Board of Education Regular Meeting

Tuesday, July 16, 2024 7:00 PM
Conference Room #101, 609 Whitney St, Pender, NE 68047-0629

1. **The mission of the Pender Public School District is to provide quality educational opportunities in a safe, positive learning environment that motivates and challenges all students to become productive and responsible citizens.**
2. **Call to Order, Roll Call, Establishment of a Quorum**
3. **Approve Minutes of Previous Meetings**
4. **Financial Report**
5. **Approve Payment of Bills**
6. **Administrative Reports**
7. **Audience with Board**
8. **Bids**
    1. Fuel Bid
    2. Milk Bid
9. **2024-2025 Fees**
10. **Security Camera Lincense Renewal**
11. **Personnel**
    1. Certified Substitutes - Brad Hoskins and Joyce Hoskins
12. **Handbook Updates**
13. **Policy**
    1. First Reading of Amendments to Policies 5101 and 5103
14. **Surplus Items**
15. **Plan for Safe Return to School**
16. **ESSER Addition & Classroom Expansion**
17. **Pendragon Sports Complex**
18. **Executive Session**
19. **Reconvene in Open Session**
20. **Upcoming Meetings/Board Opportunities**

1. Pre-Service Breakfast/Welcome - August 13th - 7:30 a.m. breakfast & 8:00 a.m. Welcome
2. Next Regular Meeting - August 19, 2024
3. Special Board Meeting - late August
4. NASB Area Membership Meeting - September 4 - Norfolk

21. **Adjournment**

22. **The sequence of agenda topics is subject to change at the discretion of the board. Please arrive at the beginning of the meeting.**

PENDER PUBLIC SCHOOL BOARD OF EDUCATION MEETING MINUTES
Pender Public Schools – Room 101
June 10, 2024 – 7:00 p.m.

The Pender Public School Board of Education met in regular session in room 101 at Pender Public School on Monday, June 10, 2024. President Matt Peters called the meeting to order at 7:04 p.m. with the following members present: Mandy Johnson, Matt Peters, JJ Maise, Jason Roth, Jean Karlen and Matt Heineman. Also present were Superintendent Jason Dolliver, Secondary Principal Eric Miller, Elementary Principal/SPED Director Kelly Ballinger and Recording Secretary Deanna Hansen.

As required by Nebraska Statute 84-1412(8), President Peters drew the attention of those present to the location of information regarding the Open Meetings Act posted in the meeting room and accessible to all members of the public.

President Peters reviewed the agenda as presented, affirmed that every board member had received notice of the meeting and confirmed that the time and place of the meeting had been published or posted as required by Board Policy 8342.

A motion to approve the minutes of the regular Board meeting held on May 20, 2024, was made by Johnson and seconded by Heineman. President Peters stated the motion and the result of roll call vote being all ayes (6-0), motion carried.

Superintendent Dolliver presented the Financial Reports, reviewing the expenses and revenue for the General, School Nutrition and Activity Funds.

A motion to approve financial reports as presented and payment of bills as follows: General Fund - $328,118.09; School Nutrition Fund - $24,308.22; Activity Fund: $28,084.34; Special Building Fund - $195,908.00; Employee Benefit Fund - $5,073.95 and Payroll - $223,114.24 was made by Johnson seconded by Roth. President Peters stated the motion and the result of roll call vote being all ayes (6-0), motion carried.

Secondary Principal Luke Hoffman, Elementary Principal/Special Education Director Kelly Ballinger and Superintendent Jason Dolliver presented their administrative reports. These reports can be seen in their entirety by logging on to the Pender School website (https://penderschools.org) and clicking on the Board of Education tab, and then selecting eMeeting. A printed copy can be obtained at the school. Some of the topics covered in the reports include:

Superintendent	Secondary Principal	Elementary Principal
Mission Statement	Mission Statement	Mission Statement
Superintendent Goals	LB 399	Professional Goals
Meetings & Events	Workshops/Conf/Meetings	Workshops & Meetings
Property Value	Music Trip	LB 399
Surveillance Cameras	Honor Roll	Grade 4-6 Honor Roll
Girls Wrestling	FFA Officer Retreat	Summer Services
Extra Duty Assignments	FFA State Horse Judging	24-25 Class Size Projections
Cognia to NCI	Boys State Golf	Upcoming Events
July Board Meeting	Other Activities	

President Peters implemented the Procedures for Public Comment, and no one took advantage of the opportunity to address the board.

Superintendent Dolliver talked with Board members about a law that went into effect prior to the 23-24 budget year that caps the property tax authority for school districts. He stated we are approaching year 2. He went on to explain that since Pender has less than 475 students, we can increase our property tax authority by 7% based on LB 243. He reviewed the resolution with the Board and answered questions the Board had. Dr. Dolliver recommended the Board approve the resolution as reviewed.

A motion was made by Maise and seconded by Heineman to approve the resolution to increase the District's overall property tax request authority by an additional seven percent above the base growth percentage, or other maximum amount as permitted by law. President Peters restated the motion and the result of roll call vote being all ayes (6-0); motion carried.

An update on the summer projects was provided by Dr. Dolliver, and no action was needed.

Superintendent Dolliver reported that he was approached by Mr.Volk and Mr. Ferg about purchasing or leasing a robot that would paint the field rather than it being painted by someone here at school. For the past several years Mr. Ferg has painted the field; he did this because he was a football coach and the AD. It has always been something the football coaches, AD, and maintenance crew have done. Needless to say, it is a task that has to be done and takes quite a bit of time, time that they could be doing something more productive.

A representative from Turf Tank was in Pender on June 5th. The rep demonstrated how the robot worked, talked about pricing and talked about the options available. After a lot of thought and discussion, it seems like leasing a Turf Tank robot is worth the investment. A second vendor was contacted as well, to compare options and prices. The Board asked questions, answers were provided, and a video was shown of the robot in action. Dr. Dolliver recommended moving forward with leasing a Turf Tank robot.

A motion was made by Johnson and seconded by Roth to approve leasing the Turf Tank Lite Robot for 3 years at the cost of $6,000.00 per year. President Peters restated the motion and the result of roll call vote being all ayes (6-0); motion carried.

PPS's Transportation Director came to me with a request based on our transportation needs. His request was to assign Dennis Dolliver to drive the P2T route during the 2024-2025 school year. Debbie Meyer does not have the qualifications to drive the vehicle needed for P2T in the upcoming school year, so she was unable to do it again. Dan asked me if he could use Dennis for this. Since Dennis has all of the qualifications needed, it makes sense to move down this path. I recommend approving the work agreement with Dennis Dolliver as presented.

A motion was made by Maise and seconded by Roth to approve the work agreement with Dennis Dolliver for the position of bus route driver. President Peters restated the motion and the result of roll call vote being all ayes (6-0), motion carried.

Superintendent Dolliver reported that Michelle Davis contacted the school about working part-time as a custodian. After talking with PPS's Head of Maintenance about our custodial needs for the 24-25 school year, it was obvious that Michelle would help immensely, and she was able to start this week. A work agreement was offered, and Davis accepted the position of part-time custodian. Dr. Dolliver recommended approving the work agreement as reviewed.

A motion was made by Heineman and seconded by Johnson to approve the work agreement with Michelle Davis for the position of part-time Custodian. President Peters restated the motion and the result of roll call vote being all ayes (6-0) motion carried.

Extended contracts for additional days beyond a regular 185-day teaching contract were considered for the FFA advisor, guidance counselor and media instructor. Board members discussed the length of each extended contract, benefits provided through the additional days and the total cost to District. Dr. Dolliver recommended that the board approve the 2023-2024 extended contracts for the FFA advisor, guidance counselor and media instructor.

A motion was made by Maise and seconded by Roth to approve extended contracts as presented for the 2024-2025 school year as follows: 1) FFA Advisor – 15 days; 2) Media Instructor – 10 days; and 3) School Counselor – 10 days; at a total cost to District of $12,306.88. President Peters stated the motion and the result of roll call vote being all ayes (6-0); motion carried.

Dr. Dolliver reported that he and members of the Policy Committee met shortly after the May Board meeting to review all of the changes to policies 1050, 3130, 3140, 3571, 4141, 5006, 5008, 5101, 5201, 5205, 6111, 8240, 8342, and 8346. He recommended approving all as reviewed.

A motion was made by Johnson and seconded by Karlen to approve the second and final reading of the policy amendments and/or additions 1050, 3130, 3140, 3571, 4141, 5006, 5008, 5101, 5201, 5205, 6111, 8240, 8342, and 8346. President Peters stated the motion and the result of roll call vote being all ayes (6-0); motion carried.

One of the amended policies (5205) called for a form, but the school attorneys did not provide it. Dr. Dolliver found one on the Nebraska Department of Education (NDE) website and modified the format to match ours. He recommended approving it as reviewed.

A motion was made by Johnson and seconded by Karlen to approve AR 5205.1 FAFSA Opt Out Form. President Peters stated the motion and the result of roll call vote being all ayes (6-0); motion carried.

The school attorney's also recommended rescinding policy 6310. This is due to the fact that the Nebraska Legislature shifted the responsibility of the textbook loan program from the schools to NDE. This policy was specific to the textbook loan program only and it is no longer needed. Dr. Dolliver recommended rescinding policy 6310.

A motion was made by Heineman and seconded by Johnson to rescind policy 6310. President Peters stated the motion and the result of roll call vote being all ayes (6-0); motion carried.

No action was again needed on the ESSER Addition and Classroom Expansion project. Dr. Dolliver provided an update on the last remaining piece, the concrete. He reported that Eric VandeBrug had started relacing it and it should be wrapped up very soon.

Dr. Dolliver reported that he and members of the Facilities / Transportation Committee met prior to the Board meeting. It was reported that the materials for the lighting project have been delivered, and the bleachers would start later this summer. Dolliver reported that several area contractors were asked to provide PPS with a proposal for a press box. He and members of the committee reviewed two proposals that were received for construction of a press box at the PSC. Board members compared both proposals and asked questions. Dr. Dolliver recommended approving the proposal from Nickels Contracting.

A motion was made by Maise and seconded by Heineman to approve the proposal from Nickels Contracting to construct the press box at the Pendragon Sports Complex at a total cost of $89,685.67. President Peters stated the motion and the result of roll call vote being all ayes (6-0); motion carried.

A P2T Board meeting will be held on Monday, June 17th at 5:30 pm in West Point; the Omelet Feed is scheduled for June 29th, 8:00 -10:00 am at the school; the Alumni Banquet is also on June 29th at 5:30 pm at the Pender Community Center and the next regular meeting is scheduled for Tuesday July 16th, beginning at 7:00 p.m.

A motion to adjourn was made by Roth and seconded by Heineman. President Peters stated the motion and the result of the vote being all ayes (6-0) the meeting was adjourned at 9:04 p.m.

Jason Roth, Board Secretary

Deanna Hansen, Recording Secretary

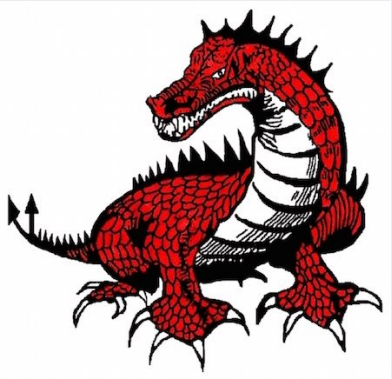
Pender Public Schools

6/2024 General Fund Check Report

Check	Payee	Type	Amount
40976	AFLAC-12	June Payroll Liability	$1,204.75
40977	AFLAC-10	June Payroll Liability	$251.14
40978	Blue Cross Blue Shield of NE	June Payroll Liability	$78,584.44
40979	Credit Management Services	June Payroll Liability	$236.62
40980	Department of Revenue	June Payroll Liability	$10,000.02
EFT	Employee Benefit Fund	June Payroll Liability	$5,193.05
40981	Frontier Bank	June Payroll Liability	$67,535.23
40982	Madison National Life Ins Co. Inc	June Payroll Liability	$1,785.58
40983	Nebraska School Retirement	June Payroll Liability	$55,609.06
40984	Pender General Fund	June Payroll Liability	$530.72
40985	Pender/Thurston Education & Community	June Payroll Liability	$256.34
40986	Special Building Fund	June Payroll Liability	$390.97
40987	Vision Service Plan	June Payroll Liability	$620.28
EFT	HSA Account Contributions	June Payroll Liability	$5,447.62
40988	ABC Mobile Storage Inv	storage unit rent	$175.00
40989	ACCO Brands Corporation	laminating supplies	$472.40
40990	Amazon Capital Services	accounts payable	$1,265.40
40991	Appeara	rug rent	$86.76
40992	Apple, Inc.	staff Macbooks	$30,778.00
40993	AT&T Mobility	MiFi box for AD	$40.04
40994	Blick Art Materials	classroom supplies	$492.18
40995	BusRight	license, software & hardware	$5,200.00
40996	Canon Financial Services	copier personal property tax	$201.25
40997	Carpenter Paper Company	custodial supplies	$430.31
40998	Cole Papers	custodial supplies	$208.12
40999	CPI	Swinton membership	$200.00
41000	Cubby's	fuel and miscellaneous	$2,219.77
41001	Dunn's Plumbing and Heating	repairs	$50.00
41002	Essential Screens	background checks	$41.50
41003	ESU Coordinating Council	technology	$206.64
41004	First National Bank	accounts payable	$4,244.66
41005	Farey's	pizza	$72.70
41006	Fuzz's Lawn Service	flowers & mulch	$145.00
41007	hand2mind, Inc.	classroom supplies	$39.99
41008	Holiday Inn of Kearney	lodging-Autism Conference	$879.75
41009	Lamp Auto Parts	transportation supplies	$128.21
41010	Matheson Tri-Gas, Inc.	welding gas and bottle rent	$93.77
41011	Menards Sioux City	maintenance supplies	$4,075.42
41028	MW Drafting	professional service	$2,092.50
41012	Nebraska State Fire Marshal	boiler inspections	$144.00
41013	PanTerra Networks, Inc.	telephone	$1,265.40
41014	Paper 101	paper	$5,371.03
41015	Pender Ace Hardware	maintenance/custodial supplies	$272.02
41016	Pender Municipal Utilities	utilities	$16,601.62
41017	Pender School Nutrition Fund	reimbursement	$3,750.03
41018	Petty Cash Fund	reimbursement	$604.30
41019	Rays Midbell	instrumental music	$600.89
41020	Relitz Repair	van maintenance	$32.00
41021	Savvas Learning Company LLC	ELA curriculum	$14,738.00
41022	School Specialty, LLC	classroom supplies	$31.73
41023	Seesaw Learning, Inc.	annual renewal	$2,637.50
41024	Sturek Media, Inc.	printing	$305.88
41025	The Home Depot Pro	classroom supplies	$22.50
41026	The Wayne Herald	classified ad	$172.00
41027	West Point News Inc.	classified ad	$84.00
		General Fund Total	$328,118.09
		GF Payroll Total	$223,114.24
		School Nutrition Fund Total	$24,308.22
		Activity Fund Total	$28,084.34
		Employee Benefit Fund Total	$5,073.95
		Special Building Fund Total	$195,908.00

Pender Public Schools

Financial Report
July 16, 2024



Purpose

- Draw attention to district finance in a way that is more engaging for Board members and anyone who happens to be in attendance
- Infuse more discussion about district finance into monthly Board meeting
    - Designed to be something in addition to the questions and comments made when the checks are approved
- Create a historical catalog, which will be helpful in many ways

FINANCIAL REPORT FOR JUNE 2024
SCHOOL NUTRITION FUND #346217

Balance - May 31, 2024		**90,055.86**
Student Breakfast/Lunch		
Adult Breakfast/Lunch		
Federal Reimbursement	9,323.21	
Federal SFSP Reimbursement	16,773.12	
State Breakfast/Lunch Reimbursement	1,332.04	
SCA Grant Reimbursement 4		
2nd Semester Milk Money		
Other Receipts	6,229.22	
Interest	55.34	
TOTAL REVENUE		**33,712.93**
Accounts Payable	7,750.03	
Payroll	7,583.67	
Payroll Liabilities	8,974.52	
TOTAL EXPENDITURES		**24,308.22**
Reconciled Balance - June 28, 2024		**$ 99,654.49**

Reconciled Bank Balance - June 30, 2023	*$ 133,320.38*
Reconciled Bank Balance - June 30, 2022	*$ 219,394.43*
Reconciled Bank Balance - June 30, 2021	*$ 130,878.23*
Reconciled Bank Balance - June 30, 2020	*$ 64,702.25*
Reconciled Bank Balance - June 30, 2019	*$ 43,913.82*
Reconciled Bank Balance - June 30, 2018	*$ 43,336.58*
Reconciled Bank Balance - June 30, 2017	*$ 42,242.16*
Reconciled Bank Balance - June 30, 2016	*$ 47,491.56*
Reconciled Bank Balance - June 30, 2015	*$ 42,150.13*

School Nutrition Fund

- Schools are having to move money from the General Fund to the School Nutrition Fund more often than normal, for the first time in a long, or for the first time ever
- PPS is not in this situation at this point in time, but we are trending in that direction
- The cost of food is what is creating this problem
- I will do what I can to avoid this, but it may be unavoidable

FINANCIAL REPORT FOR JUNE 2024
ACTIVITY FUND #346195

Checking Account Balance - May 31, 2024		**51,361.98**
Certificates of Deposit Balance - May 31, 2024		**80,871.74**
		132,233.72
Activity Revenue	13,492.25	
Interest Earned	30.58	
TOTAL REVENUE		**13,522.83**
Activity Expenses	23,794.82	
TOTAL EXPENDITURES		**23,794.82**
Checking Account Balance - June 28, 2024		**41,089.99**
Certificates of Deposit Balance - June 28, 2024		**81,229.30**
Reconciled Bank Balance - June 28, 2024		**$ 122,319.29**
Reconciled Balance - June 30, 2023		*$ 145,257.90*
Reconciled Balance - June 30, 2022		*$ 140,394.31*
Reconciled Balance - June 30, 2021		*$ 144,727.49*
Reconciled Balance - June 30, 2020		*$ 142,496.22*
Reconciled Balance - June 30, 2019		*$ 118,892.66*
Reconciled Balance - June 30, 2018		*$ 107,063.68*
Reconciled Balance - June 30, 2017		*$ 124,651.79*
Reconciled Balance - June 30, 2016		*$ 143,810.69*
Reconciled Balance - June 30, 2015		*$ 137,584.63*

FINANCIAL REPORT FOR JUNE 2024
GENERAL FUND #41-200-7

Balance - May 31, 2024		**3,413,303.56**
Taxes Levied (County Proceeds)	270,196.08	
22-23 SPED SA Reimbursement	113,207.00	
State Aid	117,102.00	
SON 22-23 Title I Reimbursement		
DF24 MAC Reimbursement	1,048.55	
DF24 MIPS Reimbursement	848.02	
Lower Elkhorn NRD	790.13	
SON 21-22 School Age Transportation	5,776.00	
Other Local Receipts	4,011.26	
Interest Earned	6,523.77	
TOTAL REVENUE		**519,502.81**
Accounts Payable	100,487.27	
Payroll	223,114.24	
Payroll Liabilities	227,645.82	
TOTAL EXPENDITURES		**551,247.33**
Checking & Super Sweep		
Reconciled Balance - June 28, 2024		**$ 3,381,559.04**

Reconciled Balance - June 28, 2023	*$ 2,919,290.66*
Reconciled Balance - June 30, 2022	*$ 2,830,788.52*
Reconciled Balance - June 30, 2021	*$ 2,340,798.23*
Reconciled Balance - June 30, 2020	*$ 1,637,126.12*
Reconciled Balance - June 30, 2019	*$ 1,610,364.59*
Reconciled Balance - June 30, 2018	*$ 1,869,718.21*
Reconciled Balance - June 30, 2017	*$ 1,621,276.58*
Reconciled Balance - June 30, 2016	*$ 1,778,937.17*
Reconciled Balance - June 30, 2015	*$ 1,959,264.12*

General Fund Certificate of Deposit

- $1,000,000
- 5.15% Interest
- 5.2% Annual Percentage Yield
- $30,012.55
- Maturity date - February 9, 2025
- Interest is normally 2.5% … $14,508.26
- Early withdrawal penalty is 3 months of interest, so principal will NOT be lost if early withdrawal is necessary

YTD Cash Balance

Sorted by Site, Group, Activity.
YTD through 06/30/2024.

Site ID Site Name
Group ID Group Name

Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
PPS	**Pender Public Schools**					
A	**ATHLETICS**					
1000	Operations	$ 0.00	$ 0.00	$ 2,932.50	$ 0.00	-$ 2,932.50
110	BOYS BASKETBALL	$ 2,339.93	$ 9,696.41	$ 9,258.09	-$ 100.00	$ 2,678.25
115	BOYS GOLF	-$ 4,004.93	$ 1,582.00	$ 3,872.30	$ 100.00	-$ 6,195.23
120	FOOTBALL	-$ 42,058.83	$ 15,352.36	$ 29,855.57	-$ 42.60	-$ 56,604.64
125	GIRLS BASKETBALL	$ 1,900.17	$ 16,919.05	$ 13,610.47	$ 0.00	$ 5,208.75
130	GIRLS GOLF	-$ 3,424.04	$ 0.00	$ 0.00	$ 0.00	-$ 3,424.04
135	HS TRACK	-$ 7,161.95	$ 7,056.99	$ 13,943.01	$ 14.00	-$ 14,033.97
140	JH BASKETBALL	-$ 15,106.66	$ 1,628.00	$ 4,020.86	$ 0.00	-$ 17,499.52
145	JH FOOTBALL	-$ 7,228.93	$ 616.45	$ 1,035.00	$ 0.00	-$ 7,647.48
150	JH TRACK	-$ 1,749.84	$ 0.00	$ 384.07	$ 0.00	-$ 2,133.91
155	JH VOLLEYBALL	-$ 547.79	$ 815.75	$ 1,095.00	$ 0.00	-$ 827.04
160	JH WRESTLING	$ 1,728.09	$ 2,774.80	$ 2,193.58	-$ 196.00	$ 2,113.31
165	VOLLEYBALL	$ 1,404.25	$ 5,032.99	$ 4,589.88	$ 0.00	$ 1,847.36
170	HS WRESTLING	-$ 4,349.81	$ 11,293.73	$ 7,267.91	-$ 9.80	-$ 333.79
175	WEIGHT LIFTING	-$ 7,726.98	$ 0.00	$ 1,046.79	$ 0.00	-$ 8,773.77
177	Bowling	-$ 1,481.00	$ 60.00	$ 444.00	$ 0.00	-$ 1,865.00
182	BASEBALL	-$ 11,118.58	$ 1,057.00	$ 613.36	$ 0.00	-$ 10,674.94
185	CROSS COUNTRY	-$ 5,846.05	$ 2,672.46	$ 3,496.67	$ 0.00	-$ 6,670.26
195	EQUIPMENT	$ 31,990.04	$ 0.00	$ 0.00	$ 0.00	$ 31,990.04
197	ADVANCE TICKET SALES	$ 46,172.00	$ 510.00	$ 0.00	$ 0.00	$ 46,682.00
199	Unified Sports	$ 0.00	$ 1,350.00	$ 269.45	$ 0.00	$ 1,080.55
950	Girls Golf Coop	$ 2,371.11	$ 675.00	$ 360.31	$ 0.00	$ 2,685.80
	A Totals:	-$ 23,899.80	$ 79,092.99	$ 100,288.82	-$ 234.40	-$ 45,330.03
B	**CLASSES**					
265	CLASS OF 2021	$ 4,029.50	$ 0.00	$ 0.00	-$ 343.86	$ 3,685.64
270	CLASS OF 2022	$ 37.55	$ 0.00	$ 0.00	$ 0.00	$ 37.55
275	CLASS OF 2023	-$ 215.62	$ 0.00	$ 0.00	$ 215.62	$ 0.00
280	CLASS OF 2024	$ 2,061.40	$ 0.00	$ 1,882.54	$ 0.00	$ 178.86
290	CLASS OF 2026	$ 0.00	$ 0.00	$ 475.00	$ 0.00	-$ 475.00
294	Class of 2025	$ 2,271.71	$ 3,944.84	$ 4,390.61	$ 35.20	$ 1,861.14
295	Class of 2017	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
296	Class of 2018	-$ 532.78	$ 0.00	$ 0.00	$ 532.78	$ 0.00
297	Class of 2019	-$ 433.99	$ 0.00	$ 0.00	$ 433.99	$ 0.00
298	Class of 2020	$ 838.53	$ 0.00	$ 0.00	-$ 838.53	$ 0.00
	B Totals:	$ 8,056.30	$ 3,944.84	$ 6,748.15	$ 35.20	$ 5,288.19

YTD Cash Balance

Sorted by Site, Group, Activity.

Site ID Site Name

YTD through 06/30/2024.

Group ID Group Name

Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
C	ACADEMIC CLUBS					
315	INSTRUMENTAL	-$ 1,516.03	$ 35,060.21	$ 30,277.04	-$ 88.00	$ 3,179.14
317	Jazz Band	-$ 2,308.62	$ 0.00	$ 475.00	$ 0.00	-$ 2,783.62
320	One-Act	$ 1,251.73	$ 371.00	$ 1,066.64	$ 0.00	$ 556.09
321	Speech	-$ 5,771.84	$ 1,172.60	$ 1,251.12	$ 0.00	-$ 5,850.36
322	QUIZ BOWL	$ 1,127.36	$ 0.00	$ 30.00	$ 0.00	$ 1,097.36
335	NATIONAL HONOR SOCIETY	$ 3,136.89	$ 398.50	$ 699.25	$ 0.00	$ 2,836.14
345	STUDENT COUNCIL	$ 5,471.72	$ 5,737.76	$ 6,220.36	$ 131.60	$ 5,120.72
350	VOCAL MUSIC	-$ 9,271.55	$ 1,382.16	$ 1,180.09	$ 0.00	-$ 9,069.48
360	BOOK FAIR PROCEEDS	-$ 43.58	$ 3,616.04	$ 3,616.08	$ 0.00	-$ 43.62
365	CLOSE-UP	$ 7,684.27	$ 7,725.95	$ 15,616.38	$ 480.89	$ 274.73
370	MUSICAL	$ 6,613.56	$ 3,285.40	$ 2,901.33	$ 0.00	$ 6,997.63
375	YEARBOOK	$ 27,723.59	$ 5,631.00	$ 4,296.59	$ 0.00	$ 29,058.00
	C Totals:	$ 34,097.50	$ 64,380.62	$ 67,629.88	$ 524.49	$ 31,372.73
E	MISCELLANEOUS					
410	STRIV	-$ 1,056.02	$ 0.00	$ 0.00	$ 0.00	-$ 1,056.02
420	Elementary Box Top Money	$ 1,475.01	$ 30.70	$ 0.00	$ 0.00	$ 1,505.71
430	Heese Event Center Contributions	$ 477.00	$ 0.00	$ 0.00	$ 0.00	$ 477.00
435	SPED Fundraising	$ 5,018.66	$ 1,228.75	$ 1,121.18	$ 0.00	$ 5,126.23
440	CHEERLEADING	-$ 372.81	$ 0.00	$ 0.00	$ 0.00	-$ 372.81
445	MISCELLANEOUS	-$ 2,338.72	$ 14,450.30	$ 14,602.99	-$ 76.19	-$ 2,567.60
450	F&R Sponsor Pd by District	$ 116.54	$ 95.40	$ 11,424.21	-$ 480.89	-$ 11,693.16
455	Care Closet	$ 1,500.00	$ 3,279.00	$ 1,967.75	$ 0.00	$ 2,811.25
500	DONATION	$ 25,153.30	$ 0.00	$ 0.00	$ 0.00	$ 25,153.30
501	Staff Conc Proceeds	$ 0.00	$ 496.20	$ 0.00	$ 575.59	$ 1,071.79
505	Pender Booster Club	-$ 383.76	$ 200.00	$ 200.00	$ 0.00	-$ 383.76
510	CONCESSIONS	$ 45,519.86	$ 29,741.38	$ 28,900.54	$ 557.48	$ 46,918.18
525	INTEREST	-$ 82,228.25	$ 504.79	$ 0.00	$ 0.00	-$ 81,723.46
530	FLAMES	$ 1,115.98	$ 779.00	$ 3,315.39	$ 0.00	-$ 1,420.41
535	PENDER POP MACHINE	$ 26,338.82	$ 14,075.52	$ 9,573.29	$ 0.00	$ 30,841.05
540	PICTURE MONEY	$ 4,287.18	$ 0.00	$ 0.00	$ 0.00	$ 4,287.18
580	CM Science Day	$ 1,119.17	$ 1,032.61	$ 1,718.50	$ 0.00	$ 433.28
585	ART	$ 836.59	$ 393.75	$ 298.00	$ 0.00	$ 932.34
620	ACTIVITY FEES	$ 4,500.00	$ 0.00	$ 0.00	$ 0.00	$ 4,500.00
777	E-Sports	-$ 355.11	$ 1,183.70	$ 1,011.82	$ 0.00	-$ 183.23
	E Totals:	$ 30,723.44	$ 67,491.10	$ 74,133.67	$ 575.99	$ 24,656.86
F	VOCATIONAL					
606	FFA LEADERSHIP	$ 37,176.35	$ 2,122.60	$ 0.00	$ 0.00	$ 39,298.95
610	FFA	$ 64,306.15	$ 73,518.00	$ 67,898.42	$ 0.00	$ 69,925.73
615	FFA INSTRUCTOR	-$ 10,857.41	$ 0.00	$ 160.00	$ 0.00	-$ 11,017.41
	F Totals:	$ 90,625.09	$ 75,640.60	$ 68,058.42	$ 0.00	$ 98,207.27

YTD Cash Balance

Sorted by Site, Group, Activity.

Site ID Site Name

YTD through 06/30/2024.

Group ID Group Name

Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
G	ADMINISTRATION					
700	HOSTED CONTEST	$ 38,694.58	$ 14,702.25	$ 13,944.39	-$ 499.10	$ 38,953.34
705	STAFF DEVELOPMENT	-$ 4,131.74	$ 0.00	$ 0.00	$ 0.00	-$ 4,131.74
710	STATE CONTEST	-$ 28,845.36	$ 170.00	$ 16,655.95	$ 0.00	-$ 45,331.31
715	EQUIPMENT	-$ 21,108.74	$ 0.00	$ 0.00	$ 0.00	-$ 21,108.74
720	MISCELLANEOUS	-$ 21,451.18	$ 4,075.00	$ 2,728.66	-$ 474.20	-$ 20,579.04
	G Totals:	-$ 36,842.44	$ 18,947.25	$ 33,329.00	-$ 973.30	-$ 52,197.49
H	INVESTMENTS					
1010	CERTIFICATES OF DEPOSIT	$ 52,894.69	$ 0.00	$ 0.00	$ 0.00	$ 52,894.69
1020	INTEREST ON CD'S	$ 25,782.77	$ 0.00	$ 0.00	$ 2,584.50	$ 28,367.27
	H Totals:	$ 78,677.46	$ 0.00	$ 0.00	$ 2,584.50	$ 81,261.96
I	CO-OP ACTIVITIES					
2005	Raptor JH VB	-$ 903.18	$ 0.00	$ 0.00	$ 0.00	-$ 903.18
2010	Raptor JH Football	-$ 4,166.49	$ 0.00	$ 0.00	$ 0.00	-$ 4,166.49
2015	Raptors JH Girls Basketball	$ 174.32	$ 0.00	$ 0.00	$ 0.00	$ 174.32
2020	Raptors JH Boys Basketball	-$ 528.42	$ 0.00	$ 0.00	$ 0.00	-$ 528.42
2025	Raptors JH Wrestling	-$ 3,168.58	$ 0.00	$ 0.00	$ 0.00	-$ 3,168.58
2030	Raptors JH Track	-$ 2,342.03	$ 0.00	$ 0.00	$ 0.00	-$ 2,342.03
905	Raptor HS Track	-$ 6,038.52	$ 0.00	$ 0.00	$ 0.00	-$ 6,038.52
915	TC Thunder Bowling	-$ 486.00	$ 0.00	$ 0.00	$ 0.00	-$ 486.00
925	Thunder Baseball	$ 1,826.79	$ 9,522.54	$ 8,709.31	$ 0.00	$ 2,640.02
975	Raptor Speech	-$ 120.00	$ 0.00	$ 0.00	$ 0.00	-$ 120.00
985	Softball Co-op	-$ 9,219.98	$ 8,122.17	$ 3,661.50	$ 5.60	-$ 4,753.71
	I Totals:	-$ 24,972.09	$ 17,644.71	$ 12,370.81	$ 5.60	-$ 19,692.59
	PPS Totals:	$ 156,465.46	$ 327,142.11	$ 362,558.75	$ 2,518.08	$ 123,566.90
	Report Totals:	$ 156,465.46	$ 327,142.11	$ 362,558.75	$ 2,518.08	$ 123,566.90

Check Detail

Sorted by Activity ID, Site ID.
From 06/01/2024 to 06/30/2024.

Activity ID / Site ID / Check # / Status	Activity Name / Site Name / Issue Date / Status Date	Vendor Name / PO Number	1099?	Invoice Number	Approved by / Description	Amount
1000	**Operations**					
PPS	Pender Public Schools					
045667	06/07/2024	East Husker Conference			Deanna Hansen	
Printed	06/07/2024		No	06032024	Wakefield banner for gym	96.00
110	**BOYS BASKETBALL**					
PPS	Pender Public Schools					
045679	06/10/2024	Concordia University			Deanna Hansen	
Cleared	06/28/2024		No	061024bbb	BBB tem camp registration fees	550.00
045680	06/10/2024	Ponca Public Schools			Deanna Hansen	
Printed	06/10/2024		No	061024bbb	BBB camp reg fee	150.00
045681	06/10/2024	Clarkson-Leigh Boys Basketball			Deanna Hansen	
Cleared	06/28/2024		No	061024bbb	BBB camp reg fee	175.00
045682	06/10/2024	Lincoln Lutheran Boys Basketball			Deanna Hansen	
Printed	06/10/2024		No	061024bbb	BBB camp reg fee	450.00
045695	06/25/2024	Twin Creeks Golf Club			Deanna Hansen	
Printed	06/25/2024		No	06252024bbb	BBB Parent/Child Golf Scramble	1,140.00
					Total for PPS - Pender Public Schools:	2,465.00
					Total for 110 - BOYS BASKETBALL:	2,465.00
115	**BOYS GOLF**					
PPS	Pender Public Schools					
045668	06/07/2024	First National Bank of Omaha			Deanna Hansen	
Cleared	06/28/2024		No	8855-BR-6.24	bank card	334.50
045674	06/07/2024	Ponca Public Schools			Deanna Hansen	
Cleared	06/28/2024		No	06072024bg	5/8 boys golf entry fee	60.00
					Total for PPS - Pender Public Schools:	394.50
					Total for 115 - BOYS GOLF:	394.50

Check Detail

Sorted by Activity ID, Site ID.
From 06/01/2024 to 06/30/2024.

Activity ID / Site ID / Check # / Status	Activity Name / Site Name / Issue Date / Status Date	Vendor Name / PO Number	1099?	Invoice Number	Approved by / Description	Amount
120	FOOTBALL					
PPS	Pender Public Schools					
045666	06/07/2024	BSN Sports LLC			Deanna Hansen	
Cleared	06/28/2024	23235	No	925799478	Requisitions football	531.64
045668	06/07/2024	First National Bank of Omaha			Deanna Hansen	
Cleared	06/28/2024		No	4784-cv-6.24	football misc	33.06
045671	06/07/2024	Hauff Mid-America Sports			Deanna Hansen	
Cleared	06/28/2024		No	145183	football hoody w/ print	1,018.10
045671	06/07/2024	Hauff Mid-America Sports			Deanna Hansen	
Cleared	06/28/2024		No	147114	football shorts w/ print	824.57
045671	06/07/2024	Hauff Mid-America Sports			Deanna Hansen	
Cleared	06/28/2024		No	147116	football sweatpants w/print	985.35
045675	06/10/2024	Pyramid School Products			Deanna Hansen	
Printed	06/10/2024	23237	No	s1472020.001	Requisitions football	39.80
045685	06/11/2024	S & S Worldwide			Deanna Hansen	
Cleared	06/28/2024	23239	Yes	IN101403231	Requisitions football	29.73
045685	06/11/2024	S & S Worldwide			Deanna Hansen	
Cleared	06/28/2024	23239	Yes	IN101403231	Requisitions football	2.08
					Total for PPS - Pender Public Schools:	3,464.33
					Total for 120 - FOOTBALL:	3,464.33

Check Detail

Sorted by Activity ID, Site ID.
From 06/01/2024 to 06/30/2024.

