Serv	0.00	0.00	0.00	0.00	0.00
01-2-06406-591-000	IDEA Base Preschool	5,000.00	4,589.00	0.00	411.00	8.22
01-2-06408-591-000	IDEA Base and	80,000.00	93,063.00	0.00	-13,063.00	-16.32
01-2-06412-334-000	IDEA Mileage Paid	500.00	0.00	0.00	500.00	100.00
01-2-06412-591-000	IDEA Prop Share Nonpublic	5,000.00	0.00	0.00	5,000.00	100.00
01-2-06421-330-000	IDEA ARP Prof Dev	0.00	0.00	0.00	0.00	0.00
01-2-06421-591-000	IDEA ARP ESU	0.00	0.00	0.00	0.00	0.00
01-2-06421-610-002	IDEA ARP Supplies	0.00	0.00	0.00	0.00	0.00
01-2-06421-810-001	IDEA ARP Sec Prin Fees	0.00	0.00	0.00	0.00	0.00
01-2-06421-810-002	IDEA ARP Elem Prin Fees	0.00	0.00	0.00	0.00	0.00
01-2-06422-591-000	IDEA Preschool ARP	1,000.00	0.00	0.00	1,000.00	100.00
01-2-06423-591-000	IDEA School Age ARP	750.00	0.00	0.00	750.00	100.00
01-2-06450-320-000	Medicaid Contract Services	0.00	0.00	0.00	0.00	0.00
01-2-06700-610-000	Perkins Grant Supplies	0.00	0.00	0.00	0.00	0.00
01-2-06700-739-000	Perkins Grant Equipment	0.00	0.00	0.00	0.00	0.00
01-2-06969-395-000	Title IV	0.00	10,000.00	0.00	-10,000.00	0.00
01-2-06990-220-002	PBIS Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-06990-230-002	PBIS Retirement	0.00	0.00	0.00	0.00	0.00
01-2-06990-320-002	PBIS Contract Serv	0.00	0.00	0.00	0.00	0.00
01-2-06990-330-000	Training Stipends PBIS	2,000.00	0.00	0.00	2,000.00	100.00
01-2-06990-580-000	Travel Expense PBIS	2,000.00	0.00	0.00	2,000.00	100.00
01-2-06990-610-000	Supplies PBIS	2,000.00	0.00	0.00	2,000.00	100.00
01-2-06992-890-000	REAP Funds	33,383.00	36,834.00	0.00	-3,451.00	-10.33
01-2-06992-950-000	Special Budget Items	1,461,440.00	0.00	0.00	1,461,440.00	100.00
01-2-06996-610-000	CARES Supplies	0.00	0.00	0.00	0.00	0.00
01-2-06997-610-000	ESSER II Supplies	0.00	0.00	0.00	0.00	0.00
01-2-06997-640-000	ESSER II Textbooks	0.00	0.00	0.00	0.00	0.00
01-2-06997-643-000	ESSER II Web Software	0.00	0.00	0.00	0.00	0.00
01-2-06997-650-000	ESSER II Technology	0.00	0.00	0.00	0.00	0.00

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# Expense Budget Report

Arranged by:  
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Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-06997-734-000	ESSER II Computer Hardware	0.00	0.00	0.00	0.00	0.00
01-2-06998-112-002	ESSER III Aides Salary	0.00	0.00	0.00	0.00	0.00
01-2-06998-132-002	ESSER III Aides Overtime	0.00	0.00	0.00	0.00	0.00
01-2-06998-151-002	ESSER III Addl Comp	0.00	0.00	0.00	0.00	0.00
01-2-06998-212-002	ESSER III Aides Health Ins	0.00	0.00	0.00	0.00	0.00
01-2-06998-221-002	ESSER III Addl Comp Soc	0.00	0.00	0.00	0.00	0.00
01-2-06998-222-002	ESSER III Aides Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-06998-231-002	ESSER III Addl Comp Retire	0.00	0.00	0.00	0.00	0.00
01-2-06998-232-002	ESSER III Aides Retirement	0.00	0.00	0.00	0.00	0.00
01-2-06998-330-000	ESSER III Employee Training	0.00	0.00	0.00	0.00	0.00
01-2-06998-431-000	ESSER III Contracted Main	0.00	0.00	0.00	0.00	0.00
01-2-06998-580-000	ESSER III Travel	0.00	0.00	0.00	0.00	0.00
01-2-06998-610-000	ESSER III Supplies	0.00	0.00	0.00	0.00	0.00
01-2-06998-640-000	ESSER III Textbooks	0.00	0.00	0.00	0.00	0.00
01-2-06998-650-000	ESSER III Technology	0.00	0.00	0.00	0.00	0.00
01-2-06998-734-000	ESSER III Computer	0.00	0.00	0.00	0.00	0.00
01-2-06998-890-000	ESSER III Misc Expenses	0.00	0.00	0.00	0.00	0.00
01-2-08000-912-000	Transfer To Lunch Fund	70,000.00	30,000.00	0.00	40,000.00	57.14
01-2-08000-913-000	Transfer To Activity Fund	60,000.00	0.00	0.00	60,000.00	100.00
<b>01 Current Year Account Totals:</b>		<b>10,113,200.00</b>	<b>7,967,416.47</b>	<b>0.00</b>	<b>2,145,783.53</b>	<b>21.21</b>
<b>01 FUND Totals:</b>		<b>10,113,200.00</b>	<b>7,967,416.47</b>	<b>0.00</b>	<b>2,145,783.53</b>	<b>21.21</b>

ALL Data

# Expense Budget Report

Arranged by:  
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Date Range: YTD thru 07/31/25

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
<b>02</b>	<b>DEPRECIATION FUND</b>					
02-2-02900-450-000	Construction Services	181,708.00	35,489.00	0.00	146,219.00	80.46
02-2-02900-732-000	Vehicle Acquisition	80,000.00	0.00	0.00	80,000.00	100.00
02-2-02900-739-000	Equipment	80,000.00	26,500.00	0.00	53,500.00	66.87
<b>02 Current Year Account Totals:</b>		<b>341,708.00</b>	<b>61,989.00</b>	<b>0.00</b>	<b>279,719.00</b>	<b>81.85</b>
<b>02 FUND Totals:</b>		<b>341,708.00</b>	<b>61,989.00</b>	<b>0.00</b>	<b>279,719.00</b>	<b>81.85</b>

ALL Data

# Expense Budget Report

Arranged by:  
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Date Range: YTD thru 07/31/25

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
<b>03</b>	<b>EMPLOYEE BENEFIT FUND</b>					
03-2-08000-911-000	Transfer to General Fund	0.00	0.00	0.00	0.00	0.00
	<b>03 Current Year Account Totals:</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<b>03 FUND Totals:</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

ALL Data

# Expense Budget Report

Arranged by:  
Account Number

Date Range: YTD thru 07/31/25

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
<b>05</b>	<b>ACTIVITY FUND</b>					
05-2-02900-340-000	Referees	40,000.00	38,222.72	0.00	1,777.28	4.44
05-2-02900-580-000	Travel	42,000.00	22,639.48	0.00	19,360.52	46.09
05-2-02900-610-000	Supplies - General	65,000.00	85,332.43	0.00	-20,332.43	-31.28
05-2-02900-650-000	Supplies - Technology Related	25,000.00	5,097.71	0.00	19,902.29	79.60
05-2-02900-739-000	Equipment	20,000.00	13,293.39	0.00	6,706.61	33.53
05-2-02900-810-000	Dues and Fees	4,000.00	4,407.00	0.00	-407.00	-10.17
05-2-02900-890-000	Misc Student Expenditures	118,064.00	196,283.78	0.00	-78,219.78	-66.25
<b>05 Current Year Account Totals:</b>		<b>314,064.00</b>	<b>365,276.51</b>	<b>0.00</b>	<b>-51,212.51</b>	<b>-16.30</b>
<b>05</b>	<b>FUND Totals:</b>	<b>314,064.00</b>	<b>365,276.51</b>	<b>0.00</b>	<b>-51,212.51</b>	<b>-16.30</b>

ALL Data

# Expense Budget Report

Arranged by:  
Account Number

Date Range: YTD thru 07/31/25

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
<b>06</b>	<b>CAFETERIA FUND</b>					
06-2-03100-110-001	Sec Kitchen Staff	65,000.00	58,777.47	0.00	6,222.53	9.57
06-2-03100-110-002	Elem Kitchen Staff	56,000.00	60,292.15	0.00	-4,292.15	-7.66
06-2-03100-120-001	Sec Kitchen Substitutes	2,000.00	739.88	0.00	1,260.12	63.00
06-2-03100-120-002	Elem Kitchen Substitutes	2,000.00	0.00	0.00	2,000.00	100.00
06-2-03100-130-001	Sec Kitchen Staff Overtime	3,000.00	6,484.50	0.00	-3,484.50	-116.15
06-2-03100-130-002	Elem Kitchen Staff Overtime	3,000.00	1,128.11	0.00	1,871.89	62.39
06-2-03100-210-001	Sec Kitchen Staff Health Ins	21,000.00	12,211.36	0.00	8,788.64	41.85
06-2-03100-210-002	Elem Kitchen Staff Health Ins	21,000.00	28,783.92	0.00	-7,783.92	-37.06
06-2-03100-220-001	Sec Kitchen Staff Soc Sec	5,500.00	4,998.43	0.00	501.57	9.11
06-2-03100-220-002	Elem Kitchen Staff Soc Sec	4,500.00	4,674.83	0.00	-174.83	-3.88
06-2-03100-230-001	Sec Kitchen Staff Retirement	7,000.00	5,218.60	0.00	1,781.40	25.44
06-2-03100-230-002	Elem Kitchen Staff Retirement	4,000.00	6,017.97	0.00	-2,017.97	-50.44
06-2-03100-630-001	Sec Food Expense	100,000.00	83,138.02	0.00	16,861.98	16.86
06-2-03100-630-002	Elem Food Expense	100,000.00	89,666.78	0.00	10,333.22	10.33
06-2-03100-890-001	Sec Food Service Misc	4,669.00	10,876.01	0.00	-6,207.01	-132.94
06-2-03100-890-002	Elem Food Service Misc	4,669.00	5,016.03	0.00	-347.03	-7.43
06-2-08000-911-000	Fund Transfer to General	0.00	0.00	0.00	0.00	0.00
<b>06 Current Year Account Totals:</b>		<b>403,338.00</b>	<b>378,024.06</b>	<b>0.00</b>	<b>25,313.94</b>	<b>6.27</b>
<b>06</b>	<b>FUND Totals:</b>	<b>403,338.00</b>	<b>378,024.06</b>	<b>0.00</b>	<b>25,313.94</b>	<b>6.27</b>

ALL Data

# Expense Budget Report

Arranged by:  
Account Number

Date Range: YTD thru 07/31/25

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
<b>08</b>	<b>BUILDING FUND</b>					
08-2-02620-720-000	Building Improvements	347,780.00	500,702.00	0.00	-152,922.00	-43.97
08-2-04600-710-000	Land and Land Improvements	0.00	0.00	0.00	0.00	0.00
08-2-05000-831-000	Note Principal Repayment	1,165,000.00	0.00	0.00	1,165,000.00	100.00
08-2-05000-832-000	Note Interest Repayment	65,000.00	41,557.50	0.00	23,442.50	36.06
08-2-05000-833-000	Bond Issuance & Other Costs	0.00	0.00	0.00	0.00	0.00
08-2-05000-890-000	Fees For Services	0.00	0.00	0.00	0.00	0.00
<b>08 Current Year Account Totals:</b>		<b>1,577,780.00</b>	<b>542,259.50</b>	<b>0.00</b>	<b>1,035,520.50</b>	<b>65.63</b>
<b>08</b>	<b>FUND Totals:</b>	<b>1,577,780.00</b>	<b>542,259.50</b>	<b>0.00</b>	<b>1,035,520.50</b>	<b>65.63</b>
<b>Report Totals:</b>		<b>12,750,090.00</b>	<b>9,314,965.54</b>	<b>0.00</b>	<b>3,435,124.46</b>	<b>26.94</b>

# Payroll Expense Summary

ALL Data

Arranged by:  
Account Number

Fund	Account Number	Account Description	Earning	Withholding	Employer
<b>FUND: 01</b>					
	01-2-01100-111-001	Sec Teachers Salary	95,758.91		
	01-2-01100-111-002	Elem Teachers Salary	71,124.38		
	01-2-01100-114-001	Technology Staff	6,666.67		
	01-2-01100-151-001	Sec Additional Compensation	14,998.32		
	01-2-01100-151-002	Ele Additional Compensation	193.56		
	01-2-01100-211-001	Sec Health Insurance			35,009.27
	01-2-01100-211-002	Elem Health Insurance			31,082.61
	01-2-01100-220-001	Sec Soc Sec Non Instruct			95.56
	01-2-01100-220-002	Elem Soc Sec Non Instruct			121.54
	01-2-01100-221-001	Sec Soc Sec			8,277.43
	01-2-01100-221-002	Elem Soc Sec			5,326.54
	01-2-01100-224-001	Technology Soc Sec			492.07
	01-2-01100-230-001	Sec Retirement Non Instruct			103.44
	01-2-01100-230-002	Elem Retirement Non Instruct			129.30
	01-2-01100-231-001	Sec Retirement			8,949.17
	01-2-01100-231-002	Elem Retirement			5,762.50
	01-2-01100-234-001	Technology Retirement			538.67
	01-2-01100-320-001	Sec ESU Contracted Serv	1,280.00		
	01-2-01100-320-002	Elem ESU Contracted Serv	1,600.00		
	01-2-01150-111-002	LEP Teachers	5,423.00		
	01-2-01150-221-002	LEP Soc Sec Teachers			409.47
	01-2-01150-231-002	LEP Retire Teachers			438.18
	01-2-01160-111-001	Sec Poverty Teachers	486.20		
	01-2-01160-111-002	Elem Pov Teach & Teammates	349.06		
	01-2-01160-221-001	Sec Pov Teachers Soc Sec			34.89
	01-2-01160-221-002	Elem Pov Teachers Soc Sec			26.34
	01-2-01160-231-001	Sec Pov Teachers Retire			39.29
	01-2-01160-231-002	Elem Pov Teachers Retire			28.20
	01-2-01190-111-002	Preschool Teachers	3,490.68		
	01-2-01190-211-002	Presch Teachers Health Ins			2,344.26
	01-2-01190-212-002	Presch Aides Health Ins			872.24
	01-2-01190-221-002	Preschool Teachers Soc Sec			267.03
	01-2-01190-231-002	Preschool Teachers Retire			282.05
	01-2-01200-111-001	SPED Sec Teachers	6,420.34		
	01-2-01200-111-002	SPED Elem Teachers	16,705.34		
	01-2-01200-112-002	SPED Elem Aides	540.00		
	01-2-01200-211-001	SPED Sec Teach Health Ins			1,745.84
	01-2-01200-211-002	SPED Elem Teach Health Ins			4,921.43
	01-2-01200-212-001	SPED Sec Aides Health Ins			1,744.48
	01-2-01200-212-002	SPED Elem Aides Health Ins			5,287.50
	01-2-01200-221-001	SPED Sec Teachers Soc Sec			486.09
	01-2-01200-221-002	SPED Elem Teachers Soc Sec			1,275.17
	01-2-01200-222-002	SPED Elem Aides Soc Sec			41.31
	01-2-01200-231-001	SPED Sec Teachers Retire			518.76
	01-2-01200-231-002	SPED Elem Teachers Retire			1,349.78
	01-2-01200-232-002	SPED Elem Aides Retire			43.63
	01-2-02120-111-001	Sec Guidance	4,910.53		
	01-2-02120-111-002	Elem Guidance	3,312.36		
	01-2-02120-211-001	Sec Guidance Health Ins			1,590.49
	01-2-02120-211-002	Elem Guidance Health Ins			2,344.26
	01-2-02120-221-001	Sec Guidance Soc Sec			352.40

# Payroll Expense Summary

ALL Data

Arranged by:  
Account Number

Fund	Account Number	Account Description	Earning	Withholding	Employer
	01-2-02120-221-002	Elem Guidance Soc Sec			249.82
	01-2-02120-231-001	Sec Guidance Retirement			396.77
	01-2-02120-231-002	Elem Guidance Retirement			267.64
	01-2-02130-116-000	Director Nursing	3,553.50		
	01-2-02130-216-000	Dir. Nursing Health Ins			2,344.26
	01-2-02130-226-000	Director Nursing Soc Sec			261.66
	01-2-02130-236-000	Director Nursing Retirement			287.13
	01-2-02190-110-001	Activity Bus/Van Drivers	1,130.00		
	01-2-02190-220-001	Activity Bus/Van Soc Sec			86.45
	01-2-02190-230-001	Activity Bus/Van Retirement			91.30
	01-2-02220-111-002	Elem Library	5,049.00		
	01-2-02220-211-002	Elem Library Health Ins			2,344.26
	01-2-02220-221-002	Elem Library Soc Sec			350.03
	01-2-02220-231-002	Elem Library Retirement			407.96
	01-2-02320-105-000	Superintendent Salary	12,833.33		
	01-2-02320-110-001	Sec Clerical Staff	1,931.18		
	01-2-02320-130-001	Sec Clerical Staff Overtime	288.00		
	01-2-02320-210-001	Sec Clerical Health Ins			1,744.48
	01-2-02320-215-000	Superintendent Health Ins			1,745.84
	01-2-02320-220-001	Sec Clerical Soc Sec			165.30
	01-2-02320-225-000	Superintendent Soc Sec			957.73
	01-2-02320-230-001	Sec Clerical Retirement			169.97
	01-2-02320-235-000	Superintendent Retirement			1,036.94
	01-2-02410-110-002	Elem Clerical Staff	1,429.75		
	01-2-02410-111-001	Sec Principal Salary	8,458.33		
	01-2-02410-111-002	Elem Principal Salary	8,458.33		
	01-2-02410-210-002	Elem Clerical Health Ins			872.24
	01-2-02410-211-001	Sec Principal Health Ins			2,344.26
	01-2-02410-211-002	Elem Principal Health Ins			2,344.26
	01-2-02410-220-002	Elem Clerical Soc Sec			109.37
	01-2-02410-221-001	Sec Principal Soc Sec			631.41
	01-2-02410-221-002	Elem Principal Soc Sec			644.74
	01-2-02410-230-002	Elem Clerical Retirement			115.52
	01-2-02410-231-001	Sec Principal Retirement			683.43
	01-2-02410-231-002	Elem Principal Retirement			683.43
	01-2-02490-111-001	Activities Director Salary	3,428.34		
	01-2-02490-221-001	Activities Dir Soc Sec			256.24
	01-2-02490-231-001	Activities Dir Retirement			277.01
	01-2-02510-110-000	Business Manager Salary	4,094.03		
	01-2-02510-130-000	Business Manager Overtime	815.10		
	01-2-02510-210-000	Business Manager Health Ins			872.24
	01-2-02510-220-000	Business Manager Soc Sec			372.04
	01-2-02510-230-000	Business Manager Retirement			396.66
	01-2-02610-110-001	Sec Custodial Salary	16,694.86		
	01-2-02610-110-002	Elem Custodial Salary	5,590.11		
	01-2-02610-130-001	Sec Custodial Overtime	2,263.43		
	01-2-02610-130-002	Elem Custodial Overtime	1,048.40		
	01-2-02610-210-001	Sec Health Ins			1,744.48
	01-2-02610-210-002	Elem Health Ins			1,744.48
	01-2-02610-220-001	Sec Soc Sec			1,445.23
	01-2-02610-220-002	Elem Soc Sec			485.48
	01-2-02610-230-001	Sec Retirement			1,156.32

# Payroll Expense Summary

ALL Data

Arranged by:  
Account Number

Fund	Account Number	Account Description	Earning	Withholding	Employer
	01-2-02610-230-002	Elem Retirement			536.39
	01-2-02620-110-000	Plant Maintenance Salary	5,361.20		
	01-2-02620-210-000	Maintenance Health Ins			872.24
	01-2-02620-220-000	Maintenance Soc Sec			408.72
	01-2-02620-230-000	Maintenance Retirement			433.18
	01-2-06200-111-002	Title I Teachers Salary	5,701.48		
	01-2-06200-211-002	Title I Teachers Health Ins			1,745.84
	01-2-06200-212-002	Title I Aides Health Ins			872.24
	01-2-06200-221-002	Title I Teachers Soc Sec			425.20
	01-2-06200-231-002	Title I Teachers Retirement			460.68
	01-931	Payable Account		-92,134.27	
<b>FUND 01 Totals:</b>			321,387.72	-92,134.27	158,172.06
<b>FUND: 06</b>					
	06-2-03100-110-001	Sec Kitchen Staff	2,420.00		
	06-2-03100-110-002	Elem Kitchen Staff	131.25		
	06-2-03100-130-001	Sec Kitchen Staff Overtime	231.00		
	06-2-03100-210-001	Sec Kitchen Staff Health Ins			872.24
	06-2-03100-210-002	Elem Kitchen Staff Health Ins			2,616.72
	06-2-03100-220-001	Sec Kitchen Staff Soc Sec			202.80
	06-2-03100-220-002	Elem Kitchen Staff Soc Sec			10.04
	06-2-03100-230-001	Sec Kitchen Staff Retirement			214.20
	06-2-03100-230-002	Elem Kitchen Staff Retirement			10.61
	06-931	Payable Account		-599.78	
<b>FUND 06 Totals:</b>			2,782.25	-599.78	3,926.61
<b>Report Totals:</b>			324,169.97	-92,734.05	162,098.67

# Preliminary Check Register

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	Manual Check Number	Amount
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**Checks Available to Print**

**01 - GENERAL**

			ABTJKHSA	Adams Bank FBO Jonette Kemling HSA		
3HSAABTJK.382		07/14/25		July 2025 Payroll		255.07
						<hr/>
				Check Total		255.07
				Vendor Total		255.07
			ADAMLUMB	Adams Lumber		
71525		07/10/25		Press Box supplies, main sup		4,783.45
						<hr/>
				Check Total		4,783.45
				Vendor Total		4,783.45
			AFLAC12	American Family Life		
2AFLAC12.382		07/14/25		July 2025 Payroll		3,172.33
2AMFA.382		07/14/25		July 2025 Payroll		1,286.31
						<hr/>
				Check Total		4,458.64
				Vendor Total		4,458.64
			AMAZON	Amazon Capital Services		
71525		07/10/25		printer, furniture		1,342.08
						<hr/>
				Check Total		1,342.08
				Vendor Total		1,342.08
			AMERCONC	American Concrete Concepts		
Perki-001		07/10/25		Floor restoration		39,505.00
						<hr/>
				Check Total		39,505.00
				Vendor Total		39,505.00
			BHE4317	Black Hills Energy		
7/25-1		07/10/25		gas		60.68
						<hr/>
				Check Total		60.68
				Vendor Total		60.68
			BHE4318	Black Hills Energy		
7/25-2		07/10/25		gas		371.35
						<hr/>
				Check Total		371.35
				Vendor Total		371.35
			BHE4319	Black Hills Energy		
7/25-3		07/10/25		gas		49.74
						<hr/>
				Check Total		49.74
				Vendor Total		49.74
			BHE4479	Black Hills Energy		
7/25-4		07/10/25		gas		84.74
						<hr/>
				Check Total		84.74

# Preliminary Check Register

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	Manual Check Number	Amount
					Vendor Total	84.74
7/25-5		07/10/25	BHE5611	Black Hills Energy gas		94.99
					Check Total	94.99
					Vendor Total	94.99
7/25-6		07/10/25	BHE9834	Black Hills Energy gas		100.14
					Check Total	100.14
					Vendor Total	100.14
7/25-7		07/10/25	BHE9835	Black Hills Energy gas		213.33
					Check Total	213.33
					Vendor Total	213.33
3DENTAL.382		07/14/25	BLUECR01	Blue Cross/Blue Shield July 2025 Payroll		7,406.85
3HEAL.382		07/14/25		July 2025 Payroll		99,897.43
71525		07/10/25		additional premiums		1,110.93
					Check Total	108,415.21
					Vendor Total	108,415.21
39580702		07/10/25	CAPITALBUS	Capital Business Systems copier rental		607.89
					Check Total	607.89
					Vendor Total	607.89
AE4541F		07/10/25	CDW-G	CDW Government, Inc Lanschool		3,092.00
AE5BB9V		07/10/25		computer bags		1,440.00
					Check Total	4,532.00
					Vendor Total	4,532.00
7/25 ES		07/10/25	CITYOFGR	City Of Grant ES electricity & other utiliti		2,632.95
7/25 HS		07/10/25		HS electricity & other utiliti		7,557.64
					Check Total	10,190.59
					Vendor Total	10,190.59
71525		07/10/25	COMFORTIN	Comfort Inn motel		944.65
					Check Total	944.65
					Vendor Total	944.65
111521		07/10/25	CORNGLAS	Cornhusker Glass, Inc. glass		2,315.04

# Preliminary Check Register

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	PO Date	Vendor Name Description	Manual Check Number	Amount
						Check Total	2,315.04
						Vendor Total	2,315.04
71525		07/10/25	DECKEREQ	07/10/25	Decker Equipment supplies		41.70
						Check Total	41.70
						Vendor Total	41.70
71525		07/10/25	EAKES	07/10/25	Eakes Office Solutions copier rental, supplies		5,378.01
						Check Total	5,378.01
						Vendor Total	5,378.01
2FICA.382		07/14/25	EFTPS	07/14/25	EFTPS Payroll Deposit July 2025 Payroll		19,495.76
2FICM.382		07/14/25		07/14/25	July 2025 Payroll		4,559.50
2USIT.382		07/14/25		07/14/25	July 2025 Payroll		21,520.37
3FICA.382		07/14/25		07/14/25	July 2025 Payroll		19,495.76
3FICM.382		07/14/25		07/14/25	July 2025 Payroll		4,559.50
						Check Total	69,630.89
						Vendor Total	69,630.89
71525		07/10/25	EINSALEC	07/10/25	Alecia Einspahr mileage/meal reimbursement		318.10
						Check Total	318.10
						Vendor Total	318.10
71525		07/10/25	ESU10	07/10/25	ESU #10 computer repair, training		235.00
						Check Total	235.00
						Vendor Total	235.00
71525		07/10/25	ESU16	07/10/25	ESU #16 SRS Fees, SPED		1,669.55
						Check Total	1,669.55
						Vendor Total	1,669.55
13839		07/10/25	FAIRFIELD	07/10/25	Fairfield Inn & Suites motel		279.90
13868		07/10/25		07/10/25	motel		817.85
						Check Total	1,097.75
						Vendor Total	1,097.75
2494		07/10/25	GOFFSERV	07/10/25	Goff Services repair		92.00
						Check Total	92.00

# Preliminary Check Register

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	Manual Check Number	Amount
					Vendor Total	92.00
71525		07/10/25	GRANTRIB	Grant Tribune/High Plains News legal proceedings		278.61
					Check Total	278.61
					Vendor Total	278.61
71525		07/10/25	GREAPL02	Great Plains Communications telephone		1,651.33
					Check Total	1,651.33
					Vendor Total	1,651.33
7/25-2610		07/10/25	HATCSUPE	Hatch's Super Foods supplies		11.91
					Check Total	11.91
					Vendor Total	11.91
71525		07/10/25	KEITCO03	Keith County News subscriptions		162.00
					Check Total	162.00
					Vendor Total	162.00
6007		07/10/25	LAQUINTA	La Quinta Inn & Suites motel		269.90
					Check Total	269.90
					Vendor Total	269.90
2LEGALSH.382		07/14/25	LEGALSHIEL	LegalShield July 2025 Payroll		101.70
					Check Total	101.70
					Vendor Total	101.70
742182		07/10/25	LIBRSTOR	Library Store, Inc. tables		1,421.80
					Check Total	1,421.80
					Vendor Total	1,421.80
899632		07/10/25	MACGILL	William V Macgill & Co health supplies		75.93
					Check Total	75.93
					Vendor Total	75.93
2MG403B.382		07/14/25	MGTRUST	MG Trust Company July 2025 Payroll		450.00
2MG403ROTH.3		07/14/25		July 2025 Payroll		2,250.00
82					Check Total	2,700.00

# Preliminary Check Register

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	Manual Check Number	Amount
					Vendor Total	2,700.00
852298		07/10/25	MIDAMER	Mid-American Research Chemical maintenance supplies		321.12
					Check Total	321.12
					Vendor Total	321.12
2267		07/10/25	MOWERSMORE	Mowers N More parts		74.55
					Check Total	74.55
					Vendor Total	74.55
71525		07/10/25	NCSA	NCSA registrations		2,489.00
					Check Total	2,489.00
					Vendor Total	2,489.00
2NEIT.382		07/14/25	NEBRDEPT	Nebraska Depart. Of Revenue July 2025 Payroll		9,903.82
					Check Total	9,903.82
					Vendor Total	9,903.82
2NTRT.382		07/14/25	NEBRRETI	Nebraska Retirement System July 2025 Payroll		25,329.99
3NTRT.382		07/14/25		July 2025 Payroll		25,583.30
					Check Total	50,913.29
					Vendor Total	50,913.29
71525		07/10/25	NPPD	Nebraska Public Power District electricity		32.63
					Check Total	32.63
					Vendor Total	32.63
1157		07/10/25	NRCSA	Nebraska Rural Community Schools Association dues		850.00
					Check Total	850.00
					Vendor Total	850.00
3HSANSBEG.38 2		07/14/25	NSBEGHSA	Nebraska State Bank FBO Emily Glause HSA July 2025 Payroll		342.53
					Check Total	342.53
					Vendor Total	342.53
2BCBS.382		07/14/25	PCSBCBS	Perkins County Schools July 2025 Payroll		45.96
					Check Total	45.96