Activity ID / Site ID / Check # / Status	Activity Name / Site Name / Issue Date / Status Date	Vendor Name / PO Number	1099?	Invoice Number	Approved by / Description	Amount
125	**GIRLS BASKETBALL**					
PPS	Pender Public Schools					
	06/24/2024	Clarkson-Leigh Boys Basketball			Deanna Hansen	
Void	06/24/2024		No	062424gbb	June 25 Team Camp reg fee	-350.00
	06/24/2024	Clarkson-Leigh Boys Basketball			Deanna Hansen	
Void	06/24/2024		No	062424gbb	June 25 Team Camp reg fee	350.00
045668	06/07/2024	First National Bank of Omaha			Deanna Hansen	
Cleared	06/28/2024		No	8509-jd-6.24	gbb-reimbursed with cash	25.54
045678	06/10/2024	Husker WBB Camps			Deanna Hansen	
Printed	06/10/2024		No	061024gbb	V team camp registration fee	275.00
045683	06/10/2024	Hauff Mid-America Sports			Deanna Hansen	
Cleared	06/28/2024		No	147079	GBB reversible jerseys	825.00
045688	06/18/2024	Tekamah-Herman Public Schools			Deanna Hansen	
Printed	06/18/2024		No	061824gbb	June 17 GBB team camp reg fee	375.00
045694	06/24/2024	Clarkson-Leigh Girls Basketball			Deanna Hansen	
Cleared	06/28/2024		No	062424gbb	June 25 Team Camp reg fee	350.00
045696	06/27/2024	Scotus Central Catholic High School			Deanna Hansen	
Printed	06/27/2024		No	062724gbb	June 28 GBB Quad entry fee	180.00
					Total for PPS - Pender Public Schools:	2,030.54
					Total for 125 - GIRLS BASKETBALL:	2,030.54
135	**HS TRACK**					
PPS	Pender Public Schools					
045671	06/07/2024	Hauff Mid-America Sports			Deanna Hansen	
Cleared	06/28/2024		No	147079	tape measures for jh & hs track	175.19
045684	06/11/2024	First National Bank of Omaha			Deanna Hansen	
Cleared	06/28/2024		No	1438-DK-6.24	bank card	81.31
					Total for PPS - Pender Public Schools:	256.50
					Total for 135 - HS TRACK:	256.50
140	**JH BASKETBALL**					
PPS	Pender Public Schools					
045666	06/07/2024	BSN Sports LLC			Deanna Hansen	
Cleared	06/28/2024	23254	No	925799479	cones, cone carrier	14.52

Check Detail

Sorted by Activity ID, Site ID.
From 06/01/2024 to 06/30/2024.

Activity ID / Site ID / Check # / Status	Activity Name / Site Name / Issue Date / Status Date	Vendor Name / PO Number	1099?	Invoice Number	Approved by / Description	Amount
150	**JH TRACK**					
PPS	Pender Public Schools					
045671	06/07/2024	Hauff Mid-America Sports			Deanna Hansen	
Cleared	06/28/2024		No	147079	tape measures for jh & hs track	84.07
170	**HS WRESTLING**					
PPS	Pender Public Schools					
045672	06/07/2024	James Bates			Deanna Hansen	
Cleared	06/28/2024	23287	No	06072024wr	Wrestling Summer Camp Entrance Fees	605.00
199	**Unified Sports**					
PPS	Pender Public Schools					
045668	06/07/2024	First National Bank of Omaha			Deanna Hansen	
Cleared	06/28/2024		No	8583-KB-6.24	ice cream for 4-5-6 students-Spring Sprints	269.45
280	**CLASS OF 2024**					
PPS	Pender Public Schools					
045668	06/07/2024	First National Bank of Omaha			Deanna Hansen	
Cleared	06/28/2024		No	1518-LH-6.24	lunch on graduation day	146.34
045692	06/24/2024	Jostens			Deanna Hansen	
Printed	06/24/2024		No	34495833	graduation gown kits	1,181.25
045692	06/24/2024	Jostens			Deanna Hansen	
Printed	06/24/2024		No	34495834	graduation gowns	46.95
					Total for PPS - Pender Public Schools:	1,374.54
					Total for 280 - CLASS OF 2024:	1,374.54
290	**CLASS OF 2026**					
PPS	Pender Public Schools					
045691	06/24/2024	Pender-Thurston Chamber of Commerce			Deanna Hansen	
Printed	06/24/2024	23282	No		Deposit for Pancake feed grills	75.00
045693	06/24/2024	Frontier Bank			Deanna Hansen	
Cleared	06/28/2024		No	062424	cash box for flyin breakfast	400.00
					Total for PPS - Pender Public Schools:	475.00
					Total for 290 - CLASS OF 2026:	475.00

Check Detail

Sorted by Activity ID, Site ID.
From 06/01/2024 to 06/30/2024.

Activity ID / Site ID / Check # / Status	Activity Name / Site Name / Issue Date / Status Date	Vendor Name / PO Number	1099?	Invoice Number	Approved by / Description	Amount
315	**INSTRUMENTAL**					
PPS	Pender Public Schools					
045673	06/07/2024	Pender School Nutrition Fund			Deanna Hansen	
Cleared	06/28/2024		No	29-apr-24	elem honor band meals	1,067.50
370	**MUSICAL**					
PPS	Pender Public Schools					
045670	06/07/2024	Flash Photo			Deanna Hansen	
Cleared	06/28/2024	23285	No	370804 & 370804	photos from music trip	500.00
375	**YEARBOOK**					
PPS	Pender Public Schools					
045668	06/07/2024	First National Bank of Omaha			Deanna Hansen	
Cleared	06/28/2024		No	6740-DH-6.24	bank card	351.99
435	**SPED Fundraising**					
PPS	Pender Public Schools					
045668	06/07/2024	First National Bank of Omaha			Deanna Hansen	
Cleared	06/28/2024		No	8583KB-6.24.2	lunch spring sprints participants	94.25
445	**MISCELLANEOUS**					
PPS	Pender Public Schools					
045687	06/18/2024	TM Painting & Handyman			Deanna Hansen	
Cleared	06/28/2024		No	0316	paint the preschool room	2,435.00

Check Detail

Sorted by Activity ID, Site ID.
From 06/01/2024 to 06/30/2024.

Activity ID / Site ID / Check # / Status	Activity Name / Site Name / Issue Date / Status Date	Vendor Name / PO Number	1099?	Invoice Number	Approved by / Description	Amount
450	**F&R Sponsor Pd by District**					
PPS	Pender Public Schools					
045668	06/07/2024	First National Bank of Omaha			Deanna Hansen	
Cleared	06/28/2024		No	9948-AC-6.24	FFA officer training Sioux Falls	144.00
045668	06/07/2024	First National Bank of Omaha			Deanna Hansen	
Cleared	06/28/2024		No	6740-DH-6.24	bank card	1,719.96
045684	06/11/2024	First National Bank of Omaha			Deanna Hansen	
Cleared	06/28/2024		No	1438-DK-6.24	bank card	221.28
045689	06/18/2024	Traci Krusemark			Deanna Hansen	
Printed	06/18/2024		Yes	061824sttr	2024 state track hotel reimburse (vol coach)	271.79
					Total for PPS - Pender Public Schools:	2,357.03
					Total for 450 - F&R Sponsor Pd by District:	2,357.03
510	**CONCESSIONS**					
PPS	Pender Public Schools					
045668	06/07/2024	First National Bank of Omaha			Deanna Hansen	
Cleared	06/28/2024		No	3980-LJ-6.24	supplies for concession stand	29.00
045684	06/11/2024	First National Bank of Omaha			Deanna Hansen	
Cleared	06/28/2024		No	3980-LJ-6.24	concession supplies	46.53
					Total for PPS - Pender Public Schools:	75.53
					Total for 510 - CONCESSIONS:	75.53
610	**FFA**					
PPS	Pender Public Schools					
045668	06/07/2024	First National Bank of Omaha			Deanna Hansen	
Cleared	06/28/2024		No	9948-AC-6.24	FFA officer training Sioux Falls	1,097.88
045673	06/07/2024	Pender School Nutrition Fund			Deanna Hansen	
Cleared	06/28/2024		No	26-apr-24	hoagie buns for FFA Banquet	104.15
045676	06/10/2024	Cubby's			Deanna Hansen	
Cleared	06/28/2024		No	1027656	supplies for FFA locking	74.58
					Total for PPS - Pender Public Schools:	1,276.61
					Total for 610 - FFA:	1,276.61

Check Detail

Sorted by Activity ID, Site ID.
From 06/01/2024 to 06/30/2024.

Activity ID / Site ID / Check # / Status	Activity Name / Site Name / Issue Date / Status Date	Vendor Name / PO Number	1099?	Invoice Number	Approved by / Description	Amount
710	STATE CONTEST					
PPS	Pender Public Schools					
045668	06/07/2024	First National Bank of Omaha			Deanna Hansen	
Cleared	06/28/2024		No	6740-DH-6.24	bank card	2,149.96
720	MISCELLANEOUS					
PPS	Pender Public Schools					
045677	06/10/2024	Audera Knapp			Deanna Hansen	
Printed	06/10/2024		No	061024sc	2024 Beverly Ramspott Scholarship	300.00
925	Thunder Baseball					
PPS	Pender Public Schools					
045665	06/07/2024	AT&T Mobility			Deanna Hansen	
Cleared	06/28/2024		No	287312820239x05282024	mifi box for basenball	40.02
					Grand Total :	22,177.34

Receipt History

Detail report. Sorted by Site, Receipt Number.

From 06/01/2024 to 06/30/2024.

Receipt Number	Receipt Date	Void Date	Deposit Number	Check Number	Received From	Receipt Description
Activity ID	Activity Name	Fee Name & Student ID			Amount	Sales Tax / Amount
Tax Name	Tax Activity	Tax Rate %	Tax Amount			

PPS Pender Public Schools

003484	06/03/2024	6-3-2024			Leading Edge, Krusemark	GBB Online Fundraising proceeds
125	GIRLS BASKETBALL				4,676.00	0.00 / 4,676.00
					Total For 003484:	4,676.00
003485	06/03/2024	6-3-2024			NCA	refund-coach dues
720	MISCELLANEOUS				50.00	0.00 / 50.00
					Total For 003485:	50.00
003486	06/03/2024	6-3-2024			students	music trip pictures
370	MUSICAL				40.00	0.00 / 40.00
					Total For 003486:	40.00
003487	06/05/2024	6-5-2024			community members	Girls BB donation
125	GIRLS BASKETBALL				200.00	0.00 / 200.00
					Total For 003487:	200.00
003488	06/05/2024	6-5-2024			students	music trip pictures
370	MUSICAL				260.00	0.00 / 260.00
					Total For 003488:	260.00
003489	06/06/2024	6-6-2024			parents	Youth VB camp receipts
165	VOLLEYBALL				725.00	0.00 / 725.00
					Total For 003489:	725.00
003490	06/10/2024	6-10-2024			Charles Schwaab/Ramspott	Ramspott scholarship proceeds
720	MISCELLANEOUS				300.00	0.00 / 300.00
					Total For 003490:	300.00
003491	06/13/2024	6-13-2024			parents	music trip pictures
370	MUSICAL				80.00	0.00 / 80.00
					Total For 003491:	80.00
003492	06/18/2024	6-18-2024			Special Olympics	donation from Special Olympics
199	Unified Sports				350.00	0.00 / 350.00
					Total For 003492:	350.00
003493	06/20/2024	-20-2024			cash	donation to program
170	HS WRESTLING				100.00	0.00 / 100.00
					Total For 003493:	100.00
003494	06/25/2024	6-25-2024			parents and community	BBB Golf Scramble receipts
110	BOYS BASKETBALL				3,600.00	0.00 / 3,600.00
					Total For 003494:	3,600.00
003495	06/25/2024	6-25-2024			NSAA	state reimbursement
185	CROSS COUNTRY				383.10	0.00 / 383.10
170	HS WRESTLING				158.25	0.00 / 158.25
125	GIRLS BASKETBALL				1,930.05	0.00 / 1,930.05
135	HS TRACK				639.85	0.00 / 639.85
					Total For 003495:	3,111.25
003496	06/28/2024	6-28-2024			Frontier Bank	Interest Earned
525	INTEREST				30.58	0.00 / 30.58

Receipt History

Detail report. Sorted by Site, Receipt Number.

From 06/01/2024 to 06/30/2024.

Receipt Number	Receipt Date	Void Date	Deposit Number	Check Number	Received From	Receipt Description	
Activity ID	Activity Name		Fee Name & Student ID		Amount	Sales Tax	Amount
Tax Name			Tax Activity	Tax Rate %	Tax Amount		

Total For 003496:	30.58
Site Total	13,522.83
Report Total	13,522.83

Pender Public Schools

July 2024 General Fund Check Report

Check Number	Payee	Description	Amount
41029	AFLAC-12	July Payroll Liability	$1,204.75
41030	Blue Cross Blue Shield of NE	July Payroll Liability	$74,515.52
41031	Credit Management Services	July Payroll Liability	$79.55
41032	Department of Revenue	July Payroll Liability	$9,571.89
EFT	Employee Benefit Fund	July Payroll Liability	$4,211.89
41033	Frontier Bank	July Payroll Liability	$63,492.69
EFT	HSA Contributions	July Payroll Liability	$4,441.58
41034	Madison National Life Ins Co, Inc	July Payroll Liability	$1,558.41
41035	Nebraska School Retirement	July Payroll Liability	$49,573.78
41036	Pender General Fund	July Payroll Liability	$49.50
41037	Special Building Fund	July Payroll Liability	$231.67
41038	Vision Service Plan	July Payroll Liability	$556.43
41039	ABC Mobile Storage Inv	Storage Unit Rent	$175.00
41040	Amazon Capital Services	Accounts Payable	$462.41
41041	AT&T Mobility	MiFi Box	$40.04
41042	Candlewood Suites	Lodging	$1,299.60
41043	Canon Financial Services	Copier Lease	$3,351.02
41044	Carpenter Paper Company	Custodial Supplies	$570.32
41045	Cengage Learning	Agriscience Curriculum	$2,618.00
41046	Chesterman Company	Supplies	$63.00
41047	CodeHS	Computer Science Curriculum	$3,110.00
41048	Cole Papers	Custodial Supplies	$1,696.92
41049	Cornhusker International Trucks, Inc.	Bus Maintenance	$1,515.93
41050	Cubby's	Fuel & Miscellaneous Supplies	$1,991.92
41051	Cuming County Clerk	Primary Election Expense	$100.00
41052	Dunn's Plumbing and Heating	Repairs	$120.00
41053	Eakes Office Solutions	Copier Lease & Supplies	$1,555.24
41054	Educational Service Unit #1	4th Qtr. SPED Expense	$106,576.20
41055	Essential Screens	Background Checks	$41.50
41056	First National Bank	Accounts Payable	$1,796.04
41057	Follett Content Solutions LLC	Library Books	$837.30
41058	Follett School Solutions, Inc.	Library Software Annual Renewal	$1,151.55
41059	FP Mailing Solutions	Postage Meter Rent	$194.40
41060	Grainger	Ceiling Tiles & Misc. Maintenance Supplies	$1,274.90
41061	Groundscapes, Inc	Courtyard	$4,508.00
41062	Heartland Fire Protection	Fire Extinguisher Inspection & Service	$383.42
41063	inTouch	Phone Repairs	$418.93
41064	iTurity	Chromebook Repairs	$248.00
41065	Jerico Construction LLC	Concrete Work	$15,000.00
41066	John Deere Financial	Mower Blades	$70.83
41067	Lamp Auto Parts	Transportation Supplies	$51.25
41068	Matheson Tri-Gas, Inc.	Welding Gas & Bottle Rent	$91.16
41069	Menards Sioux City	Maintenance Supplies	$1,978.80
41070	Michele L. Weimer	Professional fee	$977.50
41071	Midwest Alarm Services	3rd Qtr. Fire Alarm Monitoring	$142.92
41072	PanTerra Networks, Inc.	Telephone Service	$1,266.39
41073	PCF, LLC	Carpet & Adhesive	$12,102.90

41074	Pender Ace Hardware	Supplies	$243.67
41075	Pender Activity Fund	Reimbursement	$2,435.00
41076	Pender Grain Inc	Weed Spray	$300.00
41077	Pender Municipal Utilities	June Usage	$15,633.87
41078	Petty Cash Fund	Reimbursement	$783.80
41079	PGH & G, P.C., LLO	Professional Fee	$100.00
41080	Pyramid School Products	Classroom Supplies	$721.87
41081	Quill Corporation	Classroom Supplies & Name Plates	$283.85
41082	Rays Midbell	Instrumental Music	$2,922.70
41083	Relitz Repair	Van & Pickup Maintenance	$253.77
41084	Savvas Learning Company LLC	HS ELA Curriculum	$14,256.00
41085	School Specialty, LLC	Classroom Supplies	$24.17
41086	Student Assurance Services	Insurance	$1,141.25
41087	Studies Weekly	Nebraska Studies Weekly Subscription	$243.80
41088	Sturek Media, Inc.	Printing	$192.10
41089	Turf Tank	Paint Robot	$7,700.00
		General Fund Total	**$424,504.90**
		General Fund Payroll Total	**$201,957.41**
		School Nutrition Fund Total	**$39,791.07**
		Activity Fund Total	**$22,177.34**
		Employee Benefit Fund Total	**$3,636.31**
		Special Building Fund Total	**$148,121.97**

Pender Public Schools

July 2024 School Nutrition Fund Check Report

Check Number	Payee	Type	Amount
8867	Blue Cross Blue Shield of NE	July Payroll Liability	$6,195.61
8868	Credit Management Services	July Payroll Liability	$161.51
8869	Department of Revenue	July Payroll Liability	$222.68
EFT	Employee Benefit Fund	July Payroll Liability	$192.87
8870	Frontier Bank	July Payroll Liability	$2,247.07
EFT	HSA Account Contributions	July Payroll Liability	$263.27
8871	Madison National Life Ins Co, Inc	July Payroll Liability	$65.80
8872	Nebraska School Retirement	July Payroll Liability	$2,618.62
8873	Pender General Fund	July Payroll Liability	$500.50
8874	Vision Service Plan	July Payroll Liability	$43.05
8875	Cash-Wa Distributing Co	Fo0d & Supplies	$6,242.15
8876	Cubby's	Fuel for SFSP Delivery	$340.12
8877	Heartland Fire Protection	Semi Annual Ansul System Inspection	$383.43
8878	Hiland Dairy Foods Company, LLC	Milk	$1,958.45
8879	Holiday Inn of Kearney	Lodging-Buchholz State Conference	$359.85
8880	Pender Ace Hardware	Miscellaneous Supplies	$192.06
8881	Petty Cash Fund	Reimbursement	$89.41
8882	Sysco Lincoln	Food & Supplies	$7,897.67
		School Nutrition Fund AP & PR Liabilities	**$29,974.12**
		School Nutrition Fund Payroll	**$9,816.95**
		School Nutrition Fund Total	**$39,791.07**

Pender Public Schools

Vendor Report - First National Bank

Vendor	PO #	Description	Amount
First National Bank		Edpuzzle renewal-Dahlman	$13.50
First National Bank		wall decal for conference room	$86.68
First National Bank		board mtg supplies	$106.60
First National Bank		wall cutout for gymnasium padding	$160.00
First National Bank		room numbers for doors to match new floor plan maps	$559.74
First National Bank		DMV driver check	$7.50
First National Bank		van fuel	$120.21
First National Bank		van fuel	$142.19
First National Bank	23/24--277	Teaching Strategies gold for preschool	$599.62
			$1,796.04

Pender Public Schools

Vendor Report - Amazon

Vendor	PO #	Description	Amount
Amazon Capital Services		monitor stand	$41.97
Amazon Capital Services		butane for omelet cookers	$32.95
Amazon Capital Services		custodial supplies	$63.65
Amazon Capital Services		restroom signs	$38.77
Amazon Capital Services	23/24--274	2 Pack Extension Cord 10ft Power Strip - Surge Protector with 6 Outlets 4 USB Charging Ports, Flat Plug, Overload Protection, Wall Mount for Home Office, Dorm Room Essentials	$25.99
Amazon Capital Services	23/24--274	2 Pack Surge Protector Power Strip, Ultra Thin 10 Ft and 6 Ft Extension Cord, 1700 Joules, 5 Widely Spaced Outlets with 4 USB Ports (2USB-C), 1875W/15A, Flat Plug for Home Office, Black	$29.98
Amazon Capital Services	23/24--274	Surge Protector Power Strip 10 ft with 4 USB Ports 2 USB-C 6 AC Outlets, Flat Plug Extension Cord, USB Charging Station, Wall Mountable for Home, Office, Dorm Essentials, 1080J, ETL Listed	$15.99
Amazon Capital Services	23/24--274	TROND Flat Plug Power Strip, 5FT Ultra Thin Flat Extension Cord, 3 Widely Spaced AC Outlets, 3 USB Charger(1 USB C Port), Wall Mount Power Strip, Compact for Home Office Dorm Room Essentials	$19.90
Amazon Capital Services	23/24--279	Technology & Classroom Supplies	$193.21
Sub Total			**$462.41**

PENDER PUBLIC SCHOOL
EXPENDITURE BUDGET REPORT
July, 2024

		Annual Budget	YTD	Budget Balance	Percent Expended	Percent Remaining
01100	Regular Education	3,407,469.00	3,034,141.99	373,327.01	89.04%	10.96%
01200	School Age Special Education	1,137,880.00	1,035,282.19	102,597.81	90.98%	9.02%
01300	Summer School/Driver's Ed	8,030.00	3,974.68	4,055.32	49.50%	50.50%
02120/30	School Counselor/Nurse	123,111.00	104,187.77	18,923.23	84.63%	15.37%
02141-02190	ESU #1 SPED Services	172,423.00	147,634.93	24,788.07	85.62%	14.38%
02200	Staff Inservice/Library	153,521.00	127,992.87	25,528.13	83.37%	16.63%
02310	Board of Education	161,763.00	44,049.50	117,713.50	27.23%	72.77%
02320	Superintendent	198,751.00	179,064.43	19,686.57	90.09%	9.91%
02330	Legal Services	10,000.00	2,742.00	7,258.00	27.42%	72.58%
02400	Principals/Student Support	415,159.00	348,664.99	66,494.01	83.98%	16.02%
02500	Fiscal Services/Technology/Administrative	301,223.00	255,451.42	45,771.58	84.80%	15.20%
02600	Custodial/Maintenance/Equipment/Safety	823,035.00	570,066.28	252,968.72	69.26%	30.74%
02700	Regular & SPED Transportation	384,168.00	175,541.05	208,626.95	45.69%	54.31%
03400	Monsanto/College Access Grants	15,500.00	-	15,500.00	0.00%	100.00%
03535	High Ability Learner Grant	4,784.00	3,511.19	1,272.81	73.39%	26.61%
06200	Title I	79,687.00	72,684.58	7,002.42	91.21%	8.79%
06310	Title II, Part A (NCLB Consolidated)	8,406.00	7,689.73	716.27	91.48%	8.52%
06402	IDEA Part B (611) Transportation	400.00	-	400.00	0.00%	100.00%
06408	IDEA Part B (611) Base Allocation, Birth-Age 21	36,585.00	101,383.30	(64,798.30)	277.12%	-177.12%
06410	IDEA Enrollment/Poverty (611)	65,075.00	-	65,075.00	0.00%	100.00%
06925	Title III LEP Grant	1,166.00	-	1,166.00	0.00%	100.00%
06992	USDE REAP Grant	43,788.00	39,989.42	3,798.58	91.33%	8.67%
06997	ESSER II Disbursements	206,644.00	-	206,644.00	0.00%	100.00%
06998	ESSER III Disbursements	464,416.00	-	464,416.00	0.00%	100.00%
08000	Transfer to Hot Lunch Fund/Activity	15,000.00	5,303.30	9,696.70	35.36%	64.64%
TOTAL		**8,237,984.00**	**6,259,355.62**	**1,978,628.38**	**75.98%**	**24.02%**

Annual Budget Expenditure History

2022-23	Budget Totals	7,818,861.00	6,790,468.12	1,028,392.88	86.85%	13.15%
2021-22	Budget Totals	$7,508,470.00	$6,263,452.58	$1,245,017.42	83.42%	16.58%
2020-21	Budget Totals	$6,538,920.00	$5,899,938.08	$638,981.92	90.23%	9.77%
2019-20	Budget Totals	$6,362,013.00	$5,342,082.03	$1,019,930.97	83.97%	16.03%
2018-19	Budget Totals	$6,210,244.00	$5,662,504.01	$547,739.99	91.18%	8.82%
2017-18	Budget Totals	$6,048,238.00	$5,378,923.13	$669,314.87	88.93%	11.07%
2016-17	Budget Totals	$5,913,769.00	$5,166,861.84	$746,907.16	87.37%	12.63%
2015-16	Budget Totals	$5,588,969.00	$5,034,277.10	$554,691.90	90.08%	9.92%
2014-15	Budget Totals	$5,512,171.00	$5,169,685.27	$342,485.73	93.79%	6.21%
2013-14	Budget Totals	$5,363,779.00	$4,495,599.46	$868,179.54	83.81%	16.19%
2012-13	Budget Totals	$5,181,324.00	$4,299,804.82	$881,519.18	82.99%	17.01%
2011-12	Budget Totals	$5,157,330.00	$4,326,767.92	$830,562.08	83.90%	16.10%
2010-11	Budget Totals	$4,608,280.00	$3,795,098.53	$813,181.47	82.35%	17.65%
2009-10	Budget Totals	$4,455,210.00	$3,674,026.34	$781,183.66	82.47%	17.53%
2008-09	Budget Totals	$3,849,028.00	$3,246,620.10	$602,407.90	84.35%	15.65%
2007-08	Budget Totals	$3,692,279.00	$3,247,688.62	$444,590.38	87.96%	12.04%
2006-07	Budget Totals	$3,677,846.00	$3,238,808.50	$439,037.50	88.06%	11.94%

Actual Bank Balances as of June 28, 2024			
	Fund	**Balance**	
	General Fund	3,381,559.04	Actual
	Depreciation Fund	147,030.61	Actual
	Employee Benefit Fund	187,102.17	Actual
	School Nutrition Fund	99,654.49	Actual
	Bond Fund	49,747.82	Actual
	Special Building Fund	1,513,248.01	Actual
	Qualified Capital Purpose Undertaking Fund	45,035.22	Actual
	Student Fee Fund	43.61	Actual
	Petty Cash Fund	1,126.79	Actual
	Activity Fund	122,319.29	Actual
	TOTAL		**5,546,867.05**

SCHOOL DISTRICT NO. 1
SPECIAL BUILDING FUND
609 WHITNEY ST
PENDER, NE 68047

1051
76-1338/1049

July 16, 24
Date

CHECK ARMOR FRAUD PROTECTION

Pay to the Order of Musco Sports Lighting, LLC $ 85,342 00

Eighty five thousand three hundred forty two & 00/ ~~Dollars~~

Photo Safe Deposit® Details on back

frontierbank
Pender, NE

For Installation Inv. 426789

MP

⑆104913381⑆ 412 236⑈ 1051

Harland Clarke

Musco Sports Lighting, LLC
100 1st Avenue West
P.O. Box 808
Oskaloosa, IA 52577
USA

Invoice 426789

Date	6/28/2024
Project	231813
Customer #	136322
Payment Terms	Net 30
Currency	USD

Bill To:

Pender Public Schools
609 Whitney St
Pender, NE 68047
USA

Ship To:

Pender Sports Complex
Whitney Street and Slaughter Avenue
Pender, NE 68047
USA

Please Detach And Return With Payment

Invoice #	Customer #	PO #	Ship Via	Ship Date
426789	136322	23/24--071		

Project: 231813 Pender Football

Description	Amount
Installation for Pender Football	$85,342.00

Subtotal	$85,342.00
Sales Tax	$0.00
Total (USD)	$85,342.00

If you have any questions, please call 800-825-6020 or email ap@musco.com

To remit payment by ACH or Wire:
Bank: Wells Fargo Bank, 420 Montgomery Street, San Francisco, CA 94104
ABA Routing Number: 121000248
SWIFT Number: WFBIUS6S (USD Payment) WFBIUS6WFFX (Non-USD Payment)
Account Number: 4121225395
Account Name: Musco Sports Lighting, LLC

To remit payment by check:
P.O. Box 200692
Dallas, TX 75320-0692
USA

SCHOOL DISTRICT NO. 1
SPECIAL BUILDING FUND
609 WHITNEY ST
PENDER, NE 68047

1052
76-1338/1049

July 16, 2024
Date

CHECK ARMOR FRAUD PROTECTION

Pay to the Order of Nickels Contracting $ 62,779 97

Sixty two thousand seven seventy nine + 97/ Dollars

Photo Safe Deposit® Details on back

Harland Clarke

frontierbank
Pender, NE

For 70% down payment Cross Nest

MP

⑆104913381⑆ 412⑈236⑈ 1052

INVOICE

Nickels Contracting

Austin Nickels
austin.nickels20@gmail.com
(402) 419-4799
1135 Y Rd. Pender, NE 68047

FOR: Pender Public Schools
Contact: Tony Crippen
(402) 922-0793
tocripp1@penderschools.org

Date	For	Qty	Description	Price
07/10	Crows Nest	1	Down payment (70%)	$62,779.97

TOTAL PAID - $0
TOTAL DUE - $62,779.97

Disclosure:
All invoices not paid in full are subject to a 3% finance fee per 30 days overdue.

Pender Municipal Utility Bills/Averages

Year	Month	Natural Gas	Electricity	FB Elec/Water	Water/Sewer	Total
2024	January	$ 8,370.85	$ 9,103.85	$ 161.90	$ 297.06	$ 17,933.66
2024	February	$ 5,473.94	$ 10,480.70	$ 160.67	$ 431.98	$ 16,547.29
2024	March	$ 6,330.75	$ 9,832.51	$ 120.95	$ 437.59	$ 16,721.80
2024	April	$ 4,464.93	$ 10,936.59	$ 734.91	$ 360.71	$ 16,497.14
2024	May	$ 2,045.45	$ 13,604.66	$ 616.05	$ 335.46	$ 16,601.62
2024	June	$ 1,085.01	$ 13,290.27	$ 1,029.65	$ 228.94	$ 15,633.87
2024	July					$ -
2024	August					$ -
2024	September					$ -
2024	October					$ -
2024	November					$ -
2024	December					$ -
2024	**TOTAL**	**$ 27,770.93**	**$ 67,248.58**	**$ 2,824.13**	**$ 2,091.74**	**$ 99,935.38**
2024	**MO. AVERAGE**	**$ 4,628.49**	**$ 11,208.10**	**$ 470.69**	**$ 348.62**	**$ 16,655.90**
Year	**Month**	**Natural Gas**	**Electricity**	**FB Elec/Water**	**Water/Sewer**	**Total**
2023	January	$ 4,718.83	$ 8,192.30	$ 160.55	$ 290.29	$ 13,361.97
2023	February	$ 3,695.79	$ 10,265.66	$ 162.63	$ 413.65	$ 14,537.73
2023	March	$ 8,474.60	$ 7,757.32	$ 199.46	$ 275.05	$ 16,706.43
2023	April	$ 2,212.75	$ 11,056.43	$ 1,000.15	$ 374.43	$ 14,643.76
2023	May	$ 1,043.77	$ 12,075.52	$ 1,343.01	$ 317.39	$ 14,779.69
2023	June	$ 681.42	$ 13,357.99	$ 1,459.13	$ 249.85	$ 15,748.39
2023	July	$ 969.11	$ 12,710.30	$ 1,569.31	$ 247.43	$ 15,496.15
2023	August	$ 950.09	$ 15,089.12	$ 718.67	$ 268.73	$ 17,026.61
2023	September	$ 1,558.42	$ 14,996.79	$ 1,654.62	$ 406.28	$ 18,616.11
2023	October	$ 1,946.63	$ 12,231.82	$ 516.88	$ 445.81	$ 15,141.14
2023	November	$ 3,534.57	$ 10,269.11	$ 160.55	$ 354.47	$ 14,318.70
2023	December	$ 4,665.77	$ 9,020.66	$ 159.57	$ 375.83	$ 14,221.83
2023	**TOTAL**	**$ 34,451.75**	**$ 137,023.02**	**$ 9,104.53**	**$ 4,019.21**	**$ 184,598.51**
2023	**MO. AVERAGE**	**$ 2,870.98**	**$ 11,418.59**	**$ 758.71**	**$ 334.93**	**$ 15,383.21**
2022	January	$ -	$ 8,777.18	$ 120.25	$ 332.89	$ 9,230.32
2022	February	$ -	$ 9,597.06	$ 120.25	$ 377.09	$ 10,094.40
2022	March	$ 1,215.93	$ 8,917.77	$ 120.25	$ 377.05	$ 10,631.00
2022	April	$ 2,678.22	$ 9,604.55	$ 120.25	$ 364.95	$ 12,767.97
2022	May	$ 1,711.88	$ 11,861.38	$ 120.25	$ 566.94	$ 14,260.45
2022	June	$ 1,869.69	$ 13,652.51	$ 110.97	$ 465.42	$ 16,098.59
2022	July	$ 1,419.76	$ 13,750.49	$ 392.56	$ 201.52	$ 15,764.33
2022	August	$ 1,599.23	$ 14,104.83	$ 244.52	$ 262.94	$ 16,211.52
2022	September	$ 1,074.73	$ 15,148.59	$ 120.25	$ 389.79	$ 16,733.36
2022	October	$ 1,720.93	$ 10,626.04	$ 308.86	$ 311.33	$ 12,967.16

2022	November	$ 4,174.33	$ 11,008.94	$ 161.28	$ 353.94	$ 15,698.49
2022	December	$ 6,327.96	$ 8,878.96	$ 162.02	$ 322.64	$ 15,691.58
2022	**TOTAL**	**$ 23,792.66**	**$ 135,928.30**	**$ 2,101.71**	**$ 4,326.50**	**$ 166,149.17**
2022	**MO. AVERAGE**	**$ 1,982.72**	**$ 11,327.36**	**$ 175.14**	**$ 360.54**	**$ 13,845.76**
2021	January	$ 3,957.78	$ 8,355.79		$ 621.06	$ 12,934.63
2021	February	$ 25,194.50	$ 8,679.26		$ 405.43	$ 34,279.19
2021	March	$ 2,092.81	$ 7,457.02		$ 407.77	$ 9,957.60
2021	April	$ 1,433.47	$ 8,274.42		$ 415.93	$ 10,123.82
2021	May	$ 1,047.04	$ 9,846.53		$ 857.23	$ 11,750.80
2021	June	$ 375.81	$ 9,530.50		$ 339.15	$ 10,245.46
2021	July	$ 1,363.76	$ 11,219.27		$ 319.51	$ 12,902.54
2021	August	$ 577.59	$ 13,814.82		$ 348.73	$ 14,741.14
2021	September	$ 821.77	$ 14,365.94		$ 397.04	$ 15,584.75
2021	October	$ -	$ 10,565.97	$ 96.74	$ 455.17	$ 11,117.88
2021	November	$ -	$ 10,555.75	$ 120.25	$ 360.66	$ 11,036.66
2021	December	$ -	$ 8,460.84	$ 120.25	$ 349.46	$ 8,930.55
2021	**TOTAL**	**$ 36,864.53**	**$ 121,126.11**	**$ 337.24**	**$ 5,277.14**	**$ 163,605.02**
2021	**MO. AVERAGE**	**$ 3,072.04**	**$ 10,093.84**	**$ 28.10**	**$ 439.76**	**$ 13,633.75**
2020	January	$ 833.43	$ 9,987.27	-	$ 312.00	$ 11,132.70
2020	February	$ 3,380.48	$ 11,939.74	-	$ 364.00	$ 15,684.22
2020	March	$ 1,396.63	$ 7,154.90	-	$ 263.25	$ 8,814.78
2020	April	$ 2,528.20	$ 8,214.10	-	$ 196.75	$ 10,939.05
2020	May	$ 1,347.43	$ 8,715.86	$ 144.82	$ 358.75	$ 10,566.86
2020	June	$ 533.13	$ 9,227.51		$ 750.75	$ 10,511.39
2020	July	$ 623.73	$ 9,929.69		$ 1,279.50	$ 11,832.92
2020	August	$ 609.93	$ 9,703.04		$ 299.25	$ 10,612.22
2020	September	$ 800.97	$ 11,125.87	$ 366.82	$ 2,018.00	$ 14,311.66
2020	October	$ 1,277.77	$ 8,776.44	$ 272.62	$ 676.50	$ 11,003.33
2020	November	$ 2,353.90	$ 8,231.88	$ -	$ 342.00	$ 10,927.78
2020	December	$ 3,029.59	$ 7,311.78		$ 298.75	$ 10,640.12
2020	**TOTAL**	**$ 18,715.19**	**$ 110,318.08**	**$ 784.26**	**$ 7,159.50**	**$ 136,977.03**
2020	**MO. AVERAGE**	**$ 1,559.60**	**$ 9,193.17**	**$ 65.36**	**$ 596.63**	**$ 11,414.75**
2019	January	$ 10,774.68	$ 8,288.12	-	$ 202.16	$ 19,264.96
2019	February	$ 7,100.55	$ 11,406.80	-	$ 229.41	$ 18,736.76
2019	March	$ 4,610.15	$ 9,973.56	-	$ 217.63	$ 14,801.34
2019	April	$ 2,594.06	$ 10,000.04	-	$ 276.88	$ 12,870.98
2019	May	$ 1,432.03	$ 10,607.20		$ 264.38	$ 12,303.61
2019	June	$ 1,008.73	$ 13,276.41	-	$ 487.88	$ 14,773.02
2019	July	$ 725.14	$ 15,042.24	-	$ 187.88	$ 15,955.26
2019	August	$ 499.79	$ 17,751.05	$ 588.16	$ 651.49	$ 19,490.49
2019	September	$ 1,624.23	$ 16,535.04	-	$ 573.63	$ 18,732.90
2019	October	$ 2,157.59	$ 9,469.36	$ 244.17	$ 771.38	$ 12,642.50