# Preliminary Check Register

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	Manual Check Number	Amount
					Vendor Total	45.96
71525		07/10/25	PCSTRANS	PCS Transaction Cash rock, fuel, dues		3,393.04
					Check Total	3,393.04
					Vendor Total	3,393.04
71525		07/10/25	PEAREduc	Pearson Education Textbooks		5,093.93
					Check Total	5,093.93
					Vendor Total	5,093.93
232		07/10/25	PELLA	Pella Window & Door Press Box Windows		4,498.26
					Check Total	4,498.26
					Vendor Total	4,498.26
71525		07/10/25	PINNVISAGF	Pinnacle Bank building supplies, motel		7,564.41
					Check Total	7,564.41
					Vendor Total	7,564.41
3320864108		07/10/25	PITNEY	Pitney Bowes postage machine rental		99.96
					Check Total	99.96
					Vendor Total	99.96
9739		07/10/25	POTTSELEC	Potts Electric repair		477.18
					Check Total	477.18
					Vendor Total	477.18
71525		07/10/25	PRAIWORK	Prairie Works Designs Architectural Designs		4,800.00
					Check Total	4,800.00
					Vendor Total	4,800.00
71525		07/10/25	PRONTO	Pronto fuel		381.75
					Check Total	381.75
					Vendor Total	381.75
405658		07/10/25	PUSHPEDAL	PUSH PEDAL PULL weights		29,517.00
					Check Total	29,517.00
					Vendor Total	29,517.00
			RAPIFIRE	Rapid Fire		

# Preliminary Check Register

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	Manual Check Number	Amount
98437/96944/969 35		07/10/25		Sprinkler Inspections		3,969.05
					Check Total	3,969.05
					Vendor Total	3,969.05
2026869		07/10/25	RASTECH	RAS Technology Consultants license		385.00
					Check Total	385.00
					Vendor Total	385.00
8883410		07/10/25	REALGOOD	Really Good Stuff, Inc. classroom supplies		42.99
					Check Total	42.99
					Vendor Total	42.99
13001		07/10/25	REESMECH	Reese Mechanical Walk-in repair		762.00
					Check Total	762.00
					Vendor Total	762.00
71525		07/10/25	REISAUS	Austin Reisig mileage/meal reimbursement		467.13
					Check Total	467.13
					Vendor Total	467.13
13015747		07/10/25	ROCKWOOD	Rockler Woodworking supplies		41.40
					Check Total	41.40
					Vendor Total	41.40
71525		07/10/25	SANDHBKCC	Credit Card Services Professional Dev, Clrm Sup		3,366.15
					Check Total	3,366.15
					Vendor Total	3,366.15
71525		07/10/25	SELECAR	Select Carpet & Tile labor install carpet		15,010.00
					Check Total	15,010.00
					Vendor Total	15,010.00
7152025		07/10/25	SOPWHIT	Whitney Soper mileage/meals reimbursement		283.40
71525		07/10/25		mileage reimbursement		72.36
					Check Total	355.76
					Vendor Total	355.76
			SSBJLHSA	Sandhills State Bank FBO Jasmine Lehl HSA		

# Preliminary Check Register

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	Manual Check Number	Amount
3HSASSBJL.382		07/14/25		July 2025 Payroll		255.07
					Check Total	255.07
					Vendor Total	255.07
			SSBTSHSA	Sandhills State Bank FBO Tristan Stephenson H		
3HSASSBTS.382		07/14/25		July 2025 Payroll		255.07
					Check Total	255.07
					Vendor Total	255.07
			T & T MAR	Principal Life Group		
2LTD.382		07/14/25		July 2025 Payroll		297.04
					Check Total	297.04
					Vendor Total	297.04
			UBBGHSA	Omnify/Union Bank FBO Brendan Geier HSA		
3HSAUBBG.382		07/14/25		July 2025 Payroll		121.48
					Check Total	121.48
					Vendor Total	121.48
			VIAERO	Viaero		
71525		07/10/25		cell phone		82.18
					Check Total	82.18
					Vendor Total	82.18
			VISIONSP	Vision Service Plan (CT)		
2VSPVISION.382		07/14/25		July 2025 Payroll		596.83
					Check Total	596.83
					Vendor Total	596.83
			WAGEWORKS	WageWorks, Inc.		
2CAFE.382		07/14/25		July 2025 Payroll		1,718.66
2DCARE.382		07/14/25		July 2025 Payroll		1,406.00
					Check Total	3,124.66
					Vendor Total	3,124.66
			WILLHSAD	William H. Sadlier, Inc.		
071525		07/10/25		workbooks		3,945.26
					Check Total	3,945.26
					Vendor Total	3,945.26
			WWADMINFEE	WageWorks		
7972278		07/10/25		admin fee		194.00
					Check Total	194.00
					Vendor Total	194.00
<b>01 - GENERAL Totals:</b>						<b>417,530.27</b>

**06 - CAFETERIA FUND**

# Preliminary Check Register

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	Manual Check Number	Amount
			BLUECR01	Blue Cross/Blue Shield		
3DENTAL.382		07/14/25		July 2025 Payroll		216.24
3HEAL.382		07/14/25		July 2025 Payroll		3,272.72
				Check Total		3,488.96
				Vendor Total		3,488.96
			EFTPS	EFTPS Payroll Deposit		
2FICA.382		07/14/25		July 2025 Payroll		172.50
2FICM.382		07/14/25		July 2025 Payroll		40.34
2USIT.382		07/14/25		July 2025 Payroll		93.89
3FICA.382		07/14/25		July 2025 Payroll		172.50
3FICM.382		07/14/25		July 2025 Payroll		40.34
				Check Total		519.57
				Vendor Total		519.57
			MALADIAN	Diana Malave		
71525		07/10/25		meals reimbursement		121.31
				Check Total		121.31
				Vendor Total		121.31
			NEBRDEPT	Nebraska Depart. Of Revenue		
2NEIT.382		07/14/25		July 2025 Payroll		70.47
				Check Total		70.47
				Vendor Total		70.47
			NEBRRETI	Nebraska Retirement System		
2NTRT.382		07/14/25		July 2025 Payroll		222.58
3NTRT.382		07/14/25		July 2025 Payroll		224.81
				Check Total		447.39
				Vendor Total		447.39
<b>06 - CAFETERIA FUND Totals:</b>						<b>4,647.70</b>
<b>Total of Checks Available to Print:</b>						<b>422,177.97</b>
<b>Report Total:</b>						<b>422,177.97</b>

SELECTED Data

# Revenue Budget Report

Arranged by:  
Account Number

Date Range: YTD thru 07/31/25

Account	Description	Budget	Receipts	Revenue Balance	Percent Remaining
<b>01</b>	<b>GENERAL</b>				
01-1-01100-000-000	Taxes	6,695,960.00	4,417,148.44	2,278,811.56	34.03
01-1-01115-000-000	Carline Taxes	200.00	107.90	92.10	46.05
01-1-01120-000-000	Public Power Dist Sales Tax	70,000.00	68,961.66	1,038.34	1.48
01-1-01125-000-000	Motor Vehicle Taxes	390,000.00	358,958.34	31,041.66	7.95
01-1-01140-000-000	Prop Tax Penalties & Interest	7,000.00	6,040.24	959.76	13.71
01-1-01190-000-000	County Treasurer's Commission	-66,960.00	-43,672.07	-23,287.93	34.77
01-1-01315-000-000	Tuition Received DL Spanish	80,000.00	62,909.00	17,091.00	21.36
01-1-01370-000-000	Preschool Tuition	0.00	0.00	0.00	0.00
01-1-01510-000-000	Interest	40,000.00	68,882.72	-28,882.72	-72.20
01-1-01911-000-000	Local License Fees	2,500.00	2,350.00	150.00	6.00
01-1-01925-000-000	Corporate/Other Private Grants	7,000.00	6,860.40	139.60	1.99
01-1-01955-000-000	Dual Credit Reimbursement	7,000.00	4,400.00	2,600.00	37.14
01-1-01990-000-000	Other Local Receipts	2,200.00	0.00	2,200.00	100.00
01-1-02110-000-000	County Fines & License	500.00	600.00	-100.00	-20.00
01-1-02130-000-000	Other County Receipts	300.00	0.00	300.00	100.00
01-1-02210-000-000	ESU Receipts	5,000.00	6,155.84	-1,155.84	-23.11
01-1-03110-000-000	State Aid	681,000.00	680,989.00	11.00	0.00
01-1-03120-000-000	Special Education Sch Age	550,000.00	607,557.00	-57,557.00	-10.46
01-1-03125-000-000	SPED Transportation Sch Age	0.00	0.00	0.00	0.00
01-1-03130-000-000	Homestead Exemption	40,000.00	32,571.68	7,428.32	18.57
01-1-03131-000-000	Property Tax Credit	700,000.00	2,543,216.23	-1,843,216.23	-263.31
01-1-03132-000-000	Personal Property Tax Credit	0.00	0.00	0.00	0.00
01-1-03133-000-000	Nameplate Capacity Tax-Renew Energy	200.00	0.00	200.00	100.00
01-1-03180-000-000	Prorate Motor Vehicle	14,000.00	9,186.71	4,813.29	34.38
01-1-03400-000-000	State Apportionment	120,000.00	182,841.60	-62,841.60	-52.36
01-1-03512-000-000	Distance Ed Incentive Pymnt	25,000.00	22,786.80	2,213.20	8.85
01-1-03535-000-000	High Ability Learners	5,200.00	0.00	5,200.00	100.00
01-1-03551-000-000	Career Education Grant	7,500.00	0.00	7,500.00	100.00
01-1-03552-000-000	School Safety/Security Grant	0.00	0.00	0.00	0.00
01-1-03599-000-000	Other State Category	0.00	0.00	0.00	0.00
01-1-03800-000-000	NPPD In Lieu Taxes	0.00	0.00	0.00	0.00
01-1-03990-000-000	Other State Receipts	0.00	0.00	0.00	0.00
01-1-04105-000-000	E-Rate Rebates	0.00	0.00	0.00	0.00
01-1-04310-000-000	REAP	0.00	0.00	0.00	0.00
01-1-04421-000-000	IDEA Part B	10,000.00	0.00	10,000.00	100.00
01-1-04422-000-000	IDEA Preschool ARP	1,200.00	0.00	1,200.00	100.00
01-1-04423-000-000	IDEA ARP	800.00	0.00	800.00	100.00
01-1-04505-000-000	Title I	43,000.00	64,236.00	-21,236.00	-49.38
01-1-04506-000-000	Title I Accountability	0.00	0.00	0.00	0.00
01-1-04509-000-000	Title IIA	0.00	0.00	0.00	0.00
01-1-04512-000-000	IDEA Base Allocation	0.00	0.00	0.00	0.00
01-1-04516-000-000	IDEA Preschool	4,600.00	0.00	4,600.00	100.00
01-1-04518-000-000	IDEA Base & Enrollment Poverty	90,000.00	0.00	90,000.00	100.00
01-1-04519-000-000	IDEA Enrollment/Poverty	0.00	0.00	0.00	0.00

SELECTED Data

# Revenue Budget Report

Arranged by:  
Account Number

Date Range: YTD thru 07/31/25

Account	Description	Budget	Receipts	Revenue Balance	Percent Remaining
01-1-04521-000-000	IDEA Nonpublic	7,700.00	0.00	7,700.00	100.00
01-1-04525-000-000	Perkins Grant	0.00	0.00	0.00	0.00
01-1-04530-000-000	Other Federal Receipts-PBIS	0.00	0.00	0.00	0.00
01-1-04708-000-000	Medicaid Payments (MIPS)	0.00	0.00	0.00	0.00
01-1-04709-000-000	Medicaid Admin Activities (MAAPS)	3,000.00	2,420.51	579.49	19.31
01-1-04969-000-000	Title IV	0.00	20,000.00	-20,000.00	0.00
01-1-04996-000-000	CARES Emergency Relief	0.00	0.00	0.00	0.00
01-1-04997-000-000	ESSER II	0.00	0.00	0.00	0.00
01-1-04998-000-000	ESSER III	0.00	0.00	0.00	0.00
01-1-05200-000-000	Other Fund Transfers In	100,000.00	95,031.41	4,968.59	4.96
01-1-05300-000-000	Sale Of Property	5,000.00	17,001.65	-12,001.65	-240.03
01-1-05301-000-000	Insurance Adjustment	10,000.00	2,264.40	7,735.60	77.35
01-1-05690-000-000	Other Non Revenue	60,000.00	21,159.10	38,840.90	64.73
01-1-06300-000-000	Special Budget Items	394,300.00	0.00	394,300.00	100.00
01-2-01100-151-999	Addl Comp Acct-Not Used	0.00	0.00	0.00	0.00
<b>01</b>	<b>FUND Totals:</b>	<b>10,113,200.00</b>	<b>9,260,964.56</b>	<b>852,235.44</b>	<b>8.42</b>
	<b>Report Totals:</b>	<b>10,113,200.00</b>	<b>9,260,964.56</b>	<b>852,235.44</b>	<b>8.42</b>

# Revenue Journal ( Preliminary )

Fiscal Year: 2025

Entry Line	Date Account	Received From	Receipt Description	Accrue	Description	Bank ID/Account Receivable	Received
<b>Journal:</b>		<b>07/11/25</b>					
<b>Entry</b>	<b>07/11/25</b>				<b>June receipts</b>	<b>A GENERAL</b>	<b>Sandhills State</b>
1	01-1-01100-000-000		Taxes			0.00	332,165.14
2	01-1-01140-000-000		Prop Tax Penalties & Interest			0.00	1,039.39
3	01-1-01125-000-000		Motor Vehicle Taxes			0.00	27,986.46
4	01-1-03130-000-000		Homestead Exemption			0.00	8,142.92
5	01-1-01190-000-000		County Treasurer's Commission			0.00	-3,248.42
6	01-1-03120-000-000		Special Education Sch Age			0.00	168,235.00
7	01-1-03110-000-000		State Aid			0.00	67,596.00
8	01-1-01315-000-000		Tuition Received DL Spanish			0.00	20,468.00
9	01-1-05690-000-000		Other Non Revenue			0.00	662.00
10	01-1-05200-000-000		Other Fund Transfers In			0.00	10,110.26
11	01-1-01510-000-000		Interest			0.00	11,123.72
<b>Totals for Entry 10793</b>						<b>0.00</b>	<b>644,280.47</b>
<b>Totals for Journal</b>						<b>0.00</b>	<b>644,280.47</b>

<b>Bank Account Totals</b>			
<b>A</b>	<b>GENERAL FUND</b>	<b>Sandhills State Bank</b>	<b>644,280.47</b>

<b>Fund Summary</b>		<b>Receivable</b>	<b>Received</b>
<b>01</b>	<b>GENERAL</b>	<b>0.00</b>	<b>644,280.47</b>

## July Transaction Cash

(May & June Transactions)

Wild Bill's Fun Center	Kindergarten Field Trip	\$120.00	01-2-02190-610-002
Wex Bank	Fuel	\$208.21	01-2-02710-626-000
Pioneer Village	8 <sup>th</sup> Grade Field Trip	\$110.50	01-2-02190-610-001
Golf & Sport	Rock for track	\$1,857.82	01-2-02620-720-000
Wex Bank	Fuel	\$646.51	01-2-02710-626-000
NAEA	Dues	\$450.00	01-2-01100-330-001

**TOTAL \$ 3,393.04**

<b>2024-2025 Perkins County Schools Treasurer's Report - July 2025 Board Meeting - (For the month of June 2025)</b>						
ANNUAL PERCENTAGE YIELD EARNED:			3.04% Sandhills State	2.17% Pinnacle		
			SPECIAL BUILDING	DEPRECIATION	EMPLOYEE BENEFIT	
	<b>GENERAL FUND</b>	<b>LUNCH FUND</b>	<b>FUND</b>	<b>FUND</b>	<b>FUND</b>	<b>ACTIVITY FUND</b>
Balance Forward	<b>\$4,209,931.45</b>	<b>\$37,608.17</b>	<b>\$990,007.76</b>	<b>\$266,527.62</b>	<b>\$0.00</b>	<b>\$198,776.86</b>
<b>EXPENDITURES</b>						
Payroll	\$287,097.24	\$10,110.26				
Bills	\$478,442.81	\$22,385.93		\$30,000.00		\$17,347.50
Total Bills	<b>\$765,540.05</b>	<b>\$32,496.19</b>	<b>\$0.00</b>	<b>\$30,000.00</b>	<b>\$0.00</b>	<b>\$17,347.50</b>
<b>RECEIPTS</b>						
LOCAL RECEIPTS	\$400,306.55	\$50.00	\$20,417.79			\$7,990.83
STATE RECEIPTS	\$243,973.92	\$7,763.67				
FEDERAL RECEIPTS						
Total	<b>\$644,280.47</b>	<b>\$7,813.67</b>	<b>\$20,417.79</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,990.83</b>
<b>Void Checks</b>						
<b>Returned Checks</b>						
<b>Transfers</b>	\$26,500.00			\$26,500.00		
<b>CD Deposit into Checking</b>						
<b>Bank Charges</b>						\$39.95
<b>Bank Error/Correction</b>	\$50.00					
<b>Lunch/Other Refunds</b>						
<b>Interest</b>		\$13.07	\$2,556.25	\$465.20		\$67.31
<b>Ending Balance</b>	<b>\$4,062,121.87</b>	<b>\$12,938.72</b>	<b>\$1,012,981.80</b>	<b>\$263,492.82</b>	<b>\$0.00</b>	<b>\$189,447.55</b>
<b>CD's/Investments</b>	\$19.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL FUND BALANCE</b>	<b>\$4,062,141.42</b>	<b>\$12,938.72</b>	<b>\$1,012,981.80</b>	<b>\$263,492.82</b>	<b>\$0.00</b>	<b>\$189,447.55</b>
<b>EXPENDITURES TO-DATE</b>	<b>\$7,320,632.75</b>	<b>\$371,193.89</b>	<b>\$526,857.50</b>	<b>\$65,489.00</b>	<b>\$0.00</b>	<b>\$401,375.60</b>
<b>Fund Budget Totals:</b>	\$10,113,200.00	\$403,338.00	\$1,577,780.00	\$341,708.00	\$0.00	\$314,064.00
<b>Budget Total:</b>	<b>\$12,750,090.00</b>					<b>TOTAL CD's/INVEST:</b>
						\$19.55

July

2025



# PERKINS COUNTY ELEMENTARY SCHOOL

Perkins County Elementary

“Where every day is a **GREAT** day to be a Plainsmen”

## Conferences and Workshops:

- **Family Literacy Committee Meeting:** We will be meeting again in July, prior to school starting, to get things started. We have started a calendar of events and also a Monthly Newsletter that will go out with resources, books, and other exciting activities and ideas to help motivate reading and literacy at home!
- **MTSS Summit: Kearney, June 24 - 25** - This was a valuable opportunity for our district and building-level staff to come together and develop new ideas for identifying, monitoring, and implementing interventions and supports that address both academic and social-emotional needs. This gave us a much-needed jump start!
- **Educators Academy for Legislative Advocacy: Lincoln, June 26-27** - This was one of the most informative and impactful workshops I’ve ever attended. NCSA did an outstanding job providing valuable insight and strategies for working with our senators and lobbyists to advocate on behalf of our districts and schools. A highlight was participating in a mock hearing, where I had the opportunity to testify and gain a deeper understanding of the legislative process and the work that happens behind the scenes.
- **PowerSchool Rollover: Ogallala, July 1** - Mr. Reisig and Mr. Pettera attended the PowerSchool end-of-year rollover at the ESU.

**Summer School:** The second session of summer school will start up soon. Thank you to Mrs. Armstrong and Miss. White for all their hard work during the summer hours to provide a safe and enjoyable learning environment for our students!

**Facility:** The new carpet has been laid in the elementary classrooms. It looks (and smells) great!

## Looking Ahead:

- July 14 PBIS Planning Meeting
- July 23-25 Admin Days in Kearney
- Aug. 8 Teachers Report
- Aug. 12 Elementary Open House
- Aug. 14 First Day of School!

**Austin Reisig**  
Perkins County Elementary Principal



## Jr/Sr High Principal's Board Report

7/14/25

- The Elementary and JH/HS MTSS teams attended the ESU 16 MTSS Retreat on June 24th and 25th in North Platte. This was a great idea to identify the things we are doing well and to create a plan to improve our process further.
- On July 1, Mr. Reisig and I completed PowerSchool rollover for the 2025-2026 school year. I am completing some back-end scheduling pieces, but we should be ready to roll for the new year.
- The admin team will attend Administrator Days in Kearney from July 23rd to 25th. This is always a great networking and learning opportunity as we shift gears into the new school year.
- Back-to-School Night for the JH/HS will be on August 5th. Mrs. Soper, Mrs. Einspahr, and I will also complete final schedules with students on this date.
- The admin team is working on developing the schedule for the beginning of the school year's professional development for staff scheduled for August 8th and 11th-13th.
- Classes begin on August 14th.

Dalton Pettera

Principal - Perkins County Jr/Sr High

# July 2025 - School Board Meeting

## Athletic Director Report



### Things I have been working on:

- Gym floors scheduled for maintenance this summer.
  - Hardwood Craftsman—July 21-25
  
- Coaching/Sponsors 2025-26 school year.
  - [2025-26 Coaching Assignments](#)
  
- Track Resurfacing—
  - Finished resurfacing—Week of July 4th
  - NOT sure when painters will be here
  
- NCA Coaches Clinic
  - July 21-23
    - 9 coaches going

## **Curriculum Report**

**School Board Meeting - July 14, 2025**

**Submitted By: Deanne Bishop - Curriculum Coordinator**

### **1. Update - Ongoing Curriculum Work**

- a) I continue to maintain Perkins County Schools social media sites throughout the summer.
- b) I have been assisting teachers as they start to look through their new materials including taking inventory, double-checking materials received/needed, communicating with reps and support regarding the online rollover of accounts and making plans for PowerSchool rostering of staff and students for 2025-26.
- c) I have started working on the school district flyer that will be mailed out to patrons.



**PERKINS COUNTY SCHOOLS**  
**Technology Department**

740 SHERMAN AVENUE ♦ PO BOX 829 ♦ GRANT, NE 69140  
Phone: 308-352-4735 Extension 110

Renee Seiler - Technology Director  
Submitted: July 8, 2025

**Current/Ongoing Work**

- Suspending accounts for staff leaving the district (Lee, Summers, McCormick, Loeffler) - this will happen on September 1st
- Working with Victor Gag at Bluum on various intercom systems from three different companies: G2, Atlas, and FrontRow. They are all preparing quotes for basic, intermediate, and advanced systems. I should have those to present at the August meeting.

**Completed Work**

- Cleaned/Relabeled all laptops and iPads
- Changed out chargers, cases, and bags when necessary
- Prepared 2025-2026 Mosyle profiles to run SSO through Google
- Updated phone extensions, on-phone directories, and phone server firmware
- Updated PaperCut and Sharp Copier driver firmware
- Prepared staff laptops (Peyton Woodmancy-Rowley, Mallory Perez, and Clifford Swank)
- Suspended Class of 2025 emails
- Suspended emails of students who left the district and will not be returning
- Moved each grade level email group to their next level

**Upcoming Work**

- Intercoms at Elementary





**NEBRASKA SAFETY  
and FIRE EQUIPMENT**

PROPOSAL NO. 16971  
PAGE NO. 1 of 2  
MARCH 12, 2025  
(MS)

PO BOX 1229, 2719 HALLIGAN DRIVE  
NORTH PLATTE, NEBRASKA 69103-1229  
PHONE 308-534-7833 FAX 308-532-9413

PROPOSAL SUBMITTED TO: PERKINS COUNTY SCHOOLS  
740 SHERMAN AVENUE  
GRANT, NE 69140

JOB LOCATION: PERKINS COUNTY ELEMENTARY

We hereby propose to furnish the materials and perform the labor necessary to INSTALL A BOGEN NYQUIST IP INTERCOM SYSTEM. Price includes the following terms:

- ◆ PRICE INCLUDES INSTALLING ONE (1) BOGEN NYQUIST E7000MCR-48 INTERCOM SYSTEM INCLUDING A SYSTEM CONTROLLER, TWO (2) ANALOG STATION BRIDES, ONE (1) I/O CONTROLLER, ONE (1) MATRIX MIXER PRE-AMP, AND ONE (1) ADMIN IP PHONE.
- ◆ PRICE INCLUDES INSTALLING ONE (1) ADDITIONAL BOGEN COLOR DISPLAY ADMINISTRATIVE PHONE.
- ◆ PRICE INCLUDES INSTALLING NEW WIRE AND SPEAKERS THROUGHOUT.
- ◆ PRICE DOES NOT INCLUDE ANY 120 VAC WORK INCLUDING OUTLET FOR POWER SUPPLY, IF NECESSARY.
- ◆ PRICE INCLUDES A WHEELED RACK.
- ◆ PRICE INCLUDES REMOVAL OF BOGEN MCP35A EQUIPMENT.
- ◆ ATLEAST ONE DATA PORT WILL BE REQUIRED FOR REMOTE ACCESS TO SYSTEM CONTROLLER FUNCTIONS.
- ◆ PRICE INCLUDES ONE YEAR SOFTWARE UPDATE SUBSCRIPTION. ADDITIONAL LENGTH SUBSCRIPTIONS AVAILABLE AT ADDITIONAL COST.
- ◆ PRICE INCLUDES FREIGHT AND CUSTOMER TRAINING.
- ◆ PRICE DOES NOT INCLUDE TAX.
- ◆ PRICE SUBJECT TO LIMITATION OF LIABILITY NOTED BELOW.

All material is guaranteed to be as specified and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in substantial workmanlike manner for the sum of \$61,879.00 (SIXTY-ONE THOUSAND EIGHT HUNDRED SEVENTY-NINE DOLLARS) with payment to be made as follows: \$61,879.00 as installation progresses. Equipment \$39,137.00 / Labor \$22,742.00

Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance upon above work. Workers' compensation and public liability insurance on the above work to be taken out by Nebraska Safety & Fire Equipment Inc.

RESPECTFULLY SUBMITTED  
NEBRASKA SAFETY & FIRE EQUIPMENT, INC.

*Conrad Buhrman*  
CONRAD BUHRMAN

*3/12/2025*  
DATE

This proposal may be withdrawn by us if not accepted within 60 days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

LIMITATION OF LIABILITY

*Pye-Barker, referred to as PB from here on, makes no warranties, expressed or implied, including, without limitation, warranties of merchantability and/or fitness for a particular purpose. No promise not contained herein or affirmation of fact made by an employee, agent or representative of PB shall constitute a warranty by the PB or give rise to any liability or obligation. PB's liability to Subscriber for personal injury, death, or property damage arising from performance under this contract shall be limited to the contract price. Subscriber shall hold PB harmless from any and all third-party claims for personal injury, death, or property damage arising from Subscribers failure to maintain these systems or keep them in operative condition, whether based upon contract, warranty, tort, strict liability or otherwise. In no event shall PB be liable for any special, indirect, incidental, consequential, or liquidated, penal or any economic damages of any character, including but not limited to loss of use of the Subscribers property, loss of profits or loss of production, whether claimed by the Subscriber or any third party, irrespective of whether claims or actions for such damages are based upon contract, warranty, negligence, tort, strict liability or otherwise.*

1	NQ-E7000SWL	NYQUIST ED SYSTEM SOFTWARE LICENCE
3	NQ-E7000SSL	NYQUIST ED SYSTEM STATION LICENCE (25 PK)
1	NQ-E7000CCL	NYQUIST ED SYSTEM CONCURRENT CALL LICENCE (10 PK)
1	NQ-E7000MCR-48	NYQUIST E7000 PRECONFIGURED RACK SYSTEM - 48 PORTS
1	MC-CASTER-KIT	RACK CASTER KIT
1	NQ-T1100	NYQUIST IP PAGING SYSTEM - ADMIN IP PHONE
1	NQ-E7WARANTY90	90 DAY SOFTWARE WARRANTY
1	NQ-E7MAINT 1Y	SYSTEM S/W MAINT AGREEMENT 1 YR (INCLUDES FIXES)
10	MB8TSQ	SPEAKER, SQUARE METAL BOX ENCLOSURE, 8" 4W TRANSFORMER
50	CSD2X2U-V2	SPEAKER, CEILING, DROP IN PANEL, 2X2, BRIGHT WHITE, VERSION-2
3	SPT15A	SPEAKER, PAGING HORN w/ TRANSFORMER, 15 WATT
3	TCSP1	COVER, TERMINAL, FOR CONDUIT
10	WG-31141112	18/2 STRANDED PLENUM 1000'

## Superintendent Update - July 14, 2025

### Facility Updates:

- Terrazzo Floor complete - Looks great!
- Track has been resurfaced - waiting on paint
- Carpet replacement has been completed
- Weight room improvements are ongoing - weights, paint, lighting, heating and AC
- Football Pressbox improvements are occurring
- Back-up Power Invertor being replaced - \$19,820
- Back Flow Preventor - \$6,910 ordered
- Wrestling Room Project - All supplies here - Work to begin soon
- Spraying parking lot areas - weeds, etc (rain has not helped)
- Shop meeting - 7:00 AM - Tuesday, Jul 15, 2025
- We have numbers for secure entry and office improvements/drawings

### Budget:

- I have begun the budget process and completing the required documents
- I will attend a budget workshop on Thursday, in Kearney 9-1pm
- Title Funding on hold - \$40,000 for our district
- Could impact services from ESU 16 (Teaching and learning, ELL, Migrant)
- Budget workshop dates in July and August

### Strategic Plan:

- Provide board members with Literacy materials - book and handout
- Our focus continues to be on literacy and utilizing proven strategies and curriculum
- Board workshop dates in July and August?

### Upcoming dates:

- Enrollment Open
- Open House - Elementary is Aug 12th 6pm, Jr/High School Aug 5th 6pm

2025-2026

# **Student-Parent Handbook**

- Perkins County Elementary School-



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**Perkins County Elementary School Student-Parent Handbook  
2025-26 School Year**

**Forward**

**Section 1 - Intent of Handbook**

The intention of this handbook is to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Perkins County Elementary School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well being of all students and the educational program. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state, and federal statutes and regulations.

**Notice of Non-discrimination**

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the school district. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

**Section - 2 Members of the Board of Education**

- Mr. Chris Fryzek, President
- Mrs. Holly Cornelius, Vice President
- Mrs. Val Foster, Secretary
- Mr. Jayson Bishop, Treasurer
- Mrs. Tori Gengenbach, Member
- Mr. Cameron Sis, Member

**Section - 3 Administrative Staff**

<b>Name</b>	<b>Position</b>	<b>School</b>
Mr. Mark Jolliffe	Superintendent	Jr./Sr High
Mr. Dalton Pettera	Jr./Sr. High Principal	Jr./Sr. High
Mr. Austin Reisig	Elementary Principal	Elementary
Mr. Shawn Cole	Activity Director	Jr./Sr. High

**Section - 4 Teaching Staff**

Elementary School

Mrs. Brandie Ross	Preschool
Mrs. Erin Fisher	Kindergarten
Mrs. Tammy Hutcheson	Kindergarten
Mrs. Mallory Perez	1st
Mrs. Rhea Self	1st
Mrs. Carissa Cornelius	2nd
Mrs. Sara Pochon	2nd
Mrs. Jill Richmond	3rd Reading, 3rd/4th Language Arts
Mrs. Lindsey Cunningham	3rd Reading, 3rd/4th Science
Mrs. Samantha Reimers	4th Reading, 3rd/4th Math
Mr. Steve Snyder	4th Reading, 3rd/4th Social Studies
Mrs. Megan McCord	5th Reading, 5th/6th Science
Mrs. Angela Gloy	5th Reading, 5th/6th Social Studies
Miss Raven Sanders	6th Reading, 5th/6th Math
Mrs. Jeanie Uptain	6th Reading, 5th/6th Language Arts
Mrs. Bailey Armstrong	Title I
Miss Devon Schnorr	3/4 Special Education

Mrs. Jonette Kemling	5/6 Special Education
Mr. Clifford Swank	K-2 Special Education
Mr. Shayne Hite	K-6 Physical Education, 3-6 Math Interventions
Mrs. Jasmine Lehl	3-4 Vocal Music, 5-6 Band
Mr. Nathan Kemling	Elementary Choir
Mrs. Michelle Snyder	K-12 ELL, K-6 Art
Mrs. Jordon Swesey	K-6 Counselor
Mrs. Erica Turner	Media
Mrs. Deanne Bishop	High Ability Learning

**Article 1**

**Section 1- Mission Statement**

**Perkins County Schools - Respect...Excellence...Pride**

**Section 1 School Mission Statement**

Welcome to Perkins County Schools. Our students are expected to show RESPECT, perform to EXCELLENCE, and exemplify PRIDE in themselves, their school, and their community. By “Protecting our REP” students will become confident and productive members of society.

**Section 2 Goals and Objectives - 2024-2029**

The goals and objectives of Perkins County Schools are:

1. Assess, develop, and implement a comprehensive cross-curricular PK-12 literacy plan to improve reading, writing, listening, and speaking skills.
  - a. 2024-2025 - Assess the current PK-12 literacy curriculum.
  - b. Spring of 2025 - Identify necessary changes and develop a comprehensive plan to improve reading, writing, listening, and speaking skills.
  - c. 2025-2026 - Implement Pk-12 literacy plan.
  - d. 2026-2027 - Monitor, review, and adjust the Pk-12 literacy plan.
  - e. 2027-2028 - Evaluate the implementation of the Pk-12 literacy plan with an emphasis on student growth as it relates to NSCAS and building assessments.
  - f. 2028-2029 - Evaluate the implementation of the Pk-12 literacy plan and make necessary adjustments to enhance the program results.

2. Assess, review, and modify extracurricular guidelines to balance academic and activity attendance.
  - a. Summer 2024 - Review 2023-2024 activity attendance and report to the board.
  - b. 2024-2025 - Monitor the attendance of students involved in extracurricular activities.
  - c. 2024-2025 - Assess, review, and modify extracurricular attendance guidelines.
  - d. 2025-2026 - Implement extracurricular activity attendance guidelines.
  - e. 2025-2026 - Monitor the attendance of students involved in activities.
  - f. 2026-2027 - If needed, adjust guidelines to improve academic/activity balance.
  
3. Implement an impactful character education curriculum to improve student relationships, teamwork, and interpersonal problem-solving skills.
  - a. 2024-2025 - Pilot the Be Good People curriculum at 7-8 grade.
  - b. 2024-2025 - Research curriculum systems that would address district needs.
  - c. 2024-2025 - Continue to implement research-based PBIS and MTSS strategies.
  - d. 2025-2026 - Implement Pk-12 character education program
  - e. 2026-2027 - Monitor and evaluate Pk-12 character education implementation.
  - f. 2027-2028 - Monitor and evaluate Pk-12 character education implementation.
  - g. 2028-2029 - If needed, adjust program implementation. Continue monitoring.

### **Section 3 Organizational Beliefs - 2024-2029**

- PCS administrators, teachers, staff, and coaches are committed to students' long-term success by providing high expectations, transparent communication, and fostering positive relationships.
- We believe in utilizing research-based instructional strategies to ensure student success. Such strategies assist in creating a culture of perseverance, critical thinking, and a growth mindset.
- We believe that each student will have equal access to high levels of instruction.
- We believe in smooth transitions for students at all grade levels.
- We believe in vertical teaming opportunities for teachers to create consistent curricula resulting in student growth.
- All students are encouraged to participate in one or more activities. Teachers, coaches, sponsors, and advisors aim to challenge students to succeed in the classroom while allowing them to explore and excel in other areas. Activities will support the development of teamwork, soft skills, and healthy habits.
- We believe that educator effectiveness is built on continuous feedback, training, professional collaboration, relationships, adaptability, and accountability.
- We believe it takes all stakeholders to teach behavior expectations, support positive change, and hold students accountable for their actions.

### **Section 2 - Expectations**

Perkins County Elementary uses Plainsmen P.R.I.D.E. to promote clear expectations across all settings. Students recognize how these values—Positive, Responsible, Inclusive, Driven, and Empowered—build character, encourage positive interactions with peers and staff, and help them grow into strong leaders and community members.

### **Section 3 - Communication Channels**

Board Policy-301.04

Questions and concerns should be addressed at the closest appropriate level. School employees are expected to first discuss concerns with their immediate supervisor. Students and other members of the school community should first speak with a certified staff member, followed by the principal if needed.

If the issue is not resolved through these steps, it may be brought to the superintendent within five school days of the discussion with the principal. If there is still no resolution or plan for resolution within five school days of meeting with the superintendent, the individual may request that the matter be placed on the school board agenda. The board's decision will be final.

## **Article 2- School Day**

### **Section 1- Daily Schedule**

7:45- School Personnel on duty  
7:55- Playground Bell Rings  
8:00- School Begins  
3:30- K-6 Dismissal  
3:45- School Personnel off duty

### **Preschool**

8:00-11:00- Morning Classes  
12:30-3:30- Afternoon Classes

### **Cafeteria Schedules**

7:30-8:00 - Breakfast  
11:00-11:30 - K-2nd Grade Lunch  
11:55-12:25 - 3rd and 4th Grade Lunch  
12:30-1:00 - 5th and 6th Grade Lunch

### **Office Hours**

7:00-4:00

### **Friday Schedule**

Perkins County Schools will dismiss at 2:30 p.m. each Friday and buses will run accordingly.

### **Section 2 - Shortened Schedules**

Due to staff development and holiday schedules, there are days throughout the school year when students will be dismissed on a shortened schedule. There may also be days where the elementary building is in session while the junior high/senior high school is not in session due to high school sponsored activities that require the high school building's use for hosting those activities.

### **Section 3 - Severe Weather and School Cancellations**

The superintendent may cancel classes due to severe weather. The district will notify local media when inclement weather warrants such action. The information is shared on local television and radio stations. The district may also utilize the automatic emergency contact system for parents to receive text and phone alerts. Please contact the district office with phone numbers you wish to have added or changes to the automated system. Please do not call the school offices to inquire about school closings. Parents are encouraged to

have an emergency contact the school may call if necessary. Should you have changes in your child's transportation, please email Mrs. Summers. [laurie.summers@perkinscountyschools.org](mailto:laurie.summers@perkinscountyschools.org)

#### After school starts

Every attempt will be made to avoid closing school once classes are in session. However in some circumstances, it is necessary to get children safely home before the worst of the storm hits. Please have a plan in place for your child should this happen.

#### Parental Decisions

Parents may decide to keep their children home in inclement weather. Students absent because of weather will be marked absent by parent request.

#### **Section 4 - Open-Closed Campus**

All students are required to remain on campus during the school day. Parents who wish their child to be released for lunch on a regular basis should provide a written note to the office. The student should sign out and back in upon return.

#### **Section 5 - Supervision Responsibility Before/After School**

##### Arrival At School/Dismissal From School

Students are expected to arrive at school no earlier than 7:30 if the child eats breakfast at school, and 7:45 if they are not eating breakfast. Should students arrive at school prior to 7:45, and do not intend to eat breakfast, they may go directly to the recess area for Morning Walking Club. Prior to that time, the school is not responsible for supervision of the students.

Students are dismissed at 3:30 p.m., when they are asked to leave the school grounds, unless remaining at school for certain circumstances (tutoring, detention, etc.). The school is not responsible for students who were to leave school grounds and there is no supervision required for students after 3:45 p.m.

##### Dropping off/Picking Up Students

All students who are not riding district transportation should be dropped off and enter through the front entrance. **Students and parents are highly encouraged to use the crosswalk** in front of the school. South of the entrance is a drop off zone only, please do not park in this area. If you need to park, please do so on the north side of the entrance.

Parents are encouraged to say their goodbyes at the front door and encourage their student to walk to their classroom independently. If it is necessary for a parent to visit with school personnel, please sign in the office and obtain a visitor's pass. **The office will notify the teacher that a parent is here prior to walking to the classroom.**

##### Changes in After-school Plans

Should a student have a change in plans after school, please contact the school office before 3:00 p.m. If a note, email, or call is not received by this time, your child will be instructed to follow the regular plan.

##### Dismissal Requests

Parents must request by official notice if the school is not to dismiss a student to a designated person, i.e. court order. The parent should supply a copy of this court order to the principal to have on file. Parents are encouraged to keep all emergency contacts current with the office.

## **Section 6 - Additional Information**

### **Cafeteria Prices**

Breakfast - \$2.50

Adult Breakfast - \$3.00

### **Lunch Program**

PreK-6 lunch- \$4.00

Adult Lunch- \$5.00

Extra Milk- \$.80

Seconds - \$2.00

### **Address Changes/ Student Records**

Please keep the school notified of all changes in addresses, phone numbers, and emergency contact changes.

### **Soliciting**

Students are asked not to sell, take orders, or deliver orders during school hours. This can be done after 3:45 p.m.

### **Birthday Treats, Gifts, and Invitations**

Parents or guardians may provide treats for the classmates of their child. This is NOT mandatory. Parents are encouraged to keep it simple and healthy. Parents should notify the teacher prior to sending the treats.

Gifts are not to be exchanged at school, unless it is a previously arranged classroom gift exchange.

No invitations for parties outside of the school setting are to be distributed during the school day. Office personnel and teachers are not permitted to release address information for this purpose.

### **Field Trips**

Classroom teachers may plan a field trip as an extension of the grade appropriate curriculum. Field trips are a supplement to the curriculum and a privilege. Should a student not have work completed or has demonstrated inappropriate behavior; the student may not be allowed to attend the field trip. The student is expected to report to school on the day of the field trip to complete any assigned or missing work. Students not in attendance will be marked absent.

### **Playground/Recess**

Should you find it necessary for your child to remain indoors for recess, due to a medical condition, a written note to the office is required. For periods exceeding two days, a written doctor's note is required.

Recess will be held outside unless the weather warrants otherwise. Parents should provide and send all of the necessary clothing to make their child comfortable in the elements. Students need boots and snow pants if there is snow on the ground. Students not appropriately dressed for the weather may not be permitted outside. If there is snow on the ground and equipment, teachers may require boots and snow pants to play off the cemented area.

### **Gum and Candy**

Gum and candy are a privilege and may be allowed during the school day with classroom teachers' and/or administrator's permission.

### Parent Teacher Conferences

Parent Teacher Conferences are held in the fall and in the winter. One conference will be scheduled for each child, unless there is a court order that warrants otherwise.

## **Article 3- Use of Building and Grounds**

### **Section 1- Visitors**

All visitors must check in at the office, sign in, and wear a visitor's badge while visiting the school. All visitors must enter the building through the main entrance on the west side of the building. Parents, guardians, and grandparents visiting a child while in the classroom must get prior approval from the classroom teacher and the principal with reasonable, advance notice.

We welcome visitors! In order for your visit to be most meaningful, please call ahead and make arrangements with the classroom teacher. Students that do not attend Perkins County Elementary may not attend school during instructional times. If you want to eat a hot lunch with your child, notify the elementary office by 9:00 a.m. Visitors should pay for their lunch in the office prior to eating with the student.

### **Section 2 - Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco**

These standards are in addition to the standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs or alcohol on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as herein-above described shall include, but not be limited to, the following:

1. Possession, use, distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes, including vaping devices.
6. Possession, use or distribution of any tobacco product.

### **Section 3 - Care of School Property**

1. Chairs, tables, or other equipment or furniture must never be removed from any room without consulting the teacher or principal. A teacher's desk and its contents are school property.
2. Students are responsible for the proper care of all books, equipment, supplies, and furniture supplied by the school.
3. Students who disfigure property or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

4. Replacement costs or fines will be determined at the discretion of the building administrator. School-issued items that are stolen or damaged while in the care of the student are the responsibility of the student. Students must pay all fines before they can receive school publications and final grades.

#### **Section 4 - Searches of Lockers and Other Types of Searches**

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

The following rules apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

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 a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon will be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items that have been or may reasonably be expected to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

#### **Section 5 - Video Surveillance**

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. The superintendent or his designee may use video cameras in locations as deemed appropriate.

Notice is hereby given that video surveillance may occur on district property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, the video recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district's appropriate use and student discipline policies. For example, students are not prohibited from making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

### **Section 6 - Use of Telephone**

Students needing to make a phone call should report to the office and receive permission from the principal or office staff.

### **Section 7 - Bicycles, Skateboards, Scooters, etc....**

Bicycles must be parked in the racks provided. The school is not responsible for damage or theft of parts while bicycles are on school property and they are not to be used during school hours.

### **Section 8 - Student Valuables**

Students are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. The school is not responsible for loss, theft, or damage to student valuables. Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator.

### **Section 9 - Lost and Found**

Students who find lost items are asked to take them to the lost and found by the office, where the item is to be claimed by the owner. Items unclaimed at the end of each quarter will be donated to a charitable organization.

### **Section 10 - Accidents**

Every accident in the school building, on school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the principal. School staff closest to the incident should fill out an accident report located on the school website.

### **Section 11 - Insurance**

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

### **Section 12 - Copyright and Fair Use Policy**

The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their teacher or building principal, review the school district's copyright compliance policy, and review *Copyright for Students*

found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

### **Cheating, Plagiarism, and Academic Dishonesty**

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form.

Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

### **Section 13 - Dress Code**

Students should wear appropriate clothing that does not distract attention from the learning environment. Should a student wear clothing in an inappropriate manner, parents will be notified to bring appropriate clothing. The school may have other clothing the child may borrow for the day, then return. Students and parents should use the following guidelines for dress.

1. Shorts or dresses should reach mid-thigh in length.
2. Shirts should have at least a one-inch strap. Cut of sleeves may only be worn with a shirt underneath.
3. No clothing should be worn with inappropriate slogans, branding, or logos. These would include anything soliciting alcohol, drugs, or containing sexual nature.
4. Hats should respectfully be taken off in the school building.
5. Clothing must fully cover all undergarments.

### **Article 4- Attendance**

Regular and punctual student attendance is required. The Board’s policies require such attendance. The administration is responsible for developing further attendance rules and regulations and staff is responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors that will result in regular and punctual student attendance.

#### **Section 1 - Attendance and Absences**

Excused and Unexcused Absences.

An absence from school will be reported as:

- (a) an excused absence
- (b) an unexcused absence.

1. Excused Absences. Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:
  - a. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents).
  - b. Illness that causes a student to be absent from school.
  - c. Doctor or dental appointment which require student to be absent from school.
  - d. Court appearances that are required by a court order and the student is not responsible for needing to be in court.
  - e. School sponsored activities that require students to be absent from school.
  - f. Family trips in which student accompanies parent(s)/legal guardian(s).
  - g. Other absences that have received prior approval from the Principal.

The Principal has the discretion to deny approval for the latter two (2) reasons, depending on circumstances such as the student’s absence record, the student’s academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

2. Unexcused Absences: An absence that is not excused is unexcused. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence, and may be required to make-up work and the time missed.

### **Excessive Absenteeism**

When a student receives 5 unexcused absences or the hourly in a quarter, the principal will follow the district's policy to address barriers to the student's attendance.

When a student is absent more than 20 days per year or the hourly equivalent and any portion of the absence is unexcused, the administrator may file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 20 days of excused absences due to documented illness and is tardy one time, the administrator may file a report with the appropriate county attorney.

### Tardy to School

Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their first class rings.

### Tardy to Class

Students who are consistently tardy are subject to discipline at the discretion of the administration. Repeated tardiness is a disruption to the educational process to the student and the rest of the class.

### Leaving School or Class

Students who leave school for any reason during the school day **must check out at the office before leaving**. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office.

Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, will be considered truant.

### **Section 2 - Make-up Work**

Make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required.

The student has the responsibility to contact teachers, initially, regarding make-up assignments. Assignment sheets will be sent only for extended absences. Generally, assignment sheets will not be sent out until after three (3) days of absence. If the parents or students have concerns prior to the three (3) days, they are encouraged to contact the teacher.

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to complete make up work. If requested, assignment sheets will be prepared for students who are ill. If parents or students request assignment sheets the school should be contacted by no later than 10:00 a.m.

For unexcused absences, the student will receive a failing mark for or in each class period missed.

### **Section 3 - Attendance is Required to Participate in Activities**

Students must attend school all day the day of any scheduled school activity in order to participate in the activity. This includes athletic contests, practices, and dances. Failure to attend will result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail.

#### **Section 4 - Truancy**

A student who engages in unexcused absences may be considered truant as per state law. Truancy is a violation of school rules. The consequence of trancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

**Reporting and Responding to Truant Behavior.** Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age six (6) to eighteen (18) to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when, based on the Superintendent's personal knowledge or based on a report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior.

**Excessive Absenteeism.** Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis. When a student has excessive absences, the following procedures shall be implemented:

1. One or more meetings shall be held between the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such meeting, the principal shall place in the student's attendance records documentation of such refusal.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the truancy problem by the administration to identify conditions that may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

**Reporting Habitual Truancy.** Students who accumulate twenty (20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one (1) week after the time the notice is given such person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.

## **Article 5- Grading**

### **Section 1 - Grading Scales**

The following grading scale applies to grades K-2

E=Excellent

S=Satisfactory

N=Needs Improvement

The following grading scale applies to grades 3-6

A= 93-100

B= 86-92

C=78-85

D= 70-77

### **Reporting of Grades**

Teachers will report a minimum of one grade/assignment per week in each subject area for grades K-2.

Teachers will report a minimum of two grades/assignments per week in each subject area for grades 3-6.

These grades will be reported on the power school system with a link on the school website where parents may access these grades.

### **Section 2 - Progress Reports**

Various progress reports may be sent to parents throughout the school year concerning student's performance.

These reports may describe student work of an exceptional nature or work that needs improving. These reports may be sent as the teacher or principal determines appropriate.

Teachers may arrange with the parents for time when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

### **Section 3 - Report Cards**

Report cards are issued at the end of each quarter. Letter grades and/or number grades are used to designate a student's progress. A grade of "I" (incomplete) received at the end of a grading period must be made up within two weeks of the missing assignments. All course work must be completed by the end of the fourth quarter or arrangements must be made with the classroom teacher and approved by the principal for an extended completion time.

### **Section 4 - Promotion and Retention**

Students will be placed at the grade level and in the courses best suited to them academically, socially, and emotionally as determined by the professional staff. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

### **Opting Out of Assessments**

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools at 352-4735

## **Article 6 - Support Services**

## **Section 1 - Special Education Services**

### What Does Special Education Mean?

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

### Students Who May Benefit

A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of those impairments need special education and related services.

### How is a Student With Disabilities Identified?

Teachers or parents make referrals to a Student Assistance Team. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

### Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

### Reevaluation

Students identified for special education will be reevaluated at least every three (3) years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district will obtain parental consent prior to conducting any reevaluation of a student with a disability.

### Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services that will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infant and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents are given a copy of the IEP.

### Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or

severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. The IEP team will make determination of a student's educational placement.

Written notice shall be given to parents a reasonable time before the school district: 1. Makes a proposition to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education.

2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

### More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website:

<http://www.nde.state.ne.us/SPED/sped.html>.

### Section 1 Students with Disabilities: Section 504

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parents have the following rights:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided students without a disability unless the fee would effectively deny you access to the records.
11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.

12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
13. File a local grievance in accordance with school policy.
14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

## **Section 2 - School Counseling**

Perkins County Schools employs a school counselor to provide a comprehensive counseling program that addresses all students' academic, social, and emotional needs. The school counselor facilitates actions to promote a positive school climate that cultivates positivity, responsibility, inclusivity, drive, and empowerment through school-wide activities, classroom instruction, small group, and individual counseling. If you'd like to see a counselor, please stop by the counselor's office and arrange an appointment.

## **Section 3 - Health Services**

### Health Requirements

The following are required by the State of Nebraska for admission to all schools. Information concerning these requirements can be obtained by contacting the school's front office.

### Physical Examinations

#### 7-009 PHYSICAL EXAMINATION AND VISUAL EVALUATION REQUIREMENTS FOR SCHOOL ENTRY

In accordance with Neb. Rev. Stat. § 79-214, the school board of any school district, before admitting a child, shall require evidence of the following:

7-009.01 Physical Examination Required: Physical examination by a physician, Physician assistant, or advanced practice registered nurse (nurse practitioner) within six months prior to the entrance of a child into the beginner grade and seventh grade, or in the case of a transfer from out of state, to any other grade of the local school, is required. Either a completed, signed, and dated physical exam report, or a printed or typewritten form signed by a qualified examiner indicating that a physical examination was administered on a specific date within the previous six-month period on a specifically named individual, provided to the school by the parent/guardian, constitutes sufficient evidence of compliance.

7-009.02 Visual Evaluation Required: Visual evaluation by a physician, a physician's assistant, an advanced practice registered nurse-nurse practitioner, or an optometrist within six months prior to the entrance of a child into the beginner grade or, in the case of transfer from out of state, to any other grade of the local school, is required. The visual evaluation must consist of testing for amblyopic, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity. The visual evaluation report inclusive at a minimum of the specific tests named above, signed and dated by the qualified examiner, provided to the school by the parent/guardian.

### Birth Certificates

All students in Perkins County Schools must have an official certified birth certificate on file in the guidance counselor's office. It must be a certificate issued by Vital Statistics with the raised seal, not the certificate issued by the hospital.

### Immunizations

Ages 2 through 5 years enrolled in a school based program (i.e. PRE SCHOOL) not licensed as a child care provider need:

4 doses of DTaP, DTP, or DT vaccine,

3 doses of Polio vaccine,

3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age, \*Hib not required after child reaches 5 yrs of age 3 doses of pediatric Hepatitis B vaccine,

1 dose of MMR or MMRV given on or after 12 months of age,

1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.

4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age. \*Pneumococcal not required after child reaches 5 yrs of age

Students from Kindergarten through 12th Grade, including all transfer students from outside the State of Nebraska and any foreign students need:

3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday,

3 doses of Polio vaccine,

3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age.

2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month,

2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.

Additionally, for 7th Grade Only 1 dose of Tdap (must contain Pertussis booster)

Immunizations may be waived for medical or religious reasons. The forms can be obtained from the principal or school nurse.

New students must present their immunization record prior to enrollment.

### School Nurse

The school nurse is present at our building according to her district schedule. Her major responsibilities include health screening and school health coordination. If there is any suspicion of a health concern, the parent/guardian will be notified.

### Injuries

There is a possibility students may injure themselves during the day. If students are injured while in school the student must do the following (1) Report all accidents to the teacher when you are injured while on school premises and (2) Report all injuries to the nurse's office. If medical attention is needed, the parent/guardian or designated emergency contact will be immediately notified and the correct procedure for the injury will be followed.

## Communicable Diseases

Students showing any signs or symptoms of a contagious, infectious and/or communicable disease are required by law to be sent home immediately or as soon as safe transportation is available (NDE Rule 55). Students excluded for confirmed diseases shall not be allowed to return to school until specific criteria have been met:

- Reportable, preventable communicable diseases require verified diagnosis by a physician and his/her written permission for the student to return to school. These diseases include, but may not be limited to: diphtheria, measles, mumps, pertussis, polio, rubella and tetanus.
- Some contagious infections or infections require treatment. Students may return to school when signs and symptoms have decreased, are absent, and/or return to school is permitted, in writing, by the physician. These diseases include but may not be limited to: chicken pox (varicella), CMV (cytomegalovirus), mononucleosis, influenza (flu), parvovirus B19 (Fifth disease), hepatitis and tuberculosis.
- Other contagious infections or infestations require treatment. Students may return to school 24-48 hours after verified treatment has been started and/or when the physician permits return in writing. These diseases include but may not be limited to: pink eye, head lice, impetigo, intestinal worms, ringworm, scabies, scarlet fever and/or other strep infections.
- Students found to have head lice, louse eggs, or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, louse eggs, or nits, the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.
- Students will not be permitted to return to school until the district finds that no live lice, eggs, or nits can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call 308-352-4313.

The student cannot ride the school bus until the district has cleared the student to return to school.

## Medication at School

All medication/pills, whether they are prescription or over-the-counter preparations, must be held and administered by the school nurse or trained office staff. Students are not to keep medication. The reason for this is the chance of a lost substance resulting in a student finding and taking it and being harmed by doing so.

## Prescription Medicines

The school nurse is prohibited by law from giving prescription medication to a student, unless a licensed physician orders it. For medication prescribed by a physician a required form, which can be obtained from the school nurse, must be signed by the parent. Any changes in medication type or dosage must be accompanied by a doctor's order. All medication should be checked in with the front office/school nurse first thing in the morning. Prescribed medications should be in a prescription bottle properly labeled with the students' name, the name and dosage of the medication as well as instructions for administration. Medication that is not in an appropriate container labeled with the above information will not be given.

\*Students in Perkins County Schools with the diagnosis of asthma may be permitted to carry inhalers for self-administration. Authorization to do so is coordinated by the school nurse and requires parent/guardian as well as physician consent.

\*Students in Perkins County Schools with the diagnosis of diabetes may carry glucose sources for self-treatment, again with authorization coordinated by the school nurse with parent/guardian and physician consents.

#### Over the counter Medicines

Over the counter preparations must be in the labeled container and have the students' name on the container. The school nurse is not allowed to administer any medication in excess of the dosage recommendation listed on the labeled container, but may administer less dosage if requested. Medication that is not in an appropriate container labeled with the above information will not be given.

Permission to receive non-prescription medications (Tylenol, Motrin, cough drops) should be indicated on the health information update form given to all students on the first day of school.

#### Over the counter Medicines (OTC)

Over the counter preparations must be in the labeled container and have the students' name on the container. The school nurse is not allowed to administer any medication in excess of the dosage recommendation listed on the labeled container, but may administer less dosage if requested. Medication that is not in an appropriate container labeled with the above information will not be given.

Permission from parent/guardian will be received via telephone call, text or email before any student is given OTC meds, such as non-prescription medications (Tylenol, Motrin, cough drops).