2019	November	$ 2,741.68	$ 9,540.09	-	$ 371.38	$ 12,653.15
2019	December	$ 2,487.36	$ 9,348.48	-	$ 300.25	$ 12,136.09
2019	**TOTAL**	**$ 37,755.99**	**$ 141,238.39**	**$ 832.33**	**$ 4,534.35**	**$ 184,361.06**
2019	**MO. AVERAGE**	**$ 3,146.33**	**$ 11,769.87**	**$ 69.36**	**$ 377.86**	**$ 15,363.42**
2018	January	$ 5,001.75	$ 7,451.47	-	$ 209.53	$ 12,662.75
2018	February	$ 5,370.79	$ 9,590.51	-	$ 234.36	$ 15,195.66
2018	March	$ 2,174.37	$ 7,499.34	-	$ 198.94	$ 9,872.65
2018	April	$ 2,295.44	$ 9,351.20	-	$ 211.94	$ 11,858.58
2018	May	$ 910.46	$ 10,241.04	-	$ 188.88	$ 11,340.38
2018	June	$ 838.26	$ 11,506.40	-	$ 177.21	$ 12,521.87
2018	July	$ 959.19	$ 14,680.50	-	$ 169.66	$ 15,809.35
2018	August	$ 1,121.25	$ 12,842.28	-	$ 192.89	$ 14,156.42
2018	September	$ 1,699.76	$ 15,711.84	-	$ 264.92	$ 17,676.52
2018	October	$ 2,462.96	$ 11,956.49	-	$ 252.53	$ 14,671.98
2018	November	$ 888.13	$ 8,969.72	-	$ 259.53	$ 10,117.38
2018	December	$ 1,175.19	$ 12,706.84	-	$ 295.63	$ 14,177.66
2018	**TOTAL**	**$ 24,897.55**	**$ 132,507.63**	**$ -**	**$ 2,656.02**	**$ 160,061.20**
2018	**MO. AVERAGE**	**$ 2,074.80**	**$ 11,042.30**	**$ -**	**$ 221.34**	**$ 13,338.43**
2017	January	**$ 6,707.40**	**$ 9,908.46**	-	**$ 234.14**	$ 16,850.00
2017	February	**$ 4,525.93**	**$ 9,904.53**	-	**$ 210.03**	$ 14,640.49
2017	March	**$ 3,142.99**	**$ 10,122.67**	-	**$ 205.31**	$ 13,470.97
2017	April	**$ 2,862.31**	**$ 9,368.46**	-	**$ 187.55**	$ 12,418.32
2017	May	**$ 741.31**	**$ 11,624.57**	-	**$ 176.70**	$ 12,542.58
2017	June	**$ 1,074.51**	**$ 12,465.85**	-	**$ 150.28**	$ 13,690.64
2017	July	**$ 152.23**	**$ 9,950.98**	-	**$ 163.09**	$ 10,266.30
2017	August	**$ 926.17**	**$ 12,045.47**	-	**$ 1,150.91**	$ 14,122.55
2017	September	**$ 1,069.01**	**$ 11,049.87**	**$ 226.16**	**$ 501.08**	$ 12,846.12
2017	October	**$ 2,383.57**	**$ 9,223.39**	**$ 241.35**	**$ 254.46**	$ 12,102.77
2017	November	**$ 2,602.53**	**$ 7,444.70**	-	**$ 180.14**	$ 10,227.37
2017	December	**$ 5,358.58**	**$ 8,154.48**	-	**$ 208.91**	$ 13,721.97
2017	**TOTAL**	**$ 31,546.54**	**$ 121,263.43**	**$ 467.51**	**$ 3,622.60**	**$ 156,900.08**
2017	**MO. AVERAGE**	**$ 2,628.88**	**$ 10,105.29**	**$ 38.96**	**$ 301.88**	**$ 13,075.01**
2016	January	6,073.86	$ 7,528.70	-	$ 245.18	13,847.74
2016	February	$ 4,361.92	$ 8,602.24	-	$ 245.47	$ 13,209.63
2016	March	$ 3,431.00	$ 9,956.54	-	$ 233.91	$ 13,621.45
2016	April	$ 2,331.52	$ 9,622.98	-	$ 236.03	$ 12,190.53
2016	May	$ 1,498.91	$ 9,151.30	-	$ 227.75	$ 10,877.96
2016	June	$ 685.93	$ 9,404.68	-	$ 242.82	$ 10,333.43
2016	July	$ 658.87	$ 10,336.45	-	$ 253.44	$ 11,248.76
2016	August	$ 666.06	$ 10,443.93	-	$ 264.21	$ 11,374.20
2016	September	$ 921.35	$ 13,303.86	$ 215.56	$ 232.24	$ 14,673.01
2016	October	$ 1,310.31	$ 9,519.88	$ 217.31	$ 283.21	$ 11,330.71
2016	November	$ 3,018.06	$ 10,613.91	-	$ 266.81	$ 13,898.78

2016	December	$ 5,439.36	$ 8,307.79	-	$ 227.35	$ 13,974.50
2016	**TOTAL**	**$ 30,397.15**	**$ 116,792.26**	**$ 432.87**	**$ 2,958.42**	**$ 150,580.70**
2016	**MO. AVERAGE**	**$ 2,533.10**	**$ 9,732.69**	**$ 36.07**	**$ 246.54**	**$ 12,548.39**
2015	January	**$ 4,135.29**	**$ 10,177.91**	-	**$ 239.39**	$ 14,552.59
2015	February	**$ 6,966.63**	**$ 11,012.81**	-	**$ 218.49**	$ 18,197.93
2015	March	**$ 2,171.86**	**$ 9,556.07**	-	**$ 209.09**	$ 11,937.02
2015	April	**$ 2,951.75**	**$ 7,819.32**	-	**$ 201.56**	$ 10,972.63
2015	May	**$ 1,205.32**	**$ 9,811.46**	-	**$ 173.42**	$ 11,190.20
2015	June	**$ 927.16**	**$ 10,977.15**	-	**$ 198.88**	$ 12,103.19
2015	July	**$ 729.41**	**$ 12,372.63**	-	**$ 152.73**	$ 13,254.77
2015	August	**$ 884.59**	**$ 13,283.00**	-	**$ 180.79**	$ 14,348.38
2015	September	**$ 831.27**	**$ 12,844.73**	-	**$ 211.80**	$ 13,887.80
2015	October	**$ 1,630.50**	**$ 10,259.76**	-	**$ 221.96**	$ 12,112.22
2015	November	**$ 3,406.64**	**$ 9,530.58**	-	**$ 219.15**	$ 13,156.37
2015	December	**$ 4,303.30**	**$ 9,659.95**	-	**$ 196.79**	$ 14,160.04
2015	**TOTAL**	**$ 30,143.72**	**$ 127,305.37**	**$ -**	**$ 2,424.05**	**$ 159,873.14**
2015	**MO. AVERAGE**	**$ 2,511.98**	**$ 10,608.78**	**$ -**	**$ 202.00**	**$ 13,322.76**

July Secondary Principal's Report

Pender Public Schools - July 16, 2024

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Mission Statement

The mission of the Pender Public School District is to provide quality educational opportunities in a safe, positive learning environment that motivates and challenges all students to become productive and responsible citizens.

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LB 399

a. Dr. Martin Luther King, Jr.’s birthday (January 15, 1929)
b. Abraham Lincoln’s birthday (February 12, 1809)
c. George Washington’s birthday (February 22, 1732)
d. Memorial Day (May - the last Monday in May)
e. Constitution Day (September 17 - every year)
f. Veterans Day (November 11 - every year)
g. Thanksgiving Day (November - 4th Thursday in November)
h. Native American Heritage Day (November - the Friday after Thanksgiving)

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Workshops/Conferences/Meetings

PAST EVENTS

- Power of Positive Leadership
- Tall Cop Training
- SAVVAS myPerspecties Training
- Handbook Reviews
- 2024-2025 Planning

UPCOMING EVENTS

- Title IX Training
- 6th Grade Transition Meeting
- Incident IQ Meeting
- Staff Preservice
- Open House
- First Day of School

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PPS 24-25

BETTER TOGETHER!

Success Always Takes Help

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24-25 Personal Goals

1) I will regularly visit classrooms to partner with the teachers and students.
2) I will create opportunities for our entire staff to be better together.
3) I will foster a culture of positivity, possible solutions, and patience.

Good Luck, Bad Luck, Who Knows? - Chinese Proverb

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2024-2025 Projected Class Sizes

7th - 31

8th - 33

9th - 30

10th - 41

11th - 27

12th - 29

Total - 191 (+9)

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New Teacher

Lucas Ramm
Strength & Conditioning Teacher

- Athletes Training Center
- College of St. Mary
- Augustana & Bellevue
- Benson High School

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PPS ALUMNI WEEKEND

Flames Color Run

The Girls Basketball Team Helped Serve at the Alumni Banquet!

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2024 Senior Choir Members Leave their Mark

TC THUNDER ACADEMIC EXCELLENCE AWARD

nebraska coaches association

2023-2024 Nebraska Coaches Association Baseball Team Academic Excellence Award Recpients
Criteria: 3.30 Team Cumulative GPA for the Spring 2024 Semester - Unweighted

Classification	School and/or Coop of Schools
Class B	North Platte
Class C	Malcolm
Class C	Wayne
Class C	Thurston-Cuming County
Class C	Twin River

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Other Activities

Fall Practice Begins - August 5th

Teachers Report - August 12th

Open House - August 13th - 6PM

First Day of School - August 15th

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Thank You!

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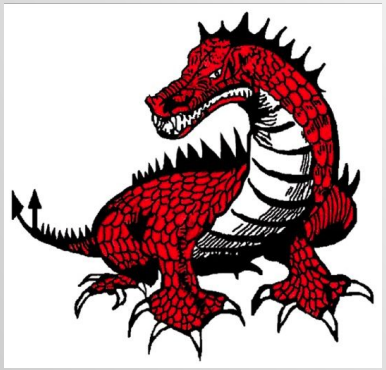
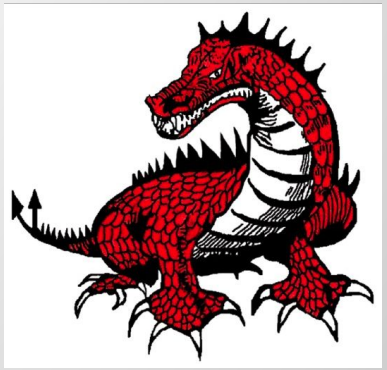
Pender Public Schools

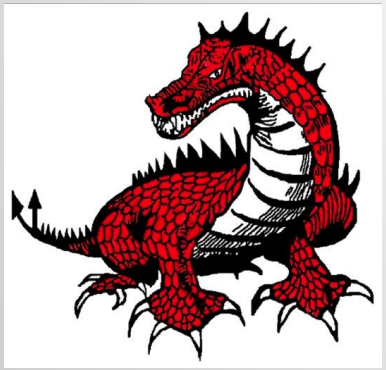
Superintendent's Report
July 16, 2024

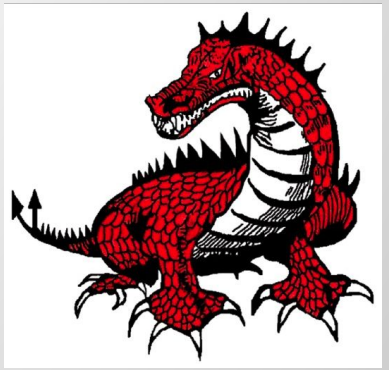
It's a Great Day to be a Pendragon!



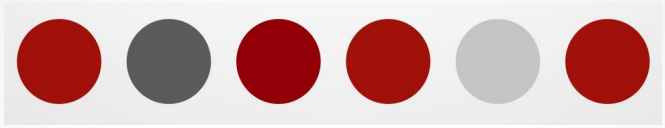


The mission of the Pender Public School District is to provide quality educational opportunities in a safe, positive learning environment that motivates and challenges all students to become productive and responsible citizens



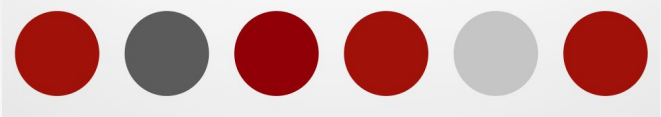


Superintendent Goals (24-25)



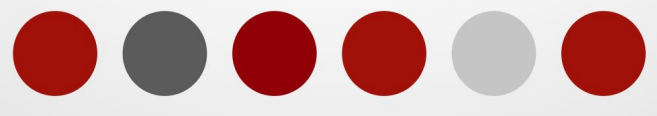
- Under construction

Administrative Team Goals (24-25)



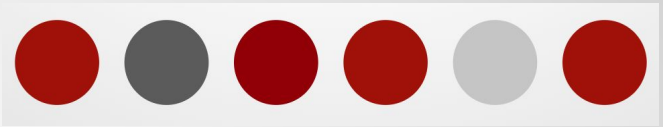
- Under construction

Conferences, Workshops, Meetings, Etc.



- June 13-14 - Out of Office (Kansas City)
- June 17 - P2T Board Meeting
- June 18 - Alliant Meeting
- June 26 - NDE Budget Workshop
- July 2 - Policy Committee Meeting
- July 3 - Out of Office (Fargo)
- July 4, 5 - Office Closed
- July 8 - Out of Office (Sioux Falls)
- July 10-15 - Out of Office (Hamilton, OH)
- July 16 - Policy Committee Meeting
- July 16 - Board of Education Meeting
- July 17 - Custodian Interview
- July 18, 19, 22, 23 - Out of Office (Louisville)
- July 26 - Custodian Interview
- July 29 - Incident IQ Training
- August 1 - Planning with Kellen
- August 12 - Staff reports for the start of the 24-25 school year
- August 13 - Open House
- August 15 - First day of the 24-25 school year
- August 19 - Board of Education Meeting

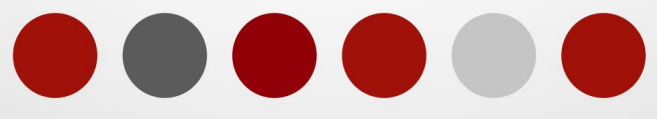
School Improvement



- May, June, July
- Preparation for the 24-25 school year

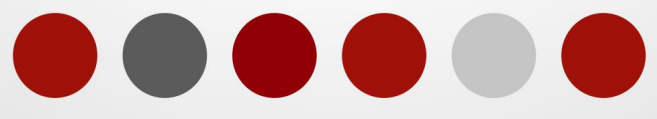
- May, June, July
- Preparation for the 24-25 school year

Personnel



- https://www.facebook.com/share/oVAsxFepRLSNmfeU/?mibextid=WC7FNe
- https://twitter.com/NorfolkNews/status/1811482506966761855
- Staff was informed of this soon after this was made public
- I will do my best to work through this situation

Summer Projects Update

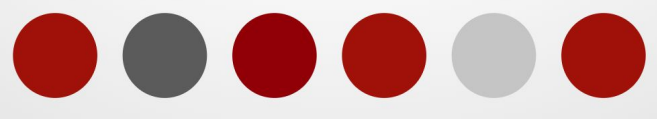


- Courtyard
  - Concrete is in progress
  - Turf will be installed as soon as concrete is finished
- Roof - will begin July 22
- Shot Clock - will begin next week
- Room 110 and 111 - cabinets installed, walls repaired
- Room 200 - cabinets installed
- Carpet Elementary Hallways - done
- District Championship & Runner Up Wall - done
- Paint Preschool Room - done
- Sidewalk, Burmester Property - will complete when roof is completed

PSC Projects Update

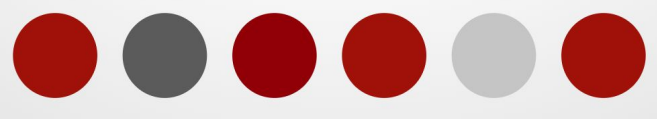
- Lights
  - Transformer will ship August 2 and will be installed shortly after received
  - Poles will be installed starting the 2nd week of August
  - I will get numbers for an 800 amp panel and numbers for an addition 400 amp panel by tomorrow morning
- Bleachers
  - Delivery scheduled for August 9
  - Will begin as soon as delivered (assuming the concrete has been poured)
- Press Box
  - Bill for materials approved tonight
  - Will begin construction when concrete is complete

Bus Purchase



- The purchase of a Blue Bird bus was approved at the March 18, 2024 Board Meeting
- The bus will be delivered in mid-October

Girls Wrestling

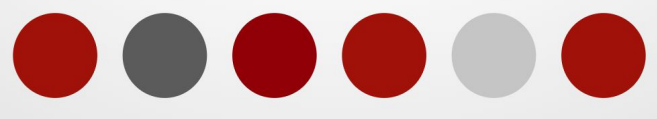


- Meeting with parents, girls, Wisner-Pilger coach, and Pender admin was held on July 15
- There is a lot of interest from those that are participating this summer
  - 4 will for sure participate if added
  - 2 more will potentially participate if added
  - Could be more as well
- I plan to recommend the addition of a girls wrestling program in August
- I plan to recommend Pender's program participates in a girls wrestling coop with Wisner-Pilger

Nielsen Foundation Grant

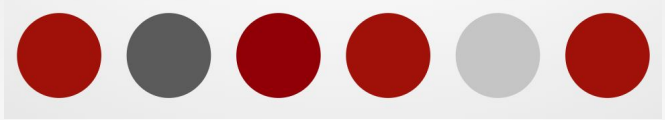
- On behalf of Pender, Lyons-Decatur, Bancroft-Rosalie, Wisner-Pilger, Tekamah-Herman, West Point-Beemer, Oakland-Craig, and Logan View, Jon Cerny wrote a grant to fund shot clocks for the schools listed
- Donald E Nielsen Foundation
- $6,000 per school or $48,000 total
- The grant was awarded and received
- Thank you Donald E Nielsen Foundation!!!!!!
- Thank you Jon Cerny!!!

Extra Duty Assignments



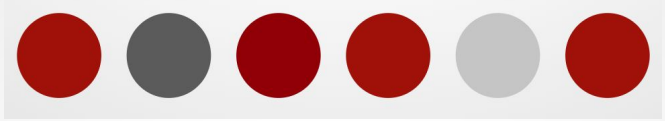
- Assistant Boys Basketball
- Play Production
- Assistant FFA
- An ad will be posted soon

Board of Education Welcome



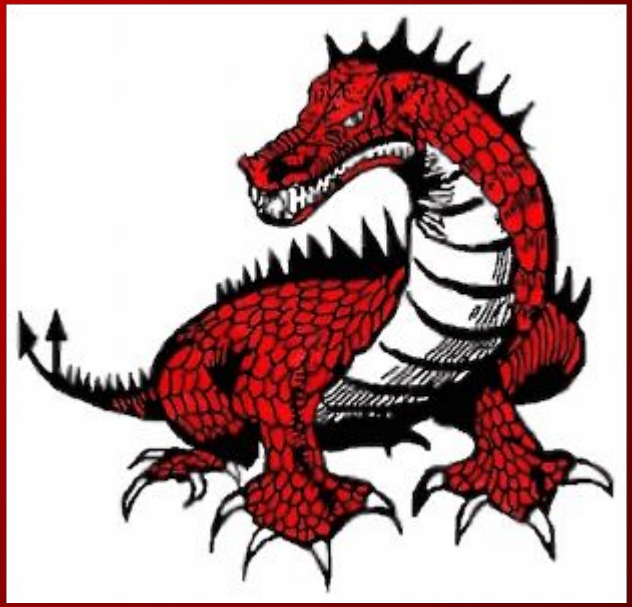
- Tuesday, August 13
- 8:00 am
- Hopefully you are able to attend!

August Board of Education Meeting



- Budget Preview
- We will have 3 days of school in the books by the time this meeting rolls around!

It’s a GREAT Day to be a Pendragon!!!



Elementary Principals Report

July 16, 2024

Mission Statement

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Pender Public School District
is to provide quality educational opportunities
in a safe, positive learning environment
that motivates and challenges all students
to become productive and responsible
citizens.

2024-2025

Better Together!

Because Success Always Takes Help

Professional Impact Areas

01

Climate & Culture

Work to consistently create a positive environment for our students and staff. Continue to build a culture of excellence.

02

Purposeful Engagement

We are better together! Create opportunities for our entire PK-12 staff to work and play together.

03

Moving Forward

What do we stand for? What is the vision as we move into the future? Build ownership in the process and trust in each other. Create leaders!

04

Focus on Best Practices

Double down on best practices. Focus on refining and recommitting to the things that got us where we are.

Our biggest test may not come from the path we travel to success.
Our greatest test is what we do with success once we find it.
Simon Sinek

Workshops & Meetings

PREVIOUS WORKSHOPS & MEETINGS

Tall Cop Seminar
24-25 Planning with ESU #1 (Kellen)
Power of Positive Leadership - Norfolk
Planning with Admin Team
Handbook Review

UPCOMING WORKSHOPS & MEETINGS

Title IX Training
6th Grade Transition Meeting
Into Reading Training w/Staff
Incident IQ Meeting
Planning with Admin Team
Staff Preservice
Open House
First Day of School

LB 399

- ★ Dr. Martin Luther King, Jr.'s birthday (January 15, 1929)
- ★ Abraham Lincoln's birthday (February 12, 1809)
- ★ George Washington's birthday (February 22, 1732)
- ★ Memorial Day (May - the last Monday in May)
- ★ Constitution Day (September 17 - every year)
- ★ Veterans Day (November 11 - every year)
- ★ Thanksgiving Day (November - 4th Thursday in November)
- ★ Native American Heritage Day (November - the Friday after Thanksgiving)

Potential Calendar Change

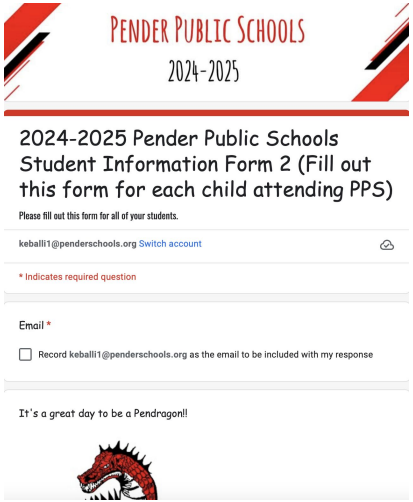
Friday, November 1, 2024

- We would like to consider Friday, November 1st as a workday for the elementary teachers.
- Elementary has fewer Rule 10 hours required (1032) than high school (1080) which allows us some flexibility in scheduling this work day.
- Wed. Oct. 2nd - Into Reading Training
- Wed. Oct. 30th - ELA Coaching
- Fri. Nov. 1st - ELA Workday
- It is no mistake that it is the day after Halloween. 🙃

Student Registration Forms

Moving to the use of Google Forms for PK-12 Registration

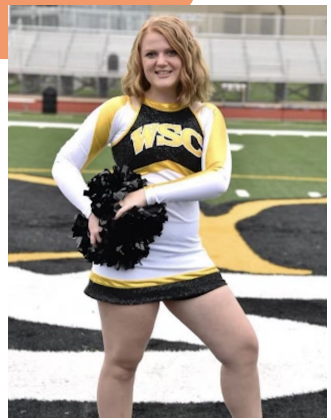
- Kristen spent a lot of time moving our existing forms to google docs.
- Jen & Keaton have assisted making sure we are able to get the data we need into a format that is usable.
- Mr. Hoffman and I have piloted the form with several families.
- The consensus is this process is MUCH improved and MUCH appreciated by parents (and staff).
- Less time consuming, not filling out the same forms for multiple children, killing fewer trees. :)



New Teacher

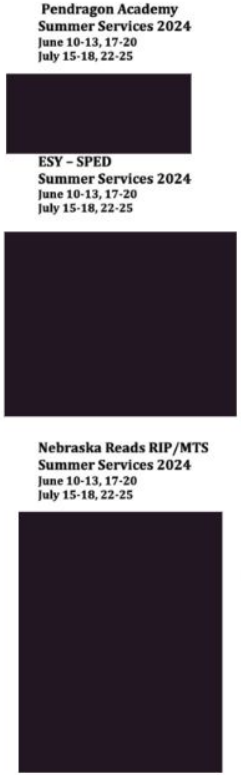
Kaelyn Svehla

- K-3 Special Education & Flames Sponsor
- Wayne State College
- Student taught with Amy Bargholz & Kira Swinton
- Permanent Sub for PPS Spring 2024



Summer Services

- Monday - Thursday
- 8:00 a.m. - 12:00 noon
- Students served 2 - 4 days per week depending on needs.
- June 10 - 13, 17 - 20
- July 15 - 18, 22 - 25
- Providing Services for:
  - Pendragon Academy
  - ESY Special Education Services
  - Nebraska Reads/MTSS Summer Services



Extended School Year/Pendragon Academy/Reading Improvement Plan/Summer Schedule

Lindi Hathaway – Pendragon Academy
9:00-12:00

Judy Geise – K-3 ESY
8:00-12:00

Carolyn Jensen – 4-6 ESY
8:00-12:00

Ashley Bessmer - RIP/MTSS Summer School
8:00-12:00

Sheila Dahlman - RIP/MTSS Summer School
8:00-12:00

Tiffany Rose – Tower Summer School (Malachi)
Dates/Times TBD

Food Service
Betty Roberts
Judy Geise
Tami Morgan
Tiffany Beckman
Kaylinda Holloway
Rachel Davis
Rebecca Zweep

Summer Subs – Richelle Webster, Courtnie Walker

Summer PD Time

Elementary Staff

Tuesday, July 23rd, 2024

9:00 a.m. - 10:00 a.m.	6th Grade Transition Meeting
10:00 a.m. - 12:00 p.m.	Into Reading Training
12:00 p.m. - 1:00 p.m.	Working Lunch
1:00 p.m. -3:00 p.m.	Waggle Training (Intervention Program)

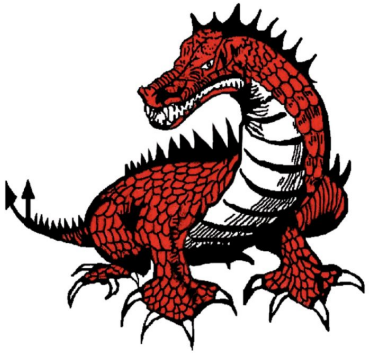
24-25 School Year
Class Size Projections

3YO Preschool –	25 (+ 2)
4YO Preschool –	25
Kindergarten –	35
1st Grade –	30 (+ 2)
2nd Grade –	25
3rd Grade –	23 (+ 1)
4th Grade –	25 (+ 1)
5th Grade –	39
6th Grade –	36 (+ 1)
Sections/Teachers	14

Elementary Handbook

Pender Public Schools

2024-2025



PK - 6th Grade
Parent - Student Handbook

Approved by the Pender Board of Education (7/16/24)

2024-2025
Elementary Handbook Changes

Cover	Date Changes
Pg. 2	Updated Handbook Intent
Pg. 4	Page Number Changes
Pg. 5	Page Number Changes
Pg. 6	Page Number Changes
Pg. 7	Personnel Changes
Pg. 8	Personnel Changes
Pg. 10	New Calendar
Pg. 11	Changed to reflect more accurately what is stated in policy (copied from policy)
Pg. 15	Added Playground Drop Off
Pg. 15	Added tardy students must enter through door 4
Pg. 15	Clarified 4YO Preschool
Pg. 15	Added 3YO Preschool specific Information
Pg. 20	Changed to reflect more accurately what is stated in policy (copied from policy)
Pg. 21	Changed to reflect more accurately what is stated in policy (copied from policy)
Pg. 30	Added “Misuse or abuse of legal products for the purpose of or acting as a hallucinogen, stimulant or depressant.” (added after drug symposium)
Pg. 31	Changed to reflect more accurately what is stated in policy (copied from policy)
Pg. 32	Changed to reflect more accurately what is stated in policy (copied from policy)
Pg. 33	Added MAP Science for 3-6 grades
Pg. 34	Replaced Apptegy with “district mass communication system”
Pg. 35	Add Policy # associated with Copyright/Fair Use Policy
Pg. 36	Removed “they will not be mailed if there is an outstanding lunch account balance or library books/fees are due” as that is not something we do.
Pg. 37	Added “district mass communication system” vs Apptegy/Thrillshare
Pg. 49	Updated School Breakfast and Lunch Program Prices
Pg. 71	Updated Fee Schedule

Upcoming Events

Mon. July 15 –	BOE Meeting
Tues. July 23 –	Into Reading Teacher Training
Mon. Aug. 12 –	Pre Service Begins
Tues. Aug. 13 –	Open House
Thurs. Aug. 15 –	First Day of 24-25 School Year!
Mon. August 19 –	BOE Meeting

9229 Mormon Bridge Plaza, Suite 6
Omaha, Nebraska 68152-1942

July 9, 2024

Pender Public Schools
609 Whitney Street
Pender, Nebraska 68047

Re: Gas and Diesel Proposal

To whom it may concern:

Thank you for allowing Cubby's Inc. to bid on your new school years fuel purchases. Our bid proposal is good from August 1, 2024, and continue through July 31, 2025.

Cubby's Inc. proposes to discount 15 cents per gallon from our posted retail price for gasoline, gasoline/ethanol or diesel product purchased less applicable State and local excise taxes. Pender Public Schools will submit for reimbursement for Federal excise taxes.

Driver would use a proprietary Cubby's Inc. credit card at the time of purchase.

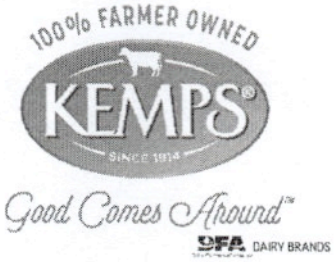
Statement for payment will be mailed monthly with payment due in fifteen days.

Thank you for your consideration,

Mike Wilson
Chief Operating Officer

Cubby's Inc.
9229 Mormon Bridge Plaza – Suite 6
Omaha, Nebraska 68152

Mobile – 843-813-5885
Office – 402-453-2468



June 2024

PENDER PUBLIC SCHOOLS

We regret that we will not be submitting a bid at this time due to increasing logistics costs and staffing needs for your area.

We would, however, like to remain on the bidder's list as circumstances may change in the future.

If you are looking for an additional bid, we would suggest contacting your current foodservice provider for milk pricing.

Sincerely,

Debra Carlson

DFA Kemps Le Mars
Attn: Debra Carlson
1345 12th Ave SW
Le Mars, IA 51031
E-Mail: debra.carlson@kemps.com
Phone: 712-548-2200 x41805

2901 Cuming Street
Omaha, NE 68131
(402) 344-4321 phone
(402) 346-0277 fax
www.HilandDairy.com

July 8, 2024

Pender PS
Attn: Jason Dolliver
609 Whitney St
Pender, NE 68047

Hiland Dairy Foods, LLC is pleased to submit the following quote for dairy products for the 2024-2025 school year.

Unit	Product	Esc/De-Esc Price
HPT	1% White	$0.3000
HPT	Skim Strawberry	$0.3100
HPT	Skim Chocolate	$0.3100
HPT	Skim White Milk	$0.2900
4oz	Orange Juice	$0.3000
4oz	Apple Juice	$0.2800
5lb	Sour Cream	$10.500
5lb	Cottage Cheese	$10.500

This bid is for Escalating/De-Escalating pricing. Please see attached clause for monthly cost adjustment factors for Esc/De-Esc pricing. Let us know if you have any questions.

The bid is (choose one) ☐awarded to Hiland Dairy or ☐ declined and awarded to _____

Name and Title _____

Contact Phone _____ Email _____

Date _____ First Delivery Date _____

Please complete and scan this bid along with all competing bidder's documents to: dpetz@hilanddairy.com.

Thank you,

Dave Petz

Dave Petz, West Point Branch Manager
Hiland Dairy Foods
624 South Railroad
West Point, NE 68788
Office (402)372-2471

Milk Escalator / De-Escalator Pricing Clause (DFA Supplied)

The pricing quoted is based on **July's 2024** Federal Milk Marketing Order for Class I Skim and Class I Butterfat. This pricing is subject to change as the cost of raw milk changes each month according to the USDA Federal Milk Market Price Announcements and Dairy Farmers of America.

The cost of milk fluctuates up and down each month based on the cost changes in raw milk. Changes of a minimum of $.10 per CWT (up or down) will move the cost of a half pint $ .00054.

Prices will also be adjusted up or down based on cost changes in packaging, ingredients, labor, fuel, juice concentrate, re-sale products (ex. Tropicana, Sport Shake), etc. Supporting documentation will be supplied upon request.

All price changes will become effective on the 1st day of the month following the price announcement.

2023-2024 Fees
Approved by Board of Education on July 17, 2023

Breakfast	2023-24
Pk-12 Students	1.85
Adults	2.50
Main - Seconds	0.85
Side - Seconds	0.60
Milk/Juice - Seconds	0.45

Lunch	
PK Students	2.25
K-6 Students	2.50
7-12 Students	2.75
Adults	4.00
Main - Seconds	1.35
Side - Seconds	0.85
Milk/Juice - Seconds	0.45

Milk Break	Sem/Year
K-3 Students	$35/$70
Preschool M-T-Th-F a.m.	$25/$50
Preschool M-T-Th-F p.m. (Special Milk)	$20/$40

Technology Fees	Year
K-6 Students	$25.00
7-8 Students	$25.00
9-12 Students	$25.00

Substitutes	
Teacher sSstitutes (per day)	$145.00
Classified sSaff Substitutes (per hours)	$15.00

** Reduced will pay a Percentage

Driver's Education Tuition	2023-24
PPS Student Tuition	$300.00
Free & Reduced Waiver Available**	
Instructor (per student)	$200.00
Balance - District Expenses	

Activity Fees	
Junior High Student	*waived for 2023-24*
Senior High Student	*waived for 2023-24*
Family Maximum	*waived for 2023-24*
Free & Reduced Waiver Available**	

Activity Passes	
Adult	$50.00
Senior Citizens (62 years & older)	$40.00
Family Pass	$125.00

High School Contest Admission	
Adults & Students	$5.00
PPS Students	Free

Junior High Contests	
Adults & Students	$2.00
PPS Students	Free

2024-2025 Fees
Approved by Board of Education on July 16, 2024

Breakfast	2024-25
Pk-12 Students	2.35
Adults	3.00
Main - Seconds	1.35
Side - Seconds	1.10
Milk/Juice - Seconds	0.55

Lunch	
PK Students	2.75
K-6 Students	3.00
7-12 Students	3.25
Adults	4.50
Main - Seconds	1.85
Side - Seconds	1.35
Milk/Juice - Seconds	0.55

Milk Break	Sem/Year
K-3 Students	$40/$80
Preschool M-T-Th-F a.m.	$30/$60
Preschool M-T-Th-F p.m. (Special Milk)	$25/$50

Technology Fees	Year
K-6 Students	$25.00
7-8 Students	$25.00
9-12 Students	$25.00

Substitutes	
Teacher Substitute (per day)	$155.00
Classified Staff Substitute (per hour)	$16.00

** Reduced will pay a Percentage

Driver's Education Tuition	2024-25
PPS Student Tuition	$350.00
Free & Reduced Waiver Available**	
Instructor (per student)	$240.00
Balance - District Expenses	

Activity Fees	
Junior High Student	*waived for 2024-25*
Senior High Student	*waived for 2024-25*
Family Maximum	*waived for 2024-25*
Free & Reduced Waiver Available**	

Activity Passes	
Adult	$75.00
Senior Citizens (62 years & older)	$65.00

High School Contest Admission	
Adults & Students	$5.00
PPS Students	Free

Junior High Contests	
Adults & Students	$3.00
PPS Students	Free

Other	
Send a Fax	$.25 / page
Color Copies	$.25 / page
B/W Copies	$.10 / page
Laminating	$.25 / foot

Nye Technology

Quotation

555 W 23rd Street
Fremont, NE 68025
Phone 402.753.4222

DATE 4/12/2024
Quotation # 4186
Customer ID

Quotation valid until: 4/30/2024
Prepared by: Jeremy Barton

Name: Pender Public School
Company: Pender Public School
Address: 609 Whitney Street
City, State ZIP: Pender, NE 68047 Phone:

Comments or Special Instructions: The following prices do not include tax.