See Appendix 1 for Authorization to administer medication

### **Section 4 - Reading Support**

Perkins County Elementary has adopted policies and practices necessary to meet the requirements of the Nebraska Reading Improvement Act, 79-2601.

Laws 2018, LB1081, § 20.

Sections 79-2601 to 79-2607

Perkins County's Plan includes the following:

1. All K-3 students are assessed three times per year with an approved reading assessment to measure progress and to support teachers with targeted instruction to meet individual student needs.
2. Within the first 30 days of school, the district uses the approved reading assessment to assess students in kindergarten through third grade to identify those who may have a reading difficulty.
3. All parents or guardians of K-3 grade students are kept informed of their child's reading progress and parents of students who are identified with a reading difficulty are notified in writing no later than 15 days after the identification.
4. Any student identified with a reading difficulty must be provided a supplemental intervention program during regular school hours in addition to regularly scheduled reading instruction unless otherwise agreed to by a parent or guardian.
5. Any student identified with a reading difficulty will receive an individual reading improvement plan no later than 30 days after identification. The plan outlines reading intervention services.
6. Summer reading programs are made available for students identified as continuing to have reading difficulty. Such programs may be community-based.

### **Section 5 - High Ability Learner Program**

# Perkins County Schools

## High Ability Learner Program

Revised Aug. 24, 2020

**NOTE:** With the passage of LB1329 in the Nebraska State Legislature, the Nebraska Dept. of Education has been directed to create statewide criteria for for HAL identification in schools. Once those standards are released, PCS will use them for our qualifiers.

### Nebraska, Rule 3 Definition

“Learner with High Ability means a student who gives evidence of high performance capability in such areas as intellectual, creative, or artistic capacity or in specific academic fields and who requires accelerated or differentiated curriculum programs in order to develop those capabilities fully.”

### K-12 HAL Philosophy

The goal of the Perkins County Schools HAL Program is to supplement students' academics with additional time devoted to hands-on activities that challenge students to use a wide variety of problem solving and critical thinking skills.

### Definition of High Ability Learner

Perkins County Schools seeks to identify students who meet the requirements for HAL as outlined in Nebraska Rule 3.

“Learner with High Ability means a student who gives evidence of high performance capability in such areas as intellectual, creative, or artistic capacity or in specific academic fields and who requires accelerated or differentiated curriculum programs in order to develop those capabilities fully.”

### HAL Program Goals & Objectives

The goal of the Perkins County Schools HAL Program is to supplement students' academics with additional time devoted to hands-on activities that challenge students to use a wide variety of problem solving and critical thinking skills. In addition to this, the HAL Coordinator works our elementary teachers to provide monthly “Enrichment Activities” for all students, regardless of their learning abilities. The program will strive to do the following.

- Identify HAL students in grades 3-12
- Provide additional learning opportunities for HAL students grades 3-12
- Provide Enrichment Activities for all students grades K-12
- Provide educational opportunities that support the unique learning needs of HAL students
- Provide professional development and training to staff members that promotes ways to reach and challenge students with high ability needs
- Follow the identification guidelines as outlined on our district’s HAL identification plan  
(NOTE: All staff members as made aware of the identification procedures.)
- To meet the HAL students’, emotional, social, intellectual and physical needs

### HAL Identification Process & Procedures

In an effort to be inclusive of a wide variety of strengths, the Perkins County School District’s identification process includes multiple criteria. Students in grades 3-12 are eligible for the district’s HAL Program. HAL Identification takes place in the fall of each school year. According to the High Ability Learner Plan, students must meet and maintain three out of five criteria to qualify for the program. The criteria are as follows:

1. Exemplary grades which qualify the student to be in the top 10% of his/her class or demonstrated evidences of exceptional potential (e.g. abilities, intelligence, artistic strengths, creativity, leadership).
2. Teacher and/or parent referral in which the scores total 85% or above. If more than one referral is filled out, the average of the scores is used.
3. MAP (Measure of Academic Performance) scores in the 95<sup>th</sup> percentile or higher in one or more of the following categories; reading, math, language arts, or science.

4. Nebraska Student-Centered Assessment System (NSCAS) scores in the top 90% of the College and Career Readiness score bracket in reading or math or between 165-200 in science. For identification for their senior year, students' ACT section scores will replace the NSCAS scores. A score between 30-36 in reading, English, math, or science qualifies them in this category.

5. Creative/Artistic checklist, completed by a qualified instructor, in which the scores total 85% or above.

**NOTE:** In the case that a student is exceptionally close but just outside the cutoff scores for the above criteria, a panel of multiple educators from all three building levels can collectively use their professional judgement to verify an individual.

## **Section 6 - Transportation Services**

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transport on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses.

### Behavior on School Buses

General Conduct Rules Apply: While riding school buses you are expected to follow the same student conduct rules, which apply when you are on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.

### Special Conduct Rules for Riding School Buses

#### A. Rules for Getting On and Off the Bus

1. Be on time to be picked up. As a general rule, get to your bus stop five minutes before your scheduled pick up time. The bus driver may wait three minutes after the designated pick up time. If after three minutes the student has not boarded the bus, the bus driver may continue on the route. If a student has missed the bus it is the responsibility of the family to get the student to school that day.

2. While waiting for the bus, stay at least 5 feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.

3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.

4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

#### B. Rules on the Bus

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.

2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.

3. Talk quietly and use appropriate language.

4. Keep all parts of your body inside the bus.

5. Keep your arms, legs and belongings to yourself.

6. No fighting, harassment, bullying, intimidation or horseplay.

7. Do not throw any object.

8. No eating, drinking, use of tobacco, alcohol, drugs or flammables.

9. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.

10. Do not damage the school bus.

11. Students will not use communication devices on the bus.

Getting the Driver's Assistance: If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.

Consequences for Rule Violations: Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

## **Article 7 - Student Conduct Rules**

### **Section 1 - Purpose of Student Conduct Rules**

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of the rules may result in disciplinary action.

Perkins County Elementary uses **Plainsmen P.R.I.D.E.** to promote clear expectations across all settings. Students recognize how these values—**Positive, Responsible, Inclusive, Driven, and Empowered**—build character, encourage positive interactions with peers and staff, and help them grow into strong leaders and community members.

The school has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

Perkins County Elementary's discipline is guided by the following beliefs:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations will be communicated to all students and their parents in the student handbook.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

All extracurricular activities including athletics, cheerleading, band, chorus, and club activities are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

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

### **Reporting Requirement to Law Enforcement**

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes.

## **Section 2 - Perkins County Elementary Behavior Management Plan**

The Perkins County Elementary in an effort to “develop capable, responsible, lifelong learners who demonstrate those skills necessary for achieving academic and occupational”. The purpose of the plan is to lower the level of tolerance for unacceptable behavior at the school in order to provide a positive and safe learning climate for all students and staff.

The behavior management process will acknowledge positive and appropriate behaviors as well as inappropriate behaviors. Responses to inappropriate behavior will consist of: 1) the teacher and/or administrator communicating the inappropriate behavior and discussing changes that need to take place to provide a safe and positive learning climate. 2) The teacher and /or administrator and student will fill out the Student Problem Solving Form that reports the student’s inappropriate behavior, the student’s responses to the event, the solutions and appropriate consequences. 3) Depending on the situation, parents and other expert school staff members may be notified to assist in helping the student change his or her behavior.

The severity of the consequence will be dependent upon the severity of the behavior and the number of incidents that are reoccurring. The teacher or administrator may also communicate positive behavior that deserves acknowledgement to the student by various means of communications. The information reported by the administrator or teacher may be entered in the student’s record on the district’s student management database system. This plan does not pertain to extra-curricular activities or students who are spectators at school events.

## **Section 3 - Code of Conduct**

The school board policy concerning student behavior is as follows: School students at all levels have a basic responsibility toward school to conduct themselves at all times so as to reflect credit on their school and themselves. This basic responsibility is to apply at school, on school buses or other school vehicles, or at school events, especially while attending school activities at home and away. This code of conduct governs all students’ participation/attendance at all school-sponsored activities.

In extreme situations a student may be suspended or expelled from school by the superintendent or principal on the basis of evidence that strongly indicates that the pupil has committed any offense contrary to school policies. The Student may receive 0’s for all his/her assignments during the suspension period. Examples of offenses that might result in detentions, suspension, or expulsion of a student at Perkins County Elementary are:

1. Disobedience--A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principals, or other school personnel during any period of time when the student is properly under the authority of the school personnel.

2. Unsportsmanlike conduct involving an opposing school's team or delegation or a student's own school team or delegation. Unsportsmanlike conduct directed at representatives of an opposing school or the officials of a school contest.
3. General inappropriate conduct such as: spitballs, water-pistols, water balloons, firecrackers, snowballing, eating candy, playing cards or games, etc.
4. Lewdness, use of profanity or obscenity.
5. Gross disrespect for students, teachers, school officials, and other employees.
6. Behavior that seriously interferes with class work or the activities of the school, such as:
  - a. Possession of or use of tobacco on school property or at school sponsored events (cigarettes, cigars, snuff, chewing tobacco, e-cigarettes, etc.)
  - b. Gambling
  - c. Willful use of violence, force, noise, coercion, threat, intimidation, fear, or similar conduct to any student or school employee in a manner that constitutes an interference with school purposes.
  - d. Willfully causing or attempting to cause damage to private or school property on school grounds or during an educational function or event off school grounds.
  - e. Willfully causing or attempting to cause physical injury to a school employee or to any student.
    1. On the school grounds during and immediately before or immediately after school hours, or at any time when the school is being used by a school group, or
    2. Off the school grounds at an educational function or event.
  - f. Threatening or intimidating any student or school employee for the purpose of, or with the intent of, obtaining money or anything of value from that person.
  - g. Knowing, possessing, handling or transmitting any object that is ordinarily or generally considered a weapon.
    1. On the school grounds during and immediately before or immediately after school hours, or at any time when the school is being used by a school group, or
    2. Off the school grounds at any educational function or event sponsored by the school.
  - h. Engaging in the unlawful selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substance, anabolic steroids, inhalant or being under the influence of any of the above, or possession of drug paraphernalia on school grounds or during a school sponsored activity.
  - i. Truancy - absence from school without school or parental authority.
  - j. Theft - the taking or possessing of that which belongs to the school or another student without prior consent of the school or individual.
  - k. Displays of Affection - Public demonstrations of kissing, embracing, or other intimate contact will not be allowed.
  - L. Interference with other student's opportunity to learn.
  - M. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purpose.

#### **Section 4 - Statement of Individual Respect and Policy against Bullying and Harassment Bullying Prohibited.**

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as "any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated." Nebraska statute defines bullying as "an ongoing pattern of

physical, verbal or electronic abuse.” The District’s administrators are authorized to use both of these definitions to determine whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

Students are prohibited from engaging in any form of bullying behavior. Without limiting any definition of bullying under any state or federal law or regulation, bullying behavior, as used herein, refers to the use of physical force or verbal, nonverbal, written, and electronic communication (including but not limited to instant messaging, text messaging, e-mailing, and using websites) to threaten, intimidate, ridicule, humiliate, or harass any person.

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

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

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district’s day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

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

Students may access the bullying report available on the school website at <http://perkinscountyschools.org> under the elementary tab.

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

School BP 5054 Student Bullying

#### Section 4 Dating Violence

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district’s student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

School BP 5030 Dating Violence

### Section 5 - Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to complete school work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day. When in-school suspensions, after-school assignments, out of school suspension, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; and a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

### Short Term Suspension

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

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

The following process will apply to short-term suspensions:

1. The Principal 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 may 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 may 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 on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

### Long-Term Suspension

l. 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 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.

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. **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.

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 reasonable recipient would interpret as a serious expression of 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. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes,

chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc. 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 indecencies 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 may 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.

19. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or “look-a-like” weapon.

20. Violation of the district’s computer acceptable computer use policy

**d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;**

**k. Violation of the district’s computer acceptable computer use policy are subject to discipline, up to and including expulsion; (they deleted “and” in “use policy”**

**l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or “look-a-like” weapon;**

**m. Using any object to simulate possession of a weapon; and**

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.

#### Additional Student Conduct Expectations and Grounds for Discipline (504.10, 504.12)

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.

#### Threat Assessment and Response

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

1. Obligation to Report threatening Statements or Behaviors.

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

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

## 2. Threat Assessment Team

The threat assessment team shall consist of the superintendent of schools, building principal(s), and local law enforcement. The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response.

## 3. Threat Assessment Investigation and Response

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

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

## 4. Communication with the Public about Reported Threats

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

### 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. "Electronic devices," include, but are not limited to, cell phones, Mp3 players, iPods, 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.

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 and after school hours, provided that the student does 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 laptop 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) Students shall not use electronic devices at any time or place for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or (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; or (f) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action may be imposed, including, but not limited to, suspension and expulsion from school.

(2) Electronic devices 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.

(3) 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.

(4) 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.

(5) 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.

(6) Subsequent Violations: Students who are repeat offenders of this policy shall be subject to the imposition of any appropriate disciplinary action, which may include suspension and expulsion from school.

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.

### **Computer Network Use by Students**

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

#### **I. Student Expectations in the Use of the Internet**

##### **A. Acceptable Use**

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

##### **B. Unacceptable Use**

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.

8. Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.

9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.

10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.

11. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.

12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.

13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.

14. Students shall not falsify electronic mail messages or web pages.

## **II. Enforcement**

### **A. Methods of Enforcement**

1. The district monitors all Internet communications, Internet usage, and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.

2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.

4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

### **B. Consequences for Violation of this Policy**

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:

- a. Loss of computer privileges;
- b. Short-term suspension;
- c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
- d. Other discipline as school administration and the school board deem appropriate.

2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

### III. Protection of Students

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

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.

2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

#### B. Education About Appropriate On-Line Behavior

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.

2. Staff will specifically educate students on

a. Appropriate interactions with other individuals on social networking websites and in chat rooms.

b. Cyberbullying awareness and response.

3. The School District's technology coordinator shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy

#### 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 may 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.

Specific Rule Items: The following conduct may result in disciplinary action that, 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. The teacher ends the class. 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 computers courses will have other safety or clean-up rules that will be explained to you 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.

### Law Violations

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.

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.

3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the District's policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:

(a) Knowingly possessing illegal drugs or alcohol.

(b) Aggravated or felonious assault.

(c) Vandalism resulting in significant property damage.

(d) Theft of school or personal property of a significant nature.

(e) Automobile accident.

(f) Any other behavior that significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law. 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.

### Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his/her designee.

2. 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, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, 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.

3. The Principal or his/her designee shall serve by registered or certified mail or by personal service to the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:

(a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.

- (b) The penalties to which the student may be subjected and the penalty which the Principal or his or her designee has recommended in the charge.
  - (c) A statement explaining the student's right to a hearing upon request on the specified charges.
  - (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
  - (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
  - (f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
  5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee, shall automatically go into effect.
  6. If a hearing is requested more than 5 school days following the actual receipt of the written notice, but not more than 30 calendar days after actual receipt, the student shall be entitled to a hearing; but the punishment imposed may continue in effect pending final determination.
  7. If a request for hearing is not received within 30 calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
  8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

#### Hearing Procedure

1. **Hearing Officer.** The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing, and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian may have regarding the nature and conduct of the hearing.
2. **Administrative Representative.** The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. **Notice of Hearing.** If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, the student, and the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, the student, and the student's parents, or guardian, except with the consent of all of the parties.
4. **Continuance.** Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. **Access to Records.** The administrative representative, the student, the student's parent or guardian, and the legal counsel of the student shall have the right to examine the records, affidavits, and the statements of any witnesses in the possession of the Perkins County School Board of Education at any reasonable time prior to the hearing.

6. Hearing Procedure. The hearing officer, the student, the student's parents or guardian, the student's representative if any, and the administrative representative shall attend the hearing. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. Legal counsel may represent the student or the student's parents or guardian or both. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative, or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing. The student may testify in his/her own defense in which case he/she shall be subject to cross-examination. However, a student need not testify; and if he/she chooses not to, no conclusion may be drawn there from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, the student's parents, or guardian or their legal representative.

8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.

9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.

10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing; and based upon such report and the facts, shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.

11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student and the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.

12. Appeals to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.

13. Reviews by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than 3 members shall, within 10 school days,

hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations that require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record; and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The Board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.

14. Final Decision of Board of Education. The final decision of the Board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

## Article 8 - State and Federal Programs

The Perkins County Elementary does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

### Section 1 - Designation of Coordinators

Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated Coordinator for the applicable anti-discrimination law.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Mark Jolliffe, Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Mark Jolliffe, Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Mark Jolliffe, Superintendent
Homeless student laws	Children who are homeless	Mark Jolliffe, Superintendent

Safe and Drug Free Schools and Communities	Safe and drug free schools	Mark Jolliffe, Superintendent
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The Coordinator may be contacted at: 740 Sherman Avenue, Grant, Nebraska 69140, telephone number (308) 352-4735

**Section 2 - Anti-discrimination & Harassment Policy**

Elimination of Discrimination. The Perkins County Elementary hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination of Students.

Purpose: Perkins County Elementary is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, Perkins County Elementary will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom or educational environment.

Sexual harassment may exist when:

Submission to such conduct is both an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;

Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.

The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

### **Complaint Procedure**

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below.

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

### **Complaint and Appeal Process**

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
  - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
  - a) Determine whether the complainant has discussed the matter with the staff member involved.

- 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
- 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant to determine:
    - 1) All relevant details of the complaint;
    - 2) All witnesses and documents which the complainant believes support the complaint;
    - 3) The action or solution which the complainant seeks.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
  - a) This appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
  - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.
  - a) This appeal must be in writing.
  - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
  - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

- d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
  - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
    - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

**Special Rules Regarding Educational Services and Related Services to Students with Disabilities.**

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

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

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

Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Perkins County Elementary. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted against an employee or student for alleging in good faith a violation of this policy.

**Section 3 - Multicultural Policies**

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

**Section 4 - Notices to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973**

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.

2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities that are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
11. File a local grievance.

#### **Section 5 - Notifications of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

#### **Non-Directory Information**

All of the other personally identifiable information about students that is maintained in the school district's education records will generally not be disclosed to anyone outside the school system except under one of two

circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third- year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

#### Notice Concerning Directory Information

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in Perkins County Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information. This letter must be received by the school district no later than September 10th of the school year.

The District may disclose information about former students without meeting the conditions in this section.

The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice that involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staffs, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Notice Concerning Designation of Law Enforcement Unit:

The District designates the Perkins County Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

**Section 6 - Notice Concerning Disclosure of Student Recruiting Information**

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

**Section 7 - Notice to Parents of Students in Programs Receiving Title I Funding**

Staff Qualifications. Parents may request, and the District will provide the parents of students attending any school receiving Title I funds on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

- (A) Whether the student's teacher—
  - (i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

- (ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - (iii) is teaching in the field of discipline of the certification of the teacher.
- (B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Testing Opt-Out. Parents may request, and the District will provide the parents of students attending any school receiving Title I funds on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District’s policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District’s website) information on each State or District assessment, including:

- (A) the subject matter assessed;
  - (B) the purpose for which the assessment is designed and used;
  - (C) the source of the requirement for the assessment;
  - (D) the amount of time students will spend taking the assessment, and the schedule for the assessment;
- and
- (E) the time and format for disseminating results.

Language Instruction Programs. If the District receives Title I funds, parents of English learners will be informed regarding how the parents can—

- (A) be involved in the education of their children; and
- (B) be active participants in assisting their children to—
  - (i) attain English proficiency;
  - (ii) achieve at high levels within a well-rounded education; and
  - (iii) meet the challenging State academic standards expected of all students.

The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA.

Please contact the administrative office to receive the foregoing information.

### **Section 8 - Student Privacy Protection Policies**

It is the policy of Perkins County Elementary to develop and implement policies that protect the privacy of students in accordance with applicable laws. The District’s policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent’s request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent’s child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed “Definition of Surveys of Matters Deemed to be Sensitive”), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term “instructional materials” for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator’s intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

Protection of Student Privacy in Regard to Personal Information Collected from Students:

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district’s website or upon request from the district’s administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. The approximate dates during the school year when a survey requesting personal information as defined in the Protection of Pupil Rights policy is scheduled are as follows. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. “Personal information” for purposes of this policy means individually identifiable information about a student including: a student or parent’s first and last name, home address, telephone number, and social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by

elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program that has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1)

hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act ).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers
7. Religious practices, affiliations, or beliefs of the students or the student’s parent
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

## **Section 9 - Parental Involvement Policies**

### A. General - Parental/Community Involvement in Schools:

Perkins County Elementary welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is the District’s policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student’s progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents’ continued attendance at such activities would be based on the students’ well-being.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation

for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.

9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.

10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.

11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

**B. Title I Parental Involvement Policy:**

The District's Title I Parental Involvement Policy is established in compliance with Federal law. The District has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of the District to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Expectations for Parental Involvement: It is the expectation of the District that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

1. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Building the schools' and parents' capacity for strong parental involvement.
4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.

6. Involving parents in the activities of the schools served under Title I.

Policy Involvement: Each school served under the Title I program will:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.
  - a. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
  - b. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, childcare, or home visits.
  - c. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
  - d. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as

appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

- e. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

**Shared Responsibilities for High Student Academic Achievement:** As a component of the District's parental involvement policy, each school served under the Title I program will jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

**Building Capacity for Involvement:** To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences

between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

**Accessibility:** In carrying out the parental involvement activities for this Title I Parental Involvement policy, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

**Use, Distribution, and Updating of this Policy:** This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

### **Section 10 - Homeless Students Policy**

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

**No Stigmatization or Segregation of Homeless Students:** It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

**Homeless Coordinator:** The Homeless Coordinator (Superintendent of Perkins County Schools) shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

**Enrollment of and Services to Homeless Children:** A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the

school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered
3. And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the Perkins County Elementary based on it being the school of origin, the new school and Perkins County Elementary shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

## **Section 11 - Breakfast and Lunch Programs**

### **3012**

#### **School Meal Program and Meal Charges**

**Meal Program.** The school district will make a school meal program available to students. The cost of the program will be determined by the board of education so as to make the program as nearly self-supporting as possible. With board approval, the district may contract with a private company or corporation for the management and/or provision of the program.

The district will notify the families with children attending school of the current guidelines for free or reduced-price school meals. A copy of the complete regulations and procedures regarding reduced-price and free meals shall be available in the office of the superintendent.

**Meal Charge Policy.** The district will notify students and their families of the policy for **Charged Meals**, meaning meals received by a student when the student does not have money in hand or in his or her food account. This policy applies to students who receive meals at the free, reduced, or full rates.

Notice of this policy must be provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. Notice may be provided through the student handbook, student registration materials, online portal used to access student accounts, direct mailing or e-mail, newsletter, the district website, and/or any other appropriate means. Notice of this policy will also be provided all school staff responsible for the enforcement of it, including food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and other staff involved in enforcing any aspect of this policy.

The district's policy on charged meals is:

If a student has no funds available to pay for a meal, no food will be provided.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

#### **Collection of Delinquent Meal Charge Debt**

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law.

Collection efforts may continue into a new school year.

In the event that the Nebraska Department of Education develops a state-level meal charge policy, it shall supersede that portion of this policy.

The Perkins County Elementary has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The District provides the United States Department of Agriculture's required nondiscrimination statement:

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status.

1. School Food Authorities (SFAs) participating in the National School Lunch Program, School Breakfast Program, After School Snack Program or Special Milk Program must include the nondiscrimination statement

in their student handbook in the section that addresses access to or information about the school meals program. It must also be included on the school's web site if school meal information is available.

### **Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov) This institution is an equal opportunity provider.

If the material is too small to permit the full statement to be included, the material will at a minimum include this statement, in print no smaller than the text: "This institution is an equal opportunity provider."

2. The USDA "And Justice for All" poster must be displayed at each feeding site in a location that is visible to students during meal service.

3. Provide appropriate translations of materials concerning the availability and nutritional benefits of the school meals program, as needed. This requirement can be met through the use of bilingual staff members, volunteers and/or informational materials in appropriate languages.

4. Follow this procedure for Accepting and Filing Complaints of Discrimination in the School Meals Program

- **RIGHT TO FILE A COMPLAINT:** Any person alleging discrimination based on race, color, national origin, sex, age or disability has a right to file a complaint within 180 days of the alleged discriminatory action.

- **ACCEPTANCE:** All complaints, written or verbal, shall be accepted by the School Food Authority CIVIL RIGHTS (SFA) and forwarded to the Administrator of the Nebraska Department of Education - Nutrition Services within five days. It is necessary that the information be sufficient to determine the identity of the agency or individual toward which the complaint is directed, and to indicate the possibility of a violation. Anonymous complaints shall be handled as any other complaint.

- **VERBAL COMPLAINTS:** In the event that a complainant makes the allegation verbally or through a telephone conversation and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made shall write up the elements of the complaint for the complainant. Every effort should be made to have the complainant provide the following information:

- 1) Name, address and telephone number or other means of contacting the complainant.

- 2) The specific location and name of the entity delivering the program service or benefit.

- 3) The nature of the incident(s) or action(s) that led the complainant to feel discrimination was a factor
  - 4) The basis on which the complainant feels discrimination exists (race, color, national origin, sex, age or disability).
  - 5) The names, titles and addresses of persons who may have knowledge of the discriminatory action(s).
  - 6) The date(s) during which the alleged discriminatory action occurred, or if continuing, the duration of such actions.
5. Train staff on civil rights annually. Specific subject areas to include:
- COLLECTING AND USING DATA: Data is collected on ethnicity and race. Parent self-declares. If they do not report, SFA staff will code based on perception. All program materials must be stored in an area of restricted access and retained for three years.
  - EFFECTIVE PUBLIC NOTIFICATION SYSTEMS: Display the “And Justice for All” poster, include the nondiscrimination statement on program materials, provide information in other languages and alternative formats as needed and convey equal opportunity in all photos and other graphics on websites, publications, etc.
  - COMPLAINT PROCEDURES: Procedures must be established to accept complaints or grievances based on race, color, national origin, sex, age, or disability. Participants must be advised of their right to file a complaint, how to file a complaint, and the complaint procedures. If there is a complaint, the SFA must contact the Nebraska Department of Education – Nutrition Services.
  - COMPLIANCE REVIEW TECHNIQUES: Ensure civil rights requirements are being followed during review process.
  - RESOLUTION OF NON-COMPLIANCE: Inappropriate actions must cease. A corrective action plan is required and appropriate procedures must be implemented.
  - REQUIREMENTS FOR REASONABLE ACCOMMODATION OF PERSONS WITH DISABILITIES: Entrances and exits must exist to accommodate the disabled. Braille signage and alternative arrangements for service must be available, when needed.
  - REQUIREMENTS FOR LANGUAGE ASSISTANT: Bilingual personnel and materials must be provided depending on need, resources available and cost.
  - CONFLICT RESOLUTION: Use alternative dispute resolution techniques when necessary. Treat others with respect.
  - CUSTOMER SERVICE: “Treat others the way they want to be treated (or at least be aware of what that is).”
6. Attach documentation of annual training, including date and attendance roster.

**Section 12 - Title IX**

**3057  
Title IX Policy**

As required by Title IX of the Education Amendments of 1972, it is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the district’s programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district’s Title IX Coordinator whose contact information can be found

on the district’s website and in the district’s student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## AVAILABILITY OF HANDBOOKS

The 2025-26 Student-Parent Handbook of Perkins County Elementary Schools is available on the internet at [perkinscountyschools.org](http://perkinscountyschools.org).

Because of the expense of printing the handbooks, we are asking that you consider using the Internet to access and review the 2025-26 Student-Parent Handbook. Using the internet to access the handbook will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search for your handbook when you have questions throughout the year. Thank you for considering this new use of technology to improve school-home communication.

Please return to the Principal's Office by September 1, 2025. This will allow us time to get the Handbook to all students and parents before school starts while avoiding the necessity of printing more copies of the Handbooks than necessary.

- Thank you for providing the 2025-26 Student-Parent Handbook. I will review it on the Internet. My signed receipt below acknowledges receipt of the Handbook in a satisfactory manner via the Internet.
- I prefer a paper copy of the Handbook.

---

Name

**RECEIPT OF 2025-26 Student-Parent Handbook - PARENT HANDBOOK  
OF PERKINS COUNTY ELEMENTARY SCHOOLS**

This signed receipt acknowledges receipt of the 2025-26 Student-Parent Handbook of Perkins County Elementary Schools. It is understood that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that the undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook, which should be used to respond to harassment or discrimination.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent or Legal Guardian's Signature

Return to:

Austin Reisig, Principal  
Perkins County Elementary Schools  
Grant, Nebraska

**PARENTAL AUTHORIZATION AND RELEASE FORM  
ADMINISTRATION OF NON- PRESCRIPTION DRUGS TO STUDENTS**

While the administration of medications to students should be scheduled outside of school hours whenever possible, occasionally it may be necessary for school personnel to administer nonprescription drugs to a student as authorized by the student's parents, guardians, or medical professionals and state law. School personnel will only dispense those nonprescription drugs which have been approved by state and federal law for use as a drug and meet the definition of nonprescription drugs in Nebraska's Medication Aide law which states:

Nonprescription drugs means nonnarcotic medicines or drugs which may be sold without a medical order and which are prepackaged for use by the consumer and labeled in accordance with the requirements of the laws and regulations of this state and the federal government.