Quantity	Description	Price	Total
	Verkada Licensing Renewal 3 Year		
57	3 Year Camera License	$379.99	$21,659.43

If you have any questions concerning this quotation contact, Jeremy Barton 402.753.4222

THANK YOU FOR YOUR BUSINESS!

Subtotal	$21,659.43
Tax	
Total	

Authorized Signature to Accept the above proposal

Nye Technology

Quotation

555 W 23rd Street
Fremont, NE 68025
Phone 402.753.4222

DATE 4/12/2024
Quotation # 4185
Customer ID

Quotation valid until: 4/30/2024
Prepared by: Jeremy Barton

Name: Pender Public School
Company: Pender Public School
Address: 609 Whitney Street
City, State ZIP: Pender, NE 68047 Phone:

Comments or Special Instructions: The following prices do not include tax.

Quantity	Description	Price	Total
	Verkada Licensing Renewal 1 Year		
57	1 Year Camera License	$149.99	$8,549.43

If you have any questions concerning this quotation contact, Jeremy Barton 402.753.4222

THANK YOU FOR YOUR BUSINESS!

Subtotal	$8,549.43
Tax	
Total	

Authorized Signature to Accept the above proposal

Nye Technology

Quotation

555 W 23rd Street
Fremont, NE 68025
Phone 402.753.4222

DATE 4/12/2024
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THANK YOU FOR YOUR BUSINESS!

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Tax	
Total	

Authorized Signature to Accept the above proposal

Nye Technology

Quotation

555 W 23rd Street
Fremont, NE 68025
Phone 402.753.4222

DATE 4/12/2024
Quotation # 4187
Customer ID

Quotation valid until: 4/30/2024
Prepared by: Jeremy Barton

Name: Pender Public School
Company: Pender Public School
Address: 609 Whitney Street
City, State ZIP: Pender, NE 68047 Phone:

Comments or Special Instructions: The following prices do not include tax.

Quantity	Description	Price	Total
	Verkada Licensing Renewal 5 Year		
57	5 Year Camera License	$619.99	$35,339.43

If you have any questions concerning this quotation contact, Jeremy Barton 402.753.4222

THANK YOU FOR YOUR BUSINESS!

Subtotal	$35,339.43
Tax	
Total	

Authorized Signature to Accept the above proposal

PENDER PUBLIC SCHOOLS

CERTIFIED STAFF HANDBOOK

2024-2025

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Pender Public Schools Certified Staff Handbook
2024-2025 School Year

FOREWORD

Intent of Handbook

Welcome to Pender Public Schools. This handbook is intended to be used by teachers and other certificated staff to provide general information about Pender Public Schools and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to "teachers" are intended to apply to all certificated staff. This includes administrative staff to the extent the handbook deals with professional expectations and conduct.

Each teacher is responsible for becoming familiar with the handbook and knowing the information contained in it. 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. This handbook is intended to supplement other documents that deal with employment at PPS, including the employment contract, the negotiated agreement between the Pender Public Schools and the Pender Public Schools Education Association, and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations will control.

This handbook does not create a "contract" of employment. Staff positions and assignments which do not legally require a certificate or are otherwise not protected by the teacher tenure laws may be ended or changed on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District.

This handbook will be in effect for the 2024-2025 and subsequent school years unless replaced by a later edition.

School Mission Statement, Governing Beliefs, and Essential Education

School Slogan: It's a Great Day to be a Pendragon!

Mission Statement: The mission of the Pender Public School District is to provide quality educational opportunities in a safe, positive learning environment that motivates and challenges all students to become productive and responsible citizens.

Governing Beliefs: The governing beliefs of the Pender Public School District are:

A. We believe communication is necessary in providing a quality education.
B. We believe that a quality education is a joint commitment and responsibility of the entire community.
C. We believe that our school system should provide the educational opportunities to meet the individual needs of all students.
D. We believe the learning environment should be safe, supportive, positive, and dignified.
E. We believe in providing the learning environment and technology to motivate and challenge the student to be the best he/she can be.
F. We believe in recognizing the diversity of students, their backgrounds, and families.
G. We believe in creating an education environment in which students learn to take responsibility for their own learning and actions.
H. We believe that our school system should hire, maintain, and retain the best-qualified staff possible.

Essential Education: Pender Public School is committed to providing its students with equitable opportunities for an essential education in an efficient manner. An essential education is one that enables students to reach the following outcomes:

A. Proficient in meeting the State's academic content standards and essential learning and such additional standards as are established by the Board of Education;
B. Successful at each educational level and in transitioning between those levels from early childhood through postsecondary education and/or career entry;
C. Effective in functioning in and contributing to our culturally diverse democratic society.

The District seeks to provide an essential education by developing and maintaining:

A. Qualified and competent administrative, teaching, paraprofessional, and operational staff;
B. Integrated, planned curriculum that prepares students to achieve state standards and such additional standards as are established by the Board of Education and to reach the student outcomes identified above;
C. Comprehensive support programs and services that meet the diverse needs of students;
D. Safe, clean and supportive facilities and learning environments;
E. Implementation of a curriculum that meets the following:
    1. Is based on state standards in reading, writing, speaking, listening, mathematics, science and social studies/history and essential learning in visual and performing arts, world languages, technology, health and physical education, and career and technical education and such additional standards; as are established by the Board of Education;
    2. Is appropriate for the developmental level of the students;
    3. Addresses diverse learning needs;
    4. Instills a passion for learning and the importance of life-long learning;
    5. Develops problem solving and critical thinking skills, decision making skills, data

gathering, and critical use of information;
6. Develops expected work ethics, as well as group participation and leadership skills;
7. Incorporates character education and multicultural education, including respect for diversity;
8. Provides for application of technology in all learning areas;
9. Provides access to advanced courses; and
10. Is organized in a schedule that is functional and meets student needs in all curriculum areas.

E. Providing a supportive learning environment which includes:
   1. A welcoming and inviting environment that is emotionally safe, nurturing, supportive, and disciplined; that promotes respect, trust, integrity, and regard for self and others; and that honors diversity;
   2. Learning as the central purpose with students engaged in meaningful, relevant, and productive learning experiences; and
   3. Implementation of policies and practices that result in an orderly environment with emphasis on consistent school-wide positive behavior.

Members of the Board of Education

Name	Contact Information
Matt Peters, President	402-922-0802
Matt Henieman, Vice President	402-385-3178
Jason Roth, Secretary-Treasurer	402-528-3525
Jean Karlen	402-922-0159
J.J. Maise	402-385-2347
Mandy Johnson	402-922-1073

Administrative Staff

Name	Position
Jason Dolliver	Superintendent
Luke Hoffman	Secondary Principal
Kelly Ballinger	Elementary Principal Special Education Director

Certified Staff

Name	Department	Grades
Allie Conner	Social Studies	7-12
Allison Claussen	Ag Ed Instructor	7-12
Amy Bargholz	Elementary	Kindergarten
Andrea Hinrichs	SPED	7-12
Anthony Ferg	Business/Technology/SS Activities Director	7-12
Ashley Bessmer	Elementary	1
Audra Miller	Reading Interventionist	K-6
Bailey Tofflemire	Elementary	4-6 Reading, 6th Grade
Brandi Kolbeck	Vocal Music	K-12
Brianna Gaer	Elementary	3
Clay Haymart	Language Arts	7-12
Cody Volk	Social Studies	7-12

Dennis Oliver	Physical Education	K-12
Dustin Krusemark	Art	K-12
Kari Athey	Science	5-12
Katie Steecker	Science	7-12
Kaelyn Svehla	SPED	K03
Keaton Harpham	Technology Director	P-12
Kelly Schrunk	Elementary	4-6 Reading, 4th Grade
Kira Swinton	SPED	4-6
Lanette VonSeggern	Mathematics	7-12
Liz Hoffman	Elementary	3
Lucas Ramm	Strength and Conditioning	7-12
Marin Jetensky	Elementary	1
Matt Dregalla	Instrumental Music	5-12
Megan Nixon	Elementary	4-6 Writing, 4th Grade
Mitchell Mailloux	Elementary	2
Morgyn Christiansen	Language Arts	7-12
Natalie Keiss	SPED	7-8
Nick Arlt	Elementary	4-6 Social Studies, 5th Grade
Pam Peters	Elementary	Preschool
Rhonda Heise	Media Specialist	K-12
Sean King	Mathematics	7-12
Shauna Kinning	Elementary	Kindergarten
Sheila Dahlman	Elementary	2
Tara English	Elementary	4-6 Science, 5th Grade
Thad Nixon	Guidance Counselor	P-12
Tracey Krusemark	Elementary	4-6 Math, 6th Grade

Classified Staff

Name	Building	Position
Alaynna Beutler	Pender	Paraprofessional
Betty Roberts	Pender	Paraprofessional
Carolyn Jensen	Pender	Paraprofessional
Chris Meyer	Pender	Food Service
Cortnie Walker	Pender	Paraprofessional
Dan Swinton	Pender	Transportation / Maintenance
Daryl Harrison	Pender	Bus Driver
Deanna Hansen	Pender	Bookkeeper / Admin Assistant
Dennis Dolliver	Pender	Bus Driver
Greg Meyer	Pender	Transportation / Custodian
Janet Schopke	Pender	Paraprofessional
Jody Davis	Pender	Food Service
Judy Giese	Pender	Paraprofessional
Kaylinda Holloway	Pender	Paraprofessional
Keena Koehlmoos	Pender	Custodian
Kristin Walsh	Pender	District Secretary
Leslie Timm	Pender	Nurse
Lindi Hathaway	Pender	Paraprofessional
Lisa Johnson	Pender	District Secretary
Michelle Davis	Pender	Custodian
Pam Buchholz	Pender	Food Service Manager
Rachel Davis	Pender	Paraprofessional
Rebecca Zweep	Pender	Paraprofessional
Richelle Webster	Pender	Paraprofessional
Robbie Welsh	Pender	Food Service
Tami Morgan	Pender	Paraprofessional
Tiffany Beckman	Pender	Paraprofessional
Tiffany Rose	Pender	Paraprofessional
Tony Crippen	Pender	Maintenance

2024-2025 SCHOOL CALENDAR AND SCHEDULES

Pender Public Schools
2024-2025 School Calendar

AUGUST 2024

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

OCTOBER 2024

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

DECEMBER 2024

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2025

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

APRIL 2025

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Dates	Description
August 12	FB/VB/CC/GG/SB Practice Begins
12, 13, 14	Teacher Inservice
13	Open House 6-8 p.m.
15	First Day - K-12 Students
15	Dismiss @ 1; no preschool
19	First Day - Preschool
21, 28	Dismiss @ 2:30 pm; tchr inservice
September 2	No School - Labor Day
4, 11, 18, 25	Dismiss @ 2:30 pm; tchr inservice
October 2, 9, 16, 30	Dismiss @ 2:30 pm; tchr inservice
11 / 12	FB Game / Dance (Homecoming)
18	End of Quarter; 46 days
23	Parent/Teacher Conf; 2-8 pm
23	Dismiss @ 1:30 pm
25	No school (Comp Day)
November 6, 13, 20	Dismiss @ 2:30 pm; tchr inservice
27	Dismiss @ 1:00 pm
Nov 28 - Dec 1	Thanksgiving Break
December 4, 11, 18	Dismiss @ 2:30 pm; tchr inservice
20	2nd Quarter Ends-42 days; Dismiss @ 1:00 pm
22-26	NSAA Moratorium - No Practice
Dec 21 - Jan 5	Winter Break
January 3	No School - Teacher Inservice
6	School Resumes
8, 15, 22, 29	Dismiss @ 2:30 pm; tchr inservice
February 5, 12, 26	Dismiss @ 2:30 pm; tchr inservice
19	Parent/Teacher Conf; 2-8 pm
19	Dismiss @ 1:30 pm
21	No School (Comp Day)
March 7, 14	No School
6	3rd Quarter Ends - 43 days
5, 12, 19, 26	Dismiss @ 2:30 pm; tchr inservice
April 2, 9, 16, 23, 30	Dismiss @ 2:30 pm; tchr inservice
5	Prom
18, 21	No School - Spring Break
20	Easter
May 7, 14	Dismiss @ 2:30 pm; tchr inservice
11	Graduation
20	Last day for students; Dismiss @ Noon
20	End of 4th Quarter - 49 Days
20	Last day for staff
21, 22, 27, 28	Snow make up days

SEPTEMBER 2024

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

NOVEMBER 2024

S	M	T	W	TH	F	S
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JANUARY 2025

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MARCH 2025

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MAY 2025

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= Weighted Leave

"Weighted Leave" also applies on all teacher inservice days and on days when PT conferences are conducted

88 Days	1st Semester
92 Days	2nd Semester
180 Days	Total Student Days
186 Days	Teacher Contract Days

= No School

= Early Dismissal

Approved by the Board of Education - March 18, 2024

Normal Daily Secondary Schedule

Regular Schedule	
8:02	First Bell
8:10 – 8:58	1st Period
9:01 – 9:49	2nd Period
9:52 – 10:12	Advisory Group Period
10:15 – 11:03	3rd Period
11:06 – 11:54	4th Period
11:54 – 12:21 12:24 – 1:12	5th Period – 1st Lunch 5th Period – 1st Lunch Class
11:54 – 12:42 12:45 – 1:12	5th Period – 2nd Lunch Class 5th Period – 2nd Lunch
1:15 – 2:03	6th Period
2:06 – 2:54	7th Period
2:57 – 3:45	8th Period

Shortened Secondary Schedules

10:00 Start	
9:52	First Bell
10:00 – 10:37	1st Period
10:40 – 11:17	2nd Period
11:20 – 11:57	3rd Period
12:00 – 12:27	5th Period - 1st Lunch
12:36 – 1:03	5th Period - 2nd Lunch
1:06 – 1:43	4th Period
1:46 – 2:23	6th Period
2:26 – 3:03	7th Period
3:06 – 3:45	8th Period
1:00 Dismissal	
8:02	First Bell
8:10 – 8:40	1st Period
8:43 – 9:13	2nd Period
9:16 – 9:46	3rd Period
9:49 – 10:19	6th Period
10:22 – 10:52	7th Period
10:55 – 11:25	8th Period
11:28 – 11:58	4th Period
12:01 – 12:30	5th Period – 1st Lunch
12:33 – 1:00	5th Period – 2nd Lunch

2:30 Dismissal	
8:02	First Bell
8:10 – 8:48	1st Period
8:51 – 9:29	2nd Period
9:32 – 10:10	3rd Period
10:13 – 10:51	6th Period
10:54 – 11:32	4th Period
11:32 – 11:59 12:02 – 12:40	5th Period – 1st Lunch 5th Period – 1st Lunch Class
11:35 – 12:13 12:13 – 12:40	5th Period – 2nd Lunch Class 5th Period – 2nd Lunch
12:43 – 1:21	7th Period
1:24 – 2:02	8th Period
2:05 – 2:25	AG Study Hall

Severe Weather and School Cancellations
The Superintendent is authorized by the Board of Education to close the school in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. Radio and television stations broadcast the information regularly. Apptegy will also be used to communicate pertinent school information including weather-related changes and cancellations via phone, email, and text messaging. See Board Policy 2410 and 6116.

Decision to Close Schools: A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to 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. Staff members will be contacted through the Apptegy notification system. Staff members are required to sign up for the notification system in the office. In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities, etc.). Some staff members may be designated as being required to come to school even in the event of a school closing. All activities, practices, and use of the school facility will be cancelled if school is cancelled.

After School Starts: 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. If school is closed during the day staff members will be notified and parents will be notified via Apptegy and media broadcast. Teachers will be responsible for

remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

Parental Decisions: Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. Teachers should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Emergency Conditions: The Pender Public School District has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. The District's Safety Plan outlines appropriate responses for emergency and/or crisis situations. It can be found on the Teacher Share Drive. It should be utilized when deemed necessary. **School officials discourage parents from picking students up during a tornado warning.**

Contract Days
Teachers are contracted for 185 days (hereinafter referred to as the "contract year"). Individual teachers on varying schedules as established by the Board of Education and Administration shall service such contract days. Teachers who must travel to work are expected to be on duty when school is in session. Employees who miss school due to weather or road conditions will not be paid for the day(s) missed as outlined in Board Policy unless appropriate Leave is used.

Make-Up Days
In the event teachers are not required to report for duty due to inclement weather conditions or other circumstance whereby a duty day is canceled, such days shall not be credited as a contract day served. Make-up days may be scheduled by the administration during the contract year as needed to allow all teaching staff to serve the full number of contract days.

EMPLOYMENT, COMPENSATION AND BENEFITS

It shall be the policy of the Board of Education not to allow discrimination on any basis, including but not limited to sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in the hiring and promotional practices of the school district. This applies to all aspects of the district's employment programs, including recruitment, advertising, process of the application for employment, promotion, granting tenure, termination, layoffs, wages, job assignments, leave of absence of all types, fringe benefits, training programs, employer sponsored programs (including social or recreational programs), and any other term, condition or privilege of employment.

Employment

A teacher is employed by the Pender Public School District when the teacher signs the Teacher's Contract and the Board of Education approves such contract of employment. The teacher's employment continues absent action by the Administration or the Board of Education to non-renew, terminate, amend or cancel the teacher's employment contract with the school district, or action by the Board of Education to accept a resignation of employment.

By March 15 of the current school year, a teacher will be required to signify acceptance of employment for the next school year. It is important for teachers to respond to the request to signify acceptance as a failure to signify acceptance of employment by the March 15 shall constitute cause for amendment or termination of the teacher's contract. If a teacher signifies acceptance of employment for the next school year, the teacher may either be issued a new Teacher's Contract or a "Contract Renewal Agreement."

Should a teacher wish to resign from employment the teacher should give written notice of resignation to the Superintendent. The request to resign will be acted upon by the Board of Education. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. If a mid-year resignation is submitted, or a resignation for the following school year is submitted after March 15, the Board of Education may act to not accept the resignation unless a suitable replacement can be found. The District will enforce the continuing contract of teachers accepting employment for the next school year under the provisions of Neb Rev. Stat. §79-820. See Board Policy 4171 for more information.

Assignments

The professional duties to be performed by a teacher with the District shall be subject to assignment by the Superintendent with the approval of the Board of Education. A teacher will be expected to devote full time during days of school to the teacher's position and to diligently and faithfully perform the assigned duties to the best of the teacher's professional ability. Job descriptions, where available, provide additional information about the position duties.

In addition to the normal duties traditionally required of teachers, a teacher may be assigned "extra duty" assignments to support the extra-curricular programs of the District, which shall be upon such terms and conditions and at such additional rate of compensation as the Teacher and the District may agree upon or as set forth in the Negotiated Agreement. The extra-curricular program of the District is an integral part of the overall educational program of the District. As

such, a teacher shall not unreasonably refuse to accept such extra-duty assignments. In addition, performance in an extra duty assignment is a part of the evaluation of the teacher's overall performance to the District.

Job Descriptions
Job descriptions for all certified and classified positions are available in the office of the Superintendent.

Personnel File
The District will follow the requirements of State and Federal law and regulation with regard to a teacher's personnel file, including but not limited to Neb. Rev. Stat. § 79-8,109. See Board Policy 4013 for more information.

Grievances and Complaints
Teacher grievances regarding wages, hours, and conditions of employment set forth in the Negotiated Agreement shall be governed by the grievance or complaint procedure in the Negotiated Agreement. All other employment related grievances or complaints shall be addressed through the administrative chain of command following the process set forth in Board of Education Policy 1025 and Administrative Regulation 1025.1 and 1025.2.

When a grievance occurs, an initial conference should be held with the parties involved with the Building Principal as an observer. If no solution can be reached, then the Principal should mediate. If either party still is not satisfied, the problem will be brought to the Superintendent in writing for a decision. When a problem still exists after all of the above steps have been taken, the matter may be brought to the Board of Education for their consideration.

Compensation
Regular Salary and Extra-Duty Compensation: Compensation is paid only as authorized by the Board of Education. Teachers are paid a salary based on placement on the salary schedule set forth in the collectively bargained Negotiated Agreement between the District and the collective bargaining agent for the certificated teaching staff (referred to in this handbook as the "Negotiated Agreement"), and the extra-duty salary schedule also incorporated into the Negotiated Agreement.

Changes in Salary Schedule Placement: The provisions of the negotiated agreement shall govern changes in a teacher's placement on the salary schedule. Teachers are expected to provide the Superintendent with a transcript for all graduate hours earned for purposes of advancement on the salary schedule on or before September 1 of the school year in which such hours are to be credited for the teacher's placement on the salary schedule. Failure to timely provide an official transcript from the post-graduate institution of the graduate hours earned will result in a loss of such credit for such school year.

Salary Payments: Salary is payable over twelve equal installments. Teachers will be paid on the 20th of the month, or the last preceding school day, if the 20th falls on a holiday or weekend day. In emergency cases, exceptions may be made, subject to the approval of the Board of Education. In no case shall the Board of Education advance more than one month's salary. Upon separation of a teacher's employment, or upon fulfillment of the contract, the teacher may, at the option of the Board, be paid all salary due in one lump sum.

Additional compensation over and above regular compensation, extra-duty pay, and supplemental pay shall be disbursed as it is earned and deductions from compensation due to unpaid leave shall be taken out as they are reported to the payroll office. Reimbursements for mileage or other expenses will be considered separate from compensation.

All salary payments are required to be deposited directly into an account of each employee's choice. In other words, direct deposit is required for all employees.

Extended Duty Pay: Extended duty for any teacher beyond the number of contract days established by the Board of Education for the school year shall be paid at 100% of schedule placement on a per diem basis for such teacher's extended time.

Benefits

Teachers are provided benefits in accordance with the Negotiated Agreement, group health insurance plan requirements, and the school district's Section 125 Plan document. Teachers shall make annual fringe benefit elections by September 1 of each school year. Should a teacher fail to make such election, the teacher election from the immediately preceding school and contract year shall be continued. Each teacher is responsible for informing the Office of the Superintendent in writing of any changes in benefit status.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights can be obtained in the Office of the Superintendent.

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give an employee a right to purchase individual coverage if no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

Payroll and Payroll Deductions

Salary and benefits are paid in accordance with the individual employment contracts and Negotiated Agreement. Payroll deductions shall be made in accordance with law and the Negotiated Agreement.

Expense Reimbursement

Reimbursement for authorized mileage will be paid to teachers required to drive their own vehicles during their regular scheduled working hours between two or more work sites. Claims for reimbursement should be submitted to the appropriate supervisor. The allowable rate shall be governed by Board Policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles.

The District provides materials necessary for instruction. If teachers need additional materials for instruction or school-related purposes, the request should be made to the Principal.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be

submitted to and approved by either the Principal or, if the expense relates to an activity, by the Activities Director. A school-owned vehicle will be used when available instead of mileage being paid for travel to workshops or activities. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose. Any reimbursement request not approved prior to expenditure may be denied and returned to employee for payment.

Overtime
Teaching professionals are classified as exempt from overtime under the Fair Labor Standards Act (FLSA). The overtime exemption for teaching professionals is not dependent on whether the employee is paid on a "salary basis." Exempt employees are not eligible for overtime or compensatory time. A publication provided by the federal government, which provides more information about the FLSA is attached as Appendix "A" to this handbook.

The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. (Teaching professionals are not subject to the "salaried basis" test). An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or the Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

See Board Policy 4019 for more information.

Substitute Teachers
Substitute teachers will be assigned by the Administration from a list of certified persons. The rate of pay for substitutes will be reviewed and updated periodically by the Board of Education. On the 11th consecutive day of substituting for a specific teacher the pay rate shall be 1/185th of the base salary for the current year.

Nebraska Public Employees Retirement Systems
The following guidelines will govern the Nebraska Public Employees Retirement System:

A. All new school employees who work 20 hours per week or more must be members of the Nebraska State Retirement System. A percentage set by the state retirement board as established by state statue, will be deducted from the employee's pay, the school district will also contribute (101% of the employee's deduction), and the State of Nebraska will contribute 2% to the retirement system.
B. The staff member must complete a membership form upon first employment in the State

of Nebraska and changes such as beneficiaries should be made periodically to keep up-to-date.

C. Upon retirement, retirement benefits will be paid as calculated by the Nebraska Public Employees Retirement Systems Office. They can be contacted at 1-800-245-5712.
D. By law, the employer must provide each eligible employee (age 50 or over) leave with pay (not district leave) to attend up to two retirement planning seminars.

Certificates and Transcripts

All teachers employed in the Pender Public School District must have a valid teaching certificate registered in the Office of the Superintendent at Pender Public Schools before they may legally draw any salary. An official transcript is required upon hire and any time a teacher is seeking to move on the salary schedule.

New Employees

New employees must contact the Administrative Assistant prior to the first day of work. The following must be completed:

A. W-4 withholding form
B. Background check forms
C. I-9 Eligibility Verification (two forms of I.D.)
    1. Driver's License
    2. Social Security Card
D. Retirement Membership (20 or more hours per week)
E. Health and Life Insurance forms (certified staff)
F. Other required documents

ABSENCES FROM WORK

Paid Leave
See the Negotiated Agreement for the current contract year for leave provisions.

Return from Leave: Upon return from leave, teachers are to review information supplied by the substitute teacher as to progress made in the class and any student behavior concerns. The substitute should be contacted directly if the written information supplied is not adequate.

A teacher who is absent for any period of time because of injury requiring care from a physician or health care provider, or for a period of one week or more due to illness, must present a written statement to the Principal from the teacher's physician or health care provider stating that the teacher is physically able to return to duty. This statement is to be presented in person before the teacher returns to duty in order that the present stage of convalescence can be observed and discussed.

Payroll Deductions When Leave is Requested but Not Available
See the Negotiated Agreement for the current contract year for leave provisions.

Leaves of Absence
A teacher may apply to the Board of Education for a leave of absence from the teacher's duties. The Board of Education will consider such requests on a case-by-case basis. No leave of absence shall extend beyond one school year. All leaves of absence shall be without pay except for the payment of health insurance benefits as may be required under applicable state or federal laws.

Jury/Civil Duty
A teacher who is summoned for jury service shall promptly notify the Principal of such summons. The teacher's salary will continue during time spent in jury service, and no deduction of leave time shall occur, except that the District may reduce the pay by an amount equal to any compensation, other than expenses, paid by the court for jury duty. Teachers are to notify the Principal of the amount received for such jury duty.

If a teacher, upon reporting for jury duty in the morning, is dismissed from jury duty for the remainder of the day, the teacher is to report for duty and resume duties for the balance of the day. When a teacher is entirely dismissed from jury duty, the teacher is directed to report for duty and the substitute will be dismissed.

Teachers are expected to promptly notify the Principal of any other form of legal summons, which may require an absence from duty. In the event the summons involves a school-related matter, the matter shall be treated similar to a jury duty absence. In the event the summons involves a personal matter, the teacher will be required to use available leave days.

Military & Family Military Leave
Teachers who are members of the National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, or Coast Guard Reserve (hereinafter, "reserves"), are entitled to a military leave of absence from their respective duties, without loss of pay, when employed with or without pay under the orders or authorization of competent authority in the active service of the state or of the United States. Teachers who normally work or are normally scheduled to work 120 hours or more in three consecutive weeks shall receive a military leave of absence of 120

hours each calendar year. Teachers who normally work or are normally scheduled to work less than 120 hours in three consecutive weeks shall receive a military leave of absence each calendar year equal to the number of hours they normally work or would normally be scheduled to work, whichever is greater, in three consecutive weeks. Such military leave of absence may be taken in hourly increments and shall be in addition to the teacher's regular annual leave.

When the Governor of this State shall declare that a state of emergency exists, and any teacher who is a member of the reserves is ordered to active service of the state, the teacher shall be granted a state of emergency leave of absence until released from active service by competent authority. The leave of absence shall not be a military leave of absence; other forms of leave may be granted. The teacher shall receive normal salary or compensation minus the state active duty base pay the teacher receives in active service of the state.

Military leave and Family Military leave will be granted to the extent required by State and Federal law.

Employees requesting to take family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days, consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the school, and for leaves of less than 5 days, notify the Superintendent of the leave request as soon as practicable. For more Military Leave information see Appendix E.

Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) provides for 12 weeks of job-protected unpaid leave in a 12‑month period to eligible employees in specified circumstances. A publication provided by the federal government, which provides more information about FMLA leaves, is attached as Appendix B to this handbook. Some specifics regarding FMLA leave at Pender Public School:

A. The plan year for FMLA is a rolling year. A rolling year is a 12-month period measured backward from the date an employee last used any FMLA leave.
B. Employees will be required to substitute remaining applicable paid leave prior to using unpaid leave. In other words, the total of job protected paid and unpaid leave is 12 weeks.

If a teacher needs to take an FMLA leave, or has any questions regarding an FMLA leave, the Superintendent should be contacted. (See Appendix B) Board Policy 4007 and Administrative Regulations 4007.1, 4007.2, 4007.3, 4007.4, and 4007.5 can also be referenced for more information about FMLA.

DUTIES AND RESPONSIBILIITES

Hours of Work & Meetings

Regular, dependable attendance at work is an essential function of a teacher's employment position.

The Board of Education recognizes that teachers' responsibilities to their students and their profession generally involve the performance of duties and the commitment of time beyond the normal working day, but also recognizes that teachers and other educational professionals are entitled to regular time and work schedules on which they can rely in the ordinary course of events and which will be fairly and evenly maintained to the extent possible throughout the school system.

Schools have differing starting and ending times for the student day. Certificated employees assigned to a building are to spend seven hours and 30 minutes on site, excluding lunch break (30-minute lunch), except that duty-free lunchtime can be spent off-site. The Principal will determine the length of time prior to and after the student class schedule for staff to be on-site in order to meet the required seven hours and 30 minutes. Staff may leave the building earlier when called to a professional meeting.

Certificated employees are required to serve on playground, lunchroom and hall supervision as designated by the Principal. The Principal will attempt to make an equitable distribution of such assignments and professional staff shall assume such duties as part of their work and agreement of employment.

Teachers shall attend meetings called by the Superintendent and Principals, except those meetings, which are designated for optional attendance.

See Board Policy 4004 for more information.

Arrival to Duty Assignments

Full-time teachers have a designated on-site workday as 7 hours and 30 minutes. Both elementary and secondary teachers are to be in their classroom no later than 7:55 a.m. and to remain on duty until 3:55 p.m. Certificated employees other than teachers are expected to meet the same guidelines for entry to the building, being in their assigned duty area, and observe duty departure time determined by their supervisor. Teachers and other certificated employees who are part-time or work on adjusted schedules are to be in the building at least 10 minutes before their class or assigned duty begins, and to be in their classroom or assigned duty area at least 10 minutes before their class or assignment begins. During the school day, teachers are to be in their assigned classroom at least five minutes before each period begins to assure that students are not unsupervised within the classroom.

Leaving School

Teachers are to be on duty at all times during the school day. Teachers are considered on duty even during designated planning periods. An uninterrupted lunch period of not less than 30-minutes each day is provided to teachers during which they are not assigned teaching, supervisory, or other duties. Teachers who leave the school during the designated lunch period must check out in the District office.

Teachers may not leave school during duty hours without approval of the Principal. If the absence has been approved, the teacher must sign out in the District office when leaving, and sign back in with the District office upon return. Teachers who need to leave during the school day for reason of illness or emergency are to check out with the Principal's office and make sure that a responsible person has been notified of their unexpected absence so student coverage may be provided.

Lesson Plans/Weekly Reports
Teachers will prepare lesson plans, which cover at least three days of advance instruction. A copy of all lesson plans must be submitted to the Building Principal so they are easily accessible in an unexpected circumstance.

The lesson plans must be sufficiently clear in establishing objectives and related activities so that a substitute teacher or other staff member not familiar with previous classroom activities or progress can understand expectations easily. The plans must give specific reference to other instructional sources immediately available which will enhance the instructional lesson.

Daily Class Record
Every teacher is required to keep a complete and easily understandable electronic record of the attendance and achievement of every student using PowerSchool. This class record must be kept current and include the following minimum information in a readily understandable fashion:

A. The names and any assigned student numbers of all students enrolled in the class at the beginning of the semester.
B. The name and date of entry for each student who enrolls after the semester opens.
C. The date of withdrawal for each student who withdraws from the class previous to the close of the semester--dropouts or early withdrawals.
D. Student attendance procedures include:
    1. Students are responsible for obtaining and completing assignments or tasks when absent from class for any reason.
    2. Arrangements should be made between the student and teacher to determine when missed assignments or tasks are to be completed.
    3. Arrangements should be made prior to the absence when a student knows ahead of time he/she will be absent from school.
    4. This protocol applies to any absence for any reason including absences for school activities.
E. A complete report of all recorded grades for each student is the responsibility of each teacher. There should be at a minimum of one graded assignment a week. Teachers should be sure to test frequently enough and that grades are recorded frequently enough to readily and realistically justify the term and final grades, which are reported to parents.

Upon request a student's individual record in the PowerSchool program shall be made available for review or copying. Information relating to other students should not be allowed to be seen by other students or parents.

Because the entries in the PowerSchool program constitute a source of original entry for information, which may be needed, in the absence of the teacher, teachers are required to save the information in a document file and indicate that on the year-end check out sheet to the Principal at the close of the school year. This is a backup used for filing permanent records.

Teachers who return to Pender Public School District and who wish to refer to their previous year's class record may request the document file for examination.

Note: All teachers are to keep their class records electronically thus fulfilling the requirement of student data.

Classroom and School Procedures

Teachers are expected to adhere to the following classroom and school procedures in the performance of their duties:

A. Bulletin Boards: Each teacher shall be responsible for completing appropriate bulletin board regarding curriculum related matters in their primary classroom. Bulletin boards are to be completely changed no less than two times during each school year. See Board Policy 1110 for more specific information.
B. Text Book and Room Inventory: All school purchased materials must be inventoried with the Building Principal. Textbooks are to be numbered and either have cards in pockets or a form for writing the name of the student whom the book is assigned. Teachers should keep good records of who has which book. At the start of the year, note condition of the textbook on the inventory sheet and keep this sheet. When a book is turned in, the teachers should again note its condition, and if the book shows abuse (other than normal wear) assess a fine that is fair (see student handbook). Teachers should insist that students put covers on their books by the end of the first week after receiving them.
C. Use of Cell Phones: Teachers shall not use personal cell phones for any non-school purpose during instructional time.
D. Use of Paraprofessionals: Paraprofessionals provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A Paraprofessional must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the Paraprofessional in a supportive role. Paraprofessionals may be used to assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculate grades and record grades. Paraprofessionals are to work only on their assigned workdays and within their assigned workday. If the teacher desires the paraprofessional to work hours other than the assigned work hours or assigned workday, contact the administration for approval.
E. Use of Student Aides: Student Aides are to be directly supervised by the teacher and are not to leave the building or be in the halls or anywhere they are not being supervised. Student Aides are not to be used to assist the teacher by helping supervise another student, grade tests or class work, calculate student grades or record grades. Keys are NEVER to be given to students, whether they are Student Aides or not. A Student Aide should not be present and assisting a teacher without another adult present after the end of regular teacher duty hours.
F. Checking Out of Equipment: All equipment must be checked out through the Building Principal. All school equipment may be used only for school purposes. No school equipment may be directed to the personal use of a teacher or another District employee.
G. Requisition of Equipment and Supplies: Books and supplies, which are needed for instruction, should be requested through the Principal's office. Classroom supplies are located in the supply room in the District Office. No equipment or supplies ordered

through the District may be directed to the personal use of a teacher or another District employee.

H. Requisition Procedure:
   1. All purchase orders must be submitted to the Building Principal, AD, or Supervisor for approval and coding.
   2. All purchase orders approved by the Building Principal, AD, or Supervisor require Superintendent approval before the purchase/expenditure can be made.
   3. Purchases without approval may be the individual's responsibility.

I. E-mail: Each teacher will be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Teachers should check for e-mail throughout the day and should timely respond to e-mails which require a response but should avoid checking and responding to e-mails during instructional time. Use of the District's e-mail system for personal communications should be limited and is subject to the rules governing overall computer usage found in Board Policy (5801) and this handbook.

J. Teacher Mailbox: Each teacher will be assigned a mailbox located in the Board Room. Teachers should check for mail each morning and also later in the school day, if possible. If something requires an answer, teachers are responsible for responding promptly. Teacher mailboxes are to be limited to communication regarding school business.

K. Teachers Meetings: Respective Building Principals will schedule teachers' meetings. **ALL** teachers are expected to be present for their respective meetings, unless they are absent from school for good cause or have made prior arrangements.

L. Year End Procedures: Teachers will submit requisitions for needed materials, whether returning to the system or not. The Building Principal and Superintendent must approve all requisitions before the order is placed. Year-end report forms should be obtained and carefully completed. These forms are guidelines for future operations and should be distributed by the Building Principal.

M. Substitute Materials: Teachers shall have appropriate and detailed lesson plans, behavior/discipline procedures, seating charts, grading procedures, and any other relevant information readily available when absent. Teachers also shall provide class rosters with student photographs on them so substitute teachers can identify students. Finally, a reliable student in each class shall also be designated as an aide who will be able to find materials, necessary equipment, and pass along other relevant information.

N. Classroom Environment: At all times, teachers are expected to organize, maintain and ensure that their classroom is in a safe, orderly and clean condition for student learning. Classrooms should be free from distractions (such as inappropriate or unprofessional posters or other displays) and other apparatus that may cause student health problems (such as essential oils and/or essential oil diffusers). Teachers who are uncertain as to whether their classroom meets this requirement are encouraged to consult with their building principal in a proactive manner. Staff members may not hang posters, flags, banners, or other displays in the classroom that may otherwise result in a disruption to the learning environment. Any staff member who is uncertain as to whether a particular display is permitted in the classroom should consult with their Building Principal in a proactive manner. (Board Policy 6111)

Supervision of Students

Proper supervision of students is an important responsibility for teachers and other adults responsible for PPS students. Teachers and other adults responsible for student supervision are

expected to meet the four "P's" for student supervision and safety.

A. Proper Supervision
   1. Teachers shall report to all duty assignments on time.
   2. Teachers shall remain in the halls and near the stairs before, during, and after school until the halls are cleared of students.
   3. Teachers shall circulate throughout any duty area. Pay particular attention to areas and activities that may pose an increased risk of injury.
   4. Teachers shall be vigilant while supervising students. Never leave the classroom unattended; the need to make a copy is not greater than the need to supervise students. If an emergency requires a teacher leave the classroom, the teacher should request that another nearby staff member cover the class or notify the Office so someone can provide assistance. If on recess duty, the teacher's responsibility is to supervise the students in an assigned area. When talking with other adults or students, teachers should remember that his/her primary duty is supervision. It is vital to always remain aware of what all students being supervising are doing.
   5. Teachers shall not dismiss any classes before the bell rings unless arrangements have been made with the Principal. Students are not allowed to leave their seats until dismissed by the teacher.
   6. Students who have been identified as having a propensity to act dangerously or in an unpredictable manner may require increased supervision. (This type of information may be confidential and shall not be shared for any reason).
   7. Teachers shall exercise caution with respect to physical contact with students. Use of corporal punishment is prohibited at Pender Public Schools. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.
   8. Teachers shall use professional and appropriate language at all times. Profanity or abusive language shall not ever be used. Teachers shall be good role models for students. If a student uses inappropriate language, the teacher is to correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.
   9. Teachers or administrators who must enter the restroom or locker room area of the opposite sex for supervisory reasons MUST knock and then announce themselves before entering.
   10. Students are not to be in the building to work on projects, attend meetings, and practice for activity events, etc. unless a sponsor is present.

B. Proper Instructions
   1. Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
   2. Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
   3. When communicating safety rules with students note it in written records (e.g., lesson plan book or daily reports).
   4. Review playground and classroom safety rules with students at least once each semester and document when that task is completed. Also, document students who are absent when rules are reviewed and contact the student(s) to review the same

information. This should also be properly documented.

C. Proper Maintenance of Buildings, Grounds, and Equipment
   1. Teachers shall conduct periodic inspections of equipment for which he/she is responsible.
   2. Broken equipment presents a risk of injury, therefore, it should immediately be taken out of service (if it can't be moved, tape a "Do Not Use" sign) and the office should be notified so the issue can be resolved.
   3. Communication devices should be checked regularly to assure communication with the office is always possible. Communication devices include but are not limited to a school phone, a cell phone, the PA system, or a walkie-talkie.

D. Proper Warnings
   1. If a teacher has knowledge of a hazard that can likely cause injury, steps shall be taken to warn other staff and students. The Office shall be notified immediately so additional warnings may be given.

E. Contact the Office for Assistance
   The Building Principal or District Office should be contacted immediately when a situation exists which could cause injury to students or others. Examples include but are not limited to:
   1. A student fight
   2. A student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office can not be immediately located, call 911 if the problem appears to be of immediate and serious concern
   3. A report or a suspicion that a student has a weapon, any other dangerous item, or drugs, alcohol, or other illegal substances
   4. The presence of an intruder (a non-student or staff member who refuses to go to the office)

Office Visits: Office visits are to be used when the teacher cannot effectively handle the situation at the time. The Building Principal will set the penalty using the Student Handbook and Board of Education Policy as a guide. The teacher immediately will file a disciplinary report with the Building Principal. Parents will be notified by school personnel anytime a student is sent to the office. The Principal may elect for the student to spend several periods in the office or an out-of-school suspension. The situation must be resolved between the teacher and student so an effective classroom relationship can continue.

Student Searches: If a teacher thinks the need to search a student or his/her belongings exists, the Building Principal or designee should be contacted. The teacher should then follow the directives of the Building Principal. A student or his/her belongings should only be searched if deemed absolutely necessary. Student searches should only be conducted with two or more staff members, including the Building Principal, in attendance. Physical force should only be used if necessary to protect the student, other students, or other adults in the building.

Student Rights: Students should be treated fairly and given the same treatment without consideration of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.

Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties. See Board Policy 1200 for more information.

Managing Student Conduct

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. All staff are responsible for **all students** in the hallways, in the rest rooms, at assemblies, at pep rallies, and during lunch. Consequences for inappropriate behavior may include students making up time before or after school, a student or a parent conference, or a referral to an administrator.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline.

A. On the first day of class make students aware of classroom expectations. Students will accept them if they know in advance and if they are fair and consistent. Students often appreciate giving input on classroom rules. These expectations should be in writing. Give one copy to the students, post one copy in the room and provide one copy to the Principal.
B. It is important to document student behavior in the classroom, calls to parents, referrals, and/or communications with a student.
C. If, after attempts to improve student behavior, the problems continue, talk to the School Counselor or the Principal about possible alternatives in discipline procedures. Be attentive and respond to “bullying.”
D. If a student continues to cause problems, inform Administration for disciplinary action using the approved reporting forms. Be sure to state the problem clearly and expectations in terms of assistance, as at times the student and teacher’s stories are different. Be prepared to provide documentation.
E. Follow up on any referral. The student may not go to the Principal or the School Counselor when sent. The Administrator or School Counselor will inform the teacher of the consequences.
F. Refer students with continued and significant behavioral problems to the Student Assistance Team for a determination of whether the student is in need of special services. Contact the Special Education Director with questions regarding the procedure.
G. Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.
H. Read and understand the Student Handbook and the student conduct rules of the District.
I. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in this District and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, one’s self, and others.
J. The Board of Education, Administration, and Staff believe that the way a person is dressed affects the health and safety of students and affects the learning environment of the school. The way a person is dressed also influences the student’s self-concept, which

is directly related to student academic achievement. Therefore, we must be concerned with what is worn each day by all students. The Principal shall determine what is appropriate attire, and the dress code can be found in the Student Handbook.

K. Violations of student rules, which are also violations of State law, are required to be reported to law enforcement. A report of such conduct shall be given to the Building Principal so this law may be followed.
L. Elementary Staff shall be aware of all disciplinary procedures in the Elementary Student Handbook.
M. Secondary Staff shall be aware of all disciplinary procedures in the Secondary Student Handbook.

Dispensing Medication

Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act, Neb. Rev. Stat. §71-6718 to 71-6743. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the office. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel will not administer medicine without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: student's name, name of medication, dosage needed, and time of dispensing the medication. See Board of Education Policy 6910 for more information.

Ibuprofen and Acetaminophen will be available in the office for students. Students will only be allowed to take this medication if they have completed the correct form and a parent has been contacted the day the medication is distributed. See Administrative Regulation 6910.1.

Reporting Child Abuse

Nebraska State Law and Board Policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation, which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

A. Placed in a situation that endangers his or her life or physical or mental health;
B. Cruelly confined or cruelly punished;
C. Deprived of necessary food, clothing, shelter, or care;
D. Left unattended in a motor vehicle if such minor child is six years of age or younger;
E. Sexually abused; or
F. Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Teachers are obligated to inform the law officials or Child Protective Services of suspected abuse or inform their Principal or Supervisor so that they can make a report. However, informing a Principal or Supervisor does not end the teacher's responsibility; teachers are obligated to make certain a report was made if they do not do it themselves.

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, teachers are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to interview the child during the school day and prior to an evening or weekend. In cases of physical injury (e.g., bruising or other marks), it is essential the police observe and document the injury. A counselor, the school social worker or an administrator will help the reporting teacher.

See Board Policy 5402 for more information.

Student Teachers
Teachers who qualify are encouraged to accept student teachers from Wayne State College or other nearby colleges; however, to protect students from excess exposure in any one area, a teacher should not expect more than the equivalent of one full time student teacher per year to be assigned to any one staff member.

Attendance at School-Sponsored Activities
Staff members should keep in mind that their support and presence at school-sponsored activities is both desirable and necessary. It is important that the activity sponsors, coaches, and all P-12 staff members who do not sponsor any activities attend extracurricular programs and activities, which are not directly related to their jobs. All staff members need to demonstrate support for the total educational program, both academic and activity.

Assembly Programs
When attending assembly programs, staff members should disperse themselves among the students, rather than sitting together, to help maintain discipline within the group.

Scheduling Programs
There are to be no scheduled or unscheduled practice of any activity on Sunday without Administrative approval and then they are not allowed to be mandatory.

No practices or performances by students shall be scheduled on Wednesday evening after 6:30 p.m.

No student will be allowed in the school building prior to 6:30 AM for practice in any activity. Arrival for the purpose of travel to a school activity will be approved by the activities director.

PERSONAL AND PROFESSIONAL CONDUCT

Professional Ethics Standards

The Pender Public School District expects its certificated employees to adhere to the professional ethics standards established by the Nebraska Department of Education as such standards may be modified from time to time. The professional ethics standards which certificated employees are expected to adhere to include those set forth below. References to "educator" shall include all certificated employees of the District.

Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in the State of Nebraska and for all educators, including administrators, with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
B. Shall not discriminate on the basis of race, color, creed, sex, sexual orientation, marital status, age, national origin, ethnic background, veteran status, pregnancy, childbirth or related medical condition, or other protected status.
C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
D. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
E. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
F. Shall not sexually harass students, parents or school patrons, employees, or board members.
G. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.

I. Shall report to the Superintendent any known violation of paragraphs G, E, or B above.
J. Shall seek no reprisal against any individual who has reported a violation of this rule.
K. Is required to report to their supervisor the witnessing of a student in the act of using or showing indication of use or having reasonable cause to believe the student was in possession of or has admitted using an illegal drug or alcoholic beverage.

Principle II - Commitment to the Student:
Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.
In fulfillment of the obligation to the student, the educator:

A. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
B. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
C. Shall make reasonable effort to protect the student from conditions, which interfere with the learning process or are harmful to health or safety.
D. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
E. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
F. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
G. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:
The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.
In fulfillment of the obligation to the public, the educator:

A. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
B. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
C. Shall neither offer nor accept gifts or favors that will impair professional judgment.
D. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
E. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
F. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession:
In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is

encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.
In fulfillment of the obligation to the profession, the educator:

A. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
B. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
C. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices:
The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.
In fulfillment of the obligation to professional employment practices, the educator:

A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
B. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
C. Shall give prompt notice to the employer of any change in availability of service.
D. Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.
E. Shall not assign to unqualified personnel, tasks for which an educator is responsible.
F. Shall permit no commercial or personal exploitation of his or her professional position.
G. Shall use time on duty and leave time for the purpose for which intended.

Evaluations
Evaluations of teachers will be conducted in accordance with the District's evaluation policy and supporting administrative regulations. That Board of Education Policy is number 4150, and the AR's are numbers 4150.1, 4150.1.1, 4150.1.2, 4150.1.3, 4150.1.4, 4150.1.5, 4150.1.6, 4150.1.7, 4150.1.8, and 4150.1.9.

Training for the Evaluation Process: Principals shall attend appropriate training sessions on evaluation when necessary.

Communication the Evaluation Process to the Staff: The administration shall present a general overview of the evaluation process on a yearly basis.

Supervisors reserve the right to observe, appraise, or evaluate teachers more frequently than required by Policy on an as needed basis. Teachers are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the Administration.

Role Model
Teachers serve as role models for students and their actions and conduct reflect on the school as a whole. Teachers are in all respects to conduct themselves in a professional manner.

Relationships
It is important for teachers to maintain an effective working relationship with Administration and all co-workers, including other teachers and support staff. Teachers are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with Administrative directives and Board Polices, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

When addressing colleagues in front of or within hearing distance of students use proper titles. Teachers should address students by their first names and require them to address the teacher by last name with the proper title.

Professional Boundaries Between Employees and Students
All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action. See Board Policy 4025 for details.

Professional Attire
It is important for teachers to project a professional image to students, parents, and co-workers. Appropriate attire and grooming are one of the means of projecting a professional image. Teachers are expected to maintain conservative and professional attire and grooming when on duty. As professionals, teachers are expected to be aware of the standard to be maintained. As a minimal guide, teachers should not wear clothing which students would not be permitted to wear at school. Administration may establish more detailed guidelines should that be necessary.

Private Tutoring
Teachers are encouraged to provide individual assistance to students as a part of their duties. Teachers who engage in private tutoring for pay (compensation of any kind from a source other than the District) are subject to the following rules:

A. The teacher may not arrange to provide private tutoring for any child enrolled in the teacher's class.
B. The teacher is not to provide private tutoring in a school building.
C. The teacher is not to provide private tutoring during duty time.
D. The teacher is not to advertise or promote the teacher's private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Outside Employment
Teachers shall not perform duties unrelated to District employment during duty hours. In addition, teachers shall not engage in employment which conflicts with their school duties. Teachers are not required to notify the District of outside employment except: (1) teachers who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) teachers who have a work-related injury in order to comply with workers' compensation requirements.

ACADEMIC MATTERS

Purpose and Goals of Academic Achievement
The Pender Public Schools Board of Education is committed to providing a quality education for all Pender Public Schools students consistent with the school's mission statement. Effective, quality instruction by teachers is an essential means of meeting the District's mission of providing a quality education.

Teaching to Student Understanding to Assure Learning
Each teacher is responsible for teaching in a manner to meet the mission of the District and to assure student understanding and learning of the principles and concepts to be presented to students within the curriculum adopted by the District. Teachers will model classroom instruction on the educational model implemented by the District and reflected in the teacher evaluation instrument adopted by the Board of Education. Teachers are responsible for familiarizing themselves with the instructional model and the principles of instruction set forth in the evaluation instrument. The administration shall provide periodic in-services regarding the instructional model.

Staff development must be approved through Administration and paid for by the individual unless directed by Administration.

State and Federal laws and regulations have been enacted which require that students with certain needs be provided instruction and services consistent with those special needs. Examples include students who have been verified as in need of special education ("special education students"), students with other disabilities which impact the educational program ("504 students"), and limited English proficient students ("LEP or ELL students"). The District's Policy is to comply with the state and federal laws and regulations in all respects. Teachers who are assigned special education, 504, or LEP/ELL students are required to provide instruction and services consistent with legal requirements and the requirements of Board Policy and regulation.

Instruction in the Curriculum
Teachers shall instruct students in the curriculum, including the use of curriculum materials, adopted and implemented by the Board of Education and as directed by Administration.

Homework: A reasonable amount of homework should be required of the students, as long as any "new" work is reviewed for understanding during class.

No hard and fast rules concerning homework can be made. Some generally accepted principles should govern the teacher in the assignment of homework.

A. There should be flexibility and differences in the assignment to individual students. These should stem from real needs and the consideration of the total education background of the individual student.
B. Homework should serve a definite purpose, to provide drill or practice on a principle or skill already taught; to provide real-life application of the matter in hand; to develop appreciation for or knowledge of community resources; or to develop the personal culture of the student.
C. Homework should be used as a technique for learning, not as "busy work."
D. Homework should not be ordinarily assigned as punishment.

E. Homework should not be used to replace or reduce supervised study, which should take place during school hours. This type of study usually achieves better results than homework.
F. Homework is more effective if a conference with the parent results in understanding of purpose and ways in which help at home can best be offered.
G. There should be a cooperative effort on the part of teachers to coordinate homework assignments, so students are not overburdened with excessive quantities of homework.
H. Each teacher should teach students what to study and how to study.
I. Homework should be checked by the teacher and mistakes of students indicated for correction with individual comments wherever indicated or possible.

Sensitive Topics: Whenever planning an activity that may involve moral or sexual connotations, teachers should contact the Principal well in advance. If the project is approved, the teacher should make plans to send parent notification/permission forms home so they can be received well in advance of the activity. Teachers should be sure to make an alternative activity for those who are not allowed to participate.

Measuring and Reporting Academic Achievement

Recording Grades: Each teacher shall record grades in PowerSchool. A sufficient number of grades must be recorded in the grade book to justify all quarter and semester grades for each student. Consistent and complete records shall be kept. Teachers must be able to support and justify the grades that each individual student earns.

Grades and Grading: Measuring and accurately reporting the level of each student's academic achievement is of critical importance to students, parents, staff, the Board of Education, and community. To this end, each teacher shall develop a variety of assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessment, and report such results on Report Cards. Teachers should endeavor to measure student learning and understanding on a frequent basis during each quarter to provide an accurate evaluation of each student's academic achievement for that period. Grades must be recorded for all curricular areas.

A. Secondary students shall be graded using the following criteria:
    1. Coursework:
        a. Coursework refers to any formative or summative assessment assigned by the teacher to the student. All coursework must be completed by the student to receive credit for the class.
    2. Coursework Types:
        a. **Practice** assignments are brief. They are done to learn a new skill or to gain initial content knowledge. Examples include student responses on white boards, a valid sampling of math problems, keyboarding exercises, diagramming sentences, and checking and recording resting heart rate. Practice assignments are not generally graded for accuracy (descriptive feedback will be provided in class) and are not a part of the grade. Practice work is at the student's instructional level.
        b. **Formative** assignments or assessments shall make up **35%** of the overall grade. They are minor in nature and given for the purpose learning. Examples include a three-paragraph essay, written responses to guiding questions over an assigned reading, and completion of a comparison contract matrix. Formative assignments are graded for accuracy and descriptive feedback is provided. Formative work is

at the student's instructional level and/or grade level standards.

c. **Summative** assignments or assessments shall make up **65%** of the overall grade. They are major end of learning unit tests or projects. Examples include a research paper, an oral report with a power point, and a science fair project. Summative assignments assess the student's progress on grade level standards.

3. Extra credit will not be given.
4. Unit of Study
   a. Units of study are set and determined by the teacher. The time of a unit of study may change throughout the year depending on the subject and topics being taught in any given class. The teachers will communicate the time for each unit of study to the students. It is the responsibility of the student to ask the teacher if they are unclear on the time frame for each unit of study.
5. Redoing/Revising Coursework:
   a. Students are allowed to redo and revise assignments at the discretion of the teacher and will occur within the unit of study. Criteria for retakes on formative and summative assessments will be made available to the student and the parent/guardian at the beginning of the semester. All questions on the process should be directed toward the classroom teacher.
6. Late Coursework:
   a. Students are expected to complete all coursework by the due date assigned by the teacher. All assignments not turned in by the assigned time will be noted as "missing" and a "0" with an "M" will be noted in the gradebook. Late work is accepted for full credit at the discretion of the teacher and will be completed within the unit of study. Once a late assignment is turned in it will be recorded in the gradebook with an "L" next to the grade.
7. Missing Coursework:
   a. Students will complete all missing coursework in a class to receive full credit for that class. All missing coursework will be noted in the gradebook with an "M" and a grade of "0". **Teachers may require a student to stay until work is completed.** Students and parents are responsible for making transportation arrangements if a student is required to stay for extended time. Any student who has work marked as "missing" on Tuesday morning may be required to stay for a Wednesday afternoon detention, 2:30-4:00, to complete missing assignments. Students will only be excused from Wednesday detention with permission of the assigning teacher. If work is not completed to standard during this time the teachers may hold students longer. A warning list will be sent on Mondays to be given during study hall. Failure to comply with a teacher's homework request may result in parent contact, extra time before or after school, or in school suspension.
8. Grade Scales:
   a. Teachers are to use only the grading scales set forth below. Any deviation from the approved grade scales must be approved by the Building Principal. (BOE Policy 5204)
   b. STUDENT EVALUATION SCALE (Secondary): The grade scales to be used for reporting student progress in grades 7 through 12 are as follows:

98-100	=	A+ 4.0	95-97.99	=	A 4.0	93-94.99	=	A- 4.0
91-92.99	=	B+ 3.7	89-90.99	=	B 3.3	86-88.99	=	B- 3.0
84-85.99	=	C+ 2.7	82-83.99	=	C 2.3	78-81.99	=	C- 2.0
76-77.99	=	D+ 1.7	73-75.99	=	D 1.3	70-72.99	=	D- 1.0

c. Class rank will be determined by "weighting" Advanced Math, Calculus, Chemistry, College Prep English, Physics, & Spanish IV by adding 7 percentage points after the grade average is figured. 3.5 percentage points each semester after the grade average is figured.
d. Incompletes will be given when a student's work for a semester or quarter is not complete. Unfinished work causing the incomplete must be finished within two weeks of the time the incomplete is reported or it will become a failing grade.
e. If a student has excess absences, that student will be short credits in accordance with the current policy. "Conditional" grades will be eliminated. If a person cannot pass after a two-week "incomplete" period, that student will fail.
f. Two failures after two-week period will make a student ineligible for interscholastic activities. Teachers and coaches will be available for academic counseling for any failing student. Teachers will inform each student on Monday if he/she is failing. If a student has three or more failures after two weeks, he/she will be sent home to study and will not be allowed to practice.

B. Elementary students shall be graded using a Standards Based Grading and Reporting (SGB&R) approach. The following criteria shall be implemented and utilized.
1. Within each content area, teachers will assess student knowledge and assign one of the proficiency ratings below to each graded standard. Each content area has several graded standards based on standards dictated by the Nebraska Department of Education. The proficiency rating assigned will be based on student performance over the course of the grading period on practice work, formative assessment, and summative assessment. Emphasis will be placed on the most consistent level of work and knowledge as well as the most recent level of work and knowledge. Life skills and student conduct are separately graded for each student.
2. STUDENT EVALUATION SCALE (Elementary): The elementary (K-6 grade) students grading scale for all content areas is as follows:

4 - Exceeds - Independently performs above grade-level expectations
3 - Meets - Demonstrates grade-level skills, little or no support needed
2 - Progressing - Skills are developing, some support needed
1 - Beginning - Skills are limited, frequent support needed

3. Students in grades 4-6 receiving only 3's and 4's will receive **honor roll** recognition.

Reconsideration of Grades/Marks: Questions raised concerning duly assigned grades will be resolved cooperatively in a conference which includes the teacher(s) involved and the Principal. In the event a grade is questioned by parents or students, the parents/guardians and/or student may be included in the conference.

Failure to resolve the issue will result in a second conference involving the Superintendent or designee and the participants in the initial conference described above. The grades designated by teachers will not be changed unilaterally by the Superintendent unless the Superintendent determines that the grade is not consistent with the requirements of law, Board Policy, or the best interests of the District.

Reduced Credit: Some students in certain situations may qualify for less than the number of credits normally granted for a course. Late entry or a serious injury at an awkward point in the semester would be a couple of examples. If a student is excessively absent (seven days a semester) from a class for any particular reason, the student may lose credit. This may be appealed to the Principal who will refer it to the credit appeal committee.

Transfer Grades: A student transferring into Pender Public School at the fifteen-to eighteen-week time period will have all grades on transcript from an accredited school accepted for semester credit. Grades must be approved for credit by the Principal.

Weekly Reports: Student grades should be exported weekly to assist in eligibility lists. The Building Principal will establish the day of the week for which grades are to be reported. Mid-terms will be sent home after the 4th week of each quarter. If a student is failing a class, a comment should be included with the export of the grades.

Reports to Parents: Grades and credit are assigned on a quarter (9 weeks) or semester basis (18 weeks). Reports are sent to parents at the close of each nine weeks during the school year; the reporting periods are referred to as first quarter, second quarter, first semester, third quarter, fourth quarter and second semester.

The grade reports are produced from information supplied by teachers and distributed to students at school or are mailed to parents.

All term or mid-quarter grades are calculated on a cumulative basis; i.e., the grade given at the end of the first quarter represents an evaluation of work done during that quarter, and the grade given at the end of second quarter represents an evaluation of work done during that quarter. The close of the semester represents an evaluation of all the work done during the entire eighteen weeks.

The end-of-quarter and end-of-semester reports are directed to parents, not to students. Students probably know quite well how they stand in such areas as citizenship, attitude, cooperation, attendance, preparation of assignments, etc. The parents do not have this knowledge. If any such factors have significant bearing on the student's grades or their relationship with teachers, notes should be sent to parents. Arrangements will be made to place these teacher-written notes with the grade report forms. The notes may call attention to deficiencies, faults, or failures; or they may be commendatory in nature. If carefully prepared, they can be most valuable. Parents need to have information about areas of strengths and areas needing improvement and progress being made by their child. For their instruction, and for our ultimate well-being, if and when problems arise, it is essential that the reports be as informative as possible. Teachers should, in all cases, plan to keep on file duplicate copies of the notes, which are sent to parents.

Please accept, cooperatively and professionally, the responses that parents may make subsequent to the distribution of term or mid-quarter reports. Parents are not always helpful or reasonable under these circumstances, but they do need information and direction. Teachers should encourage parents to discuss their student-centered problems with the teacher and give them all possible assistance.

If a student's grade drops drastically following a report card or the mid-term report, the teacher should contact the parent or guardian. This should be by phone and a progress report. Positive

reports are highly encouraged and should be sent to anyone on the outstanding list. Parents need communication from the school.

Mid-Quarter Progress Reports to Parents: Mid-quarter progress reports are prepared at or near the middle of the fourth and the thirteenth weeks of each semester. These reports will be mailed to all parents.

Parent-Teacher Conferences

Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. To this end, Parent-Teacher conferences will be scheduled once each semester during the school year. Teacher attendance at Parent-Teacher conferences is mandatory. A teacher may only be excused from attendance at Parent-Teacher conferences by obtaining written permission from the Superintendent. The schedule setting forth the dates and times for the Parent-Teacher conferences for the school year is as follows and will be listed on the school calendar:

October 23, 2024 from 2:00 p.m. to 8:00 p.m.
February 19, 2025 from 2:00 p.m. to 8:00 p.m.

Teachers are expected to be prepared for such conferences. Being prepared includes having completed grade books which include all student assignments, work or tests completed within five (5) days of the date of the Parent-Teacher conference.

Class Field Trips

Field trips shall be planned as a part of the classroom activity in all grades as needed. The Building Principal MUST approve field trips requests in writing. The request form must be filed in the office, which will include destination, transportation, date and time of departure and return. The following list of guidelines should be adhered to:

A. All trips and excursions shall have sufficient sponsors approved by a school Administrator. A guideline would be one adult for every twenty students.
B. It is recommended that actions taken on field trips reflect the character of the school.
C. When possible, all field trips shall be by school bus.
D. No field trips will be approved after May 1st of each year.
E. Only approved licensed drivers are permitted to transport students in school van or bus.

USE OF SCHOOL FACILITIES AND EQUIPMENT

Drug-Free Workplace:
The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place while teachers are on duty time. Any levels of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on a teacher in the work place or on duty; time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, teachers are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the teacher commits a criminal drug or alcohol offense off the work place or off duty time.

Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed upon teachers who violate the aforementioned standards of conduct. Sanctions may include the requirement that the teacher complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

<u>Drug Free Student Policy:</u>

A. The use or possession of any type of alcoholic beverage on the school premises or by any group under the supervision of a sponsor at any activity or on any activity trip is forbidden.
B. When it has been observed that students at school or at an activity under school sponsorship have possession or have indulged in the use of any alcohol, drugs or smoking, they shall immediately be suspended from school until a proper hearing or conference can be scheduled with the parents. Procedures outlined by LB 405 will be followed in all student suspensions.
C. Students observed using or in possession of any controlled substance shall be suspended from school following the provisions of LB 405 and such use shall be reported to the proper local authorities.
D. All staff members are expected to be alert for the detection of alcoholic or controlled substances in student hands.

Smoke and Tobacco-Free Workplace
The use of tobacco products in the District's buildings, all owned or leased facilities, and vehicles is prohibited. Electronic nicotine delivery systems are also prohibited.

Weapon-Free Workplace
The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any teacher found to be in violation of this policy is subject to disciplinary action, up to and including termination.

The term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

A. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
B. The frame or receiver of any object described in the preceding example;
C. Any firearm muffler or silencer;
D. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
E. Any bludgeon, sand club, metal knuckles, or throwing star;
F. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocketknife with a blade of 2-1/2 inches or more is a prohibited weapon. A switchblade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
G. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun; and
H. The term “dangerous weapon” includes any personal safety or security device (such as tasers, mace and pepper spray). If a staff member desires to carry or possess a personal safety or security device, the staff member must obtain prior approval from the building principal before bringing such device on school grounds. If a staff member obtains prior approval from the building principal, the staff member must store the device during the school day in a secure location designated by the building principal. A staff member shall not carry the personal safety or security device during the school day.
I. A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
J. Any other objects that is designed for or intended for use as a destructive or injurious device.

The phrase "possession of a weapon" includes, without limitation, a weapon in a teacher's personal possession, as well as in a teacher's motor vehicle, desk, locker, briefcase, backpack, or purse.

Use of District Computer Network and Internet

Teachers have access to the District’s computer network and the Internet for the enhancement and support of student instruction. It is important to remember that the equipment and the software are the property of the school district.

In using the computers and the Internet, teachers are agreeing to the following:

A. Since copyright laws protect software, teachers will not make unauthorized copies of software found on school computers by any means. Teachers will not give, lend, or sell copies of software to others unless the original software is clearly identified as shareware or in the public domain.
B. If a teacher downloads public domain programs for personal use or non- commercially

redistributes a public domain program, the teacher assumes all risks regarding the determination of whether a program is in the public domain.

C. Teachers shall not access material that is obscene, child pornography or otherwise inappropriate matter for educational or work-related uses or contrary to the District's mission. Teachers are not permitted to knowingly access information that is profane, obscene or offensive toward a group or individual based upon race, gender, national origin or religion. Further, teachers are prohibited from placing such information on the Internet.
D. Teachers will protect the privacy of other computer users' areas by not accessing their passwords without written permission. Teachers will not copy, change, read, or use another person's files. Teachers will not engage in "hacking" or otherwise attempt to gain unauthorized access to system programs or computer equipment.
E. Teachers will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
F. Teachers will not disclose their passwords and account names to anyone or attempt to ascertain or use anyone else's password and account name.
G. Teachers will not attempt to login to the system as a system administrator.
H. Teachers understand that the intended use of all computer equipment is to meet instructional objectives.
I. Teachers will not waste or take supplies, such as paper, printer ribbons, toner, and diskettes that are provided by the District.
J. Teachers will not use the network for financial gain or for any commercial or illegal activity.
K. Attempts to bypass security systems on computer workstations or servers, or vandalism will result in cancellation of privileges and may result in further consequences. Malicious attempts to harm or destroy data of another teacher, or data that resides anywhere on the network or on the Internet, or the uploading or creation of computer viruses are forbidden.
L. The District will not be responsible for any liabilities, costs, expenses, or purchases incurred by the use of the District's telecommunications systems such as the Internet. This includes, but is not limited to, the purchase of on line services or products. The teacher is solely responsible for any such charges. The teacher's acceptance of an email account is an acceptance of the teacher's agreement to indemnify the District for any expenses, including legal fees, arising out of the teacher's use of the system in violation of the agreement.
M. The Internet will be supplied for teachers to use on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free.
N. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
O. The District reserves the right to refuse posting of files, and to remove files.
P. The District further reserves the right to inspect a teacher's computer and computer usage at any time. Teachers have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system.
Q. The computer system is not a public forum. It is provided for the limited purpose of advancing the District's mission.
R. A technology protection measure is in place that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection

measures or procedures as deemed appropriate. The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed district training by the on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of a building administrator. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

Any violation of any part of this agreement or any other activity which school administrators deem inappropriate will be subject to disciplinary action. Discipline could include but would not be limited to, the immediate suspension or termination of the teacher's Internet account and computer privileges, reprimand, suspension, or termination.

Use of School Facilities

Teachers will be issued keys and/or key fobs to the school. Teachers are expected to not lose their keys or key fobs and to not allow others to have access to or to use their keys. If keys are lost, the teacher will be required to pay the cost of replacing the door locks. If key fobs are lost, the employee will be required to pay $10.

Teachers are permitted to have access to school facilities during non-school time provided such access is for work-related purposes. When teachers leave the building, they are to close all windows, lock their classroom door, and make sure that the entry door is fully closed and locked. This is especially important when teachers are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.), and school postage is to be used for approved school-related purposes only. Excess or surplus supplies or equipment, including items, which have been placed in the trash, should not be removed for non-school use without approval from Administration.

Use of the Copy Machine: Only student aides are to use copy machines for individual teachers.

See Section 4000 of Board Policy for more information regarding use of school facilities.

Care of School Property

Teachers are responsible for the proper care of all books, equipment, supplies, and furniture supplied by the school. If an item is in need of maintenance or repair, it should be reported to the Building Principal. If a teacher learns that a student has damaged school property or equipment, or if a teacher is responsible for damage to school property, it should be promptly reported to the Building Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

Teachers are responsible for the general appearance of their rooms. Teachers are asked to please

pick up papers that are left on the floor. Staff members are encouraged to decorate bulletin boards with educational material.

Use of Telephone
Personal telephone calls shall not be made during duty time except in the event of an emergency. Long distance calls that are school related can be made from a classroom phone with a specific code. Except in case of emergency, school telephones shall not be used for personal long-distance calls. Class will not be interrupted due to phone calls from teachers and/or students except in an emergency.

Students are not to use the phones located in the rooms for personal use. Students have access to the phone on first floor during their lunch break.

Visitors
Teachers are not to have visitors on school property except on a short-term basis and only with permission of the Building Principal. Included in the definition of visitors are family members of the teacher. Visitors should follow posted procedures for being on school property. Teachers are not to bring their children to school with them in lieu of taking them to childcare.

Students wishing to have visitors need to check with the Building Principal and sign in the office upon arrival. Visits are recommended to be only for one day.

Salespersons
Teachers need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the teacher while engaged in the teacher's duties except for such times as may be designated by the Superintendent or designee. By law, the hours of no solicitation are between 8:30 a.m. and 5:00 p.m. on all days school is in session. If teachers are required to be at work earlier than 8:30 a.m., the hours are extended to that earlier time as well.

Teachers shall not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or designee. Teachers shall not use time for which the teacher is on duty or paid by the District to engage in any activity for personal financial profit. Any violation of this policy will be held to be willful insubordination.

Security of Desks, Lockers, Etc.
Offices, teacher desks, lockers, file cabinets and other such storage devices ("storage devices") are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The school exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items a teacher wants to have kept private should be kept in a separate personal storage device, such as a briefcase, purse, or backpack.

The District is not responsible for any personal property teachers may bring to school. Teachers are cautioned not to bring large amounts of money or items of significant value to school.

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 may use video cameras in locations as deemed appropriate. The devices shall not be placed or operational in locations in which individuals have a high expectation of privacy, such as restrooms and locker rooms. Video recordings are considered student educational records and may be subject to FERPA guidelines.

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 surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Bulletins and Announcements
Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Daily Bulletin
A daily bulletin will be made available to teachers on PowerSchool and will be read during 1st Advisory Group period using the PA system in the secondary classrooms. Teacher and calendar information will also be included in this document. Announcements should be handed in to the district office by 4:00 p.m. for the next day's bulletin.

Copyright and Fair Use Policy
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 statue 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:

A. The purpose and character of the use, including whether such use is of a commercial

nature or is for nonprofit educational purposes;
B. The nature of the copyrighted work;
C. The amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
D. 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.

See Board Policy 6020 for further copyright and fair use information.

Lost and Found
Teachers who find lost articles are asked to take them to the office, where the owner can claim the articles.

Safety
Safety Program and Safety Committee: The District has established a Safety and Security Management Plan, which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Teachers are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Building Principal or the Superintendent. It is also available on the Teacher Share Drive to which all teachers have access.

The District also has a safety committee to address employee accidents, injuries and work place conditions. A representative from each bargaining group plus representatives appointed by administration serves on the committee. Teachers who have a desire to serve on the committee should contact the Superintendent. Teachers can make suggestions and/or report concerns to the safety committee in the following ways: (1) contact the teachers association representative of the safety committee, (2) contact the President of the teachers association, or (3) contact the Safety Committee in care of the Superintendent.

Safety Practices
Guidelines for safe work practices, which teachers should follow, include the following:
A. Teachers should never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
B. Teachers should always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
C. Teachers should wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
D. Teachers should be aware of his/her surroundings, pick up clutter, and keep his/her work area or room clean and free of clutter, debris, etc.
E. Teachers should identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.) and follow up if not repaired.
F. Teachers should not use equipment if not familiar with it or operate machinery without proper training.
G. Teachers should not carry heavy or bulky objects. A cart, dolly, or assistance should be sought. It is also important to know how to properly lift.