In order for students to be administered nonprescription medication by school personnel, a parent or guardian must:

- Complete and return this authorization form.
- Provide the district with any nonprescription drugs you wish to be administered in its original container from the manufacturer, which must include legible, unadulterated manufacturer instructions. The container must be labeled with the student's name.
- Provide the district with specific written instructions regarding the requested nonprescription drug's administration, including the date(s) the student is to be administered the drug, the dosage to be administered, the frequency of administration, and any other details or conditions relevant to administration.

School personnel will not administer nonprescription drugs in a manner inconsistent with the manufacturer instructions or state law. School personnel will not administer non-prescription drugs that have expired.

The undersigned are the parent(s), guardian(s), or person(s) in charge of

\_\_\_\_\_  
(name of the student)

I authorize and request school personnel to administer nonprescription drugs to my student. I release the school district, its officials, and employees from any and all liability concerning the administration of nonprescription drugs to my student.

DATED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Parent/Guardian

RECORD OF SELF-ADMINISTRATED MEDICINE

Parent's Phone \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Date to Begin \_\_\_\_\_ Date to End \_\_\_\_\_

Name of Medication \_\_\_\_\_

Dosage of Medication \_\_\_\_\_ Time \_\_\_\_\_

Doctor \_\_\_\_\_ Phone #1 \_\_\_\_\_

Phone # \_\_\_\_\_

Possible Adverse Reaction: \_\_\_\_\_

A large, stylized letter 'P' in a light red color with a thick grey outline, serving as a background for the text.

**Perkins County Jr/Sr High**

**STUDENT-PARENT HANDBOOK**

**2025-2026**

Dear Students and Parents:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We look forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year. Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education. There are several forms at the end of this handbook that you must read, sign, and return no later than 8/15/2024. This handbook contains information of value to every student and parent. It explains school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,

Mark Jolliffe, Superintendent

## **Section 1 Intent of Handbook**

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Perkins County Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all-encompassing so as to cover every situation and circumstance that may arise during any school day or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students and the educational program. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based on all applicable school district policies and state and federal statutes and regulations.

## **Section 2 Members of the Board of Education**

Chris Fryzek - President  
Tori Gengenbach - Vice President  
Holly Cornelius - Secretary  
Jayson Bishop – Treasurer  
Cameron Sis  
Jason Noyes

## **Section 3 Administrative Staff**

Mark Jolliffe	Superintendent	PC Jr/Sr High	mark.jolliffe@perkinscountyschools.org
Dalton Pettera	Secondary Principal	PC Jr/Sr High	dalton.pettera@perkinscountyschools.org
Austin Reisig	Elementary Principal	PC Elementary	austin.reisig@perkinscountyschools.org
Shawn Cole	Activities Director	PC Jr/Sr High	shawn.cole@perkinscountyschools.org

## Section 4 Teaching Staff

Doug Babbitt	Agriculture Education	7-12
Ronda Baumfalk-Sipley	English	9-12
Deanne Bishop	Science	9-12
Ryan Boldt	Social Science	9-12
Seth Burge	Agriculture Education	7-12
Shawn Cole	AD / Weights	9-12
Alecia Einspahr	Academics	7-12
Brendan Geier	PE / Weights	7-12
Emily Glause	Spanish	9-12
Julie Ferguson	Business/Technology	7-12
Penny Hite	Social Science	7-8
Nathan Kemling	Music	7-12
Kriss Krutsinger	Industrial Arts	7-12
Brooke Lee	Math	9-12
Jasmine Lehl	Music	7-12
Tonya Mosel	Science	9-12
Shelly Pollard	Special Education	7-12
Nicole Putnam	English	9-12
Tara Schwanebeck	Math	7-12
Renee Seiler	Tech Coordinator	9-12
Whitney Soper	Guidance	7-12
Tristan Stephenson	Art	7-12
Erica Turner	Library	K-12
Amanda Wood	Science	7-12
Peyton Woodmancy-Rowley	Language Arts	9-12

## Section 5 Support Staff

Tanya McArtor	PC Jr/Sr	Administrative Professional
Dana Lee	PC Jr/Sr	Administrative Professional
Dawnya Dreiling	PC Jr/Sr	Administrative Professional
Rick Dreiling	PC Jr/Sr	Head of Maintenance
Connor McCormick	PC Jr/Sr	Custodian
Kelly Konzak	PC Jr/Sr	Custodian
Diana Malave	PC Jr/Sr	Food Service Director
Shelly Williams	PC Jr/Sr	Kitchen Staff
Sara Watkins	PC Jr/Sr	Paraprofessional
Richelle Janssen	PC Jr/Sr	Paraprofessional
Bellamy Handy	PC Jr/Sr	Paraprofessional

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# Article 1 – Mission and Goals

## Section 1 School Mission Statement

Welcome to Perkins County Schools. Our students are expected to show RESPECT, perform to EXCELLENCE, and exemplify PRIDE in themselves, their school, and their community. By “Protecting our REP” students will become confident and productive members of society.

## Section 2 Goals and Objectives - 2024-2029

The goals and objectives of Perkins County Schools are:

1. Assess, develop, and implement a comprehensive cross-curricular PK-12 literacy plan to improve reading, writing, listening, and speaking skills.
  - a. 2024-2025 - Assess the current PK-12 literacy curriculum.
  - a. Spring 2025 - Identify necessary changes and develop a comprehensive plan to improve reading, writing, listening, and speaking skills.
  - a. 2025-2026 - Implement Pk-12 literacy plan.
  - a. 2026-2027 - Monitor, review, and adjust the Pk-12 literacy plan.
  - a. 2027-2028 - Evaluate the implementation of the Pk-12 literacy plan with an emphasis on student growth as it relates to NSCAS and building assessments.
  - a. 2028-2029 - Evaluate the implementation of the Pk-12 literacy plan and make necessary adjustments to enhance the program results.
  
2. Assess, review, and modify extracurricular guidelines to balance academic and activity attendance.
  - a. Summer 2024 - Review 2023-2024 activity attendance and report to the board.
  - a. 2024-2025 - Monitor the attendance of students involved in extracurricular activities.
  - a. 2024-2025 - Assess, review, and modify extracurricular attendance guidelines.
  - a. 2025-2026 - Implement extracurricular activity attendance guidelines.
  - a. 2025-2026 - Monitor the attendance of students involved in activities.
  - a. 2026-2027 - If needed, adjust guidelines to improve academic/activity balance.
  
3. Implement an impactful character education curriculum to improve student relationships, teamwork, and interpersonal problem-solving skills.
  - a. 2024-2025 - Pilot the Be Good People curriculum at 7-8 grade.
  - a. 2024-2025 - Research curriculum systems that would address district needs.
  - a. 2024-2025 - Continue to implement research-based PBIS and MTSS strategies.
  - a. 2025-2026 - Implement Pk-12 character education program
  - a. 2026-2027 - Monitor and evaluate Pk-12 character education implementation.
  - a. 2027-2028 - Monitor and evaluate Pk-12 character education implementation.
  - a. 2028-2029 - If needed, adjust program implementation. Continue monitoring.

### **Section 3 Organizational Beliefs - 2024-2029**

PCS administrators, teachers, staff, and coaches are committed to students' long-term success by providing high expectations, transparent communication, and fostering positive relationships.

We believe in utilizing research-based instructional strategies to ensure student success. Such strategies assist in creating a culture of perseverance, critical thinking, and a growth mindset.

We believe that each student will have equal access to high levels of instruction.

We believe in smooth transitions for students at all grade levels.

We believe in vertical teaming opportunities for teachers to create consistent curricula, resulting in student growth.

All students are encouraged to participate in one or more activities. Teachers, coaches, sponsors, and advisors aim to challenge students to succeed in the classroom while allowing them to explore and excel in other areas. Activities will support the development of teamwork, soft skills, and healthy habits.

We believe that educator effectiveness is built on continuous feedback, training, professional collaboration, relationships, adaptability, and accountability.

We believe it takes all stakeholders to teach behavior expectations, support positive change, and hold students accountable for their actions.

### **Section 4 Mutual Respect**

Perkins County Schools expects every staff member and student to be treated with respect and dignity. Showing disrespect toward a staff member or engaging in insubordination will not be tolerated.

### **Section 5 Complaint Procedures**

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are specific procedures in place to address certain complaints or concerns, including discrimination, harassment, bullying, and disciplinary actions. Those procedures should be used where applicable.

#### **1) Complaint procedure**

Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.

Step 2. Address the concern to the Principal if the matter is not resolved at Step 1.

Step 3. Address the concern to the Superintendent if the matter is not resolved at Step 2.

Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

#### **2) Conditions Applicable to All Levels of Complaint Procedure**

All information to be considered at each step should be documented in writing to ensure its effectiveness. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

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

## **Complaint and Appeal Process.**

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if the complainant believes speaking directly to the person would subject the complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
  - a) Complaints about the operation, decisions, or personnel of a building should be submitted to the building's principal.
  - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
  - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint and shall:
  - a) Determine whether the complainant has discussed the matter with the staff member involved. (I)If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member if appropriate
4. If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - a) Strongly encourage the complainant to reduce his or her concerns to writing.
  - b) Interview the complainant to determine:
    - I) All relevant details of the complaint.
    - II) All witnesses and documents which the complainant believes support the complaint;
    - III) The action or solution which the complainant seeks.
  - c) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator receives the complaint.
5. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
  - a) This appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
  - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) Upon completing this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involves discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent receives the complainant's written appeal.
6. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.

- a) This appeal must be in writing.
  - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
  - c) This policy allows but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) The board will notify the complainant in writing of its decision. If the complaint involves discrimination or harassment, the board shall submit its decision within 180 days after it receives the complainant's written appeal.
  - e) There is no appeal from a decision of the board.
7. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
    - I) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
    - II. If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
  - d) Respond to the complainant. If the complaint involves discrimination or harassment, the response must be in writing and submitted within 180 days of the president receiving it.

**No Retaliation.** The school district prohibits retaliation against any person who files a complaint or participates in the complaint procedure in good faith.

**Special Rules Regarding Educational Services and Related Services to Students with Disabilities.**

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided to a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement, must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided to a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the Board of Education.

Complaints about the educational services provided to a student suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or provide prior written notice of the district's refusal to do so.

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

## Article 2 – School Day

### Section 1 Bell Schedules

#### Regular Schedule

Period 1	8:00 a.m. – 8:51 a.m.
Period 2	8:53 a.m. – 9:44 a.m.
Period 3	9:46 a.m. – 10:37 a.m.
Period 4	10:39 a.m. – 11:30 a.m.
Lunch A	11:30 a.m. – 12:02 p.m.
Period 5A	11:32 a.m. – 12:23 p.m.
Lunch B	12:23 p.m. – 12:55 p.m.
Period 5B	12:02p.m. – 12:52 p.m.
Period 6	12:55 p.m. – 1:46 p.m.
Period 7	1:48 p.m. – 2:39 p.m.
Period 8	2:41 p.m. – 3:32 p.m.

#### Friday Schedule

Period 1	8:00 a.m. – 8:43 a.m.
Period 2	8:45 a.m. – 9:28 a.m.
Period 3	9:30 a.m. – 10:13 a.m.
Period 4	10:15 a.m. – 10:58 a.m.
Period 6	11:00 p.m. – 11:43 a.m.
Lunch A	11:43 a.m. – 12:17 p.m.
Period 5A	11:45 p.m. –12:28 p.m.
Lunch B	12:28 p.m. – 1:00 p.m.
Period 5B	12:17 p.m. – 1:00 p.m.
Period 7	1:02 p.m. – 1:45 p.m.
Period 8	1:48 p.m. – 2:30 p.m.

#### 1:30 Schedule

Period 1	8:00 a.m. – 8:36 a.m.
Period 2	8:38 a.m. – 9:14 a.m.
Period 3	9:16 a.m. – 9:52 a.m.
Period 4	9:54 a.m. – 10:30 a.m.
Period 6	10:32 p.m. – 11:08 a.m.
Lunch A	11:08 a.m. – 11:40 p.m.
Period 5A	11:10 a.m. –11:46 a.m.
Lunch B	11:46 a.m. – 12:16 p.m.
Period 5B	11:42 p.m. – 12:16 p.m.
Period 7	12:18 p.m. – 12:54 p.m.
Period 8	12:56 p.m. – 1:32 p.m.

#### 10:00 Late Start Schedule

Period 1	10:00 a.m. – 10:36 a.m.
Period 2	10:38 a.m. – 11:14 a.m.
Period 3	11:16 a.m. – 11:52 a.m.
Lunch A (7 <sup>th</sup> & 8 <sup>th</sup> )	11:54 a.m. – 12:30 p.m.
Period 4 A	11:54 a.m. – 12:30 p.m.
Lunch B (9 <sup>th</sup> & 12 <sup>th</sup> )	12:30 p.m. –1:02 p.m.
Period 4 B	12:30 p.m. – 1:02 p.m.
Period 5	1:02 p.m. – 1:38 p.m.
Period 6	1:40 p.m. – 2:16 p.m.
Period 7	2:18 p.m. – 2:54 p.m.
Period 8	2:56 p.m. – 3:32 p.m.

### Section 2 Severe Weather and School Cancellations

The Superintendent may close public schools in case of severe weather. Representatives of the Superintendent’s staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools. A decision to close school is made when weather service forecasts, law enforcement advisories, or civil defense officials indicate that it would be unwise to hold school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be canceled (bus transportation, kindergarten, student activities).

Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases, as much advance notice as possible will be given to parents using the district’s instant notification and/or direct contact. When possible, local radio and television stations will also be notified and

asked to broadcast school dismissal information. This information may also be posted on the district's website. **Perkins County Schools' current notification system will also be used.**

After School Starts. Every attempt will be made to avoid closing the school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases, parents will be given as much advance notice as possible. If school is closed during the day, the media will broadcast the notice. **Parents should have a plan in place to accommodate these circumstances.**

Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent due to severe weather when school is in session will be marked as absent. The absence will be treated like any other absence for legitimate reasons, provided parents notify the school properly of their decision. Parents may pick up their children in inclement weather during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

What Not to Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning. Students and staff members regularly practice tornado safety procedures.** Additionally, parents are advised not to call radio and television stations or school buildings during severe weather.

Emergency Conditions. The school has a signal that, when activated, requires either evacuation or moving to safer areas of the building. Regular drills are held as required by law throughout the school year. Plans are also in place for an Emergency Exit system, a Tornado Warning System, and Critical Incident Response.

### **Section 3 Open-Closed Campus**

All students must remain on campus during the school day, except sophomores, juniors, and seniors, who are allowed to leave campus during lunch. Students in the Internship Program may also leave the building by following the necessary process to be excused.

The student must obtain permission from their parent or guardian, as specified by phone call or written note to the office, to leave the building before the end of the school day.

**BEFORE LEAVING THE BUILDING, THE STUDENT MUST SIGN OUT ON THE FORM PROVIDED IN THE PRINCIPAL'S OFFICE OR THE MAIN OFFICE. THE STUDENT MUST INFORM THE OFFICE STAFF OF WHERE THEY ARE GOING, AND PARENTAL CONTACT MUST BE CONFIRMED BEFORE THE STUDENT LEAVES THE BUILDING.**

Failing to follow building check-out procedures will be considered truancy, and the student will be required to make up the missed time before or after school.

### **Section 4 Supervision Responsibility Before/After School**

#### Arrival at School/Dismissal from School

Students are expected to arrive at school no more than 30 minutes before the first class or school program in which they are participating. Before **that time, the school is not responsible for the supervision of the students.** Students will be admitted to the school building 30 minutes before the first class. Students may not be permitted to enter earlier unless the Principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to the designated areas.

Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention, etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location, unless they are participating in a school-sponsored activity. **The school is not responsible for supervising students once the students have left the school grounds.**

Certain days on the calendar are “shortened days,” meaning that the school day starts or ends differently than on the normal schedule. Parents are strongly encouraged to be aware of those days so their children are not left unsupervised or unable to get home upon dismissal.

#### Signing a Child in and Out of School

Parents are not to go directly to the classrooms. The schools will only release children to adults who are designated by the parent on the emergency card.

If a special circumstance, such as a court order limiting access to a student by a parent or guardian, affects who a student can be released to, the parent must inform the Principal and provide the Principal with a copy of that order to maintain on file at the school.

Students leaving the building and arriving late must sign out and/or sign in on the sheets provided in the main office. Time left, destination, and reason must be recorded. Late arrivals need the time arrived and the reason for the late arrival.

#### Emergency Closing Procedures

Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early. Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they should do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and that the building principal be made aware of this information.

If conditions allow and supervision is available during an early dismissal, the child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the child's safety.

## **Article 3 - Use of Building and Grounds**

### **Section 1 Visitors**

All visitors must report to the office upon entering the main entrance to sign in and receive a visitor's pass. Visits to classrooms during the first and last weeks of school may be limited to ensure a smooth transition. Parents' visits to classrooms are encouraged, provided that they do not disrupt the educational program or individual students or create a safety concern.

- 1) Visitors may only be students registered in another Jr/Sr high school.
- 2) Visitors may only visit one (1) day.
- 3) Visitors must stay with the host student the entire day.
- 4) Visitors must stop in the central office to pick up a pass before going to a classroom.
- 5) No visitors will be allowed into a classroom unless they have a visitor pass to show the teacher.

## **Section 2 Smoke-Free Environment**

All of our school buildings and grounds are smoke and tobacco-free. We would appreciate your help in achieving a smoke- and tobacco-free environment for our children. When attending school events, including athletic events, please adhere to our district's policy.

## **Section 3 Care of School Property**

- 1) Students are responsible for the proper care of all school-supplied books, equipment, supplies, and furniture.
- 2) Students who damage property, break windows, or cause other harm to school property or equipment will be required to pay for the damage or replace the item.

Fines are determined on books according to the following criteria:

Lost Book:	Replacement cost
Damaged Cover:	Same as a lost book
Missing Page:	\$1 per page (up to replacement cost)
Torn Page:	\$1 per page (up to replacement cost)
Marks that cannot be erased:	50 cents per mark (up to replacement cost)

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before receiving school publications and final grades.

## **Section 4 Lockers**

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials.

Students must keep locker doors closed and locked when not retrieving items from their lockers. Each student is responsible for the damage done to his/her locker. Damage to lockers must be repaid, and a reasonable fine will be applied for such damage. Protect yourself and your property-- lock your locker and keep the combination to yourself. Lockers are assigned to students at the beginning of each year.

Students are responsible for the care and condition of their assigned lockers. Lockers are the property of PCS Schools and are, therefore, subject to inspection by authorized school personnel at any time.

## **Section 5 Searches of Lockers and Other Types of Searches**

The school owns student lockers, desks, computer equipment, and other such property. The school exercises exclusive control over school property. Students should not expect privacy regarding the use of or items placed on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials.

Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the administration's discretion. The school randomly uses drug/sniffer dogs in accordance with Board Policy.

The following rules apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

- 1) School officials may conduct a search if they have a reasonable basis to believe that it will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.

- 2) Illegal items or other items reasonably determined to pose a threat to the safety of others or compromise educational purposes may be seized and retained by school officials. Any firearm or other weapon will be confiscated and delivered to law enforcement officials as soon as practicable.
- 3) Students may be removed from possession of items that have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, “nuisance items”).

Lockers are the property of the PCS school district and are made available to students to store books, coats, and other school-related items. The school owns student lockers, desks, and other such properties. The school exercises exclusive control over school property, and students should not expect privacy regarding items placed on school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in the desks and lockers issued to them by the school. Designated officials, as permitted by law and board policy, may have access to and search student lockers, desks, and other school-owned property when there is reasonable cause to do so. Lockers are not to be used to store any item considered illegal or inappropriate for student possession. Such items might include open cans or bottles of pop, tobacco, alcohol, weapons, pornography, stolen property, drugs, inhalants, contraband, or any other property or material that would materially disrupt the school process. Students are not to share or trade lockers. Students must keep lockers clean, orderly, and free of writing and graffiti.

## **Section 6 Video Surveillance and Photographs**

The Board of Education authorizes the use of video cameras on school property to ensure the safety of staff, students, and visitors, and to protect District facilities and equipment. Cameras may be placed in locations deemed appropriate by the Superintendent. Recordings capturing violations of school policies or laws may be used for disciplinary action and shared with law enforcement.

Unless otherwise allowed by board policy or law, students are prohibited from making audio or video recordings during the school day, on school grounds, in school vehicles, or at school-sponsored activities—unless permitted for public use (e.g., recording an athletic event for personal use). Students must follow district policies on appropriate use and discipline. Smart devices that record or transmit audio/video, such as Google Home, Alexa, or AngelSense, are generally prohibited.

Exceptions apply when recordings are required as part of a student’s disability accommodation, IEP, or Section 504 Plan.

Recording or photographing in restrooms, locker rooms, or other private areas is strictly prohibited. Violations may result in discipline up to expulsion.

## **Section 7 Use of Telephone**

Use of the office phone is only allowed in emergencies or when a student is ill.

## **Section 8 Bicycles**

Bicycles must be parked in the racks provided. The school is not responsible for damage or theft of parts while bicycles are on school property.

## **Section 9 Student Valuables**

Students, not the school, are responsible for their personal property. Students are cautioned against bringing large amounts of money or valuable items to school.

## **Section 10 Lost and Found**

Students who find lost articles are asked to take them to the office, where the owner can claim them. If articles are lost at school, report that loss to the office personnel. Articles of clothing not claimed by the end of the school year may be donated to local charities.

## **Section 11 Accidents**

Every accident in the school building, on school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal and/or the Activities Director. Accident forms can be found in the main office.

## **Section 12 Laboratory Safety Glasses**

As required by law, approved safety glasses must be worn by all students and teachers as needed while participating in or observing vocational, technical, industrial technology, science, and art classes.

## **Section 13 Insurance**

Under Nebraska law, the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with a risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent, or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

## **Section 14 Bulletins and Announcements**

Bulletin boards and display cases are available for posting and displaying school-related and approved materials. Posters to be used in the halls or materials for distribution must be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick, and wood. The person or organization responsible for distributing the posters must see that all posters are removed within 48 hours after the event.

## **Section 15 Games**

Electronic games, internet games, and card games such as poker are not considered beneficial to the educational process or acceptable during class time.

## **Section 16 Detention Period Regulations**

Detention periods will be assigned to students who exhibit undesirable attendance patterns, conduct, promptness, and other disciplinary problems.

The offenses which may result in the student being assigned to a detention period are but not limited to:

- 1) Tardiness
- 2) Leaving school without following the proper procedure.
- 3) Truancy. As a standard practice, detention periods will be assigned so that the total number of minutes of detention will equal the total number of minutes of truancy.
- 4) Other misconduct. Violations of accepted conduct in the hallways, during the noon hour, or improper use of school equipment will result in detention periods.

The detention period may begin at 3:32 PM and end at 4:30 PM each day when school is in session unless otherwise notified. 7:00-8:00 a.m. is also an option.

**Saturday School** is an additional form of detention. Students who have violated the following rules, including excessive absences, tardiness, failure to report for detentions, and repeated offenses, may be assigned to Saturday School.

- 1) Students who fail to comply with the assigned detention period will forfeit their opportunities to participate in extracurricular activities until the time is served.

FAILURE OF A STUDENT TO REPORT TO THE DETENTION ROOM WHEN ASSIGNED WILL RESULT IN THE NUMBER OF DETENTION PERIODS BEING DOUBLED.

A SECOND OFFENSE: THE STUDENT (S) WILL SERVE AN IN-SCHOOL SUSPENSION FOR ONE (1) DAY. SUBSEQUENT OFFENSES MAY LEAD TO OUT-OF-SCHOOL SUSPENSION (S) OR EXPULSION.

## **Section 17 Copyright and Fair Use Policy**

The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. “Fair use” of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes “fair use” should consult with their teacher or building principal, review the school district’s copyright compliance policy, and review *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress

## **Section 18 School Dances**

A school-sponsored dance is a school activity subject to all provisions of the Student Activity Code and is a privilege available to students meeting all participation requirements. Dances must be scheduled with the building principal at least four weeks in advance. The Superintendent may discontinue school dances for the remainder of any school year upon the recommendation of the building Principal.

Only PCHS students, faculty members/spouses, sponsors, and Board members/spouses can attend school dances unless otherwise specified. High school dances at PCHS allow out-of-school dates; **those attending must currently be enrolled in high school or have graduated from high school within the past year. Special circumstances may be taken into consideration.** Out-of-town dates will require filling out a form specified by the school. Students currently enrolled in middle school grades are not eligible to attend PCHS dances.

Students are reminded that their conduct at all dances must comply with all student conduct policies and regulations. Students are reminded that not only may the privilege of attending the dance be suspended, but students may also be suspended from regular school for conduct violating these policies and regulations.

Inappropriate dancing, dress, and behavior will result in the student's removal from the activity. Once a student leaves the facility, they are not allowed to return to the dance.

### **JUNIOR/SENIOR PROM**

Juniors, Seniors, their dates, and specified guests may be admitted to the BANQUET and PROM. Everyone wanting to be admitted to the Junior/Senior Banquet/Prom shall be given a breath test, and the test shall indicate negative for the presence of alcohol. Juniors or Seniors who invite outside dates to the Banquet shall be responsible for paying for the meal before the Banquet. Names of dates outside PCHS must be furnished to the office of the Principal one week before the date of the Prom. Guests to the Banquet and Prom may include the faculty, staff, Board of Education members, and spouses of each. The Prom will be terminated by midnight. Anyone leaving the building before the dance is over will not be permitted to re-enter. Out-of-town dates will require filling out a form specified by the school.

### **HOMECOMING**

Students of PCS High School may invite outside dates to Homecoming and Sweetheart Dance. Names of dates outside PCHS must be furnished to the office of the Principal one week before the dance date. The Homecoming Dance will be terminated by 11:00. However, if the dance is scheduled after a game, the Administration may extend the dance by up to one hour. Anyone leaving the building before the dance is over will not be permitted to re-enter. Out-of-town dates will require filling out a form specified by the school.

### **JUNIOR HIGH DANCES**

Dances will last no longer than 2 hours and will end by 10:00 p.m. No outside dates are allowed.

**General Rules of Student Conduct at Dances.** In addition to all rules of student conduct in the Student Handbook, students attending dances shall adhere to the following rules of conduct:

- 1) Who Can Attend: Only students of Perkins County Schools and their guests may attend
  - a) Students currently attending Perkins County Schools or another Nebraska high school who have not been restricted from attending extracurricular activities at Perkins County Schools or their own school are generally considered appropriate dates or invited guests (high school only).
  - b) High school dances at PCHS allow out-of-school dates; those attending must currently be attending a high school or have attended and completed high school, and be only one year removed from graduation. Special circumstances may be taken into consideration.
  - c) Some school dances may be restricted to students attending specified grade levels at Perkins County JR/SR High. For any dances at the middle school level, only students attending Perkins County JR High in the grade(s) for which the dance is being held may attend (no outside dates).
  - d) Students who have been suspended from school or extracurricular activities are not permitted to attend.
  - e) The school reserves the right to exclude persons who may or may not cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct that apply to our students.
  - f) Students or their guests who engage in inappropriate behavior, whether on or off the dance floor, may be asked to leave the premises. Students are reminded that their conduct at all dances must comply with all student conduct policies and regulations.

- 2) Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco are prohibited. Anyone using prohibited substances or showing the effects of use will not be allowed admission or, if discovered after admission, will be removed from the dance. Their parents may be contacted. Law enforcement may be contacted. If the student(s) is impaired, we will do what we can to prevent them from leaving the dance until parents or law enforcement arrive.

Students and their dates may be required to submit to a breathalyzer before gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.

- 3) Appropriate Attire: Students and their guests are expected to adhere to the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether a student's attire is appropriate. Students will be asked to change unacceptable items, which may require them to return home to change their clothing. If you are uncertain about your attire, it is advisable to check in advance of the dance with the Principal or the staff sponsor for the event.

## **Section 19 Student Fees Policy**

The Board of Education of Perkins County Schools has adopted this student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses required by state law or regulation, and to provide the necessary staff, facilities, equipment, and materials for such instruction without charge or fee to the students.

The District does provide activities, programs, and services to children that extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to establish and publish its guidelines or policies for specific categories of student fees in a policy. The District achieves this by establishing the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations, which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the current school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches, and sponsors for further specifics.

- 1) Guidelines for non-specialized attire that is required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire that meets general District grooming and attire guidelines, as well as the grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses, and activities in which the students participate, where the required attire is specified in writing by the administrator or teacher responsible for the program, course, or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to ensure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

2) Personal or consumable items & miscellaneous

a) Extracurricular Activities. Students are responsible for furnishing any personal or consumable items for participation in extracurricular activities.

b) Courses

I) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for students' use during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses, including, but not limited to, pencils, paper, pens, erasers, notebooks, binders, protractors, and math calculators. A specific class supply list will be published annually in a Board-approved student handbook supplement or other notice. The list may include refundable damage or loss deposits required for using certain District property.

The school district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, students will either furnish the materials, purchase them from the school, or purchase them from an outside vendor using an order form provided by the school.

II) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardians will be held responsible for damages to school property that are caused or aided by the student, as well as for the reasonable replacement cost of school property that is placed in the student's care and subsequently lost.

III) Materials Required for Course Projects. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. If the completed project has more than minimal value, the student may be required, as a condition of retaining the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project

IV) Music Course Materials. Students must provide their own musical instruments for participation in optional music courses. The district's fee waiver policy allows students to use a musical instrument without charge. The District is not required to provide a particular type of musical instrument for any student's use.

V) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities and may be subject to payment of fines or damages for damage caused with or to vehicles or for failure to comply with school parking rules.

3) Extracurricular Activities—Specialized equipment or attire. Extracurricular activities mean student activities or organizations that are supervised or administered by the District, which do not count toward graduation

or advancement between grades, and in which the District does not otherwise require participation. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g., choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment that is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, is required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouthpieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

- 4) Extracurricular Activities—Fees for participation. Any fees for participation in extra-curricular activities for the current school year are further specified in Appendix “1.” Admission fees are charged for extracurricular activities and events.
- 5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase “postsecondary education costs” means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.
- 6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.
- 7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian, or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one (1) copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.
- 8) Participation in before-and-after-school or prekindergarten services. Students are responsible for fees required for participation in before-and-after-school or prekindergarten services offered by the District, except to the extent such services are required to be provided without cost.
- 9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.
- 10) Breakfast and lunch programs. Students shall be responsible for items that students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a “school store,” a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.
- 11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under

United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

- 12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one (1) student resides, at no cost.
- 13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

## **Section 20 CAFETERIA**

PCJSHS maintains a cafeteria as a service to the students. Students need to pre-pay for lunches in the main office. Students are assigned a number and are encouraged not to share that number with other students. When a balance falls below zero, students will not be served. We reserve the right to deny any students the privilege of eating in our cafeteria. Breakfast is \$2.50, student lunch is \$4.50, Seconds are \$2.50, Extra Milk is \$.80, and adult lunch is \$5.00.

## **Article 4 – Attendance**

### **Section 1 Attendance Policy**

Regular and punctual student attendance is required in accordance with the board's policies. The administration is responsible for developing further attendance rules and regulations, and the staff is responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors that lead to regular and punctual student attendance.

### **Section 2 Attendance and Absences**

Excused and Unexcused Absences. An absence from school will be reported as (a) an excused absence or (b) an unexcused absence.

- 1) Excused Absences. Absences should be cleared through the office in advance whenever possible. An absence or tardiness, even with parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:
- Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents).
  - Illness that causes a student to be absent from school with a note from a medical professional.
  - A doctor or dental appointment, which requires the student to be absent from school with a note.
  - Court appearances are required by a court order, and the student is not responsible for needing to be in court.
  - School-sponsored activities that require students to be absent from school.
  - College planning visits
  - Other absences that have received prior approval from the Principal.

- 2) **Unexcused Absences:** An absence that is not excused is unexcused.
- a. Students are allowed up to 10 unexcused absences per class period per semester.
  - b. Attendance notifications will be sent periodically during the school year.
  - c. Students must have their parents call or send a note by the following school day to report an absence for it to be considered excused.
- 3) Students who exceed the attendance policy are not permitted to participate in extracurricular activities, organizations, or attend social functions such as dances until they have made up the time they are in excess. This time will be made up after school at 9<sup>th</sup> Hour or at a time agreed upon by the Principal. Once time is made up, the student will become eligible. Failure to make up the time will result in loss of credit.
- a. The following scale will be followed for the reduction of credit for students in grades 9-12:
    - 11-14 days absent = 1 credit deduction
    - 15-19 days absent = 2 credit deduction
    - 20-24 days absent = 3 credit deduction
    - 25-29 days absent = 4 credit deduction
    - 30+ days absent = 5 credit ded./no credit

**Tardy to School.** Students are tardy when they are not in their assigned area by the time the tardy bell rings. A student will have earned detention time for accumulating 2 or more unexcused tardies in a week. The principal will run a tardy report on Monday morning. They will confer with the student and may notify the parents, and detention time may be assigned. Each unexcused tardy has a consequence of 15 minutes of make-up time. This time will be made up after school, and students will not be able to participate in activities until this time is made up. (exception for Monday activities)

Oversleeping, repeated or excessive car trouble, excessive morning appointments or chores, and missing a ride are some unacceptable reasons for tardiness. The principal may excuse some of these tardies, as each will be handled on a case-by-case basis. Tardies will be classified as either excused or unexcused; however, it is the student's responsibility to provide a note or phone call to the office by the end of the next school day to excuse the tardy. A tardy becomes an absence after 15 minutes of class time.

**Tardy to Class.** Students have sufficient time between classes to arrive at their next assigned class on time. Students will be considered tardy to class if they are not in their assigned classroom when the tardy bell rings unless they have a pass from the teacher who detained them. Once students are in the classroom doorway, the teacher's discretion applies to specific tardy guidelines.

**Leaving School or Class.** Students who leave school for any reason during the school day must check out at the office before leaving the premises. Students leaving the building must obtain permission from the Principal or the Attendance Secretary to leave the building. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Students must sign in at the office upon returning to school that same day. A sheet will be available on the office counter for this purpose.

BEFORE LEAVING THE BUILDING, THE STUDENT MUST SIGN OUT ON THE FORM PROVIDED IN THE THE MAIN OFFICE. THE STUDENT MUST INFORM THE OFFICE STAFF OF WHERE THEY ARE GOING, AND PARENTAL CONTACT MUST BE CONFIRMED BEFORE THE STUDENT LEAVES THE BUILDING.

Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, will be considered truant.

### **Section 3 Absence Procedures**

Students are responsible for communicating with teachers when they have been absent. They are also responsible for self-advocating and determining what work needs to be done and when it is due.

### **Section 4 Make-up Work**

Written make-up work may be assigned for each day missed, regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required.

The student is responsible for contacting teachers initially regarding make-up assignments. For excused absences, one school day will be allowed to make up the work for each day missed, with a maximum of five days allowed to complete make-up work. An example would be if a student missed three school days; when they return to school, they will have three school days to complete their classwork. If requested, assignment sheets will be prepared for students who are absent due to illness. If parents or students request assignment sheets, the school should be contacted by 10:00 a.m.

### **Section 5 Attendance is Required to Participate in Activities**

The Principal reserves the right to grant participation in exceptional circumstances.

Students absent due to illness for the day or any part of the last half (periods 5-8) of the day will not participate in school-sponsored activities that day. The principal and activities director will take special considerations into account.

An absence on the day before an all-day activity the following day will result in the student not participating in the activity. The student must be in attendance for the last half of the previous day to be eligible to participate. Special considerations will be taken into account by the principal and activities director. This does not affect weekends. The intent of this guideline is to limit missed class time. Example: The student misses class on Friday and has an activity on Saturday. The student may attend the activity.

### **Section 6 Truancy**

A student who engages in unexcused absences may be considered truant as per state law. Truancy is a violation of school rules and regulations. The consequence of truancy may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child aged six (6) to eighteen (18) to attend school regularly without a lawful reason shall, within three days, report such violation to the Superintendent. The Superintendent shall immediately investigate any such report that needs to be made. The Superintendent shall also investigate any case when, based on the Superintendent's personal knowledge or a report or complaint from any district resident, the Superintendent believes that any child is unlawfully absent from school. The school shall provide all services within its power to compel such a child to attend a public, private, denominational, or parochial school, which the person having control of the child shall designate to remediate the child's truant behavior.

Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per-day basis for elementary students and on a per-class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

- 1) One or more meetings shall be held between a school attendance officer, school social worker, or other person designated by the school administration, the parent or guardian, and the student to report and attempt to resolve the truancy problem. If the parent or guardian refuses to participate in such a meeting, the principal shall document this refusal in the student's attendance records.
- 2) Educational counseling to determine whether curriculum changes are necessary, including, but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
- 3) Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
- 4) Investigation of the truancy problem by the school social worker, or if such a school does not have a school social worker, another person designated by the administration to identify conditions that may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

Reporting Habitual Truancy. Students who accumulate twenty (20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student), warning them to comply with the provisions of that law. If, within one (1) week after the time the notice is given, such person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.

#### Attendance Committee

The committee will consist of the Principal, Counselor, and two classroom teachers. It will meet to hear petitions from students regarding their attendance records.

#### Forms to Petition the Attendance Committee

Forms are available in the Principal's office. Any student has the right to appeal any decision of this Committee to the Superintendent of Schools and, if necessary, to the school district's Board of Education.

#### Students Losing Credit Hours

If a student loses credit for a class due to absences, they may request to remain in the class or may be removed from the class and placed under the supervision of the principal for that class period.

## **Article 5 - Scholastic Achievement**

### **Section 1 Grading System**

Students will receive percentage grades on report cards and transcripts. The following scale will be used to assign percentage grades and a grade point average:

- A 93-100
- B 86-92
- C 78-85
- D 70-77
- F 69 and Below

Each teacher will define the grading procedures to be used in their classes.

Grades are divided into two categories: Academic and Non-academic. Academic grades are the only grades that count for class rank. Non-academic classes include Physical Education, Band, Chorus, Internship, Yearbook, and Teacher Assistant. TA will require the student to follow the NHS course requirements and maintain a cumulative average of 90%. Seniors who qualify can take 1 period of TA and 2 periods of Internship. Juniors can take 1 period of Internship.

An internship allows students to gain work experience and helps them make post-graduation career decisions. Students must be in good academic standing. Good academic standing would include, but not be limited to, being on course to graduate with adequate credits and not failing any courses. Internship students must pass all courses and not exceed the attendance policy to participate in the program. Students who receive poor evaluations from their supervisor may be dismissed from the Internship at any time during the semester. TA will also follow these criteria for participation. The principal will determine who is eligible to participate.

## **Section 2 High School Yearly Course Requirements**

High school students in all grade levels must register before the start of the school year. The counselor and principal will guide students in their course selection.

Parents need to contact the counselor regarding their child's plan for education during high school and post-secondary education. Requirements for a four-year degree, a two-year degree, or a job certification are all different. It is the parent's and student's responsibility to maintain the correct course of study during high school to prepare the student for post-secondary education.

High school students are required to register for the following exploratory courses:

- 9th Grade Health, Technology Applications, Physical Education 9, Geography
- 10th Grade Intro to Speech and Personal Finance
- 11th Grade Computer Science (starting class of 2029)

## **Section 3 Graduation Requirements**

To participate in commencement exercises or receive a Perkins County Schools diploma, a student must fully complete all graduation requirements prior to the official commencement exercises and complete other administrative requirements or conditions.

To be eligible for graduation from Perkins County High School, a student must have earned a minimum of 270 semester hours of credit in grades 9 through 12. Credit hours will be calculated according to the Nebraska Department of Education guidelines.

Satisfactory completion of the following courses must be presented in the candidate's record:

English	40 semester hours	Intro to Speech	5 semester hours
Social Sciences	30 semester hours	Technology Apps.	5 semester hours
Science	30 semester hours	Personal Finance	5 Semester hours
Math	30 semester hours	Foreign Lang.	Recommended 2 years
P.E. and Health	10 semester hours	Computer Science	5 Semester hours (2029)

The Board of Education may make exceptions to these requirements upon the recommendation of the Superintendent, who will support the recommendation with justifiable reasons. The minutes shall

include a complete record of the recommendation and of the action taken upon it by the Board. The candidates for graduation shall be presented to the Board of Education for approval.

A student who has not met the graduation requirements but who has attended school regularly may be granted a Certificate of Attendance with the superintendent's recommendation.

#### **Section 4 Class Rank and GPA**

The "Carnegie Scale" will determine class rank and GPA. Each percentage grade is assigned a numeral value from 1.0 to 4.0. A senior with a grade point average of 93.000 or higher will be recognized as graduating "With Honors."

Below is a definition of point values:

Grade	Regular Classes	Honor Roll based on this scale		
93-100	4.00	A	=	93-100
90-92	3.50	B	=	86-92
86-89	3.00	C	=	78-85
82-85	2.50	D	=	70-77
78-81	2.00	F	=	69 and Below
75-77	1.50			
70-74	1.00			
69 and below	0.00			

#### **Section 5 Credits: Method of Awarding at PCHS**

PCHS employs the credit-hour method to award credit for all subjects that may be taken at this high school. A credit hour represents one hour of class work for a period of 18 weeks, equivalent to one semester. Classes such as English, Mathematics, History, Social Science, and Business, which meet one period a day, five days a week, for eighteen weeks, carry five credit hours.

##### **College Electives and/or Dual Credit College Courses**

- Students wishing to take college elective courses and/or dual credit college courses may do so under the following conditions and guidelines.
  - Must be a Junior (One period a Semester) or Senior (Two periods a Semester). Exceptions will be made on a case-by-case basis.
  - Students may be required to send their grades to the counselor and/or principal.
  - Students will pay for these courses. The school does not cover the cost of these courses.
  - Dual credit will be given for any class taught on campus by a PCS teacher, including Sociology, Psychology, and Philosophy.

#### **Section 6 Promotion and Retention**

Students will be placed at the grade level and in the courses best suited to them academically, socially, and emotionally, as determined by the professional staff. Students typically progress from one grade to the next annually. A student may be retained at a grade level or be required to repeat a course or program when, in the judgment of the professional staff, it is determined to be appropriate for the educational interests of the student and the educational program.

## **Section 7 Schedule Changes**

With proper planning, student registration shouldn't need to be changed. However, changes are permissible by the end of the first week of each semester or as otherwise indicated by the building principal. If a scheduled drop/add is necessary, the student will pick up a drop/add form from the Principal or counselor.

## **Section 8 Interim Reports**

Various supplemental reports may be sent to parents throughout the school year concerning students' performance. These reports may describe student work of an exceptional nature or work that needs improving. These reports will be sent as the teacher determines appropriate.

## **Section 9 Report Cards**

Report cards are issued at the end of each quarter. Percentage grades are used to designate a student's progress. A grade of "F" (failing) carries no credit. A grade of "I" (incomplete) received at the end of a grading period must be made up within two weeks, or missing assignments will receive grades of "0," and those grades will be averaged into the final grade. No incompletes will be given at the end of the fourth quarter, as all coursework must be completed by the end of the fourth quarter.

## **Section 11 Parent-Teacher Conferences**

Parent-teacher conferences will be held in the fall near the end of the 1st quarter. Conferences with teachers can be arranged at any other time by calling or emailing the school office and making arrangements with the teachers.

## **Section 12 Honor Roll**

The PCJSHS Honor Roll is calculated at the end of each nine-week period. Students with 86% or higher in all classes will qualify for the "B" Honor Roll. Students with a 93% or higher in all classes will qualify for the "A" Honor Roll. Classes not calculated for the Honor Roll are Dual Credit Courses, Physical Education, Band, Choir, and Yearbook. Students with grades of 'C,' 'D,' or 'F' will not qualify for the Honor Roll. Students earning all A's will receive special recognition. Quarter Honor Rolls are posted by the office, with Semester Honor Rolls appearing in the Grant Tribune Sentinel.

## **Section 13 Academic Letters**

THE OBJECTIVES OF AWARDING ACADEMIC LETTERS INCLUDE:

- 1) To reward and further recognize students for academic excellence.
- 2) To be used as an incentive to encourage students to take full advantage of the curriculum offered at PCHS.
- 3) To encourage students to take more upper-level courses of study.
- 4) This award will be provided to all freshmen, sophomores, juniors, and seniors based on earning the "A" Honor Roll status for quarters 1-3 in that school year. Course criteria will match that of the NHS and Honor Grads.

## **Section 14 Academic Eligibility**

Purpose:

- To make the students aware that with responsibility comes the price of greatness in the classroom. While activities are extremely important to both the students and the school, the students' major purpose should be to obtain an academic education.
- To have an eligibility policy that will attempt to keep the students in school on a long-term basis, and not just until the end of the semester.
- To have a regulation that is reasonable to implement.

- To have a policy that is fair and attempts to retain the students rather than force them out.

## ELIGIBILITY POLICY

Eligibility will be determined weekly. If a student is determined to be ineligible, they will not be allowed to participate in any public performance or competition for the remainder of the week.

- Beginning the fourth week of the semester, grade reports will be generated on the first school day of the week at 8:00 AM, and an ineligible list will be sent to coaches and sponsors.
- Any student failing two or more classes will be listed on the ineligible list, and students will be notified of this status.
- Students will be given one “Grace” week per semester. This will be the first time that their name appears on the ineligible list. Students will still be able to participate in competitions and performances this week.
- If a student fails two or more classes on a grade report again at any point during the semester, they will be ruled ineligible and not allowed to participate in any performances or competitions until their name is no longer on the ineligible list.
- Students who are failing two or more classes are encouraged to attend 9th Hour. They will be able to attend practices after the completion of 9<sup>th</sup> hour.
- Students who are on the ineligible list will not be allowed to leave campus for lunch and will be required to have lunch detention.

Students earn credits each semester with the intent of acquiring a minimum of 270 by the end of their Senior year. Failure to meet the following minimum standards for each year may result in the student not being eligible for various grade-level activities, such as Prom, class field trips, class elections, and homecoming royalty.

- Sophomore status equals 70 credits at the beginning of the school year
- Junior status equals 140 credits at the beginning of the school year
- Senior status equals 210 credits at the beginning of the school year

### 9th Hour

#### Expectations:

1. Students may attend the 9th Hour Study Hall in the High School Library for general help if needed.  
Disclaimer: Students are expected to work on classwork. If a student is reported not to be following expectations, the student will be asked to leave, and the administration may take further action.
2. The 9th Hour is 3:32 – 4:30, Monday through Thursday, starting in the 3rd week of the first and third quarters.
3. Students will bring schoolwork to work on, and may be asked to turn in their phones
4. No pop or snacks allowed.
5. Students who are failing may (and are encouraged) go to a teacher for help if they obtain a pass before the start of after-school study hall.
6. Computer use is limited to classroom assignments and is at the discretion of the 9<sup>th</sup> Hour Study Hall supervisor.

## **Section 15 Homework**

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time needed depends on the student's degree of efficiency. Normally, at least an hour a day should be spent preparing the average assignment. Quality of work (achieving a passing grade) and completing assignments on time are two key responsibilities that each student should master.

## **Section 16 Incomplete Grades**

- 1) An "I" is given in accordance with the following procedures:
- 2) It should be given only when a student cannot complete the required work because of personal illness or serious illness or death in the family, or conditions beyond the student's control.
- 3) When a student receives an "I" at the end of the quarter or semester, they have 2 weeks after the opening of the next quarter or semester to remove it. If it is not removed, it will result in an "F." The instructor will notify the Principal at this time.

## **Section 17 National Honor Society**

The National Honor Society chapter of Perkins County Schools is a duly chartered and affiliated chapter of this prestigious national organization.

### Admission to the National Honor Society

Membership is open to students who meet the required standards in four (4) areas of evaluation: scholarship, leadership, service, and character. The national office of NHS establishes standards for selection, which have been revised to meet our local chapter's needs. Students are selected to be members by a five (5) member Faculty Council, recommended by the sponsor and approved by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each semester.

Students in the 11th or 12th grades are eligible for membership\*. [\*NOTE: Eligibility can be altered according to your local guidelines, thus limiting the year or years of eligibility – see the national handbook for clarification.] For the scholarship criterion, a student must have a cumulative grade point average of 3.0 or better on a 4.0 scale\* [see NOTE above]. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required. [NOTE: Schools with specific minimal requirements for leadership or service, e.g., "participation in at least two (2) student activity organizations each year" or "ten (10) hours of documented community service," should include such specific requirements based on the rubrics used by the selection committee in reaching their decisions.]

The national constitution (Article IX, Section 4) indicates that "A description of the selection procedure shall be published in an official school publication that is widely available in a timely fashion to all students and parents of the school."

The National Honor Society chapter of PCHS is a duly chartered and affiliated chapter of this national organization. Membership is open to students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Selection standards are established by the national office and have been revised to meet our local chapter's needs.

Students are selected to be members by the Faculty Council, recruited by the sponsor, and approved by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each fall semester. Students in the 11th or 12th grade are eligible for membership. For the scholarship criterion, a

student must have a cumulative grade point average of 90% (3.50). Those students who meet the criteria are invited to complete a Student Activity Information Form, which provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate's character, the Faculty Council uses two forms of input: first, school records are reviewed; second, faculty members are solicited for input regarding their professional reflections on a candidate's character and leadership. The Faculty Council reviews these forms, as well as the Student Activity Information Forms, to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following the notification, a formal induction ceremony is held at the school to recognize all newly selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria (or better) that led to their selection. This obligation includes participation in the chapter service project(s). Students or parents with questions regarding the selection process or membership obligations can contact the chapter adviser at PCHS. The faculty council may consider exceptions to the above information in special circumstances.

Students or parents with questions about the selection process or membership obligations can contact the chapter adviser.

#### Removal from the National Honor Society

A student may be removed from the NHS by action of the sponsor upon a determination by the sponsor that the student:

- 1) Prior Conduct. Engaged in conduct before induction, which was not known at the time of induction and which, if known, would have caused a denial of induction.
- 2) Post-Induction Conduct. Engaged in conduct after induction, which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct, which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause a denial of induction if such conduct had taken place before the time of induction.

The student may appeal the sponsor's decision to the principal by giving written notice of appeal to the principal within ten calendar days of receiving the sponsor's removal decision. The appeal procedures shall be established at the principal's discretion to allow a fair opportunity for the student's views and information to be considered. The principal's decision on the appeal shall be final.

#### **NHS/Honor Grads/Graduating with Distinction**

Students must complete the following courses to qualify for NHS and to be recognized as an Honor Graduate.

English 9	Algebra I	Science 9
English 10	Algebra II	Biology 10
English 11	Geometry	Chemistry, Physics, Anatomy
World Literature	Geography	or CNA/Medical Terminology
Government	American History	

\*1 of the following: World History, Economics, Sociology, Psychology, or Recent History.

## **Suspension or Expulsion of NHS Members**

### **Section A**

A member of this organization may be suspended or expelled for conduct derogatory to the organization's welfare by a two-thirds vote of the members of the NHS Faculty Council, including the sponsor.

### **Section B**

Members who become involved in illegal activities or violate school policies while participating in an NHS event or members found to be in violation of the NHSA code of conduct, including the core values of scholarship, leadership, service, and character, may be suspended or expelled by the NHS advisor. This applies to the entire year. All NHS members will comply with general school rules regarding behavior while attending NHS functions.

Members may be expelled for the following, but not limited to:

- 1) In possession of illegal substances or paraphernalia.
- 2) Testing positive for any level of controlled or illegal substance.
- 3) Physical harm or bullying of anyone associated with or encountering the chapter.
- 4) Failure to report or attempt to cover up illegal activities or actions of other members of the chapter or school.

### **Section C**

If a senior member is expelled, they cannot reapply for membership before graduating from high school. If a junior member is expelled, they can still reapply for membership during their senior year.

## **Section 18 Academic Integrity**

### **1) Policy Statement**

Students are expected to abide by the academic integrity standards established by their teachers and school administration. These standards are established to ensure that students learn as much as possible from instruction, that grades accurately reflect the students' level of learning and progress, that there is a level playing field for all students, and that appropriate values are developed.

### **Cheating, Plagiarism, and Academic Dishonesty**

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form.

Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Using artificial intelligence to complete an assignment without properly citing the source.
- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the teacher's permission.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using another person's ideas or work as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions that rightfully belong to another person.
- Failing to use quotation marks or other appropriate attribution means when quoting directly from another person or source.

- A student who cheats, plagiarizes, or otherwise participates in academic dishonesty is subject to discipline, up to and including expulsion.
- Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

## 2) Definitions

The following definitions provide a guide to the standards of academic integrity:

- a) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work 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:

- I) Tests (includes tests, quizzes, and other examinations or academic performances):
- 1) 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 cheats if, after taking a test, they inform other students in a later section of the questions that appear on the test.
  - 2) 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.
  - 3) 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 cheats if they look at another student's paper during a test. A student also cheats if the student tells another student answers during a test while exiting the testing room or knowingly allows another student to look at the student's answers on the test paper.
  - 4) Use of Other Students to Take Tests. 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.
  - 5) Misrepresenting the Need to Delay the Test. Presenting false or incomplete information to postpone or avoid taking a test. For example, a student cheats 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 that they were unprepared for the test.
- II) Papers (includes papers, essays, lab projects, and other similar academic work):
- 1) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing or artificial intelligence service, or allowing another student to copy a paper without the specific knowledge and permission of the instructor.
  - 2) 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.
  - 3) 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 cheats if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially rewritten by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
  - 4) 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.
  - 5) Misrepresenting the Need to Delay Paper. Presenting false or incomplete information to postpone or avoid turning in a paper when due. For example, a student cheats 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 that the student had not finished the paper.

III) 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.

b) "Plagiarism" means taking and presenting as one's own a material portion of the ideas or words of another or presenting 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:

I) 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 the use of outside sources. To avoid plagiarism, students must either place the work in quotations or provide a citation to an outside source.

II) 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 using purchased research papers or another student's paper.

c) "Contributing" to academic integrity violations means participating or assisting another in cheating or plagiarism. It includes, but is not limited to, allowing another student to look at your test answers, copy your papers or lab projects, and failing to report a known act of cheating or plagiarism to the instructor or administration.

### 3) Sanctions

The following sanctions will occur for academic integrity offenses:

a) Academic Sanction. The instructor will refuse to accept the student's work in which cheating or plagiarism took place and assign a grade of "F" or zero for the work. The teacher may allow the student to complete a test or project in place of the work within such time, and under the conditions the instructor determines to be appropriate. If the student completes the replacement test or project at a level that meets or exceeds the minimum performance standards, the instructor will assign a grade that the instructor determines to be appropriate for the work. Credit for the class may be withheld pending successful completion of the replacement test or project.

b) 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 guardians.

c) 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 a 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.

Any individual found cheating in any form may be given a '0' for that assignment. Additional infractions may result in a '0' for the assignment as well as other discipline deemed reasonable, such as but not limited to loss of credit or dismissal from the class. Copying other students' assignments would carry the same consequence. Texting, emailing, or other forms of electronic information transfer to another student are also considered cheating.

## **Section 19 Part-Time Students**

Part-time students are those taking fewer than 8 courses at Perkins County Schools. Part-time students will be limited in what they are eligible to receive recognition for and participate in, including but not limited to the following:

- Not eligible for NHS
- Not eligible for Honor Grad status
- Not eligible for class rank
- Not eligible for Graduation
- Part-time/home school students may receive homeschool credit if they have been enrolled in an accredited program and can and do provide an official transcript to PCS

## **Article 6 - Support Services**

### **Section 1 Special Education Services**

#### What Does Special Education Mean?

Special education refers to specially designed instruction and related services tailored to the needs of an eligible student with a disability. It is provided at no cost to the parent to meet the unique needs of the child with a disability.

#### Students Who May Benefit

A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury, or visual impairments, who, because of these impairment,s needs special education and related services.

#### How are Students with Disabilities Identified?

Teachers or parents make referrals to a Student Assistance Team. If the student assistance team or comparable problem-solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to determine whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with the written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

#### Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, they have the right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

#### Reevaluation

The IEP team will reevaluate students identified for special education at least every three (3) years. The team will review existing evaluation data on the student and identify what additional data, if any, are needed. The school district will obtain parental consent before reevaluating a student with a disability.

#### Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed, specifying programs and services that the schools will provide. Parental consent will be obtained before a student is placed in a program providing special education and related services or early intervention services for the first time. Once in place, the IEP is reviewed annually or more frequently as needed. Parents are given a copy of the IEP.

### Special Education Placement

The student's placement in a special education program depends on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes using supplementary aids and services cannot be achieved satisfactorily. The IEP team will determine a student's educational placement.

Written notice shall be given to parents a reasonable time before the school district:

1. Proposes to initiate or change the identification, evaluation, verification, or educational placement of a child or the provision of a free, appropriate public education.
2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free, appropriate public education to the child.

### More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55, and more information about special education are also available at the Nebraska Department of Education's website: <https://www.education.ne.gov/sped/>

## **Section 2 Students with Disabilities: Section 504**

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parents have the following rights:

- 1) Have your child take part in and receive benefits from public education programs without discrimination because of your child's disability.
- 2) Have the school district advise you of your rights under federal law.
- 3) Receive notice with respect to the identification, evaluation, or placement of your child.
- 4) Have your child receive a free, appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
- 5) Have your child receive services and be educated in facilities that are comparable to those provided to students without disabilities.
- 6) Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
- 7) Have evaluation, eligibility, educational, and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
- 8) Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
- 9) Ensure your child has an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
- 10) Examine all relevant records relating to decisions regarding your child's identification, evaluation, and placement. Obtain copies of educational records at a reasonable cost on the same terms as those provided to students without a disability unless the fee effectively denies you access to the records.

- 11) Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
- 12) Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time and advise you of the right to a hearing.
- 13) File a local grievance in accordance with school policy.
- 14) Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with the opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

### **Section 3 HAL Qualifications**

Perkins County Schools  
High Ability Learner Program

#### **Nebraska, Rule 3 Definition**

"Learner with High Ability means a student who gives evidence of high performance capability in such areas as intellectual, creative, or artistic capacity or in specific academic fields and who requires accelerated or differentiated curriculum programs in order to develop those capabilities fully."