H. Teachers should report significant injuries or medical problems to his/her supervisor immediately and complete the employee accident report. Significant injuries are ones that involve a blow to the head or require treatment beyond a Band-Aid or ice pack.
I. Teachers should wear seatbelts when in vehicles where provided.
J. Teachers should not do repetitive tasks for long periods of time (i.e., keyboarding, cutting things out, filing, typing, etc.). Teachers are encouraged to take breaks, learn and do stretching exercises, etc. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Building Principal.

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Use of Personal Vehicles: Teachers who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Teachers will be provided a Driver's Certification form to verify this information and to be given instruction on emergency evacuation and first aid. Teachers who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Teachers are not to use cell phones while driving a school vehicle or while transporting children.

Accidents: Every accident, which results in a personal injury, must be reported to the Building Principal immediately. In the event the injury involves a student, the teacher responsible for the student as either teacher, coach, or sponsor is responsible for making the report. If the injury occurs in the presence of the teacher, the teacher is also responsible for making a report.

Workers Compensation: Teachers are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Fire Drills: At the sound of the fire alarm, all personnel should leave the building as orderly and as rapidly as possible without stopping for coats or any other property. Pupils should go directly to the area designated for their particular class. Instructors will take roll and report all absenteeism to the Principal. As soon as the bells sound (not before) re-enter the building and return promptly to work.

Pupils are to pass from the following rooms in the manner indicated. In the event of an exit block, use the next nearest exit. **Move as far from the building as possible so as to not interfere with firemen in case of an actual fire.**

First Floor:
A. Secondary Offices move right out the north main building door
B. Art Room—southwest door of the main building
C. Vocational Agriculture—east door—move south close to the street.
D. Cafeteria—Use the southwest door of the main building
E. Vocal Music—out south double doors by Ag room
F. Instrumental Music—South fire escape door

G. Strength Training—out northeast gym exit door and move south
H. Science—Exit Fire Escape Doors and move south
I. Elementary gym—Hallway—South
J. New gym—West Door—North

Second Floor: Classrooms (201 & 202) east of the center stairs go down the east stairway in two single files and out the south door of the hallway to the elementary gym. Classrooms west of the center stairs (206) go down the center stairs single file, using the outside of the stairway and out the southwest doors of the main building. Rooms (207 & 208*)* and south rooms (203 & 206) take the fire escape and move south across the street.

Third Floor: Classrooms east of the center stairs (distance learning (303), Room 301, Room 302, Room 304) go down the east stairway in two single files and out the south hall door of the hallway to the elementary gym. Classrooms west of the center stairs, Room 306, go down the center stairs single file, using the outside of the stairway and out the southwest door of the main building. Room 308, 309, & the library should exit the fire escape on the south side. All students and staff should move south across the street.

Tornado Drills: An intercom announcement will be given, not the regular buzzer used for the fire alarms.

The following directions should be followed after the alarm has been given:

- Students in Grades P-3 move to the Junior High Girls' Locker Room. Enter the Old Gym through the door on the north side between Rooms 170 and 171.
- Students in Grades 4-6 move to the Junior High Boys' Locker Room. Enter the Old Gym through the either vomitory entrance on the west side.
- Students in Grades 7-12 move to the Band Storage Room. Students should use the hallways to enter and should stay out of the Old Gym.
- In the event that there is not enough room for students in those three spaces, the old boiler room next to the Junior High Boys' Locker Room should be used. If a group of students move to the aforementioned space, administration will be immediately notified.

Whenever possible, students should crouch on their elbows and knees with their hands over the back of their heads or sit curled up with their back to the wall and cover their head with a book. Stay away from doors and windows. If a school bus is caught out in the open when a tornado is approaching, the bus will pull over and students will drop in the aisles or under the seats for protection.

Teacher Parking
Staff members are allowed to park anywhere on school grounds. Students will be allowed to park in lots #1, #2, and #3 (north of the school building). Students will enter these lots from Whitney Street and exit through the alley. Lot #4 (south of the school) is designated for district transportation and school personnel only. Students are not allowed to park immediately around the school building an all 4 sides.

Use of School Vehicles

A. Students are not to be transported in school vehicles unless the driver has an appropriate license.
B. Staff members who drive activity vans must check the operating fluids. Sponsors must help keep the vans and busses clean by requiring students to keep trash in appropriate containers. Activity drivers may also need to sweep out a vehicle.
C. The Transportation Director or designee will assign activity trip vehicles.
D. The capacity for the modified 12-passenger vans is ten nine (9) passengers plus one driver.
E. See Board of Education Policy 3410 titled "Safe Driving Record Standard for Drivers" for information regarding the use of school vehicles.

STATE AND FEDERAL PROGRAMS

Notice of Nondiscrimination (See Board Policies 4003 and 5401)
The Pender Public School does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights
One Petticoat Lane
1010 Walnut Street
3rd Floor Suite 320
Kansas City, MO 64106
VOICE: 816-268-0550
FAX: 816-268-0599
TDD: 800-877-8339
ocr.kansascity@ed.gov

The U.S. Equal Employment Opportunity Commission (EEOC)
1801 L Street, N.W.
Washington, D.C. 20507
(800) 669-4000; TDD: (800) 669-6820

A publication provided by the federal government concerning rights of non-discrimination is attached as Appendix C to this handbook.

Designation of Coordinators
Any person having inquiries concerning the District's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Pender Public School 609 Whitney, Pender, NE 68047, 402-385-3244.

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	Secondary Principal
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

Anti-discrimination & Harassment Policy (See Board Policies 4003 and 5401)
Elimination of Discrimination: Pender Public Schools 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: The Pender Public School District is committed to offering employment and educational opportunity 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, the Pender Public School District 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 sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status is prohibited. The following are general definitions of what might constitute prohibited harassment.

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

B. 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.

C. 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 work place, classroom or educational environment. Sexual harassment may exist when:
   1. 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;

2. 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;
3. 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, class room or educational environment.
4. 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 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 a student feels immediate help is needed for any reason, the complaint should be reported to the Superintendent of Pender Public 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 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 to be made against an employee or student for alleging in good faith a violation of this policy.

Grievance Procedure for Persons with a Disability

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints of alleged violations of the ADA or Section 504:

A. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
B. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
C. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
D. The Coordinator shall make a decision on the Complaint within thirty (30) days of the

filing of the Complaint, unless such time period is extended by agreement of the Complainant. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.

E. The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution, and shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period. In the event the complainant rejects the proposed resolution, the complainant shall be given the opportunity to file a request for reconsideration within the ten (10) days from the date the Coordinator's division is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. The Coordinator shall consider any additional information provided in the request for reconsideration and make a decision on the request for reconsideration within 10 (ten) days after the request for reconsideration was filed.

Confidentiality of Student Records (FERPA)
The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the District's policies under FERPA are found in Board Policy and in the Student Handbook.

To the extent permitted by law, contractors, consultants and volunteers may be permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to educational interest; which means records needed to effectively provide the function or service for which they are responsible.

School officials may have access only to those education records in which they have a legitimate educational interest, unless the parent has given written and dated consent for the access. A school official who violates this restriction shall be subject to disciplinary action up to and including termination.

Disclosure of Student Information to Military Recruiters and Colleges (See Board Policy 1080)
A school directory will be used and distributed only by authorization of the Principal or Superintendent. Under no circumstances will it be distributed for political or commercial purposes. If student directory information is released it shall not be released to an agency or individual if personal profit is the object of the receiver. Directory information for purposes of the school directory may consist of (1) student name, (2) address, (3) grade in school, (4) name of parents or guardian, and (5) date of birth. Parents who do not wish to have their child's name(s) included in the directory to be released may request that it be deleted. It shall be the Principal's responsibility to delete those names.

Disclosure of Staff Qualifications
The District shall give parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. The District designates the following information as "directory information" and will give parents/guardians such information upon request:

A. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

B. Whether the teacher is teaching under an emergency or provisional teaching certificate.
C. The baccalaureate degree major of the teacher, along with information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.
D. Whether the parent/guardian's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet certification requirements.

Student Privacy Protection (See Board Policy 5421)
The District shall make every effort to protect the privacy of students. Further information about student privacy and the District's policies with regard to student privacy are found in Board policy and in the student handbook. In general, employees are expected to comply with these provisions and related Board policy, as follows:

A. Student surveys created by and administered by either the United States Department of Education or a third party (a group or person other than the District)—give parent/guardian the opportunity to inspect the survey upon request before the survey is administered or distributed to the students;
B. Student surveys which involve "sensitive" matters—make suitable arrangements to protect student privacy (that is, do not include the name or other identifying information about a particular student) and give parents the opportunity, in advance, to "opt-out" their child from the survey. Sensitive matters include:
    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).
C. Instructional materials—permit parents upon reasonable request to inspect any instructional material used as part of the educational curriculum for their child. The term "instructional materials" does not include academic tests or academic assessments for purposes of this parent inspection requirement. If a teacher receives such a request, the parent should be directed to the Building Principal and the teacher should also inform the Building Principal about the request to get instructions.
D. Collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information—the District policy is to not gather such information for such purposes.

Parental and Family Involvement (See Board Policies 6400)
<u>General - Parental/Community Involvement in Schools</u>: The District's policy is to welcome parental and family involvement in the education of their children. As a part of this policy, employees are expected to:

A. Provide parents and family members timely information about their child's progress, including use of quarterly report cards, active and constructive attendance at parent-teacher conferences, and more frequent parent and family member contacts where warranted by the student's academic and behavioral needs;

B. Make textbooks, completed tests and other curriculum materials available for review by parents and family members upon request;
C. Permit parents and family members access to their child's records according to law and school policy;
D. Encourage parents and family members to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher, counselor or administrator, provided that such parent and family member attendance be educationally appropriate and not disruptive to the educational program;
E. Assure that testing occurs to assure proper measurement of each child's educational progress and achievement;
F. Permit parents to excuse their child from testing, classroom instruction and other school experiences when possible and educationally appropriate;
G. Notify parents and family members of student surveys in accordance with district policy, obtain parental and family member permission for surveys where required by District policy or law, and allow parents and family members to opt-out of such surveys in accordance with District policy and law; and
H. Encourage parents and family members to express their concerns, share their ideas and advocate for their child's education.

Title I Parental Involvement **(See Board Policy 6410)**: The District has a separate policy established pursuant to the Every Student Succeeds Act relating to parental and family member involvement applicable to parents and family members of children enrolled in Title I programs. The policy requires that parents and family members of Title I children been given the opportunity to participate in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring–(A) that parents and family members play an integral role in assisting their child's learning; (B) that parents and family members are encouraged to be actively involved in their child's education at school; (C) that parents and family members 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 the Parental and Family Involvement Policy. Employees are expected to comply with the Title I Parental and Family Involvement Policy.

Homeless Students (See Board Policy 5418)
The Every Student Succeeds Act requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. The Superintendent serves as the District's designated Homeless Coordinator and should be contacted for questions relating to a homeless student.

Breakfast and Lunch Programs
The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

Confidentiality of Protected Health Information
It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for

employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

EMPLOYEE RIGHTS

UNDER THE FAIR LABOR STANDARDS ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

FEDERAL MINIMUM WAGE

$7.25 PER HOUR

BEGINNING JULY 24, 2009

OVERTIME PAY At least 1½ times your regular rate of pay for all hours worked over 40 in a workweek.

CHILD LABOR An employee must be at least **16** years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor.

Youths **14** and **15** years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs under the following conditions:

No more than
- **3** hours on a school day or **18** hours in a school week;
- **8** hours on a non-school day or **40** hours in a non-school week.

Also, work may not begin before **7 a.m.** or end after **7 p.m.**, except from June 1 through Labor Day, when evening hours are extended to **9 p.m.** Different rules apply in agricultural employment.

TIP CREDIT Employers of "tipped employees" must pay a cash wage of at least $2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least $2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference. Certain other conditions must also be met.

ENFORCEMENT The Department of Labor may recover back wages either administratively or through court action, for the employees that have been underpaid in violation of the law. Violations may result in civil or criminal action.

Employers may be assessed civil money penalties of up to $1,100 for each willful or repeated violation of the minimum wage or overtime pay provisions of the law and up to $11,000 for each employee who is the subject of a violation of the Act's child labor provisions. In addition, a civil money penalty of up to $50,000 may be assessed for each child labor violation that causes the death or serious injury of any minor employee, and such assessments may be doubled, up to $100,000, when the violations are determined to be willful or repeated. The law also prohibits discriminating against or discharging workers who file a complaint or participate in any proceeding under the Act.

ADDITIONAL INFORMATION
- Certain occupations and establishments are exempt from the minimum wage and/or overtime pay provisions.
- Special provisions apply to workers in American Samoa and the Commonwealth of the Northern Mariana Islands.
- Some state laws provide greater employee protections; employers must comply with both.
- The law requires employers to display this poster where employees can readily see it.
- Employees under 20 years of age may be paid $4.25 per hour during their first 90 consecutive calendar days of employment with an employer.
- Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

For additional information:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

WWW.WAGEHOUR.DOL.GOV

WHD U.S. Wage and Hour Division

U.S. Department of Labor | Wage and Hour Division

WHD Publication 1088 (Revised July 2009)

Your Rights
under the
Family and Medical Leave Act of 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for their employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles. The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances.

Reasons for Taking Leave:

Unpaid leave must be granted for *any* of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

At the employee's or employer's option, certain kinds of *paid* leave may be substituted for unpaid leave.

Advance Notice and Medical Certification:

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable."
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

Job Benefits and Protection:

- For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan."
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Unlawful Acts by Employers:

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA:
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement:

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For Additional Information:

If you have access to the Internet visit our FMLA website: **http://www.dol.gov/esa/whd/fmla.** To locate your nearest Wage-Hour Office, telephone our Wage-Hour toll-free information and help line at 1-866-4USWAGE (1-866-487-9243): a customer service representative is available to assist you with referral information from 8am to 5pm **in your time zone;** or log onto our Home Page at **http://www.wagehour.dol.gov**.

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division
Washington, D.C. 20210

WH Publication 1420
Revised August 2001

*U.S. GOVERNMENT PRINTING OFFICE 2001-476-344/49051

Equal Employment Opportunity is THE LAW

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

DISABILITY

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

GENETICS

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

RETALIATION

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected:

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN
Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES
Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

RETALIATION
Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

Programs or Activities Receiving Federal Financial Assistance

RACE, COLOR, NATIONAL ORIGIN, SEX
In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

INDIVIDUALS WITH DISABILITIES
Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

YOUR RIGHTS UNDER USERRA

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

REEMPLOYMENT RIGHTS

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- ☆ you ensure that your employer receives advance written or verbal notice of your service;
- ☆ you have five years or less of cumulative service in the uniformed services while with that particular employer;
- ☆ you return to work or apply for reemployment in a timely manner after conclusion of service; and
- ☆ you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you:

- ☆ are a past or present member of the uniformed service;
- ☆ have applied for membership in the uniformed service; or
- ☆ are obligated to serve in the uniformed service;

then an employer may not deny you:

- ☆ initial employment;
- ☆ reemployment;
- ☆ retention in employment;
- ☆ promotion; or
- ☆ any benefit of employment

because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

HEALTH INSURANCE PROTECTION

- ☆ If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.

- ☆ Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

ENFORCEMENT

- ☆ The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.

- ☆ For assistance in filing a complaint, or for any other information on USERRA, contact VETS at **1-866-4-USA-DOL** or visit its **website at http://www.dol.gov/vets**. An interactive online USERRA Advisor can be viewed at **http://www.dol.gov/elaws/userra.htm**.

- ☆ If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation.

- ☆ You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: http://www.dol.gov/vets/programs/userra/poster.htm. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.

U.S. Department of Labor
1-866-487-2365

U.S. Department of Justice

Office of Special Counsel

1-800-336-4590

Publication Date—October 2008

NOTICE

Military Family Leave

On January 28, President Bush signed into law the National Defense Authorization Act for FY 2008 (NDAA), Public Law 110-181. Section 585(a) of the NDAA amended the FMLA to provide eligible employees working for covered employers two important new leave rights related to military service:

(1) **New Qualifying Reason for Leave.** Eligible employees are entitled to up to 12 weeks of leave because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. By the terms of the statute, this provision requires the Secretary of Labor to issue regulations defining "any qualifying exigency." In the interim, employers are encouraged to provide this type of leave to qualifying employees.

(2) **New Leave Entitlement**. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the servicemember. This provision became effective immediately upon enactment. This military caregiver leave is available during "a single 12-month period" during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

Additional information on the amendments and a version of Title I of the FMLA with the new statutory language incorporated are available on the FMLA amendments Web site at http://www.dol.gov/esa/whd/fmla/NDAA_fmla.htm.

WHD
U.S. Wage and Hour Division

U.S. Department of Labor | Employment Standards Administration | Wage and Hour Division

Appendix F
Addendum to Pender Public Schools
Employee Handbooks
(January 16, 2009)

The Department of Labor has amended the Family and Medical Leave Act (FMLA) regulations effective on January 16, 2009. One of the changes involves the content of the general notice to be given to employees concerning rights and responsibilities under the FMLA.

The general notice information is to be included in employee handbooks. As such, we are providing the following information as an addendum to the District's existing employee handbooks.

Employee Rights and Responsibilities under the Family and Medical Leave Act

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement
FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

a. For incapacity due to pregnancy, prenatal medical care or child birth;
b. To care for the employee's child after birth, or placement for adoption or foster care;
c. To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
d. For a serious health condition that makes the employee unable to perform his/her job.

The "leave year" for purposes of the FMLA is a "rolling" 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement
Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections
During FMLA leave, a teacher's health coverage under a "group health plan" will be maintained

on the same terms as if the teacher had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

A teachers use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of FMLA leave.

Eligibility Requirements
Teachers are eligible for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of Pender Public Schools within 75 miles of the teacher's work location after 12 months of consecutive employment with PPS.

Definition of Serious Health Condition
A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the teacher from performing the functions of the job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regiment of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave
Teachers do not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Teachers must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave
Teachers may choose or Pender Public Schools may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, teachers must comply with the District's normal paid leave policies.

Employee Responsibilities
Teachers must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that teachers are unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Teachers also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. Teachers also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities
The District must inform employees requesting leave whether they are eligible under FMLA. If

they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District must provide a reason for the ineligibility.

The District must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- ✓ Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- ✓ Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information refer to the FMLA posters on employee bulletin boards or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
www.dol.gov/whdl

To submit a request for use of FMLA, or to make arrangements for payment of benefits while on an FMLA leave, contact Jason Dolliver at (402) 385-3244.

RECEIPT OF 2024-2025 TEACHER HANDBOOK OF PENDER PUBLIC SCHOOL

This signed receipt acknowledges receipt of the 2024-2025. Teacher Handbook of Pender Public School. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract and that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Signature _____

Date _____

Please return this form to the District Office.

Staff Handbook Updates
July 2024

Certified Staff

- All references to 23-24 were changed to 24-25
- Page 8 - Updated staff members
- Page 11 - Updated calendar
- Page 24 - Bulletin Boards … delete
- Page 24 - delete textbook portion of letter B
- Page 24 - delete “Use of Student Aide” section
- Page 36 - “Grades must be recorded for all curricular areas.” This was in all caps. I changed it to just be normal.
- Page 40 - updated dates and times for PT conferences
- Page 44 - phones … may be irrelevant or outdated
- Page 46 - changed 1st to Advisory Group
- Page 50 - 9 passengers rather than 10
- Page 51 - need to make sure the title ix info is correct

Classified Staff

- All references to 23-24 were changed to 24-25
- Page 6 - remove Twin River, add Wakefield
- Page 6 - updated number of staff members
- Page 9 - updated staff members
- Page 12 - updated calendar
- Page 39 - phones … may be irrelevant or outdated
- Page 44 - need to make sure the title ix info is correct

PENDER PUBLIC SCHOOL

Classified Employee Handbook

2024-2025

2024-2025
CLASSIFIED EMPLOYEE HANDBOOK
PENDER PUBLIC SCHOOL
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Pender Public Schools Classified Employee Handbook
2024-2025 School Year
FOREWORD

Section 1 Intent of Handbook

Welcome to Pender Public Schools. This handbook is intended to be used by classified employees to provide general information about Pender Public Schools and to serve as a guide to policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to "Classified Employees" are intended to apply to all staff who are not required by their position to hold a teaching or administrative certificate.

Each classified employee is responsible for becoming familiar with the handbook and knowing the information contained in it. 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. This handbook is intended to supplement other documents that deal with employment, including the employment agreement and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law and Board policies and regulations will control.

This handbook does not create a "contract" of employment. Classified employee positions and assignments may be ended or changed on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except for a work agreement approved by the Board of Education.

The Administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will decide based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District.

This handbook will be in effect for the 2024-2025 and subsequent school years unless replaced by a later edition.

Section 2 Information About Pender Public Schools

School System Demographics: The Pender school system consists of one building site located in Pender.

Accreditation: The Nebraska Department of Education has accredited Pender Public Schools since 1917. During the 2021-2022 school year, the district attained Cognia accreditation. Pender is classified as a D-1 high school by the Nebraska School Activities Association and is a member of the East Husker Conference from which competitive events are provided for students. Other East Husker Conference schools include Oakland-Craig, Tekamah-Herman, North Bend

Central, Lyons-Decatur Northeast, Scribner-Snyder, Stanton, Wisner-Pilger, West Point, Clarkson-Leigh, Howells-Dodge, Twin River, Humphrey-Lindsay Holy Family, Madison, Wakefield, and Bancroft-Rosalie.

The school district increased in size as a result of LB126 which resulted in reorganization with Cuming County District #82. The district is now approximately 153 square miles in area, almost all of which is in Thurston County. The district contracts with Nebraska School Bus, Inc. to pick up and deliver students daily to rural areas. The bus company also provides transportation for activities and special education needs.

Staff: 2024-2025

36	Certified Teachers
1	School Counselor
1	Secondary Principal
1	Elementary Principal/Special Education Director
1	Superintendent
1	Technology Director
1	School Nurse
1411	Paraprofessionals
2	Secretaries
1	Bookkeeper/Administrative Assistant
1	Maintenance Supervisor
2	Custodians
1	Transportation Director / Custodian
3	Route / Activity Bus Drivers
5	Activity Drivers
43	Food Service Personnel
7571	**Total Employees on Staff**

- ESU #1 provides School Psychology, Speech, Occupational & Physical Therapist, Deaf, Visually Impaired, Audiologist, Early Childhood special education services
- School Nurse is contracted by the District for 81 days per year
- Board Certified Behavior Analyst (BCBA) is independently contracted

Section 3 School Mission/Governing Beliefs/Essential Education Statements

School Slogan: It's a Great Day to be a Pendragon!

School Mission: The mission of the Pender Public Schools District is to provide quality educational opportunities in a safe, positive learning environment that motivates and challenges all students to become productive and responsible citizens.

Governing Beliefs:

- We believe communication is necessary in providing a quality education.
- We believe that a quality education is a joint commitment and responsibility of the entire community.

- We believe that our school system should provide the educational opportunities to meet the individual needs of all students.
- We believe the learning environment should be safe, supportive, positive and dignified.
- We believe in providing the learning environment and technology to motivate and challenge the student to be the best he/she can be.
- We believe in recognizing the diversity of students, their backgrounds and families.
- We believe in creating an educational environment in which students learn to take responsibility for their own actions.
- We believe that our school system should hire, maintain and retain the best-qualified staff possible.

Essential Education: Pender Public Schools is committed to providing its students with equitable opportunities for an essential education in an efficient manner. An essential education is one that enables students to reach the following outcomes:

- Proficient in meeting the State's academic content standards and essential learning and such additional standards as are established by the Board of Education
- Successful at each educational level and in transitioning between those levels from early childhood through postsecondary education and/or career entry
- Effective in functioning in and contributing to our culturally diverse democratic society

The District seeks to provide an essential education by developing and maintaining:

- Qualified and competent administrative, teaching, paraprofessional, and operational staff;
- Integrated, planned curriculum that prepares students to achieve state standards and such additional standards as are established by the Board of Education and to reach the student outcomes identified above;
- Comprehensive support programs and services that meet the diverse needs of students;
- Safe, clean and supportive facilities and learning environments;
- Implementation of a curriculum that meets the following:
    - Is based on state standards in reading, writing, speaking, listening, mathematics, science and social studies/history and essential learning in visual and performing arts, world languages, technology, health and physical education, and career and technical education and such additional standards; as are established by the Board of Education;
    - Is appropriate for the developmental level of the students;
    - Addresses diverse learning needs;
    - Instills a passion for learning and the importance of life-long learning;
    - Develops problem solving and critical thinking skills, decision making skills, data gathering, and critical use of information;
    - Develops expected work ethics, as well as group participation and leadership skills;
    - Incorporates character education and multicultural education, including respect for diversity;

- Provides for application of technology in all learning areas;
- Provides access to advanced courses; and
- Is organized in a schedule that is functional and meets student needs in all curriculum areas.

- Providing a supportive learning environment which includes:
  - a welcoming and inviting environment that is emotionally safe, nurturing, supportive, and disciplined; that promotes respect, trust, integrity, and regard for self and others; and that honors diversity;
  - learning as the central purpose with students engaged in meaningful, relevant, and productive learning experiences; and
  - Implementation of policies and practices that result in an orderly environment with emphasis on consistent school-wide positive behavior.

Section 4 Members of the Board of Education

Name	Office
Matt Peters	President
Matt Heineman	Vice President
Jason Roth	Secretary/Treasurer
Jean Karlen	Member
JJ Maise	Member
Mandy Johnson	Member

Section 5 Pender Public Schools Staff

Administration

Name	Position
Jason Dolliver	Superintendent
Kelly Ballinger	Elementary Principal Special Education Director
Luke Hoffman	Secondary Principal

Certified Staff

Name	Department	Grades
Allie Conner	Social Studies	7-12
Allison Claussen	Ag Ed Instructor	7-12
Amy Bargholz	Elementary	Kindergarten
Andrea Hinrichs	SPED	9-12
Anthony Ferg	Business/Technology/SS Activities Director	7-12
Ashley Bessmer	Elementary	1
Audra Miller	Reading Interventionist	K-6
Bailey Tofflemire	Elementary	4-6 Reading, 6th Grade
Brandi Kolbeck	Vocal Music	K-12
Brianna Gaer	Elementary	3
Clay Haymart	Language Arts	7-12
Cody Volk	Social Studies	7-12
Dennis Oliver	Physical Education	K-12
Dustin Krusemark	Art	K-12
Kari Athey	Science	5-12
Katie Steecker	Science	7-12
Kaelyn Svehla	SPED	K-3
Keaton Harpham	Technology Director	P-12
Kelly Schrunk	Elementary	4-6 Reading, 4th Grade
Kira Swinton	SPED	4-6
Lanette VonSeggern	Mathematics	7-12
Lucas Ramm	Strength and Conditioning	7-12
Liz Hoffman	Elementary	3
Marin Jetensky	Elementary	1
Matt Dregalla	Instrumental Music	5-12

Megan Nixon	Elementary	4-6 Writing, 4th Grade
Mitchell Mailloux	Elementary	2
Morgyn Christiansen	Language Arts	7-12
Natalie Keiss	SPED	7-8
Nick Arlt	Elementary	4-6 Social Studies, 5th Grade
Pam Peters	Elementary	Preschool
Rhonda Heise	Media Specialist	K-12
Sean King	Mathematics	7-12
Shauna Kinning	Elementary	Kindergarten
Sheila Dahlman	Elementary	2
Tara English	Elementary	4-6 Science, 5th Grade
Thad Nixon	School Counselor	P-12
Tracey Krusemark	Elementary	4-6 Math, 6th Grade

Classified Staff

Name	Building	Position
Alaynna Beutler	Pender	Paraprofessional
Betty Roberts	Pender	Paraprofessional
Carolyn Jensen	Pender	Paraprofessional
Chris Meyer	Pender	Food Service
Cortnie Walker	Pender	Paraprofessional
Dan Swinton	Pender	Transportation / Maintenance
Daryl Harrison	Pender	Bus Driver
Deanna Hansen	Pender	Bookkeeper / Admin Assistant
Dennis Dolliver	Pender	Bus Driver
Greg Meyer	Pender	Transportation / Custodian
Janet Schopke	Pender	Paraprofessional
Jody Davis	Pender	Food Service

Judy Giese	Pender	Paraprofessional
Kaylinda Holloway	Pender	Paraprofessional
Keena Koehlmoos	Pender	Custodian
Kristin Walsh	Pender	District Secretary
Leslie Timm	Pender	Nurse
Lindi Hathaway	Pender	Paraprofessional
Lisa Johnson	Pender	District Secretary
Michelle Davis	Pender	Custodian
Pam Buchholz	Pender	Food Service Manager
Rachel Davis	Pender	Paraprofessional
Rebecca Zweep	Pender	Paraprofessional
Richelle Webster	Pender	Paraprofessional
Robbie Welsh	Pender	Food Service
Tami Morgan	Pender	Paraprofessional
Tiffany Beckman	Pender	Paraprofessional
Tiffany Rose	Pender	Paraprofessional
Tony Crippen	Pender	Maintenance

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1 – School Calendar – 2024-2025

Pender Public Schools
2024-2025 School Calendar

AUGUST 2024

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2024

S	M	T	W	TH	F	S
1	~~2~~	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2024

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	~~25~~	26
27	28	29	30	31		

NOVEMBER 2024

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	~~28~~	~~29~~	30

DECEMBER 2024

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	~~23~~	~~24~~	~~25~~	~~26~~	~~27~~	28
29	~~30~~	~~31~~				

JANUARY 2025

S	M	T	W	TH	F	S
			~~1~~	~~2~~	~~3~~	4
5	~~6~~	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2025

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	~~21~~	22
23	24	25	26	27	28	

MARCH 2025

S	M	T	W	TH	F	S
						1
2	3	4	5	6	~~7~~	8
9	10	11	12	13	~~14~~	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2025

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	~~18~~	19
20	~~21~~	22	23	24	25	26
27	28	29	30			

MAY 2025

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Dates	Description
August 12	FB/VB/CC/GG/SB Practice Begins
12, 13, 14	Teacher Inservice
13	Open House 6-8 p.m.
15	First Day - K-12 Students
15	Dismiss @ 1; no preschool
19	First Day - Preschool
21, 28	Dismiss @ 2:30 pm; tchr inservice
September 2	No School - Labor Day
4, 11, 18, 25	Dismiss @ 2:30 pm; tchr inservice
October 2, 9, 16, 30	Dismiss @ 2:30 pm; tchr inservice
??	FB Game / Dance (Homecoming)
18	End of Quarter; 46 days
23	Parent/Teacher Conf; 2-8 pm
23	Dismiss @ 1:30 pm
25	No school (Comp Day)
November 6, 13, 20	Dismiss @ 2:30 pm; tchr inservice
27	Dismiss @ 1:00 pm
Nov 28 - Dec 1	Thanksgiving Break
December 4, 11, 18	Dismiss @ 2:30 pm; tchr inservice
20	2nd Quarter Ends-42 days; Dismiss @ 1:00 pm
22-26	NSAA Moratorium - No Practice
Dec 21 - Jan 5	Winter Break
January 3	No School - Teacher Inservice
6	School Resumes
8, 15, 22, 29	Dismiss @ 2:30 pm; tchr inservice
February 5, 12, 26	Dismiss @ 2:30 pm; tchr inservice
19	Parent/Teacher Conf; 2-8 pm
19	Dismiss @ 1:30 pm
21	No School (Comp Day)
March 7, 14	No School
6	3rd Quarter Ends - 43 days
5, 12, 19, 26	Dismiss @ 2:30 pm; tchr inservice
April 2, 9, 16, 23, 30	Dismiss @ 2:30 pm; tchr inservice
5	Prom
18, 21	No School - Spring Break
20	Easter
May 7, 14	Dismiss @ 2:30 pm; tchr inservice
11	Graduation
20	Last day for students; Dismiss @ Noon
20	End of 4th Quarter - 49 Days
20	Last day for staff
21, 22, 27, 28	Snow make up days

= Weighted Leave

"Weighted Leave" also applies on all teacher inservice days and on days when PT conferences are conducted

88 Days	1st Semester
92 Days	2nd Semester
180 Days	Total Student Days
186 Days	Teacher Contract Days

= No School

= Early Dismissal

Approved by the Board of Education - March 18, 2024

Section 2 Daily Schedule

Regular Schedule	
8:02	First Bell
8:10 – 8:58	1st Period
9:01 – 9:49	2nd Period
9:52 – 10:12	Advisory Group Period
10:15 – 11:03	3rd Period
11:06 – 11:54	4th Period
11:54 – 12:21 12:24 – 1:12	5th Period – 1st Lunch 5th Period – 1st Lunch Class
11:54 – 12:42 12:45 – 1:12	5th Period – 2nd Lunch Class 5th Period – 2nd Lunch
1:15 – 2:03	6th Period
2:06 – 2:54	7th Period
2:57 – 3:45	8th Period

Section 3 Shortened Schedules

10:00 Start	
9:52	First Bell
10:00 – 10:37	1st Period
10:40 – 11:17	2nd Period
11:20 – 11:57	3rd Period
12:00 – 12:27	5th Period – 1st Lunch
12:36 – 1:03	5th Period – 2nd Lunch
1:06 – 1:43	4th Period
1:46 – 2:23	6th Period
2:26 – 3:03	7th Period
3:06 – 3:45	8th Period
1:00 Dismissal	
8:02	First Bell
8:10 – 8:40	1st Period
8:43 – 9:13	2nd Period
9:16 – 9:46	3rd Period
9:49 – 10:19	6th Period
10:22 – 10:52	7th Period
10:55 – 11:25	8th Period
11:28 – 11:58	4th Period
12:01 – 12:30	5th Period – 1st Lunch
12:33 – 1:00	5th Period – 2nd Lunch

Section 3 Continued – Shortened Schedule

2:30 Dismissal	
8:02	First Bell
8:10 – 8:48	1st Period
8:51 – 9:29	2nd Period
9:32 – 10:10	3rd Period
10:13 – 10:51	6th Period
10:54 – 11:32	4th Period
11:32 – 11:59 12:02 – 12:40	5th Period – 1st Lunch 5th Period – 1st Lunch Class
11:35 – 12:13 12:13 – 12:40	5th Period – 2nd Lunch Class 5th Period – 2nd Lunch
12:43 – 1:21	7th Period
1:24 – 2:02	8th Period
2:05 – 2:25	AG Study Hall

Section 4 Severe Weather and School Cancellations

The Superintendent is authorized by the Board of Education to close the school in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. Radio and television stations broadcast the information regularly. Apptegy will also be used to communicate pertinent school information including weather-related changes and cancellations via phone, email, and text messaging.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to 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. Staff members will be contacted through the Apptegy notification system. Staff members are required to sign up for the notification system in the office. In some instances, school will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities, etc.). Some staff may be designated as being required to come to school even in the event of a school closing. All activities, practices, and use of school facility will be cancelled.

After School Starts. 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 notice as possible will be given. If school is closed during the day staff will be notified and parents will be notified via media broadcast and Apptegy messages. Teachers and designated staff will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

Emergency Conditions: The Pender Public School District has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. The District's Safety Plan outlines appropriate responses for emergency and/or crisis situations. It can be found on the Teacher Share Drive. It should be utilized when deemed necessary. **School officials discourage parents from picking students up during a tornado warning.**

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 Employment

Employment occurs when the employee signs the Work Agreement and the Board of Education approves such work agreement for employment.

Classified employees may be asked in the spring whether they wish to continue in employment during the following school year. This is done for staff planning purposes and does not constitute an offer of employment.

Should an employee wish to resign from employment the employee should give two weeks' written notice of resignation to the Superintendent. The request to resign will be acted upon by the Board of Education.

Classified employees are "at-will" employees and may be terminated at any time by the District. Notice of termination may be delivered by Administration or the Board of Education. The termination of employment will be acted upon by the Board of Education at a regular or special meeting.

Section 2 Assignments

The duties to be performed by an employee with the District shall be subject to assignment by the Superintendent. Job descriptions, where available, provide additional information about the positions duties.

An employee will be expected to devote full-time during days of school to the employee's position and to diligently and faithfully perform the assigned duties to the best of the employee's ability. Regular, dependable attendance is an essential function of the Employee's position.

Section 3 Personnel File

The District will follow the requirements of state and federal law and regulation with regard to employee personnel files. Employees are to notify the Superintendent's Office of any changes in contact information (address/telephone). Social Security cards will be copied for I-9 reports. Employees may contact the Administrative Assistant to request a review of their personnel file. No personnel files may be removed from the Administrative Office.

Section 4 Grievances and Complaints

Employment related grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy (Board Policy 1025, Administrative Regulations 1025.1, and 1025.2).

Section 5 Compensation

Compensation: Compensation is paid only as authorized by the Board of Education.

Salary Payments: Salary is payable on a once per month basis for those months when services are performed. Employees will be paid on the 20th of the month, or the last preceding school day, if the 20th falls on a holiday or weekend day. Upon separation of an employee's employment or

upon fulfillment of the work agreement, the employee may, at the option of the Superintendent, be paid all wages due in one lump sum. Reimbursements for mileage or other expenses will be considered separate from compensation.