#### **K-12 HAL Philosophy**

The goal of the Perkins County Schools HAL Program is to supplement students' academics with additional time devoted to hands-on activities that challenge students to use a wide variety of problem solving and critical thinking skills.

#### **Definition of High Ability Learner**

Perkins County Schools seeks to identify students who meet the requirements for HAL as outlined in Nebraska Rule 3. "Learner with High Ability means a student who gives evidence of high performance capability in such areas as intellectual, creative, or artistic capacity or in specific academic fields and who requires accelerated or differentiated curriculum programs in order to develop those capabilities fully."

#### **HAL Program Goals & Objectives**

The Perkins County Schools HAL Program aims to supplement students' academics by providing additional time devoted to hands-on activities that challenge students to utilize a wide variety of problem-solving and critical-thinking skills. Additionally, the HAL Coordinator collaborates with our elementary teachers to offer monthly enrichment activities for all students, regardless of their learning abilities.

The program will strive to do the following.

- Identify HAL students in grades 3-12
- Provide additional learning opportunities for HAL students in grades 3-12
- Provide enrichment activities for all students in grades K-12
- Provide educational opportunities that support the unique learning needs of HAL students
- Provide professional development and training to staff members that promote ways to reach and challenge students with high-ability needs
- Follow the identification guidelines as outlined in our district's HAL identification plan
- To meet the HAL students' emotional, social, intellectual, and physical needs

## **HAL Identification Process & Procedures**

To be inclusive of a wide variety of strengths, the Perkins County School District's identification process includes multiple criteria. Students in grades 3-12 are eligible for the district's HAL Program. HAL Identification takes place in the fall of each school year. According to the High Ability Learner Plan, students must meet and maintain three out of five criteria to qualify for the program. The criteria are as follows:

- 1. Exemplary grades that qualify the student to be in the top 10% of his/her class or demonstrate evidence of exceptional potential (e.g., abilities, intelligence, artistic strengths, creativity, leadership).**
- 2. Teacher and/or parent referral in which the scores total 85% or above. If more than one referral is filled out, the average of the scores is used.**
- 3. MAP (Measure of Academic Performance) scores in the 95<sup>th</sup> percentile or higher in one or more of the following categories: reading, math, language arts, or science.**
- 4. Nebraska Student-Centered Assessment System (NSCAS) scores in the top 90% of the College and Career Readiness score bracket in reading or math, or between 165-200 in science. For identification for their senior year, students' ACT section scores will replace the NSCAS scores. A score between 30 and 36 in reading, English, math, or science qualifies them in this category.**
- 5. Creative/Artistic checklist, completed by a qualified instructor, in which the scores total 85% or above.**

**NOTE: These criteria may change due to legal bills or updates to the District's assessment tools. More information will be provided if this occurs.**

**NOTE: If a student is exceptionally close but just outside the cutoff scores for the above criteria, a panel of multiple educators from all three building levels can collectively use their professional judgment to verify an individual.**

## **Section 4 Guidance Services**

Perkins County Jr/Sr High employs counselor(s) to assist with the District's testing program, schedule, discuss problems and resolve conflicts, and assist with post-secondary planning and scholarships. If you wish to see a counselor, contact the main office and arrange an appointment.

## **Section 5 Health Services**

### **Student Illnesses**

School health personnel will notify parents when a student needs to be sent home from school due to illness or injury. Conditions requiring a student to be sent home include temperature at or greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or a determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or warrants medical consultation unless the condition resolves.

Please include your emergency daytime phone number on your child's enrollment information so that we can reach you if your child becomes ill or injured while at school. Please also inform your school health office staff of health-related information you feel is important for your student's success in the classroom and/or safety at school.

### Guidelines for Administering Medication

Whenever possible, you should provide medications to your child outside of school hours. If it is necessary for your child to take or have medication available at school, parents/guardians must provide a signed written consent form for the child to receive medication at school. A consent form is available at the school health office. If your child has asthma or diabetes and can self-manage his or her health condition, contact the health office to develop a self-management plan.

Medications must be provided to the school by the parent/guardian in a pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. The school nurse may limit medications to those outlined in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a two-week supply.

### School Health Screening

Children in Preschool and Kindergarten through third grade, as well as children in sixth and ninth grades, are screened for vision, hearing, dental defects, height, and weight. The screening program also incorporates scoliosis and blood pressure in the sixth and ninth grades. Students entering the Student Assistance Process at any grade level and those about whom health concerns are identified to the school nurse may also be screened. Parents who do not wish their child to participate in the school screening program must notify the school health office in writing at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

### Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) months before entrance into kindergarten and, in the case of transfer from out of state to any other grade. A physical examination is also required before entrance into the seventh grade. The physical examination must be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation must be completed by any of the foregoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic activities.

### Immunizations

Students must show proof of immunization. Students who do not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs that preclude immunization must complete a waiver statement or affidavit. Forms are available in school health offices.

Unimmunized students may be excluded from school in the event of a disease outbreak.

### Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district utilizes Title 173 of the Nebraska Health and Human Services/Control of Communicable Diseases, Chapter 3 of the Nebraska Administrative Code, as a "best practice" guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call.

## Summary of the School Immunization Rules and Regulations For 2025-2026 School Year

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school-based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from a parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students entering school (Kindergarten or 1st Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday  3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if the student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from a parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7th grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contains Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423. The School Rules & Regulations are available on the internet: <http://dhhs.ne.gov/Pages/Title-173.aspx> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011) **Updated 5/2015**

### Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state where your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital appears to be a birth certificate, but it is not a certified copy. A certified copy bears the raised seal of the State of Nebraska and is signed by the Director of Vital Statistics.

If a birth certificate is unavailable, other reliable forms of identification may be used as proof of a student's identity. These documents may include naturalization or immigration records, showing the date of birth, or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

### Guidelines for Head Lice

The following guidelines are in place to better control a nuisance condition, reduce absenteeism due to head lice, and involve parents as partners with the school in control efforts:

- 1) Children will be sent home from school for live head lice. In the event a child has two (2) cases of live lice in a semester, the child will be sent home until free of both live lice and nits (eggs).
- 2) Health office staff will provide written treatment information and instructions, including how to check and identify head lice\*.
- 3) A child who is sent home from school for head lice should miss no more than two (2) school days.
- 4) A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
- 5) A child who returns to class with nits (eggs) will be checked again in 7-10 days.
- 6) Families are encouraged to report head lice to the school health office.
- 7) Classroom-wide or school-wide head checks will be conducted as needed in order to control the condition at school.

\*Nit removal will be emphasized to manage the condition effectively. For more information, call the nurse at your child's school.

### Concussions

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

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

Students who have sustained a concussion and returned to school may require informal or formal accommodations, curriculum modifications, and ongoing monitoring by medical or academic staff until they are fully recovered. The school's "return to learn protocol" shall be guided by the Nebraska Department of Education's document entitled "Bridging the Gap from Concussion to the Classroom," along with its accompanying materials and any future supplements. Nothing in this policy or the referenced protocol shall entitle a student who has sustained a concussion to an individualized plan

under Section 504 of the Rehabilitation Act, although staff will refer students who have sustained a concussion for evaluation under Section 504 as appropriate.

## **Section 6 Transportation Services**

Students are provided with transportation to and from school in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses.

### **Behavior on School Buses**

**1) General Conduct Rules Apply:** While riding school buses, you are expected to follow the same student conduct rules that apply when you are on school property or attending school activities, functions, or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.

**2) Special Conduct Rules for Riding School Buses.**

a) Rules for Getting on and Off the Bus

- I) Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick-up time. If you miss the bus, return home immediately and inform your parents so they can get you to school.
- II) While waiting for the bus, stay at least five (5) feet away from the street, road, or highway. Wait until the bus comes to a complete stop before approaching it.
- III) You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
- IV) If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

b) Rules on the Bus

- i. Be respectful of the bus driver and immediately follow all directions of the driver and any para-educator or adult on the bus.
- ii. Sit in your seat facing forward. Use seatbelts in vehicles where they are available.
- iii. Talk quietly and use appropriate language.
- iv. Keep all parts of your body inside the bus.
- v. Keep your arms, legs, and belongings to yourself.
- vi. No fighting, harassment, bullying, intimidation, or horseplay.
- vii. Do not throw any objects.
- viii. No eating, drinking, or use of tobacco, alcohol, drugs, or flammables.
- ix. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
- x. Do not damage the school bus.

**3) Getting the Driver's Assistance:** If you need assistance from the driver, wait until the bus has come to a full stop. If you are close enough, please inform the driver of your needs. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver while the bus is stopped. If you need immediate assistance for an emergency, take all necessary actions to safely obtain the driver's help.

**4) Consequences for Rule Violations:** Misconduct on a school bus may result in the restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

## **Article 7 - Drugs, Alcohol and Tobacco**

### **Section 1 Drug-Free Schools**

The District implements regulations and practices to ensure compliance with the federal Safe and Drug-Free Schools and Communities Act, as well as all promulgated regulations and rules. The District's safe and drug-free school program is established in accordance with the principles of effectiveness required by law to address such harmful effects. The program's consistent message is that the use of illicit drugs and the unlawful possession and use of alcohol are wrong and harmful.

### **Section 2 Education and Prevention**

The District promotes comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention programs. The curriculum includes teaching proper and improper drug and alcohol use for all students in all grades. The District provides in-service orientation and training for staff regarding drug and alcohol education and prevention programs.

Drug and Alcohol Use and Prevention. Each student is hereby provided with a copy of the district's standards of conduct for student behavior, which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as part of any school activity.

Drug and Alcohol Education and Prevention Program of the District, Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations. Students are provided with an age-appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective of preventing illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation, and Re-entry Programs. Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all students upon request from the Counselor. In the event of disciplinary proceedings against a student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel will confer with the student and the student's parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel consider to be of benefit.

Safe and Drug-Free Schools—Parental Notice. Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug-free school programs and activities other than classroom instruction, a parent objects to the participation of their child in such programs and activities, the parent may notify the District of such objection in writing. Upon receiving such notice, the student will be withdrawn from the program or activity to which parental objection has been made.

### **Section 3 Standards of Student Conduct Pertaining to Drugs, Alcohol, and Tobacco**

These standards are in addition to the standards of student conduct established elsewhere by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs or alcohol on school premises, in school vehicles, or as part of any school activity on or off school premises. Conduct prohibited at places and activities as herein-above described shall include, but not be limited to, the following:

- 1) Possession, use, distribution, or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
- 2) Possession of any prescription drug in an unlawful fashion.

- 3) Possession, use, distribution, or being under the influence of alcohol.
- 4) Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes, including vaping devices.
- 5) Possession, use, or distribution of any look-alike drug or look-alike-controlled substance when such activity constitutes a substantial interference with school purposes, including vaping devices.
- 6) Possession, use, or distribution of any tobacco product.

### **Disciplinary Sanctions**

Violating any of the above-prohibited acts will result in disciplinary sanctions being taken within the bounds of applicable law, up to and including expulsion and referral to the appropriate authorities for criminal prosecution. Students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated, and unlawful substances will be turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardians will be notified.
5. Law enforcement will be notified.
6. Emergency medical services will be contacted if there is imminent danger to the student, other students, school personnel, or students involved.

### **Intervention**

The District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem may affect the student's ability to learn or function in the educational environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

### **Administration**

The administration is authorized to adopt such administrative rules, regulations, or practices necessary to properly implement this policy. Such regulations, rules, or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations, and practices may include administrative forms, such as checklists, which staff are to use to record observed behavior and determine the proper plan of action.

## **Article 8 - Student Conduct Rules**

### **Section 1 Purpose of Student Conduct Rules**

These student conduct rules are established to maintain a school atmosphere conducive to learning, promote student development, further the school's purposes, and prevent interference with the educational process. Violations of the rules will result in disciplinary action.

### **Section 2 Forms of School Discipline**

- 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 (5) 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

- b) Other violations of rules and standards of behavior adopted by the Perkins County Schools Board of Education or the school's administrative or teaching staff occur on or off school grounds, where such conduct interferes with school purposes or has a nexus with the school.

The following process will apply to short-term suspensions:

- a) The Principal or the Principal's designee will reasonably investigate the facts and circumstances. A short-term suspension will be imposed upon a determination that it is necessary to help any student, further school purposes, or prevent interference with school purposes.
  - b) Before the 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 the allegations against them, provided with an explanation of the authorities' evidence, and allowed to present their 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) The student and the student's parent or guardian will have the opportunity to meet with the Principal or administrator ordering the short-term suspension before or upon the student's return to school. The Principal or administrator shall determine who, in addition to the parent or guardian, is to attend the conference.
  - e) A student on a short-term suspension is not permitted 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 more than five (5) school days but less than twenty (20) school days. A student on long-term suspension shall not be permitted on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardians 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 outlined 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 (a) the misconduct occurred within ten (10) school days before the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) the misconduct occurred within ten (10) school days before 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 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. The school district may modify or terminate such action at any time during the expulsion period.
  - 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. The suspension pending hearing may be imposed 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. By law, 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.
  - d) Alternative Education. Students who are expelled may be offered an alternative education program that allows them to continue their 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 the 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 (1) 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 must sign a discipline agreement.
  - f) Students Subject to Juvenile or Court Probation. Before the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to a court order, 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 conditions, the student may be permitted to return to school. The student may, with proper consent, be evaluated by the school upon return for possible disabilities and may be referred for evaluation to determine 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) Other Forms of Student Discipline. Administrative and teaching personnel may take actions regarding student behavior, other than removing students from school, that 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. Failure to serve the assigned discipline as directed will serve as grounds for further discipline, up to and including expulsion from school.

### **Section 3 Student Conduct Expectations**

Students are not to engage in conduct that causes or creates a reasonable likelihood of causing 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.

#### **1) Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion, or Mandatory Reassignment**

The Board of Education has determined that the following conduct has 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, mandatory

reassignment, and 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.

- a) Willfully disobeying any reasonable written or oral request of a school staff member or voicing disrespect to those in authority.
- b) 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.
- c) Willfully causing or attempting to cause substantial property damage, 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.
- d) Violating the district's computer acceptable computer use policy is subject to discipline, up to and including expulsion.
- e) 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.
- f) 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.
- g) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon, or bringing or possessing any explosive device, including fireworks.
- h) Using any object to simulate possession of a weapon.
- i) Selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, drug paraphernalia, an electronic nicotine delivery system, controlled substance, a tobacco imitation 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), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. The use of a controlled substance in the manner prescribed 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 because of the abuse of any material used as a stimulant.
- j) Public indecency or sexual conduct.
- k) 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.
- l) 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.

- m) Engaging in any activity forbidden by law that constitutes a danger to other students or interferes with school purposes. This conduct may result in expulsion, regardless of the time or location of the offense, if it creates or has the potential to create substantial interference with school purposes, such as using the telephone or internet off-school grounds to threaten or harass other students.
- n) Repeated violation of any rules established by the school district or school officials, if such violations substantially interfere with school purposes.
- o) Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes, or assigned activities.
- p) 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 on race, gender, disability, national origin, or religion.
- q) Dressing or grooming in a manner that 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.
- r) Willfully violating the behavioral expectations of those students riding Public School buses.
- s) 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. 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:
  - I) 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
  - II) The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
- t) Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, 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 (1) 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 (1) year expulsion requirement on a case-by-case basis, provided 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:

- I) Prior written permission to bring a firearm or other dangerous weapon to school must be obtained from the student's teacher, building administrator, and parent.
- II) The purpose of having a firearm or other dangerous weapon in school is for a legitimate educational function.

- III) A plan for the transportation of the item into and out of the school, its storage while in the school building, and its display must be developed with prior written approval from the teacher and building administrator. Such a plan shall require that such items will always be in the possession of an adult staff member, except for the limited time necessary to fulfill the educational function.
- IV) The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds

## 2) 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.

- a) **Student Appearance:** Students at Perkins County Jr/Sr High 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. Shoes and shirts must always be worn to comply with federal health guidelines. Any dress and or accessories that disrupt classes or interfere with the smooth operation of the classroom and/or school shall be prohibited. Following is a list of examples of attire that will not be considered appropriate. Such a list is not exclusive, and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
  - I) Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants, tank tops) 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 to be revealing or drag on the ground.
  - II) Shorts, skirts, or skorts that do not reach mid-thigh or longer.
  - III) Clothing or jewelry that advertises or promotes (but is not limited to) beer, alcohol, tobacco, or illegal drugs.
  - IV) Clothing or jewelry that could be used as a weapon (chains, spiked apparel), that would encourage "horseplay", or that would damage property (e.g., cleats).
  - V) Headwear, including hats, caps, bandannas, and scarves.
  - VI) Clothing or jewelry that exhibits nudity, makes sexual references, or carries a lewd, indecent, or vulgar double meaning.
  - VII) Clothing or jewelry that is gang-related

Consideration will be given to students who wear special clothing as required by their religious beliefs, disability, or to convey a particular message protected by law. The Principal or Superintendent will make the final decision regarding attire and grooming. 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.

Coaches, sponsors, or teachers may have additional requirements for students in special lab classes, students participating in performing groups, or students representing the school in an extracurricular activity program.

Common sense and discretion are invaluable when determining what is appropriate and what is not. Students will be asked to correct inappropriate attire. Repeated violations will be treated as insubordination. All staff members have the discretion to send students they believe to be in violation

of the dress code to the office. Administrative staff will have the final authority to determine the appropriateness of student attire.

For a first offense of the dress code, the student may call home to obtain proper attire. If clothes cannot be brought to school, the student may be suspended for the remainder of the day. Continued dress code violations will result in more stringent disciplinary actions, up to and including expulsion. Furthermore, if the dress code violation is determined to violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and similar offenses), a first offense of the dress code may result in more stringent discipline, up to and including expulsion.

The administration makes the final decision regarding the appropriate style of chains and all wearing apparel. Accessories, such as bracelets, armbands, and jewelry, must be school-appropriate.

b) **Electronic Devices**

I) **Philosophy and Purpose.** Perkins County Jr/Sr High strongly discourages students from bringing and/or using electronic devices at school. Electronic devices can be disruptive to the educational process and are frequently lost or stolen. To maintain a secure and orderly learning environment and 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, as well as procedures to address student misuse of these devices.

II) **Definitions.**

a) "Electronic devices" include, but are not limited to, cell phones, MP3 players, iPods, portable game consoles, cameras, smart watches, and other electronic or battery-powered instruments that transmit voice, text, or data from one person to another.

b) "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 such person has given consent to the 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, provocation, or to request or arrange a sexual encounter.

III) **Possession and Use of Electronic Devices.**

a) Students are not permitted to possess or use any electronic devices during class or during passing time except as provided by this policy. Cell phone usage, including voice usage, digital imaging, and text messaging, is strictly prohibited during class. Students are allowed to have cell phones in the building. Cell phones must remain in their lockers until lunchtime. The students may also use them during passing periods at their lockers. Students are not to take electronic devices into the bathrooms or locker rooms. A cell phone confiscated in the classroom, hallway, or at any time when it should be in the locker will be held until the end of the day, and the student will receive a detention. The detention will be served that day after school if the principal is available. If not, arrangements will be made to serve the time. Three violations in a school year will result in the student being prohibited from bringing a phone into the building. Further disciplinary action will result if the student continues to bring a cell phone. Calls can be made during the school day on the student's cell phone in

the main office, provided a pass is obtained from the classroom teacher and permission is granted by the office staff.

- b) Students are permitted to possess and use electronic devices before school hours, at lunchtime, and after school hours, provided that the student does not commit any abusive use of the device (see paragraph (4)(a)). 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 that further restrictions are appropriate. An announcement will be made in the event of such a change in permitted use.
- c) Electronic devices may be used during class when specifically approved by the teacher or a school administrator, in conjunction with appropriate and authorized class or school activities or events (e.g., student use of a camera during a photography class or a laptop computer for a class presentation). Headphones or earbuds may be used as directed by the teacher during independent work time.
- d) 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).

#### IV) Violations

- a) Prohibited Use of Electronic Devices: Students shall not use electronic devices for (a) activities that 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.) 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 misconduct will be treated as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.
- b) 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, it shall be taken to the school's main office or the Principal's 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 relinquishing the electronic device to the school administration and a conference between the student and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until the student personally comes to the principal's office or main office to retrieve it.
  - (ii) Second Violation: Depending on the nature of the violation and the imposition of other appropriate disciplinary actions, consequences, at a minimum, may include relinquishment of the electronic device to the school administration and a conference between the student and their parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school

administration until the student's parent or guardian personally comes to the school's main office to retrieve it.

(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 may be retained by the school administration until the student's parent or guardian personally comes to the school's main office to retrieve it. The student will be required to check in their phone to the main office for the remainder of the school year.

V) Penalties for Prohibited Use of Electronic Devices:

Students who receive a "sexting" message are required to report the matter to a school administrator and then delete the message from their electronic devices. Students shall not participate in sexting or have any "sexting" message on their electronic devices, regardless of when the message was received, 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:

- a) Students found in possession of a "sexting" message may be subject to a minimum of one (1) day suspension from school.
- b) Students who send or encourage another to send a "sexting" message may be suspended from school for five (5) days.

VI) 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.

VII) 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 financially or otherwise responsible 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.

c) **Harassment and Bullying Policy:** One of the primary missions of Perkins County Jr/Sr High is to provide a safe and secure environment for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation, and harassment) are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

"Bullying" is behavior where one person or group engages in harmful action towards another person or group, acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g., teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing, or destroying others' property. "Harassment" includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment are violations of student conduct rules, and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or

harassment is done based on gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence, depending on the severity of the conduct.

Students who are victims of bullying or harassment, or who observe such behavior, are to promptly report the problem to their teacher or the Principal so that the issue can be addressed. Students who report bullying activity will not be retaliated against for making the report.

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The District’s administrators can use both definitions to determine whether any specific situation constitutes bullying. Both definitions include both in-person and cyberbullying behaviors.

“Bullying” means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events. The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should report the incident immediately to a teacher or the building principal.

d) **Dating Violence**

Dating violence, as defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle, or at a school activity, or who otherwise violate the Nebraska Student Discipline Act, will receive consequences consistent with the Act and the district’s student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

e) **Inappropriate Public Displays of Affection (IPDA)**: Students are prohibited from engaging 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 embarrassing or distracting to others. Students will face the following consequences for IPDA:

- I) 1st Offense: The student will be confronted and directed to cease.
- II) 2nd Offense: The student will be confronted, directed to cease, and their parents will be notified.
- III) 3rd Offense: The student may be suspended from school for a minimum of one (1) day. The parents and student will need to meet with the Administrator(s) and/or counselor.
- IV) 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 event of repeated violations, may lead to discipline up to and including expulsion.

**Pass** - Students must complete a SmartPass when not in class during class time. Students are to use the pass only for the purpose for which it was requested. For example, if given permission to use the restroom, the student must promptly proceed to and use the nearest restroom, and then promptly return to class.

**Food/Drink** – Outside beverages and snacks are permitted in your locker for consumption during class periods. These items are prohibited in the classroom. Hard candy such as Jolly Ranchers and gum may be permitted with the individual teacher’s approval. Special occasions involving snacks or meals during the day must be cleared with the classroom teacher and administration. Students may bring a water bottle to school during the day, but it must contain only water.

**Class preparedness**—Students are expected to bring all books and necessary materials to class, including study halls. They will be in their seats and ready for class when the tardy bell rings.

**Assignments** - Assignments for all classes are due as assigned by the teacher.

**Class Dismissal**—The teacher ends the class. Students are not to begin packing up or leaving the class until the dismissal bell has rung or the teacher has dismissed them. Electives/special classes—Special classes, such as Industrial Technology, Art, P.E., and computer courses, will have additional safety or clean-up rules that the teacher will explain to students and that must be followed.

**Nuisance Items**—Students should not bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and would cause a distraction to the student or others. Items considered a nuisance or distraction, such as a laser light pen, noise makers, or other items as deemed by the administration that detract from the educational process or school mission, are strictly prohibited, will be confiscated, and may or may not be returned to a parent or guardian.

**Snow** - Snow handling is prohibited.

**Meetings** - There shall be no meetings in the high school unless they have been properly scheduled with the Principal, Activities Director, and sponsor. Sponsors must be present and involved with the planning of these meetings. Class meetings before and after school are encouraged. Noon meetings are acceptable if cleared with the administration.

**Backpacks** - Backpacks are allowed in the building but not in the classroom due to the potential for excessive clutter and hazards in the event of an emergency. They must be placed in the locker before attending classes. Students are issued lockers to store their belongings; therefore, it is not necessary for them to carry materials from several classes with them. The administration will determine what constitutes a backpack.

**Parking** - Student parking should be on the oiled streets east of the high school and the adjacent curbed area south of the school building. The school owns the two parking lots east of the school, and students are encouraged to park there. Please note that parking is not permitted in the faculty stalls in the south lot or the yellow-marked areas in front of the school. Correct parking procedures should be used. Please do not park in front of any home driveway. No parking in handicapped zones. To comply with state law, pupils driving cars on school permits must drive directly to and from school and to and from school activities. The administration reserves the right to deny parking privileges to students who abuse them.

**Skip Day** - There will be no ‘Sneak Day’ for any student, school group, or school organization. Any student involved in such activities will be considered truant and will be required to make up missed school time in accordance with established procedures.

**Study Hall** - A study period is conducted for students who qualify for a study hall. A small number of regulations or policies are necessary in study halls to avoid confusion and to create an atmosphere conducive to a fair and equitable situation for all students involved.

g) **Network, E-Mail, Internet, and Other Computer Use Rules:**

l) **General Rules:**

- a) The network is provided to staff and students for conducting research and communicating with others. Access to network services is granted to staff and students who have agreed to act responsibly. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
- b) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving the network. Users will comply with district

rules and honor the agreements they have signed. Beyond clarifying such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment, or communications of individuals utilizing the network or the end product or result of such utilization.

- c) Network storage areas shall be treated like school lockers for students. Network administrators may review staff and students' files, information, equipment, messages, and communications to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored, used, or retained on the network, district servers, or in computers will be private. No reasonable expectation of privacy shall exist in relation to network use.
  - d) Users should not expect, and the district does not warrant, any information or products obtained from the network, as files or information stored, obtained, or used on the network will be private. Using the network waives and relinquishes all such privacy rights, interests, or claims to confidentiality that the user may have under state or federal law.
  - e) The district will not be liable for, and does not warrant, any purchases made by users over the network. Users shall not make purchases of goods and/or services via the district's network.
- II) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for the acceptable use of computers and the network, including the Internet, shall apply to all district administrators, faculty, staff, and students. The term "Users," as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment. The same shall also be under the direct supervision of the site or building administrator, also known as a "network administrator."
- a) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs, or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for all damages to the computer, information, files, programs, or disks.
  - b) Users shall not let other persons use their name, account, log-on password, or files for any reason (except authorized staff members).
  - c) Users shall not use or try to discover another user's account or password.
  - d) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., playing games or engaging in activities for personal profit).
  - e) Users shall not use the computer for unlawful purposes, such as illegally copying or installing unauthorized software.
  - f) Users shall not copy, change, or transfer any software or documentation provided by teachers or other students without permission from the network administrators.
  - g) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software, or information designed to self-replicate, damage, or otherwise hinder the network's performance or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  - h) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create, or send obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
  - i) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to do so. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule

shall be liable for any and all damages to the computer, network, information, files, programs, or disks.

- j) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator. Users shall not deface or alter the appearance of the computer or bags.
  - k) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without the written permission of the network administrator.
- III) Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet, and other online services. Breaches can result in harsh criticism from others. These rules of behavior include (but are not limited to) the following:
- a) Be polite. Do not become abusive in your messages to others.
  - b) Use appropriate language. Do not swear or use vulgarities or inappropriate language in messages, information, or images.
  - c) Do not reveal your personal account, address, phone number, or that of other students or colleagues.
  - d) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages that violate the rules will result in disciplinary action.
  - e) All communications and information accessible via the network should be assumed to be private property of others.
  - f) Do not place unlawful information on any network system.
  - g) Keep paragraphs and messages short and to the point. Focus on one subject per message.
  - h) Include your signature at the bottom of email messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
  - i) Network administrators or teachers may establish additional rules from time to time.
- IV) Computer Network Use by Students
- a) Education About Appropriate Online Behavior
    - (i) School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
  - b) Staff will specifically educate students on
    - (i) Appropriate interactions with other individuals on social networking websites and in chat rooms.
    - (ii) Cyberbullying awareness and response.
  - c) The School District's technology coordinator shall inform staff of this educational obligation and shall keep records of the instruction that occurs in compliance with this policy
- V) Penalties for Violation of Rules: All policies, rules, and procedures governing the acceptable use of computers and the network are designed to ensure the reliability of the computers and network for users. They are also intended to minimize the burden of administering the networks so that more time can be spent on education and enhancing services. The use of computers and access to telecommunications resources are privileges, not rights. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to and including loss of access, suspension and/or expulsion of students

from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

VI) Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement before using such equipment.

f) Risks of Facebook and Other Social Media:

This message aims to provide our students with information about the risks associated with using Facebook and other social media sites.

These sites are public sources of information. School administrators, parents, and law enforcement personnel may have access to this information. It is also accessible to people you don't even know now but may later want to impress, such as university admissions, scholarship officials, and prospective employers. In fact, many large companies now search the Internet as a means of conducting background checks on job applicants. What you say now on social networks may affect you years later.