Section 6 Benefits
Classified employees are provided the following benefits:

12-month Employees: 1) *Holiday Pay* - Labor Day, Thanksgiving, Christmas, New Years, Easter, Memorial Day, Independence Day; 2) $875 per month for first year; $985 beginning second year; $1,200 third year; $1,305 beginning fourth year and beyond to be used for health/dental premium and/or taken as a cash option; 3) *Retirement* - based on 20 or more hours worked per week;

9-month Employees: 1) *Holiday Pay* - Labor Day, Thanksgiving, Christmas, New Years, Easter; 2) $860.23 per month if benefit is used for health/dental premium through the district or an outside source (proof of insurance must be provided to district); or $460 per month if taken as a cash option with proof of insurance and signed waiver; 3) *Retirement* - based on 20 or more hours worked per week.

Employees shall make annual fringe benefit elections by September 1 of each school year. Should an employee fail to make such election, the employee election from the immediately preceding school and contract year shall be continued. Each employee is responsible for informing the Office of the Superintendent in writing of any changes in benefit status.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights will be provided or will be made available upon request from the Superintendent's office.

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give a right to purchase individual coverage if no group health plan coverage available, and COBRA or other continuation coverage in not available. Further information may be obtained from the Plan Administrator of the group health plan.

Section 7 Payroll and Payroll Deductions
Wages/salary and benefits are paid in accordance with the individual employment work agreements. Payroll deductions shall be made in accordance with law.

Section 8 Expense Reimbursement
Reimbursement for authorized mileage will be paid to employees required to drive their own vehicles during their regular scheduled working hours. Claims for reimbursement should be submitted to the Administrative Assistant. The allowable rate shall be governed by Board Policy, unless otherwise required by law. A school vehicle, if available, will be used instead of

reimbursing mileage for traveling to workshops. The District is not liable for physical damage to employee vehicles.

Necessary materials and supplies are provided by the District. If an employee needs additional materials for performance of duties, the request should be made to the employee's immediate supervisor. Employees who purchase materials or supplies without advance approval may not be reimbursed.

Reimbursement for meals or other expenses related to District-required travel must be submitted to and approved by either the Principal or, if the expense relates to an activity, by the Activities Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose.

Section 9 Overtime

Overtime is paid to classified employees in accordance with the Fair Labor Standards Act (FLSA). A publication provided by the federal government which provides more information about the FLSA is attached as Appendix "A" to this handbook.

Classified employees may be classified as either "exempt" or "non-exempt" for overtime purposes. Employees who are classified as exempt employees are not eligible for overtime, while those who are "non-exempt" are eligible for overtime.

Non-exempt employees will be expected to accurately report hours worked. Falsification of time cards is a serious offense.

Non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees will be paid for each hour worked in excess of 40 hours in a workweek and are expected to accurately and timely report overtime hours to their supervisor. The regular workweek for overtime purposes is from 12:00 a.m. on Monday through 11:59 p.m. on Sunday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1½ times the employee's regular rate of pay for hours worked in excess of the 40-hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Superintendent will agree upon the overtime rate, in compliance with FLSA regulations.

A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the employer, with the rate figured as 1½ times the number of hours worked in excess of 40 hours in any work week. Compensatory time may be accumulated up to 40 hours upon approval by their supervisor. Any accumulation of compensatory time over 40 hours must be approved by the Superintendent. The FLSA limits the accumulation of compensatory time to 240 hours.

The District's policy is to not permit improper deductions from the salary of exempt employees

who are required to meet a "salaried basis" test for the overtime exemption to be applicable. An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or the Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

Article 3 –ATTENDANCE AND LEAVES

Section 1 Attendance

Pender Public Schools depends on each employee to be reliable and punctual in reporting for scheduled work in order to provide the educational program safely and efficiently. Regular, dependable attendance at work is an essential function of each classified employee's employment position.

Employees are to be absent from scheduled work only to the extent reasonably unavoidable. Appointments are to be scheduled for non-work hours whenever possible.

Leaves are to be used for the purpose intended. Abuse of leave privileges will not be tolerated. Such abuse may result in disciplinary action, up to and including termination of employment.

Section 2 Reporting Absences and Making Leave Requests

Employees are to use AptaFund for notification and approval procedures for all absences. It is important to give as much notice of the need to take a leave as possible.

A. Requesting Use of Leave Days: An employee who wants to use available leave days is to submit a Request for Leave form to the employee's supervisor. The request is to be submitted at least 5 duty days prior to the leave. The supervisor may require that more notice be given depending on the nature of the employee's duties or the need to schedule a substitute. Leave requests should be made as soon as practicable under the circumstances.

B. Giving Notice of Unscheduled Absences: An employee who is unable to request prior advance approval for an absence because of the nature of the circumstance requiring the absence (such as personal illness or unforeseen emergency) is to report the need to be absent as soon as the situation is known to Secondary Principal Luke Hoffman or Elementary Principal Kelly Ballinger. Mr. Hoffman can be reached at extension 2104 during the school day or 402-369-6342 outside of the school day. Mrs. Ballinger can be reached at extension 2150 during the school day or 402-922-1121 outside of the school day.

   As soon as possible, however, at least before the start of the school day on the first day of the absence, and on each subsequent day of absence, the employee is to report to the above contact person whether the employee will be able to return to work on the next duty day.

Section 3 Returning from Absences

A. Justification for Absences Taken Without Prior Approval: If an employee is absent without prior approval either: (1) the day immediately preceding or immediately following a regularly scheduled school break (such as winter break, spring break, and quarter or semester breaks) or (2) during the first two weeks or the last two weeks of school (student contact days), the employee will be required to give verification (for example, a doctor's note) to establish that the employee was unable to work for an

excusable condition or excusable reason.

B. Establishing Fitness for Duty: When an employee is absent for any period of time because of injury requiring care from a physician or health care provider, or for a period of 10 days or more due to personal illness, the employee must present a written statement from their physician or health care provider to the employee's supervisor stating that the employee is physically able to return to duty. This statement is to be presented in person before the employee returns to duty in order that the readiness to perform work can be observed and discussed.

Employees are required to disclose any medical restrictions that limit their ability to perform the essential functions of their position to their supervisor and to request a meeting with the Americans with Disabilities Act (ADA) Coordinator to discuss the provision of reasonable accommodations. The District will not discriminate against any employee due to disability and will provide reasonable accommodations. Information provided about medical conditions or disabilities shall be treated as confidential, as required by state and federal statutes, and will be divulged only to the extent necessary to provide reasonable accommodations.

Section 4 Paid Time Off, Sick, Additional Limited Bereavement, and Summer Paid Time Off Leave

Paid leaves are available under a Paid Time Off (PTO) program. PTO incorporates sick, personal, emergency, holiday, and bereavement leave into one program. PTO leave is available when the following specific conditions are met: (1) the Employee is currently employed by the District, and (2) the PTO leave day is taken on a day the Employee would otherwise be expected to be at work.

PTO will be available from a total of 8 days per contract year. PTO can be used at such times as the Employee chooses. With the exception of Additional Limited Bereavement Leave (as described below), all 8 PTO days will be used before any leave can be used from the individual's available sick leave accumulation.

PTO may be used during the first 5 student contact days of the school year, last 5 student contact days of the school year, the day immediately preceding or immediately following the winter break, inservice times, or Parent/Teacher Conferences with written Administrative approval; however, it is strongly discouraged. If leave during these times is granted, employee will be charged according to the "Weighted Leave" chart below for leave taken during those time periods, however, Administration can waive weighted leave if deemed appropriate (See chart below). Administrative approval will be required for the use of more than 5 consecutive PTO days.

Weighted Leave

First/Last 5 Student Contact Days:

1 full day = 2 PTO days

Inservice:

Full day inservice: 1 full day = 2 PTO days

2:30 dismissal inservice: ½ day (P.M. only) = 1 PTO day
2:30 dismissal inservice: 1 day = 1.5 PTO days

Parent/Teacher Conferences:

Scheduled P/T Conferences = 1.5 PTO days
A teacher who misses the instructional day and P/T Conferences will be charged 2.5 PTO days.

Any unused PTO days are transferred to the Employee's sick leave accumulation at the end of the contract year. The maximum for sick leave accumulation is 45 days. Once the maximum is accumulated, no unused PTO days will carry-over until the accumulated number of days is less than 45, and then only to the extent necessary to restore the total number of available sick leave accumulation to the maximum of 45 days. PTO days remaining in any year in which the Employee's sick leave accumulation reaches 45 days will be carried over to the following year as PTO days, and the Employee will only be given the number of PTO days necessary to bring the Employee's total to 12 for the new contract year. For example, if an Employee has 40 sick days accumulated and 7 PTO days remaining at the end of a contract year, 5 PTO days will be transferred to the Employee's sick leave accumulation, and 1 PTO day will be carried over to the following contract year. The Employee will be given 7 PTO days the following contract year to bring the Employee's total back to 8 days. The leave year for PTO leave is the school fiscal year.

Sick leave accumulation days are available for sick leave only and are to be used only after the Employee has exhausted all current year's PTO days. Accumulated sick leave can be used when the Employee is unable to perform assigned duties due to illness, injury or hospitalization of the Employee, or due to the Employee needing to care for the Employee's spouse, children (dependent or independent), parents or spouse's parents upon illness, injury or hospitalization, after the current year's PTO balance is exhausted.

Employees are to use sick leave accumulation days when unable to work. Activities other than caring for their own health or that of the immediate family member reflect an abuse of sick leave accumulation days.

Professional leave will be granted at the administrator's discretion.

Additional Limited Bereavement Leave: Without limiting the foregoing, upon the occurrence of a "Qualified Bereavement Event" (as defined below), an employee may use accumulated sick leave, if any, for purposes of bereavement leave in response to the Qualified Bereavement Event without first exhausting all available PTO from the current contract year.

As used herein, Qualified Bereavement Event means the death of the employee's (1) "Immediate Family Member," (2) "Family Member," or (3) "Close Friend."

As used herein, Immediate Family Member means the employee's spouse, parent, father-in-law, mother-in-law, child, son-in-law, daughter-in-law, sibling, brother-in-law, sister-in-law, or grandchild. Following a Qualified Bereavement Event based on the death of an Immediate Family Member, an employee may use no more than five (5) accumulated sick days, if any, for such bereavement purposes.

As used herein, Family Member means the employee's grandparent, spouse's grandparent, aunt, uncle, spouse's aunt, spouse's uncle, first cousin, or spouse's first cousin. Following a Qualified Bereavement Event based on the death of a Family Member, an employee may use no more than two (2) accumulated sick days, if any, for such bereavement purposes.

The Superintendent will consider requests from an employee to use accumulated sick leave for bereavement purposes in response to the death of an employee's Close Friend; and the decision to permit the use of accumulated sick leave for such purposes—without first exhausting all available PTO from the current contract year—will be within the sole discretion of the Superintendent whose decision shall be final. In the event that the Superintendent approves the use of accumulated sick leave, if any, for bereavement purposes following a Qualified Bereavement Event based on the death of a Close Friend, an employee may use no more than two (2) accumulated sick days, if any, for such bereavement purposes.

Employees are limited to using accumulated sick leave for bereavement purposes as provided herein to one instance per school year; provided, however, that the Superintendent may approve the additional use of accumulated sick leave for bereavement purposes at the Superintendent's sole discretion whose decisions on these matters shall be final.

Nothing herein shall be construed to preclude or limit employees from using available PTO days for the purposes of bereavement leave, provided that all other requirements and limitations on the use of PTO days still apply.

Summer Paid Time Off Leave: Classified employees employed on 12-month contracts shall have summer paid time off days available each year as follows:

Years of Continuous Employment	Summer Paid Time Off
0	-0-
1-4	5
5-8	10
More than 8	15

Eligibility Based on Employment Status: For purposes of eligibility for PTO days, employees are identified as:

A. 12 Month Employees – Employees contracted to work 12 months in the leave year and scheduled to work 2,080 hours or more per leave year.
B. Less Than 12 Month Employees – Employees contracted to work less than a 12-month contract in the leave year and scheduled to work at least 1,080 hours or more per leave year.
C. Ineligible for Paid Leave – Employees contracted to work less than 9 months in the leave year, scheduled to work less than 550 hours per leave year, or employed on a substitute or temporary basis.

Changes in Employment Status:

A. An employee who changes from a 9-month employee to a 12-month employee status during a leave year will continue to be on the 9-month employee leave cycle until the next leave year starts.
B. An employee who changes from a 12-month employee to a 9-month employee during a leave year will be placed on the 9-month employee leave cycle at the time the change in status occurs. The employee will not be required to reimburse the District for any days that were used prior to the change in status that are in excess of that available under the employee's new status.
C. An employee who was ineligible for paid leave and changes to eligible status during the leave will become eligible for paid leave after completing 12 months of continuous employment in the eligible status.

Eligibility Based on Years of Employment: A "year of continuous employment" is determined based on a full leave year. No paid leave is available until the employee has been employed with the District at least 12 continuous months. Any absence prior to the completion of the first 12 months of employment shall be without pay. When an employee has a break in employment and is re-hired by the District, the prior employment is not considered for determining years of continuous employment. Periods of employment in an employment status in which the employee is ineligible for paid leave is not considered for determining years of continuous employment.

Discretionary Advancement of Leave Days: If all leave days available to an employee have been exhausted and an unanticipated emergency (i.e. accident, sudden death, etc.) occurs, Administration may, in its discretion and upon written request by the employee, grant an advance of leave days.

Unused Leave: There shall be no pay for unused leave days either during or upon ending of employment.

Section 5 Adoption Leave

Adoption leave will be granted to the extent required by law. Employees will be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship. Notice of an anticipated adoption shall be provided by the employee to their supervisor as soon as possible.

Section 6 Unpaid Leaves

Should an employee be absent from work in excess of the employee's available paid leaves, the absence will be an unpaid leave. The employee's salary and fringe benefits (including the cost of premiums for group health insurance) will be subject to reduction for the day or days of work missed.

Section 7 Discretionary Leave of Absence

An employee may apply to the Board of Education for a leave of absence from duties. The Board of Education will consider such requests on a case-by-case basis. No leave of absence shall extend beyond one school year. All discretionary leaves shall be without pay except as may be individually negotiated.

Section 8 Civil or Jury Duty Leave
An employee who is summoned for jury service must promptly notify their immediate supervisor. The employee will be allowed time off for jury duty.

There will be no loss of salary or deduction in leave time for time spent in civil/jury service, except the District will reduce salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty. Employees are to notify their supervisor of the amount received for such jury duty.

If an employee, upon reporting from civil/jury duty in the morning, is dismissed from civil/jury duty for the remainder of the day, the employee is to report for duty and resume duties for the balance of the day.

Section 9 Subpoena to Testify Leave
An employee who receives a subpoena to testify in court or to give a deposition that may require an absence from duty must promptly notify their immediate supervisor.

In the event the subpoena involves a job-related matter in which the employee is testifying on behalf of the district, the absence will be treated like a civil/jury duty leave.

In the event the subpoena involves a personal matter, the employee will be required to use available leave days. A subpoena will be considered to involve a personal matter whenever the employee is a party to the legal proceeding unless the employee is a party solely due to actions taken in connection with the employee's school duties, the actions of the employee were not inappropriate, and the District is not an opposing party to the employee.

Section 10 Voting Leave
Employees will be allowed paid time off to vote in an election if the employee: (a) is a registered voter; (b) does not have 2 consecutive hours during which the employee is not required to be present at work in the period between the time of the opening and closing of the polls; and (c) applies for voting leave prior to or on election day.

Voting leave will not be available to most employees because elections are typically scheduled for 8 a.m. to 8 p.m. Most employees are off duty on or before 6 p.m. If not off work by 6 p.m., the employee is usually not on duty before 10 a.m.

When voting leave is available, the employee will be entitled to be absent from work on election day for such period of time as will, when considering the employee's nonworking time, total 2 consecutive hours between the time of the opening and closing of the polls. When voting leave is used, no deduction shall be made from the employee's salary or wages on account of such absence. The employee's supervisor may specify the hours during which the employee may be absent for voting leave.

Section 11 Military Leave & Family Military Leave
Military Leave and Family Military Leave will be granted to the extent required by State and Federal law.

Employees must notify their supervisor as soon as they receive notification of activation. Employees are to attach a copy of their orders to a district leave request form when they prepare the request for military leave.

Employees requesting to take Family Military Leave must notify their supervisor at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days, consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the school, and for leaves of less than 5 days, notify their supervisor of the leave request as soon as practicable.

Section 12 Family and Medical Leave Act (See Board Policy 4007)

The Family and Medical Leave Act (FMLA) provides for 12 weeks of job-protected unpaid leave in a 12-month period to eligible employees in specified circumstances. A publication which provides more information about FMLA leaves is attached as an Appendix to this handbook. Some specifics regarding FMLA leave at Pender Public Schools:

A. The leave year for FMLA is a rolling year. A rolling year is a 12-month period measured backward from the date an employee uses any FMLA leave.
B. Employees will be required to substitute remaining applicable paid leave prior to using unpaid leave. In other words, the total of job-protected paid and unpaid leave is 12 weeks.

Any question regarding FMLA leave should be directed to the Superintendent.

Pender Public Schools
609 Whitney Street
Pender, NE 68047
Phone: 402-385-3244
Fax: 402-385-3342

EMPLOYEE'S RETURN TO WORK FORM

Must be completed legibly by physician

Patient's Name: _____ Date of Onset: _____
Date(s) of Treatment _____
History: _____
Diagnosis: _____
Treatment (Proposed or completed): _____
Medication(s): _____
Prognosis: _____
First day off work: _____ Estimated return to work date: ____
Actual Return to Work without restrictions: _____
Return to work with reduced schedule: _____
Number of hours per day: _____ Number of days per week: _____
Beginning: _____ Ending: _____

☐Return to work with the following restrictions: Beginning: _____ Ending: _____

☐Lifting (weight)	0-10 lbs	1-25 lbs	6-40 lbs	1-50 lbs	over 50 lbs
Lifting					
From floor		25%	50%	75%	100%
From waist level		25%	50%	75%	100%
Over the shoulder/head		25%	50%	75%	100%
☐Pushing/pulling (weight)	0-10 lbs	11-25 lbs	26-40 lbs	41-50lbs	over 50 lbs
☐Pushing/pulling frequency		25%	50%	75%	100%
☐Standing		25%	50%	75%	100%
☐Sitting		25%	50%	75%	100%
☐Walking		25%	50%	75%	100%
☐Climbing		25%	50%	75%	100%
☐Bending		25%	50%	75%	100%
☐Reaching	18" from body	25%	50%	75%	100%
	From shoulder level	25%	50%	75%	100%
	Over the head	25%	50%	75%	100%
☐Kneeling/Squatting		25%	50%	75%	100%

☐No operating moving machinery ☐No Driving

Additional instructions: _____
Date of next office visit:_____
Physician's Name: _____
Address: _____
City, State, Zip: _____
Telephone Number: _____ Fax Number: _____
Physician's Signature: _____ Date: _____

Article 4 – DUTIES AND RESPONSIBILIITES

Section 1 Hours of Work
Regular, dependable attendance at work is an essential function of a classified employee's employment position.

Section 2 Arrival to Duty Assignments
Schools have differing starting and ending times for the student day. Classified employees' work assignments may or may not be related to the regular school day. Classified employees are expected to know their duty dates and times and to be on time for work.

Section 3 Leaving School
Employees are to be on duty at all times during the assigned work day. Employees may not leave school or their assigned area during duty hours without approval of their supervisor. Employees who leave the school during their designated lunch period must check out with the office. Employees who leave during their work hours for an approved absence must check out with the office when leaving and check back in upon return. Employees who need to leave during the school day for reason of illness or emergency are to check out with the office and make sure that a responsible person has been notified of their unexpected absence so work coverage may be provided.

Section 4 School Procedures
Employees are expected to adhere to the following classroom and school procedures in the performance of their duties:

A. Use of Cell Phones: Employees shall not use personal cell phones for any non-school purpose during duty time.

B. Checking Out of Equipment: All equipment must be checked out through the building principal or his designee. All school equipment may be used only for school purposes.

C. Requisition of Equipment and Supplies: Equipment and supplies that are needed for work duties should be requested through the office. No equipment or supplies ordered through the District may be directed to the personal use of an employee or another District employee.

D. E-mail: Employees may be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Employees should check for e-mail throughout the day and should timely respond to e-mails that require a response. Paraprofessionals and other staff assigned to work with students should avoid checking and responding to e-mails during instructional or supervisory time. Use of the District's e-mail system for personal communications should be limited and is subject to the rules governing overall computer usage found in Board Policy 5801 and this handbook.

E. Employee Mail Box: Employees may be assigned a mailbox located in the district office. Employees should check for mail each morning and also later in the school day, if possible. If something requires an answer, employees are responsible for responding promptly. Employee mailboxes are to be limited to communication regarding school business.

F. Record Keeping: Duties of classified employees often involve keeping detailed records. Make sure to complete these records as directed by the supervisor.

G. Employee Meetings: Employee meetings will be held on an as needed basis. Notification will be made to employees at least two days prior to such meeting if possible. **ALL** employees are expected to be present for the meetings, unless they are absent from school for good cause or have made prior arrangements.

H. Classroom Environment: At all times, classrooms are expected to be organized, maintained to ensure it is in a safe, orderly and clean condition for student learning. Classrooms should be free from distractions (such as inappropriate or unprofessional posters or other displays) and other apparatus that may cause student health problems (such as essential oils and/or essential oil diffusers). Staff members who are uncertain as to whether a classroom meets this requirement are encouraged to consult with their building principal in a proactive manner. Staff members may not hang posters, flags, banners, or other displays in the classroom that are (1) unrelated to the curriculum and (2) may otherwise result in a disruption to the learning environment. Any staff member who is uncertain as to whether a particular display is permitted in the classroom should consult with their Building Principal in a proactive manner. (Board Policy 6111)

Section 5 Supervision of Students

Proper supervision of students is an important responsibility for employees. Employees who have responsibilities for student supervision are expected to meet the four "P's" for student supervision and safety. All employees of the school should be familiar with these principles, to the extent they may be involved in supervision of students or interacting with students.

A. Proper Supervision
   1. Report to all duty assignments on time.
   2. Circulate through the duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
   3. Be vigilant while supervising students. Never leave students unattended; the need to make a copy is not greater than the need to supervise students. If an emergency requires that students under the supervision of the staff member, request that another nearby staff member provide supervision, or notify the office so someone can provide assistance. If assisting with recess duty, the responsibility is to supervise the students in the assigned area. When talking with other adults or students, remember that the primary duty is supervision and make sure staff is aware of what students are doing.
   4. Be accountable for students assigned from the beginning of the supervision assignment to the end. Do not dismiss students early. If a student needs to leave class, make sure they have a hall pass. If the student is to report to the office, inform the office to be expecting that student. If the student is to be returning to class after a brief absence (e.g., after using the restroom), contact the office if the student has not returned by the time expected.
   5. If a particular student has a propensity to act dangerously or in an unpredictable manner, supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential – do not share

confidential information about students except with other staff who need to know the information to perform their jobs).

6. Be careful with touching students. Use of corporal punishment is prohibited in our school district. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.
7. Be careful with language. Profanity or abusive language should not be used. Be a good role model for students. If a student uses such language, make a report to the student's teacher or Administration.

B. Proper Instructions
   1. Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
   2. Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
   3. When going over safety rules with students note it in the written records. If any students are absent when rules are reviewed contact the student(s) to review the same information and also note that contact in the written records.

C. Proper Maintenance of Buildings, Grounds, and Equipment
   1. Conduct periodic inspections of equipment that is the staff member's area of supervision.
   2. If equipment is broken and presents a risk of injury, immediately take it out of service. If it can't be moved, tape a "Do Not Use" sign and notify the office so those repairs may be undertaken.
   3. Check the communication devise (whether it be a school phone, a walkie-talkie, or a cell phone) periodically to make sure communication with the office is immediate in the event of an emergency.

D. Proper Warnings
   1. If a staff member has knowledge of a hazard that can likely cause injury, take steps to warn other staff and students.
   2. Tell the office so additional warnings may be given.

D. Contact the Office for Assistance
   1. Administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:
      a. student fight
      b. student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office cannot be immediately located, call 911 if the problem appears to be of immediate and serious concern
      c. a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances (including in car on school property)
      d. presence of an intruder (a non-student or staff member who refuses to go to the

office)

E. State Law Violations: Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

F. Student Searches: Administration and the student's teacher should be contacted in the event a search of a student or their belongings is needed to be done. Do not conduct such a search without a teacher or administrator being present or having given clear directions. Direct a student suspected of having an item in violation of school rules to wait until another adult is present, or to go to the office with an adult. Do not leave the assigned area unless it can be done without causing risk of harm to others. Do not use physical force to detain the student or to make the student go to the office except as reasonably necessary to protect the student or others.

G. Student Rights: Students should be treated fairly and given the same treatment without consideration of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

Section 6 Role of Paraprofessional

Paraprofessionals provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A Paraprofessional must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the Paraprofessional in a supportive role.

Paraprofessionals may assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards (see Board Policy 1110 for information regarding bulletin boards, display cases, and posted materials), grading tests or class work, and calculating and recording grades. Paraprofessionals are to work only on their assigned workdays and within their assigned workday. If a teacher requests a Paraprofessional to work hours other than the assigned work hours or assigned work day, Administration should be contacted for approval.

Section 7 Dispensing Medication

Employees are not permitted to give any medication to students unless trained under the Medication Aid Act. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the office. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security

Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol). If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. District personnel will not administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: Student's name, name of medication, dosage needed, and time of dispensing the medication.

Section 8 Reporting Child Abuse

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to

Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

A. Placed in a situation that endangers his or her life or physical or mental health;
B. Cruelly confined or cruelly punished;
C. Deprived of necessary food, clothing, shelter, or care;
D. Left unattended in a motor vehicle if such minor child is six years of age or younger;
E. Sexually abused or sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Employees are to inform their Principal or supervisor in the event they become aware of child abuse or neglect. Be as specific as possible with what, when, and where the abuse or neglect was observed and anything that may have been heard or said by the student or others. It is vital that the report to school officials be made as accurately and as soon as possible. Timeliness in making a report will assist in minimizing further risk to the child.

Do not talk about the matter directly with the parent or others, as that may violate confidentiality restrictions, affect the ability of authorities to investigate, create problems with relationships and create legal problems. Administration will consider the information, conduct any further investigation needed to justify a report, and determine whether a report of child abuse or neglect is to be made. If a report was made to another person and they did not report the information to the police or Child Protective Services report the matter directly to the Superintendent.

See Board Policy 5402 for more information.

Article 5 – CLASSIFIED POSITION AND PERSONAL CONDUCT AND PERFORMANCE

Section 1 Ethics Standards

The Pender Public School District expects its classified employees to adhere to ethics standards which are modified from those established by the Nebraska Department of Education for certificated employees. The classified school employment job ethics standards which classified employees are expected to adhere to include those set forth below.

Principle I - Commitment as a School Employee:
Employees shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the employee's contractual and personal responsibilities, the employee:

A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
B. Shall not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.
C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.
D. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
E. Shall not exploit school relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
F. Shall not sexually harass students, parents or school patrons, employees, or board members.
G. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
H. Shall report to the Superintendent any known violation of paragraphs B or E above.
I. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:
Mindful that the employee's classified position exists for the purpose of serving the best interests of the school district's students and patrons, the classified employee shall perform his/her job duties with genuine interest, concern, and consideration for the student. The employee shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the employee:

A. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
D. Shall keep in confidence personally identifiable information that has been obtained in the course of employment, unless disclosure is approved by the administration or is required by law.
G. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:
The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The classified employee bears responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the employee:
A. Shall not misrepresent an institution with which the employee is affiliated, and shall take added precautions to distinguish between the employee's personal and institutional views.
B. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
C. Shall neither offer nor accept gifts or favors that will impair judgment to be exercised in the course of employment.
D. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
E. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
F. Shall, with reasonable diligence, attend to the duties of the employee’s position.

Principle IV - Commitment to Classified Position Employment Practices:
The employee shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The employee shall believe that sound personnel relationships with governing administration and board of education are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the employee:
A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.
B. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
C. Shall give prompt notice to the employer of any change in availability of service.
D. Shall conduct job related business through designated procedures, when available, that have been approved by the employing agency.
E. Shall not assign to unqualified personnel, tasks for which an employee is responsible.
F. Shall permit no commercial or personal exploitation of his or her professional position.

G. Shall use time on duty and leave time for the purpose for which intended.

Section 2 Evaluations
Evaluations of employees will be conducted in accordance with the Board policy. Supervisors reserve the right to observe, appraise or evaluate employees more frequently than required by policy on an as-needed basis. Employees are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration.

Section 3 Role Model
Employees serve as role models for students and their actions and conduct reflects on the school as a whole. Employees are in all respects to conduct themselves in a manner supportive of the mission of the school.

Section 4 Relationships
It is important for employees to maintain an effective working relationship with the administration, co-workers, students and parents. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board Polices, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

Section 5 Professional Boundaries Between Employees and Students
All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action. See Board Policy 4025 for details.

Section 6 Attire
It is important for employees to project a responsible, adult image to students, parents and co-workers. Appropriate attire and grooming are one of the means of projecting such an image. Employees are expected to maintain conservative attire and grooming when on duty. As a minimal guide, employees should not wear clothing which students would not be permitted to wear at school. Employees should wear clothing that is safe and suitable for their work assignments; and avoid clothing that may be caught in machinery. The Administration may establish more detailed guidelines for individual employees should that be necessary.

Section 7 Outside Employment
Employees shall not perform other work or engage in activities unrelated to District employment during duty hours. In addition, employees shall not engage in employment which conflicts with their school duties. Employees are not required to notify the District of outside employment except: (1) employees who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) employees who have a work-related injury in order to comply with workers' compensation requirements.

Article 6 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 Drug-Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place while employees are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on an employee in the work place or on duty time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike-controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment employees will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug-free workplace policies. Sanctions may include the requirement that the employee complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

See Board Policy 4009 for more information.

Section 2 Smoke and Tobacco-Free Workplace

The use of tobacco products in the District's buildings, all owned or leased facilities, and vehicles is prohibited. Electronic nicotine delivery systems are also prohibited.

Section 3 Weapon-Free Workplace

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any employee found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

A. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;

B. The frame or receiver of any object described in the preceding example;

C. Any firearm muffler or silencer;

D. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;

E. Any bludgeon, sand club, metal knuckles, or throwing star;

F. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;

G. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun;

H. The term “dangerous weapon” includes any personal safety or security device (such as tasers, mace and pepper spray). If a staff member desires to carry or possess a personal safety or security device, the staff member must obtain prior approval from the building principal before bringing such device on school grounds. If a staff member obtains prior approval from the building principal, the staff member must store the device during the school day in a secure location designated by the building principal. A staff member shall not carry the personal safety or security device during the school day.

I. An employee may possess an item which may be considered a weapon where such item is used for instructional purposes and the employee has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.

J. Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase "possession of a weapon" includes, without limitation, a weapon in an employee's personal possession, as well as in an employee's motor vehicle, desk, locker, briefcase, backpack, or purse.

Section 4 Use of District Computer Network and Internet

Employees have access to the District’s computer network and the Internet for the enhancement and support of student instruction and performance of their duties. It is important to remember that the equipment and the software are the property of the school district.

In using the computers and the Internet, employees are agreeing to the following:

A. Since copyright laws protect software, employees will not make unauthorized copies of software found on school computers by any means. Employees will not give, lend, or sell copies of software to others unless the original software is clearly identified as shareware or in the public domain.

B. If an employee downloads public domain programs for personal use or non-commercially redistributes a public domain program, the employee assumes all risks regarding the determination of whether a program is in the public domain.

C. Employees shall not access material that is obscene, child pornography or otherwise inappropriate matter for educational or work-related uses or contrary to the District’s

mission. Employees are not permitted to knowingly access information that is profane, obscene or offensive toward a group or individual based upon race, gender, national origin or religion. Further, employees are prohibited from placing such information on the Internet.

D. Employees will protect the privacy of other computer users' areas by not accessing their passwords without written permission. Employees will not copy, change, read, or use another person's files. Employees will not engage in “hacking” or otherwise attempt to gain unauthorized access to system programs or computer equipment.
E. Employees will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
F. Employees will not disclose their passwords and account names to anyone or attempt to ascertain or use anyone else's password and account name.
G. Employees will not attempt to login to the system as a system administrator.
H. Employees understand that the intended use of all computer equipment is to meet instructional objectives.
I. Employees will not waste or take supplies, such as paper, printer ribbons, toner, and diskettes that are provided by the District.
J. Employees will not use the network for financial gain or for any commercial or illegal activity.
K. Attempts to bypass security systems on computer workstations or servers, or vandalism will result in cancellation of privileges and may result in further consequences. Malicious attempts to harm or destroy data of another employee, or data that resides anywhere on the network or on the Internet, or the uploading or creation of computer viruses are forbidden.
L. The District will not be responsible for any liabilities, costs, expenses, or purchases incurred by the use of the District’s telecommunications systems such as the Internet. This includes, but is not limited to, the purchase of on line services or products. The employee is solely responsible for any such charges. The employee’s acceptance of an email account is an acceptance of the employee’s agreement to indemnify the District for any expenses, including legal fees, arising out of the employee’s use of the system in violation of the agreement.
M. The Internet will be supplied for use on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free.
N. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
O. The District reserves the right to refuse posting of files, and to remove files.
P. The District further reserves the right to inspect an employee’s computer and computer usage at any time. Employees have no privacy rights or expectations of privacy with regard to use of the District’s computers or Internet system.
Q. The computer system is not a public forum. It is provided for the limited purpose of advancing the District’s mission.
R. A technology protection measure is in place that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate. The technology protection measure that

blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed district training by the on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of a building administrator. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

Any violation of any part of this agreement or any other activity which school administrators deem inappropriate will be subject to disciplinary action. Discipline could include but would not be limited to, the immediate suspension or termination of the employee's Internet account and computer privileges, reprimand, suspension, or termination.

Section 5 Use of School Facilities

Employees who are issued keys or key fobs to the school are expected to not lose their keys or key fobs and to not allow others to have access to or to use their keys or key fobs. If keys are lost, the employee will be required to pay the cost of replacing the door locks. If key fobs are lost, the employee will be required to pay $10. Employees are permitted to have access to school facilities during non-school time provided the Principal or supervisor has given permission and such access is for work-related purposes. When employees leave the building, they are to close all windows, lock doors, and make sure that the entry door is fully closed and locked. This is especially important when employees are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.), and school postage is to be used for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, should not be removed for non-school use without approval from the Superintendent.

Section 6 Care of School Property

Employees are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If a student or staff member knows that someone has damaged school property or equipment, or if they are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

Section 7 Use of Telephone

Personal telephone calls shall not be made during duty time except in the event of an emergency. Long distance calls that are school related can be made from a classroom phone with a specific code. Except in case of emergency, school telephones shall not be used for personal long-distance calls. Class will not be interrupted due to phone calls from teachers and/or students except in an emergency.

Section 8 Visitors
Employees are not to have visitors on school property except on a short-term basis and only with permission of the principal. Included in the definition of visitors are family members of the employee. Visitors should follow posted procedures for being on school property. Employees are not to bring their children to school with them in lieu of taking them to childcare.

Section 9 Salespersons
Employees need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the employee while engaged in the employee's duties except for such times as may be designated by the Superintendent or designee.

Employees shall not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or designee. Employees shall not use time for which the employee is on duty or paid by the District to engage in any activity for personal financial profit. Any violation of this policy will be held to be willful insubordination.

Section 10 Security of Desks, Lockers, Etc.
Offices, employee desks, lockers, file cabinets and other such storage devices ("storage devices") are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The school exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items an employee wants to have kept private should be kept in a separate personal storage device, such as a brief case, purse or backpack.

The District is not responsible for any personal property employees may bring to school. Employees are cautioned not to bring large amounts of money or items of significant value to school.

Section 11 Video Surveillance
The Board of Education has authorized the use of video cameras on 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 may use video cameras in locations as deemed appropriate. The devices shall not be placed or operational in locations in which individuals have a high expectation of privacy, such as restrooms and locker rooms. Video recordings are considered student educational records and may be subject to FERPA guidelines.

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 surveillance recording may be used in appropriate disciplinary proceedings against the employee or other building user and may also be provided to law enforcement agencies.

Section 12 Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Section 13 Copyright and Fair Use Policy

It is the District's Policy to follow the Federal copyright law. Employees are reminded that, when using school equipment, 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 statue 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." Employees should seek assistance from their immediate supervisor or the Principal if there are any questions regarding what may be copied.

See Board Policy 6020 for further copyright and fair use information.

Section 14 Lost and Found

Employees who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

Section 15 Safety

Safety Program and Safety Committee: The District has established a Safety and Security

Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Employees are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent. It is also available on the Teacher Share Drive to which all staff members have access.