What you say now on social networks may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may lead to suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on social networks.

Here are some common-sense guidelines that you should follow when using social networks and the Internet in general:

- I) Remember that your profile and social network forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screen name, or specific whereabouts).
- II) Avoid posting anything that would make it easy for a stranger to find you, such as your daily hangouts after school.
- III) People aren't always who they claim to be. Be careful about adding strangers to your friends list. It's fun to connect with new social network friends from all over the world, but avoid meeting people in person whom you do not fully know.
- IV) Harassment, hate speech, and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk to a trusted adult or report it to the relevant social networks or authorities.
- V) Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!

We urge all students to follow these commonsense guidelines.

#### **Section 4 Reporting Student Law Violations:**

- 1) Students' cases of law violations or suspected law violations will be reported to the police and to their parents or guardians as soon as possible.
- 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) to remove the minor from the school premises, the Principal or other school official will 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. An exception applies when a minor has been taken into custody as a victim of suspected child abuse; in that event, the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

### **Reporting Requirement to Law Enforcement**

- 1) Violations of this section will result in a report to law enforcement if:
  - a) The violation includes possession of a firearm.
  - b) The violation results in child abuse.
  - c) It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district.
  - d) It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students.
  - e) It violates the Nebraska Criminal Code that interferes with school purposes.

### **Section 5 Protection of Student Rights**

The Board of Education respects the rights of parents and their children. It has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. The approximate dates during the school year when a survey requesting personal information as defined in the Protection of Pupil Rights policy is scheduled are as follows: January to May of the current school year. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

### **ACT Exam**

Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing several topics. If you wish to review this questionnaire before the exam is administered, please submit a written request to the superintendent.

## **Article 9 - State and Federal Programs**

### **Section 1 Notice of Nondiscrimination**

Perkins County School does not discriminate based on race, color, national origin, sex, disability, religion, age, pregnancy, childbirth, or related medical conditions, or other protected status in admission, access to its facilities or programs, or activities, treatment, or employment.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at [http://www.ascr.usda.gov/complaint\\_biling\\_cust.html](http://www.ascr.usda.gov/complaint_biling_cust.html) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to the USDA by:

- 1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- 2) Fax: (202) 690-7442; or
- 3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

Individuals with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language) should contact the school district. Individuals who are

deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

## Section 2 Designation of Coordinators

Any person having concerns or needing information about the District’s compliance with anti-discrimination laws or policies should contact the District’s designated Coordinator for the applicable anti-discrimination law.

The Coordinator may be contacted at the Office of the Superintendent, 740 Sherman Ave., Grant, Nebraska 69140, telephone number 308-352-4735

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug-free schools	Superintendent

## Section 3 Anti-discrimination & Harassment Policy

Elimination of Discrimination. The Perkins County Schools hereby provide this statement of compliance and intent to comply with all applicable state and federal laws prohibiting discrimination or harassment, as well as those requiring accommodations. This school district intends to take necessary measures to ensure compliance with such laws against any prohibited form of discrimination or harassment that requires accommodations.

### Preventing Harassment and Discrimination of Students.

Purpose: Perkins County Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students, or other persons is prohibited. In addition, Perkins County Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the workplace and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Federal regulations define age harassment (for individuals 40 years of age and older) as a form of age discrimination. It can consist of demeaning jokes, insults, or intimidation based on a person's age.

Federal and state regulations define sexual harassment as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom, or educational environment.

Sexual harassment may exist when:

Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities.

Submission to or rejection of such conduct is used or threatened as a basis for employment-related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments, or playing time.

The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom, or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually-oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

#### Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable presenting the problem to their supervisor or teacher, or if the supervisor or teacher is the source of the problem, the employee or student is encouraged to escalate the issue to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, if the discrimination or harassment continues, or if, as a student, you feel you need immediate help for any reason, please report your complaint to the Superintendent of Perkins County Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher, or Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolving the problem. Based on the investigation's results, appropriate corrective action, up to and including the discharge of offending employees and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted against an employee or student for alleging in good faith a violation of this policy.

#### **Section 4 Multicultural Policy**

The philosophy of the District's multicultural education program is that students will have an improved ability to function as productive members of society when provided with (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination, as well as harassment of others, based on ethnicity, religion, gender, socioeconomic status, age, or disability.

#### **Section 5 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973**

The following describes the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

- 1) Have your child participate in and receive benefits from public education programs without discrimination because of his/her disability.
- 2) Have the school district advise you of your rights under federal law.
- 3) Receive notice with respect to the identification, evaluation, or placement of your child.
- 4) Have your child receive a free, appropriate public education.
- 5) Have your child receive services and be educated in facilities that are comparable to those provided to every student.
- 6) Have evaluation, educational, and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
- 7) Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
- 8) Ensure your child has an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
- 9) Examine all relevant records relating to decisions regarding your child's identification, evaluation, and placement.
- 10) Request mediation or an impartial due process hearing regarding decisions or actions regarding your child's identification, evaluation, educational program, or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
- 11) File a local grievance.

## **Section 6 Communication with the Public about Reported Threats - (Threat Assessment Team)**

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

## **Section 7 Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- 1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit a written request to the school principal (or an appropriate school official) that identifies the record(s) they wish to inspect. The principal will make access arrangements and notify the parent or eligible student of when and where the records may be inspected.

- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may request that the School District amend a record they believe is inaccurate or misleading. They should write to the school principal, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee - or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if he or she needs to review an education record to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

### **Notice Concerning Directory Information**

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

- 1) Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address, and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student.
- 2) School and dates of attendance.
- 3) Student's current grade.
- 4) Student's enrollment status (e.g., full-time or part-time).
- 5) Student's date of birth and place of birth.
- 6) Student's extra-curricular participation.
- 7) Student's achievement awards or honors.
- 8) Student's weight and height if they are a member of an athletic team.
- 9) Student's photograph.
- 10) School or school district the student attended before he or she enrolled in Perkins County Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student may refuse to allow the District to designate information about the student as directory information. The period of time within which a parent or eligible student must notify the District in writing that they do not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

The District's policy is to keep education records confidential, except as permitted by the FERPA law. The District does not approve any practice that involves unauthorized disclosure of education records. In some courses, student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District neither approves nor disapproves of such teaching practices and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given without such a notification from the parent or eligible student.

### **Non-Directory Information**

All other personally identifiable information about students that is maintained in the school district's education records will generally not be disclosed to anyone outside the school system except under one of two

circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent’s written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without the need for consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district’s insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a “legitimate educational interest” if the official needs to review an education record to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with state law, which requires all third-year high school students to take a college entrance exam. The agreement between the Nebraska Department of Education and the third-party testing company shall govern any redisclosure of information related to the administration of this exam.

#### Notice Concerning Designation of Law Enforcement Unit:

The District designates the Perkins County Police Department as the District's “law enforcement unit” for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

### **Section 8 Notice Concerning Disclosure of Student Recruiting Information**

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Parents who *OBJECT* to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the categories of directory information that the parents do not wish to have released about their child, or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district by the first full week of school.

### **Section 9 Notice Concerning Staff Qualifications**

Federal regulations give parents or guardians the right to obtain information about the professional qualifications of their child’s classroom teachers. Upon request, the District will give parents/guardians the following information about their child’s classroom teacher:

- 1) Whether the teacher has met the State's qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- 2) Whether the teacher is teaching under an emergency or provisional teaching certificate.

- 3) The baccalaureate degree major of the teacher. You may also obtain information about other graduate certifications or degrees held by the teacher, as well as the field of discipline associated with the certification or degree. We will also, upon request, inform parents/guardians whether their child is receiving services from a paraprofessional and, if so, provide the paraprofessional's qualifications. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, the District will give timely notice to you if your child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who does not meet the requirements of the Act.

## **Section 10 Student Privacy Protection Policy**

It is the policy of Perkins County Schools to develop and implement policies that protect the privacy of students in accordance with applicable laws and regulations. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy regarding Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see the section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures outlined in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional materials used as part of their child's educational curriculum. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. If the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent at reasonable times and places that do not interfere with the educator's intended use of the materials. In the event there is a question regarding the nature of the requested curriculum materials or whether they are required to be provided, the building principal shall notify the parent of this concern and assist the parent in forming a request that can reasonably be accommodated. If the parent does not submit such a request and continues to desire specific curriculum materials, the parent shall be asked to submit their request to the Superintendent.

Rights of Parents to be Notified of and to Opt Out of Certain Physical Examinations or Screenings. The general policy and practice of the District are not to administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by applicable State law; and (3) surveys administered to students in accordance with the

Individuals with Disabilities Education Act. For physical examinations or screenings that do not fall under the applicable exceptions, the District will follow the procedures outlined in the section entitled “Notification of and Right to Opt-Out of Specific Events.”

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is not to engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. “Personal information” for purposes of this policy means individually identifiable information about a student, including a student’s or parent’s first and last name, home address, telephone number, and social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data to secure such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable timeframe after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program that has been reported by the parent to be responsible for collecting, disclosing, or using personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent to determine whether the action shall be allowed to continue. If not, the instrument for collecting personal information shall not be given to any students. If it is to be allowed, such an instrument shall be provided to the requesting parent as soon as such an instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy, as well as other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or selling that information. (Note: the general practice of the District is not to engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information.)

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or of other students.

(Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act ).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above-listed activities.

The notice and opt-out right shall belong to a student of an appropriate age (that is, a student who has reached the age of 18 or a legally emancipated student).

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

- 1) Political affiliations or beliefs of the student or the student’s parent.
- 2) Mental or psychological problems of the student or the student’s parent.
- 3) Sex behavior or attitudes.
- 4) Illegal, anti-social, self-incriminating, or demeaning behavior.
- 5) Critical appraisals of other individuals with whom the student has close family relationships.
- 6) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
- 7) Religious practices, affiliations, or beliefs of the students or the students’ parent.
- 8) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

## **Section 11 Parental Involvement Policies**

### **1) General - Parental/Community Involvement in Schools:**

Perkins County Schools welcomes parental involvement in their children's education. We recognize that parental involvement increases student success. It is the District’s policy to foster and facilitate, to the extent appropriate and in the primary language of the parents, parental information about and involvement in the education of their children. Policies and regulations are established to protect the emotional, physical, and social well-being of all students.

- a) Parental involvement is an integral part of the ongoing and timely planning, review, and improvement of district and building programs.
- b) Parents are encouraged to support the implementation of district policies and regulations.

- c) Parents are encouraged to monitor their students' progress by reviewing quarterly report cards and attending parent-teacher conferences.
- d) Textbooks, tests, and other curriculum materials used in the district are available for review by parents upon request.
- e) Parents are provided access to their children's records in accordance with law and school policy.
- f) Parents are encouraged to attend courses, assemblies, counseling sessions, and other instructional activities with the prior approval of the proper teacher or counselor or administrator. Parents' continued attendance at such activities will be based on the student's well-being.
- g) Testing occurs in this school district as determined to be appropriate by district staff to ensure proper measurement of educational progress and achievement.
- h) Parents submitting written requests to have their student excused from testing, classroom instruction, and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time before the testing, classroom instruction, or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative must be approved by the proper teacher and administrator before, or as part of, granting any parent request.
- i) Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified in advance of the administration of surveys, in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before administering the survey.
- j) Parents are invited to express their concerns, share their ideas, and advocate for their children's education with board members, administrators, and staff.
- k) School district staff and parents will participate in an annual evaluation and, if needed, revision of the content and effectiveness of the parental involvement policy.

The school district acknowledges the distinct needs of students receiving services through its Title I program and the significance of parent and family engagement in this program. Parent and family engagement in the Title I Program shall include, but is not limited to:

- a) An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based on need and interest for such meetings.
- b) An explanation of the details for the child's and parents' participation, including but not limited to curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.
- c) Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
- d) The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, who are economically disadvantaged, are of a racial or minority background, or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.

- e) Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
- f) The district will coordinate and integrate parental involvement programs and activities with other community programs. This may include cooperation with other community programs, such as Head Start and preschools and other community services, such as the public library.
- g) The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents, on the value and utility of parents' contributions and on how to reach out to, communicate with, and work with them as equal partners.

2) Title I Parental Involvement Policy:

The District's Title I Parental Involvement Policy is established in compliance with the No Child Left Behind Act. The policy applies to parents of all children. This Title I Parental Involvement Policy does not replace the existing policy and shall continue to apply to all parents, including those participating in Title I programs.

The district's policy is to implement programs, activities, and procedures that encourage parents to participate in Title I programs in a manner consistent with Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with the parents of participating children.

**Expectations for Parental Involvement:** It is the expectation of the District that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

- a) Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
- b) Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
- c) Building the schools' and parents' capacity for strong parental involvement.
- d) Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
- e) Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
- f) Involving parents in the activities of the schools served under Title I.

**Policy Involvement:** Each school served under the Title I program will:

- a) Convene an annual meeting at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program, and to explain the requirements of the Title I program.

- b) Offer a flexible schedule of meetings, such as morning or evening sessions. If sufficient funds are provided for this purpose, the District may assist with parental involvement in such meetings by offering transportation, childcare, or home visits.
- c) Involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs.
- d) Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
- e) If the District operates a school-wide program under Title I and the parents of participating children do not find the plan satisfactory, submit any parental comments on the plan when the school makes it available to the District.

Shared Responsibilities for High School Student Academic Achievement: As a component of the District's parental involvement policy, each school served under the Title I program will jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and how the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the

extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

Accessibility: In implementing the parental involvement activities outlined in this Title I Parental Involvement policy, the District shall provide full opportunities for participation by parents with limited English proficiency, parents with disabilities, and parents of migratory children. This includes providing information and school reports required under Title I in a format and, to the extent practicable, in a language that parents understand.

Use, Distribution, and Updating of this Policy: This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, distributed to parents of participating children, made available to the local community, and updated periodically to meet the changing needs of the parents and the school.

## **Section 12 Homeless Students Policy**

Homeless children, for purposes of this Policy, generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District based on their status as homeless.

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for providing education and related services to homeless children. The Homeless Coordinator may designate duties under this section as they determine to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with the law and be provided services comparable to services offered to other students in the school where the

homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests and shall be at either (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

- a) The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian, or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought.
- b) The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered.
- c) And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian, or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining the necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend Perkins County Schools based on it being the school of origin, the new school and Perkins County Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

### **Section 13 Breakfast and Lunch Programs**

1. School Food Authorities (SFAs) participating in the National School Lunch Program, School Breakfast Program, After School Snack Program, or Special Milk Program must include the nondiscrimination statement

in their student handbook in the section that addresses access to or information about the school meals program. It must also be included on the school's website if school meal information is available.

### **Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027), found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to the USDA by:

- (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

If the material is too small to include the full statement, it will at least include this statement in print no smaller than the text: "This institution is an equal opportunity provider."

2. The USDA "And Justice for All" poster must be displayed at each feeding site in a location that is visible to students during meal service.
3. Provide appropriate translations of materials concerning the availability and nutritional benefits of the school meals program, as needed. This requirement can be met through the use of bilingual staff members, volunteers, and/or informational materials in appropriate languages.
4. Follow this procedure for Accepting and Filing Complaints of Discrimination in the School Meals Program
  - **RIGHT TO FILE A COMPLAINT:** Any person alleging discrimination based on race, color, national origin, sex, age, or disability has a right to file a complaint within 180 days of the alleged discriminatory action.
  - **ACCEPTANCE:** All complaints, written or verbal, shall be accepted by the School Food Authority CIVIL RIGHTS (SFA) and forwarded to the Administrator of the Nebraska Department of Education - Nutrition Services within five days. It is necessary that the information be sufficient to determine the identity of the agency or individual toward which the complaint is directed and to indicate the possibility of a violation. Anonymous complaints will be handled in the same manner as any other complaint.
  - **VERBAL COMPLAINTS:** In the event that a complainant makes the allegation verbally or through a telephone conversation and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made shall write up the elements of the complaint for the complainant. Every effort should be made to have the complainant provide the following information:
    - 1) Name, address, telephone number, or other means of contacting the complainant.
    - 2) The specific location and name of the entity delivering the program service or benefit.
    - 3) The nature of the incident(s) or action(s) that led the complainant to feel discrimination was a factor

4) The basis on which the complainant feels discrimination exists (race, color, national origin, sex, age, or disability).

5) The names, titles, and addresses of persons who may have knowledge of the discriminatory action(s).

6) The date(s) during which the alleged discriminatory action occurred, or if continuing, the duration of such actions.

5. Train staff on civil rights annually. Specific subject areas to include:

- COLLECTING AND USING DATA: Data is collected on ethnicity and race. Parent self-declares. If they do not report, SFA staff will code based on perception. All program materials must be stored in a restricted-access area and retained for a minimum of three years.
- EFFECTIVE PUBLIC NOTIFICATION SYSTEMS: Display the “And Justice for All” poster, include the nondiscrimination statement on program materials, provide information in other languages and alternative formats as needed, and convey equal opportunity in all photos and other graphics on websites, publications, etc.
- COMPLAINT PROCEDURES: Procedures must be established to accept complaints or grievances based on race, color, national origin, sex, age, or disability. Participants must be informed of their right to file a complaint, the process for filing a complaint, and the procedures for handling complaints. If there is a complaint, the SFA must contact the Nebraska Department of Education – Nutrition Services.
- COMPLIANCE REVIEW TECHNIQUES: Ensure civil rights requirements are being followed during the review process.
- RESOLUTION OF NON-COMPLIANCE: Inappropriate actions must cease. A corrective action plan is required, and appropriate procedures must be implemented.
- REQUIREMENTS FOR REASONABLE ACCOMMODATION OF PERSONS WITH DISABILITIES: Entrances and exits must be provided for the disabled. Braille signage and alternative service arrangements must be available when needed.
- REQUIREMENTS FOR LANGUAGE ASSISTANT: Bilingual personnel and materials must be provided depending on need, resources available, and cost.
- CONFLICT RESOLUTION: Use alternative dispute resolution techniques when necessary. Treat others with respect.
- CUSTOMER SERVICE: “Treat others the way they want to be treated (or at least be aware of what that is).”

6. Attach documentation of annual training, including date and attendance roster.

## **Section 14 Title IX**

As required by Title IX of the Education Amendments of 1972, it is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the district’s programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district’s Title IX Coordinator whose contact information can be found on the district’s website and in the district’s student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

PARENTAL AUTHORIZATION AND RELEASE FORM  
ADMINISTRATION OF NON- PRESCRIPTION DRUGS TO STUDENTS

While the administration of medications to students should be scheduled outside of school hours whenever possible, occasionally it may be necessary for school personnel to administer nonprescription drugs to a student as authorized by the student's parents, guardians, or medical professionals and state law. School personnel will only dispense those nonprescription drugs which have been approved by state and federal law for use as a drug and meet the definition of nonprescription drugs in Nebraska's Medication Aide law which states:

Nonprescription drugs means nonnarcotic medicines or drugs which may be sold without a medical order and which are prepackaged for use by the consumer and labeled in accordance with the requirements of the laws and regulations of this state and the federal government.

In order for students to be administered nonprescription medication by school personnel, a parent or guardian must:

- Complete and return this authorization form.
- Provide the district with any nonprescription drugs you wish to be administered in its original container from the manufacturer, which must include legible, unadulterated manufacturer instructions. The container must be labeled with the student's name.
- Provide the district with specific written instructions regarding the requested nonprescription drug's administration, including the date(s) the student is to be administered the drug, the dosage to be administered, the frequency of administration, and any other details or conditions relevant to administration.

School personnel will not administer nonprescription drugs in a manner inconsistent with the manufacturer instructions or state law. School personnel will not administer non-prescription drugs that is expired.

The undersigned are the parent(s), guardian(s), or person(s) in charge of

\_\_\_\_\_  
(name of the student)

I authorize and request school personnel to administer nonprescription drugs to my student. I release the school district, its officials, and employees from any and all liability concerning the administration of nonprescription drugs to my student.

DATED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Parent/Guardian

**RECORD OF SELF-ADMINISTRATED MEDICINE**

**Parent's Phone** \_\_\_\_\_

**Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Date to Begin** \_\_\_\_\_ **Date to End** \_\_\_\_\_

**Name of Medication** \_\_\_\_\_

**Dosage of Medication** \_\_\_\_\_ **Time** \_\_\_\_\_

**Doctor** \_\_\_\_\_ **Phone #1** \_\_\_\_\_

**Phone #** \_\_\_\_\_

**Possible Adverse Reaction:** \_\_\_\_\_

**RECEIPT OF 2025-2026 STUDENT - PARENT HANDBOOK  
OF Perkins County Jr/Sr High School**

This signed receipt acknowledges receipt of the 2024-2025 Student-Parent Handbook of Perkins County Jr/Sr High School. It is understood that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that the undersigned, as a student, agrees to follow such conduct and discipline rules. This receipt also acknowledges that it is understood that the District's policies of non-discrimination and equity and that specific complaint and grievance procedures exist in the handbook, which should be used to respond to harassment or discrimination.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent or Legal Guardian's Signature

Return to:

Perkins County Jr/Sr High School

## AVAILABILITY OF HANDBOOKS

The 2025-2026 Student-Parent Handbook of Perkins County Schools is available on the Internet at <http://www.perkinscountyschools.org/>.

Because printing the handbooks is expensive, we are asking that you consider using the Internet to access and review the 2025-2026 Student Parent Handbook. This will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search for your handbook when you have questions throughout the year. Thank you for considering this new use of technology to improve school-home communication.

Please return to the Principal's Office by **August 14, 2025**. This will allow us time to distribute the Handbook to all students and parents before school starts while avoiding the necessity of printing more copies than necessary.

**Thank you for providing the 2025-2026 Student-Parent Handbook online. I will review it on the internet. My signed receipt below acknowledges receipt of the Handbook in a satisfactory manner via the Internet.**

**I prefer a paper copy of the Handbook.**

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Name

## **5018 Parent Involvement in Education Practices**

For purposes of this policy, “parent” includes a parent, guardian, or educational decisionmaker (a person designated or ordered by a court to make educational decisions on behalf of a student).

The school district recognizes the importance of parental involvement in the education of their children. To the extent practicable, the school district will make a reasonable effort to make any learning materials, including original materials, available for inspection by a parent upon request.

The school district will take the following steps to ensure that the rights of parents to participate in the education of their children are preserved.

1. Parents will be provided access to textbooks, tests, activities information; digital materials; websites or applications used for learning; training materials for teachers, administrators, and staff; procedures for the review and approval of training materials, learning materials, and activities; and other curriculum materials (“curricular materials”) as follows:
  - a. A parental request to review specific curricular materials (written, visual, or audio) should be made to the principal of the building where the curricular materials are used.
  - b. The building principal will assess the request and determine the allowable volume and time frame of the review to prevent disruption to the efficient operations of the district.
  - c. The purpose of this provision is to allow reasonable access to the extent practicable. Individuals who make requests (a) for the purpose of adding staff burden; (b) at an unreasonable frequency or volume; or (c) for purposes inconsistent with the efficient operations of the district may be denied access to materials.
  - d. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.

2. Parents will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
  - a. Parents are invited to make appointments with the building principal to visit classes, assemblies, and other instructional activities. The principal shall give permission after determining that parental observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.
  - b. Parents may contact the building principal to request permission to attend counseling sessions in which their child is involved.
3. Parents may request that their children be excused from testing (except as provided below), classroom instruction, learning materials, activities, guest speaker events, and other school experiences ("school events") that parents find objectionable.
  - a. Parents must submit this request in writing to the building principal for consideration.
  - b. Building principals may excuse a student from any school events at the parent's written request if, in the principal's professional judgment, excusal from the activity would not result in diminution of the student's educational experience.
  - c. When the building principal determines it appropriate, alternative experiences may be provided for the student by the school.
4. Parents will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
5. Parents will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.

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

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

b. State Assessments

State and federal law simultaneously require students to take state assessments, with few exceptions, but also permit parents to request to opt their students out of these assessments. Approval of opt out requests is contrary to the mandatory testing laws, so the District cannot "approve" the request. Parents who do not present their child for testing will result in the child receiving the lowest score possible on the assessment.

c. National Assessment of Educational Progress

As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

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

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

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

- b. Students' participation in surveys is voluntary. Parents may restrict their child from participating in any survey.
  - c. If the school administers (1) a survey requesting that students provide sexual information, mental health information, medical information, information on health-risk behaviors, religious information, information of political affiliation, or any other information that the school board deems to be sensitive in nature or (2) a non-anonymous survey requesting students provide information relating to drug, vape, alcohol, or tobacco use, the school district shall, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers of students that are to receive such survey. The notice will be made through the school's electronic notification system or by physical mail to the address on file for the student. The notice will describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed.
  - d. Parents have the right to: (1) request that a copy of the survey be sent through the school's electronic notification system or physical mail to the address on file for the student, (2) review the survey in person at the school, and (3) exempt their child from participating in the survey.
  - e. Unless required by federal or state law or regulation, school personnel administering any survey shall not disclose personally identifiable information of a child.
  - f. No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.
  - g. The district will also comply with any survey requirements found in the district's policy on Protection of Pupil Rights.
8. The district will make this policy accessible by a prominently displayed link on its public website. Any amended policy will be made accessible within a reasonable time of its amendment.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **5045 Student Fees**

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

### **A. Definitions.**

- 1.** "Students" means students, their parents, guardians or other legal representatives.
- 2.** "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
- 3.** "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

### **B. Listing of Fees Charged by this District.**

#### **1. Guidelines for Clothing Required for Specified Courses and Activities.**

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

## **2. Safety Equipment and Attire.**

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

## **3. Personal or Consumable Items.**

The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

## **4. Materials Required for Course Projects.**

The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

The maximum dollar amount charged by the district for course materials shall be:

- Industrial Technology Classes \$75.00
- Art Classes \$50.00







The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

The maximum amount of the transportation fee charged by this district shall be the current IRS standard business reimbursement rate.

**8. Copies of Student Files or Records.**

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

The district will charge a fee of \$.25 per page for reproduction of student records.

**9. Participation in Before-and-After-School Services.**

The district will charge reasonable fees for participation in before-and-after school services offered by the district pursuant to statute.

The maximum dollar amount charged by the district for these services shall be \$100.00 month.

**10. Participation in Summer School or Night School.**

The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

The maximum dollar amount charged by the district for summer and night school shall be \$150.00.

**11. Charges for Food Consumed by Students.**

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like

that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program: Grades K-6
  - Regular Price \$2.50
  - Reduced Price \$0.40
  
- Breakfast Program: Grades 7-12
  - Regular Price \$2.50
  - Reduced Price \$0.40
  
- Lunch Program: Grades K-6
  - Regular Price \$4.00
  - Reduced Price \$0.60
  
- Lunch Program: Grades 7-12
  - Regular Price \$4.50
  - Reduced Price \$0.70
  
- Adult Breakfast \$3.00
- Adult Lunch \$5.00

## **12. Charges for Musical Extracurricular Activities.**

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- Band Students must provide their own instruments.
  
- Swing Choir Students must fundraise to purchase outfits and shoes selected by the sponsor an/or student group.

**13. Contributions for Junior and Senior Class Extracurricular Activities.**

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the junior and/or senior class set fees at the start of each school year. The maximum fee shall not exceed \$\_50.00\_\_.

**C. Waiver Policy.**

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

**D. Distribution of Policy.**

This policy will be published in the Student Handbook or its equivalent, which will be provided to students at no cost.

**E. Voluntary Contributions to Defray Costs.**

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

**F. Fund-Raising Activities**

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

**G. Student Fee Fund.**

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve as a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

Adopted on: \_\_\_\_\_ 6-19-17 \_\_\_\_\_

Revised on: \_\_\_\_\_ 6-27-25 \_\_\_\_\_

Reviewed on: \_\_\_ 6-27-25 \_\_\_\_\_

<b>Lunch Prices</b>	<b>Current Price</b>	<b>Proposed Price</b>
Adult	\$5.00	\$5.00
7th-12th Grade	\$4.50	\$4.50
PK-6th Grade	\$4.00	\$4.00
<b>Breakfast</b>		
Adults	\$3.00	\$3.00
PK-12th Grade	\$2.50	\$2.50
<b>Seconds</b>		
7th-12th Grade	\$2.50	\$2.50
PK-6th Grade	\$2.00	\$2.00
<b>Activity Fees</b>	\$30.00	\$30.00
<b>Laptop Fees</b>	\$40.00	\$40.00
<b>Class Dues</b>	\$30.00	\$30.00
<b>Event Passes</b>		
Adult Pass	\$60.00	\$60.00
K-6th Grade	\$30.00	\$30.00
7th-12th Grade (Included with Activities Fee)	\$30.00	\$30.00
Senior Pass (65+ Years Old)	\$30.00	\$30.00
Family Pass (2 Adults & 2 + Elem Kids)	\$150.00	\$150.00

## **5054 Student Bullying**

**Definition of Bullying.** Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” The school district’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. These definitions include both in-person and cyberbullying behaviors.

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

**Reporting Bullying.** Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district’s anonymous platform located on the district’s website to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

**Bullying Investigations.** School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

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

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

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts

the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

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

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

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

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

Adopted on: 7-16-18

Revised on: 6-15-20

Reviewed on: 6-17-21; 6-16-22; 6-19-23