The District also has safety and labor committees to address employee accidents, injuries and work place conditions. A representative from each bargaining group plus representatives appointed by the administration serve on the committee. If a staff member has a desire to serve on the committee, staff members should contact the supervisor or the Superintendent. Employees can make suggestions and/or report concerns to the safety committee by contacting a member of the safety committee or the Superintendent.

Safety Practices: Guidelines for safe work practices which employees should follow include the following:

A. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
B. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
C. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
D. Pick up clutter, keep the work area or room clean and free of clutter, debris, etc.
E. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
F. Do not use equipment that is not familiar or operate machinery without proper training.
G. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
H. Report any injuries or medical problems to the supervisor immediately and complete the employee accident report.
I. Wear seatbelts when in vehicles where provided.
J. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc.
K. Do not engage in “horseplay.” Such conduct is a common cause of injuries and is not consistent with job duties.

As required by law, approved safety glasses will be required of every student and employee while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Use of Personal Vehicles: Employees who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Employees will be provided a Driver’s Certification form to verify this information and to be given instruction on emergency evacuation and first aid. Employees who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or

accident. Employees are not to use cell phones while driving a school vehicle or while transporting children.

Use of School Vehicles:

A. Students are not to be transported in school vehicles unless the driver has an appropriate license.
B. Staff members who drive activity vans must check the operating fluids. Sponsors must help keep the vans and busses clean by requiring students to keep trash in appropriate containers. Activity drivers may also need to sweep out a vehicle.
C. The Transportation Director or designee will assign activity trip vehicles.
D. The capacity for the modified 12-passenger vans is ten passengers plus one driver.
E. See Board of Education Policy 3410 titled "Safe Driving Record Standard for Drivers" for information regarding the use of school vehicles.

Accidents: Every accident that results in a personal injury must be reported to the Principal immediately. In the event the injury involves a student, the employee responsible for the student either as employee, coach or sponsor is responsible for making the report. If the injury occurs in the presence of the employee, the employee is also responsible for making a report.

Workers Compensation: Employees are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Article 7 – STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination (See Board Policies 4003 and 5401)

Pender Public Schools does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. (BOE Policies 4003, 4003.1, 5401, and 5401.1) The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights
One Petticoat Lane
1010 Walnut Street
3rd Floor Suite 320
Kansas City, MO 64106
VOICE: 816-268-0550
FAX: 816-268-0599
TDD: 800-877-8339
ocr.kansascity@ed.gov

The U.S. Equal Employment Opportunity Commission (EEOC)
1801 L Street, N.W.
Washington, D.C. 20507
(800) 669-4000; TDD: (800) 669-6820

A publication provided by the federal government concerning rights of non-discrimination is attached as Appendix "C" to this handbook.

Section 2 Designation of Coordinators

Any person having inquiries concerning the District's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for each coordinator is: Pender Public Schools, 609 Whitney Street, Pender, NE 68047; 402-385-3244.

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	Secondary Principal
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 (See Board Policies 4003 and 5401)
Elimination of Discrimination: Pender Public Schools 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: Pender Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, employees, co-workers, students or other persons is prohibited. In addition, the Pender Public Schools 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 on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, 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, religion, disability or national origin 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 work place, 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, class room 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 employee. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or employee, or if the supervisor or employee 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 a student feels a need for immediate help for any reason, please report the complaint to the Superintendent of Pender Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, employee, 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 to be made against an employee or student for alleging in good faith a violation of this policy. (BOE Policy 1025)

Section 4 Grievance Procedure for Persons with a Disability

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints of

alleged violations of the ADA or Section 504:

A. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
B. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
C. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
D. The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement of the Complainant. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
E. The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution and shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period. In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within the ten (10) days from the date the Coordinator's division is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. The Coordinator shall consider any additional information provided in the request for reconsideration and make a decision on the request for reconsideration within 10 (ten) days after the request for reconsideration was filed.

Section 5 Confidentiality Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the Student Handbook.

To the extent permitted by law, contractors, consultants and volunteers may be permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to educational interest; which means records needed to effectively provide the function or service for which they are responsible.

School officials may have access only to those education records in which they have a legitimate educational interest, unless the parent has given written and dated consent for the access. A school official who violates this restriction shall be subject to disciplinary action up to and including termination.

Section 6 Breakfast and Lunch Programs

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

Section 7 Confidentiality of Protected Health Information

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

EMPLOYEE RIGHTS

UNDER THE FAIR LABOR STANDARDS ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

FEDERAL MINIMUM WAGE

$7.25 PER HOUR

BEGINNING JULY 24, 2009

OVERTIME PAY

At least 1½ times your regular rate of pay for all hours worked over 40 in a workweek.

CHILD LABOR

An employee must be at least **16** years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor.

Youths **14** and **15** years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs under the following conditions:

No more than

- **3** hours on a school day or **18** hours in a school week;
- **8** hours on a non-school day or **40** hours in a non-school week.

Also, work may not begin before **7 a.m.** or end after **7 p.m.**, except from June 1 through Labor Day, when evening hours are extended to **9 p.m.** Different rules apply in agricultural employment.

TIP CREDIT

Employers of "tipped employees" must pay a cash wage of at least $2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least $2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference. Certain other conditions must also be met.

ENFORCEMENT

The Department of Labor may recover back wages either administratively or through court action, for the employees that have been underpaid in violation of the law. Violations may result in civil or criminal action.

Employers may be assessed civil money penalties of up to $1,100 for each willful or repeated violation of the minimum wage or overtime pay provisions of the law and up to $11,000 for each employee who is the subject of a violation of the Act's child labor provisions. In addition, a civil money penalty of up to $50,000 may be assessed for each child labor violation that causes the death or serious injury of any minor employee, and such assessments may be doubled, up to $100,000, when the violations are determined to be willful or repeated. The law also prohibits discriminating against or discharging workers who file a complaint or participate in any proceeding under the Act.

ADDITIONAL INFORMATION

- Certain occupations and establishments are exempt from the minimum wage and/or overtime pay provisions.
- Special provisions apply to workers in American Samoa and the Commonwealth of the Northern Mariana Islands.
- Some state laws provide greater employee protections; employers must comply with both.
- The law requires employers to display this poster where employees can readily see it.
- Employees under 20 years of age may be paid $4.25 per hour during their first 90 consecutive calendar days of employment with an employer.
- Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

For additional information:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

WWW.WAGEHOUR.DOL.GOV

WHD U.S. Wage and Hour Division

U.S. Department of Labor | Wage and Hour Division

WHD Publication 1088 (Revised July 2009)

Your Rights
under the
Family and Medical Leave Act of 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for their employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles. The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances.

Reasons for Taking Leave:

Unpaid leave must be granted for *any* of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

At the employee's or employer's option, certain kinds of *paid* leave may be substituted for unpaid leave.

Advance Notice and Medical Certification:

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable."
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

Job Benefits and Protection:

- For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan."
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Unlawful Acts by Employers:

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA:
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement:

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For Additional Information:

If you have access to the Internet visit our FMLA website: **http://www.dol.gov/esa/whd/fmla.** To locate your nearest Wage-Hour Office, telephone our Wage-Hour toll-free information and help line at 1-866-4USWAGE (1-866-487-9243): a customer service representative is available to assist you with referral information from 8am to 5pm **in your time zone;** or log onto our Home Page at **http://www.wagehour.dol.gov**.

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division
Washington, D.C. 20210

WH Publication 1420
Revised August 2001

*U.S. GOVERNMENT PRINTING OFFICE 2001-476-344/49051

Equal Employment Opportunity is
THE LAW

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

DISABILITY

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

GENETICS

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

RETALIATION

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected:

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

RETALIATION

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

Programs or Activities Receiving Federal Financial Assistance

RACE, COLOR, NATIONAL ORIGIN, SEX

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

INDIVIDUALS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

YOUR RIGHTS UNDER USERRA

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

REEMPLOYMENT RIGHTS

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- ☆ you ensure that your employer receives advance written or verbal notice of your service;
- ☆ you have five years or less of cumulative service in the uniformed services while with that particular employer;
- ☆ you return to work or apply for reemployment in a timely manner after conclusion of service; and
- ☆ you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you:

- ☆ are a past or present member of the uniformed service;
- ☆ have applied for membership in the uniformed service; or
- ☆ are obligated to serve in the uniformed service;

then an employer may not deny you:

- ☆ initial employment;
- ☆ reemployment;
- ☆ retention in employment;
- ☆ promotion; or
- ☆ any benefit of employment

because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

HEALTH INSURANCE PROTECTION

- ☆ If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.

- ☆ Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

ENFORCEMENT

- ☆ The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.

- ☆ For assistance in filing a complaint, or for any other information on USERRA, contact VETS at **1-866-4-USA-DOL** or visit its **website at http://www.dol.gov/vets**. An interactive online USERRA Advisor can be viewed at **http://www.dol.gov/elaws/userra.htm**.

- ☆ If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation.

- ☆ You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: http://www.dol.gov/vets/programs/userra/poster.htm. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.

U.S. Department of Labor
1-866-487-2365

U.S. Department of Justice

Office of Special Counsel

1-800-336-4590

Publication Date—October 2008

NOTICE

Military Family Leave

On January 28, President Bush signed into law the National Defense Authorization Act for FY 2008 (NDAA), Public Law 110-181. Section 585(a) of the NDAA amended the FMLA to provide eligible employees working for covered employers two important new leave rights related to military service:

(1) **New Qualifying Reason for Leave.** Eligible employees are entitled to up to 12 weeks of leave because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. By the terms of the statute, this provision requires the Secretary of Labor to issue regulations defining "any qualifying exigency." In the interim, employers are encouraged to provide this type of leave to qualifying employees.

(2) **New Leave Entitlement**. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the servicemember. This provision became effective immediately upon enactment. This military caregiver leave is available during "a single 12-month period" during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

Additional information on the amendments and a version of Title I of the FMLA with the new statutory language incorporated are available on the FMLA amendments Web site at http://www.dol.gov/esa/whd/fmla/NDAA_fmla.htm.

WHD
U.S. Wage and Hour Division

U.S. Department of Labor | Employment Standards Administration | Wage and Hour Division

Appendix H

Addendum to Pender Public Schools
Employee Handbooks
(January 16, 2009)

The Department of Labor has amended the Family and Medical Leave Act (FMLA) regulations effective on January 16, 2009. One of the changes involves the content of the general notice to be given to employees concerning rights and responsibilities under the FMLA.

The general notice information is to be included in employee handbooks. As such, we are providing the following information as an addendum to the District's existing employee handbooks.

Employee Rights and Responsibilities under the Family and Medical Leave Act

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform his/her job.

The "leave year" for purposes of the FMLA is a "rolling" 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement: Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections: During FMLA leave, the employee's health coverage under a "group

health plan" will be maintained on the same terms as if he/she had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

An employee's use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of his/her FMLA leave.

Eligibility Requirements: Employees are eligible if he/she has been employed with Pender Public Schools for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of Pender Public Schools within 75 miles of the employee's work location.

Definition of Serious Health Condition: A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of his/her job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regiment of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave: Employees do not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave: Employees may choose, or Pender Public Schools may require, use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the District's normal paid leave policies.

Employee Responsibilities: Employees must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities: The District must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District must provide a reason for the ineligibility.

The District must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District must notify the employee.

Unlawful Acts by Employers: FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement: An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information, refer to FMLA posters on employee bulletin boards or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
www.dol.gov/whdl

To submit a request for use of FMLA, or to make arrangements for payment of benefits while on an FMLA leave, contact Jason Dolliver at (402) 385-3244.

RECEIPT OF 2024-2025 CLASSIFIED EMPLOYEE HANDBOOK
of Pender Public Schools

This signed receipt acknowledges receipt of the 2024-2025 Classified Employee Handbook of Pender Public Schools. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, a drug-free workplace notice, and the District's anti-discrimination and harassment policies, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Signature _____

Date _____

Please return this form to the District Office.

Staff Handbook Updates
July 2024

Certified Staff

- All references to 23-24 were changed to 24-25
- Page 8 - Updated staff members
- Page 11 - Updated calendar
- Page 24 - Bulletin Boards … delete
- Page 24 - delete textbook portion of letter B
- Page 24 - delete “Use of Student Aide” section
- Page 36 - “Grades must be recorded for all curricular areas.” This was in all caps. I changed it to just be normal.
- Page 40 - updated dates and times for PT conferences
- Page 44 - phones … may be irrelevant or outdated
- Page 46 - changed 1st to Advisory Group
- Page 50 - 9 passengers rather than 10
- Page 51 - need to make sure the title ix info is correct

Classified Staff

- All references to 23-24 were changed to 24-25
- Page 6 - remove Twin River, add Wakefield
- Page 6 - updated number of staff members
- Page 9 - updated staff members
- Page 12 - updated calendar
- Page 39 - phones … may be irrelevant or outdated
- Page 44 - need to make sure the title ix info is correct

Pender Public Schools
Coach & Sponsor Manual
2024-2025

Purpose / Intent:

The purpose or intent of this document is to provide guidance and direction to coaches and sponsors of extracurricular activities. This is not an all inclusive document. An effort was made to provide as much useful and helpful information as possible, but there are likely topics or pieces of information that are not included. 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.

Extracurricular activities are a major part of the educational process. That is the case for many, many reasons. It is vital for coaches and sponsors to do everything possible to facilitate a program that provides students with a great experience full of learning opportunities. That can be done in an infinite number of ways. In the end, it is the responsibility and expectation of coaches and sponsors to put forth their best effort for that to be the case. If that effort is made, a successful program that meets the needs of those that choose to participate will be the result.

To those that choose to coach or sponsor extracurricular activities at Pender Public Schools … THANK YOU!! Being a coach or sponsor of an extracurricular activity is not easy and is very challenging. Personal and professional sacrifices must be made by anyone who chooses to go down this path. The time, effort, and commitment given by those who coach or sponsor is greatly appreciated! What coaches and sponsors do makes a difference. It has positive impacts on the lives of students in ways one likely doesn't realize. Those that go down this path are urged to not ever lose sight of the appreciation so many people have for what coaches and sponsors do!

Expectations / Goals:

- Create positive and productive relationships with participants, parents of participants, and program supporters
- Be an effective and efficient communicator
- Be loyal to yourself, the program, the school, and the community
- Be committed to the role of coach/sponsor
- Strive to facilitate a program that provides students with a great experience full of learning opportunities

Guiding Principles:

- Good relationships and communication can solve most problems.

- Communication is key to successful programs, and it is vital for coaches and sponsors to do whatever is necessary to help everyone be successful. In other words, coaches and sponsors must do everything possible to be effective and efficient communicators.

- It is important for coaches and sponsors to get to know each other and communicate often

- It is important for coaches and sponsors to work with each other and support each other at all times

- It is important for coaches and sponsors to attend as many events as possible

Required Items:

- Drug, Alcohol, and Tobacco Policy - This is spelled out in the Extracurricular Activities Handbook for Parents and Students. Click here to access it.

- Emergency Action Plan - Coaches and Sponsors must be familiar with the District's Emergency Action Plan and implement it to the best of their ability when needed. Click here to access PHS's Emergency Action Plan.

- Fundraising - A fundraising form must be completed whenever a program plans to conduct a fundraiser. This includes any and all fundraisers. Examples include but are not limited to a silent auction, an omelet feed, split the pot, pop shots, etc. Click here to access the fundraising form.

- Clothing and Apparel - Programs that choose to sell apparel for their program shall use the Pendragon logo (link to logo) and the District's official colors (link to Policy). Special circumstances may exist when apparel can be sold that does not meet these guidelines (ex: pink apparel for cancer awareness). Anything that does not meet these guidelines shall be approved by the Activities Director.

- Grade Policy - This is spelled out in the 7-12 Parent-Student Handbook. Click here to access it.

- Handbook - Each program must have a handbook. It must include team rules, lettering guidelines, and all student expectations. These should be reviewed with students and their parents prior to the start of the season. A copy of this shall be submitted to and approved by the Activities Director prior to the start of the season.

- Inventory - Coaches and sponsors are asked to maintain an inventory of all program resources (uniforms, balls, cones, etc.). It should be updated and submitted to the Activities Director at the end of each season.

- Maxpreps - Coaches are required to put scores on Maxpreps after each varsity contest per requirement of NSAA.

- NFHS Courses - All coaches are required to complete the 3 courses on the NFHS website. They are Concussion In Sport, Heat Illness Prevention, and Sudden Cardiac Arrest. Click here to access the link for these courses.

- NSAA Rules Meetings for Head Coaches - This can be completed online or at the Coaches Clinic in July.

- Parent's Meeting - Prior to the first competition, each coach shall have a meeting with parents OR documented communication with parents explaining important program information. The meeting should review the program's handbook and any other relevant information. It is very important to open the lines of communication during this meeting. When coaches and parents are on the same page, the program has the best chance to be successful. More importantly, the students have the best chance to have a positive experience when this is the case.

- Parent Survey - Coaches and sponsors shall administer a parent survey prior to the start of the season. Information about the survey is at the end of the document.

- Picture / Media Day - All programs are encouraged to schedule a time for team pictures. A local photographer shall be utilized. The Pender Times shall also be contacted for this event.

- Player Paperwork - Physicals, parental permission, and emergency contact forms need to be turned into the Activities Director before the first practice. Office personnel will keep track of physical forms.

- Senior / Parents Night - Programs are encouraged to honor and recognize parents of participants and participating seniors. The manner and method this is done shall be determined by the head coach. The head coach must communicate his/her plan for this in advance so proper arrangements can be made.

General Coaching Guidelines:

- Check between other sports and activities before you schedule something at a different time. Sports and activities share the same seasons and the same students, so make sure we work together to ensure we are doing what is best for our students. Please try to save the morning times for non sports activities.

- You cannot put an athlete down or punish them for being in another activity. We are not a big enough school to have all separate activities. We must share the students, so they can be in as many activities as possible. This means you might have to stay after practice for extra shooting, running, lifting, etc. If necessary, specific plans to accommodate student participation in multiple events may be drafted. This can be avoided by coaches and sponsors communicating and working together!

- Sick Athletes - When an athlete is sick, please encourage them to stay home. We do not want students coming to school sick so they don't have to miss a practice.

- 24 Hour Rule - No Parents can talk to coaches until 24 hours after a contest. This gives everyone time to cool off. Meeting after games is not a good idea for anyone.

- Playing time -
    - Junior High (JH): All students will participate in every contest. Playing time does not have to be equal, but students need opportunities to compete in order to learn, grow, develop, and to find a love for the activity. Rewarding students with more playing time for doing things right in practice and working hard is suitable. While it is expected for all students to participate, coaches should instill the desire to compete and the will to win.

    - Junior Varsity (JV): An effort to make sure all students participate is important. There are times when this may not happen due to contest limitations and number of participants. This should be avoided whenever possible. Everything else listed in the JH section applies to JV. The purpose of JV competition is to prepare students for the varsity level. If they do not get a chance to compete, they likely will not ever be prepared for the varsity level.

    - Varsity: Playing time should be based on the coach making every effort to give the team the best opportunity to be successful.

- E-Funds - The use of personal Venmo for school purchases is not allowed. The auditors have a fit when we do this. E-Funds is an electronic payment system that can be used in place of things like Venmo. It can be used instead of cash/check payments. The uses of it are seemingly limitless. Once families access E-Funds, payments can be made for many things such as lunch, camps, t-shirts, pictures, etc. To utilize E-Funds, contact one of the District Secretaries. Click here for a link to E-Funds.

- Transportation -
    - Requests for transportation must be submitted to the Transportation Director. These requests should be submitted before the start of the first practice. Any changes should be communicated to the Transportation Director as soon as possible. To submit a request, simply email the Transportation Director (Dan Swinton). Click here to do so.

    - Anyone who drives a school vehicle to transport students must complete driver training. The Transportation Director will arrange this with all coaches and sponsors.

- Sportsmanship - This is a must. Coaches are asked to model what is desired of students. This makes it easier for them to know how to conduct themselves. Anything that can be interpreted as racist, sexist, or inappropriate should be immediately stopped and addressed. As a coach it is vital to think about what you say. If it can't or should be said in the classroom, it probably can't or shouldn't be said in the activity arena (competition or practice).

- Flag Etiquette - Coaches should make sure students are respectful during the National Anthem. Ideally, all participants would stand, put their right hand over their hearts, and look at the Flag during the National Anthem. This is a sign of respect to all current and veteran members of the military.

- Locker Rooms - Locker room supervision is paramount. It is one of the toughest tasks to tackle, but it must be done. All areas must be supervised to reduce negative behaviors such as hazing or bullying. Locker rooms will be locked except when in use by an activity or a class.

- Cell Phones - Cell phones are not to be used in locker rooms. Students will likely need to lock them in their lockers during practice or class, but they should not be used in the locker room. This will prevent them from being used for purposes that could lead to serious problems. Even if used in an innocent and/or well intended manner, cell phones can create problems no one wants. Coaches and sponsors are asked to stress this with students and provide them with frequent reminders. There are a few (very few) valid reasons for a student to use a cell phone in the locker room. One exception to this would be for a student to use his/her phone to play music in the locker room prior to a competition.

- Equipment - Coaches should make sure all equipment and materials are put away and secured after each practice or competition. PPS facilities are used in many, many ways (school and non-school purposes). Making sure everything is put away and secured will ensure District-owned equipment will last as long as possible.

- Training Room - Students should not be in the training room without a coach. The training room is there for PPS program use, so coaches and students are encouraged to use it. Any supplies that need to be replenished or purchased should be brought to the attention of the Activities Director. This includes supplies for each program's med kit.

- Injuries - Parents should be contacted by one of the coaches anytime an injury occurs. That includes all injuries; minor, severe, or anything in between. Communication

between the coach, student, and parents should occur frequently to assure the student is able to fully recover safely. Injured students can be evaluated by Pender Community Hospital personnel at PPS per coach's request. Currently, Brock Simonsen is the individual who can see and evaluate injured students. If needed, the student will be referred to a doctor.

- Rosters - Rosters should be submitted to the Activities Director as early in the season as possible. This allows the Activities Director to submit it to the NSAA so all players on the roster are eligible to compete.

- Practice Restrictions -
    - Practices are not allowed to be conducted on Sunday.
    - Practices are not allowed to be conducted on Wednesday evenings after 6:30 pm. Students should be out of the building by 6:30 pm on Wednesdays.
    - Practices are not allowed to be scheduled before 6:30 am. Arrival to school before 6:30 am for the purpose of travel to a school activity shall be approved by the Activities Director.
    - To practice at any of the times listed above, permission from the Superintendent must be obtained. Requests to practice during the restricted times will only be granted when there are extenuating circumstances. An example would be a conference, district, or state event on a Monday. If practice is allowed during any of the restricted times, they are not allowed to be mandatory. If a student can't attend, they are not allowed to be disciplined in any way.

- Severe Weather and School Cancellations - When school is canceled all activities, practices, and use of school facilities will be canceled. While some students may be able to get to the school, that may not be the case for all students. When one or some students are allowed in the building when school is canceled, those who can't make it may feel pressured to be here, too. This could lead to a situation in which a student is put in danger. When school is canceled, school facilities are closed.

- Social Media - Social media can be a powerful tool for programs. Coaches/Sponsors are encouraged to use social media platforms to build their program. This tool can also be tremendously damaging. Coaches/Sponsors shall refrain from usage of social media in ways that could damage a program. This includes accounts specific to a team or group as well as personal accounts.

- Concession Stand - All programs will be assigned to work the concession stand. Depending on the number of events, this may happen more than one time. The program assigned to run the concession stand must do so unless a replacement can be found. If this happens, communication with the Activities Director is required.

- Supervision, Supervision, SUPERVISION - One of the coaches or sponsors must be the last person to leave all practices and competitions. Students shall not be left unsupervised under any circumstances.

- Secure the Facility -
    - At the end of every practice or competition, the coach or sponsor shall ensure all doors are properly locked and secured. Doors should not be propped open. Doors should only be unlocked when absolutely necessary.
    - All lights in the area in which a practice or competition occurred should be shut off.

- Volunteer Coaches - Individuals willing to volunteer to help coach are extremely valuable. Any program volunteers must be approved by the Superintendent. A Volunteer Agreement is required to be completed before the start of the season. Click here to access it.

- Attendance - Attendance shall be taken at every practice and competition. Records of attendance shall be kept for the entire season. Reasons for absences shall be included in the records.

- Activities During the School Day - There are a plethora of activities that occur during the school day or that require students to leave school early. Coaches shall send a list of students that will miss school for activities to all impacted staff prior to the absence. Ideally, this communication occurs 72 hours or more prior to the absence. Students are responsible for completing their work prior to their absence if required by the teacher. Communication is the key with this.

- Dress Code - Coaches and sponsors are asked to dress professionally. The manner in which one presents his or her self sends a message. PPS coaches and sponsors are asked to send a positive and productive message.

- Hudl - This is a resource provided by the District. Coaches are encouraged to use it as much as possible! It is valuable and can provide programs with an advantage.

- Officials - The Activities Director works hard to hire the best officials possible. Coaches are asked to communicate with the Activities Director if there are specific requests regarding officials.

- PPS officially sponsors football, volleyball, basketball (girls and boys), wrestling, and track (girls and boys) for students in grades 7 and 8. Superintendent approval is required to include students in grades 7 and 8 in activities not officially sponsored by the District. This applies to any activity offered to high school students at PPS.

State Participation Protocol:

- Pender Public Schools' Activities Director (AD) or designee will reserve rooms for team members who will be participating in a State competition at a cost not to exceed $150 per room per night. If the $150 per night limit is not attainable, permission from the Superintendent will be required to exceed the limit.

- Fundraised funds can only be obligated dispersed with prior approval from the Activities Director.

- If competition begins at or before noon, the team may leave the night before competition begins. If the competition begins after noon, the team should leave the day of the competition. A team no longer competing may stay the night of their first competition only if their first competition was after noon.
    - Exceptions may be made. Examples include location of event, weather, pre-competition requirements, etc.

- A cash allowance will be given to coaches, managers, and participants in the State competition for meals at a rate $13 per meal. The number of meals will be based on the number of days a team is participating in the State activity. If the hotel reservations include a continental breakfast, no allowance will be awarded for that meal. The maximum number of meals provided per day will be three.

- If the team chooses to have a team meal, each participant may use their allotment for that meal. If the meal exceeds the allotment, each individual is responsible for any cost exceeding $13. Charging a team meal on a school credit card is prohibited.

- The AD or designee will reserve rooms for non-participating team members, however, the cost for the room will be the responsibility of those people using the room. Each person will need to reimburse the school district Activity Fund for the cost of the rooms. Fundraised funds may be used to pay for these rooms, however, the AD must approve the expenditure. No meal allowance will be provided through the Activity Fund.

- Once a team has been eliminated from the State competition, the school will not provide rooms or meals. (See Item #3 for first day competition guidelines.)

Guidelines for Attendance at State Competition and Coaches Clinics:

- Administrative approval is necessary prior to State Competition or Coaches Clinic.

- District will pay for lodging and meals when attending a state competition for a head and / or assistant coach.

- District personnel will make the reservation for lodging for state competitions and clinics.

- District will pay the registration fee for clinics and admission to contests.

- District will pay membership dues in the Nebraska Coaches Association for all head and assistant coaches.

- If a school vehicle is available, no mileage will be paid to coach. Mileage will only be paid to a coach when a district vehicle is not available and an administrator has given prior approval for the reimbursement.

- Professional days will be granted for a head or assistant coach.

- Receipts must be presented with reimbursement requests.

Parent Guidelines:

- Click here to access guidelines for communication between parents and coaches.
    - Coaches are asked to consider two concepts when dealing with parental concerns.
        - Parents who want to meet with a coach to discuss a concern are usually very concerned about potential negative impacts of this discussion. Simply stated, it does not meet District expectations for any negative impacts to result from a meeting of this nature. Coaches are encouraged to ensure parents of this early and often. Parents have to know that communication, even if it is something a coach does not want to hear, should be brought to the coach without fear of anything negative resulting.
        - Oftentimes the presence of the Activities Director or an Administrator can be very helpful in a meeting between a concerned parent and a coach. Coaches who understand and welcome this presence build a ton of trust with the concerned parents. Transparency is tremendously important, and the presence of the AD or an Admin in a meeting of this nature provides it.

- Generally speaking, we never have to "deal with" things we like. In fact, the very notion of “dealing with” something invokes feelings of negativity, suspicion, and even dread. We usually “deal with” things that are unpleasant. We “deal with” problems. We “deal with” difficult people. With all those negative connotations, it's safe to say, nobody ever looks forward to having to “deal with” anything.

- That likely describes how most coaches approach the parent-coach relationship. Rooted in fear of conflict and confrontation, coaches negotiate parent interactions like tiptoeing through a minefield hoping to spend as little time as possible desperately trying to avoid an explosion. At the end of the day, coaches signed up to coach a sport, not to deal with parents. BUT, all coaches know, parents are VITAL to a program's success.

- With that in mind, it is paramount for coaches to embrace the parent and coach relationship and do everything possible to create positive and productive relationships with parents of all players. It goes without saying, but this can be very challenging in some scenarios and simple in others. In the end, coaches have to control what they can control. Coaches who work hard to build positive and productive relationships with parents of all players, regardless of the situation or scenario, will likely be able to make that happen. Positive and productive relationships are built through open lines of communication (two-way), flexibility, a genuine desire to understand the other party and the desires of the other party, and a willingness to receive feedback (from players & their parents).

- It is also imperative to understand that coaches are entrusted with a person that is the most important person in any parent's life … THEIR CHILD! That comes with great responsibility. Coaches must take this responsibility seriously and not underestimate the value of "this" experience in "this" moment. Nothing is guaranteed. Students have a very small window to participate in extracurricular activities in high school. When the window closes, it is closed for the rest of their lives. Coaches are asked to do everything possible to provide those who choose to participate in their program with the best experience they can possibly provide. Parents will fiercely support coaches who take this approach!

- **Coaching the Parent**
    - It is important to the success of a program to get parents to be positive pieces of the program's culture! Below are some ways that may help a coach or sponsor accomplish that. Parents not only need to be invited to be part of the culture, but they also need to be coached on how to be part of a positive culture. Below are some ways to help parents be positive parts of a program:

        - Help the program any way you can. Find a way to serve by helping.

        - Be patient, communicate, and be understanding.

        - Positively promote the program through personal social media accounts. Parents are the most influential voice representing our programs and school. Please be good representatives of your children's efforts and respectful of their commitment to the team.

        - Support your childrens' efforts, commitment, and sacrifice.

        - Be kind to the media and thank them for their coverage.

        - Celebrate the effort and contributions of every player at all levels.

        - A child's success or lack of success in sports does not indicate the quality of parenting a child receives. Parents who have a child that is coachable,

respectful, a great teammate, mentally tough, resilient, and tries their best IS a direct reflection of parenting.

- Be a crowd builder. We want to create an experience that brings joy to our students.

- **Parent Survey Information**
  - Below are some questions coaches and sponsors shall ask all parents of participants to answer before each season starts. Inviting our parents to be part of our culture is important, but they also need to be coached on how to be part of a positive culture. This is another important piece.
  - The questions below shall be included. Other questions may be included if desired.
    - What is one (or more) reasonable, measurable goal you have for our team this season?
    - What do you want your child's experience to be like if they can't accomplish any of the goals you wrote for them or the team?
    - What do you want your experience to be like as a sports parent?
    - What can you do to help create that experience for other parents?
    - What can coaches do to help facilitate that experience?
  - The results of the survey shall be reviewed and taken into consideration.
  - The purpose of asking parents to answer these questions is to open the lines of communication between parents and coaches.
  - The purpose is also to provide coaches and sponsors with valuable feedback. Feedback is always worth something. It may be worth very little, and it may be invaluable. The important thing about feedback is for coaches and sponsors to seek feedback and use it for whatever it can be used for.
  - Too often parent complaints are anonymous, or done to everyone but the coach in fear that the coach will retaliate on their child. The willingness of parents to take ownership of a potentially negative comment can be meaningful to you as a coach because it can communicate trust.
  - Will this fix everything?

- NO, but when the day comes, the hope is that trusting relationships will be in place so both sides can weather disagreements.

- Choosing to coach the parent with love, understanding, respect, appreciation, and encouragement, just as we would with one of our own players, may be beneficial.

Coach & Sponsor Manual Changes 24/25

Page 1 - Purpose / Intent - Add line at end of first paragraph. ‘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.’

Page 5 - Locker Rooms - Add ‘Reduce’

Page 8 - State Participation Protocol - Bullet 2 - (Delete ‘obligated’ replace with ‘dispersed’) Fundraised funds can only be dispersed with prior approval from the Athletic Director.

***Update Links (Drug/Alcohol & Grade Policy, etc)

Pender Public Schools
Coach & Sponsor Manual
2024-2025

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- Be loyal to yourself, the program, the school, and the community
- Be committed to the role of coach/sponsor
- Strive to facilitate a program that provides students with a great experience full of learning opportunities

Guiding Principles:

- Good relationships and communication can solve most problems.

- Communication is key to successful programs, and it is vital for coaches and sponsors to do whatever is necessary to help everyone be successful. In other words, coaches and sponsors must do everything possible to be effective and efficient communicators.

- It is important for coaches and sponsors to get to know each other and communicate often

- It is important for coaches and sponsors to work with each other and support each other at all times

- It is important for coaches and sponsors to attend as many events as possible

Required Items:

- Drug, Alcohol, and Tobacco Policy - This is spelled out in the Extracurricular Activities Handbook for Parents and Students. Click here to access it.

- Emergency Action Plan - Coaches and Sponsors must be familiar with the District's Emergency Action Plan and implement it to the best of their ability when needed. Click here to access PHS's Emergency Action Plan.

- Fundraising - A fundraising form must be completed whenever a program plans to conduct a fundraiser. This includes any and all fundraisers. Examples include but are not limited to a silent auction, an omelet feed, split the pot, pop shots, etc. Click here to access the fundraising form.

- Clothing and Apparel - Programs that choose to sell apparel for their program shall use the Pendragon logo (link to logo) and the District's official colors (link to Policy). Special circumstances may exist when apparel can be sold that does not meet these guidelines (ex: pink apparel for cancer awareness). Anything that does not meet these guidelines shall be approved by the Activities Director.

- Grade Policy - This is spelled out in the 7-12 Parent-Student Handbook. Click here to access it.

- Handbook - Each program must have a handbook. It must include team rules, lettering guidelines, and all student expectations. These should be reviewed with students and their parents prior to the start of the season. A copy of this shall be submitted to and approved by the Activities Director prior to the start of the season.

- Inventory - Coaches and sponsors are asked to maintain an inventory of all program resources (uniforms, balls, cones, etc.). It should be updated and submitted to the Activities Director at the end of each season.

- Maxpreps - Coaches are required to put scores on Maxpreps after each varsity contest per requirement of NSAA.

- NFHS Courses - All coaches are required to complete the 3 courses on the NFHS website. They are Concussion In Sport, Heat Illness Prevention, and Sudden Cardiac Arrest. Click here to access the link for these courses.

- NSAA Rules Meetings for Head Coaches - This can be completed online or at the Coaches Clinic in July.

- Parent's Meeting - Prior to the first competition, each coach shall have a meeting with parents OR documented communication with parents explaining important program information. The meeting should review the program's handbook and any other relevant information. It is very important to open the lines of communication during this meeting. When coaches and parents are on the same page, the program has the best chance to be successful. More importantly, the students have the best chance to have a positive experience when this is the case.

- Parent Survey - Coaches and sponsors shall administer a parent survey prior to the start of the season. Information about the survey is at the end of the document.

- Picture / Media Day - All programs are encouraged to schedule a time for team pictures. A local photographer shall be utilized. The Pender Times shall also be contacted for this event.

- Player Paperwork - Physicals, parental permission, and emergency contact forms need to be turned into the Activities Director before the first practice. Office personnel will keep track of physical forms.

- Senior / Parents Night - Programs are encouraged to honor and recognize parents of participants and participating seniors. The manner and method this is done shall be determined by the head coach. The head coach must communicate his/her plan for this in advance so proper arrangements can be made.

General Coaching Guidelines:

- Check between other sports and activities before you schedule something at a different time. Sports and activities share the same seasons and the same students, so make sure we work together to ensure we are doing what is best for our students. Please try to save the morning times for non sports activities.

- You cannot put an athlete down or punish them for being in another activity. We are not a big enough school to have all separate activities. We must share the students, so they can be in as many activities as possible. This means you might have to stay after practice for extra shooting, running, lifting, etc. If necessary, specific plans to accommodate student participation in multiple events may be drafted. This can be avoided by coaches and sponsors communicating and working together!

- Sick Athletes - When an athlete is sick, please encourage them to stay home. We do not want students coming to school sick so they don't have to miss a practice.

- 24 Hour Rule - No Parents can talk to coaches until 24 hours after a contest. This gives everyone time to cool off. Meeting after games is not a good idea for anyone.

- Playing Time -
    - Junior High (JH): All students will participate in every contest. Playing time does not have to be equal, but students need opportunities to compete in order to learn, grow, develop, and to find a love for the activity. Rewarding students with more playing time for doing things right in practice and working hard is suitable. While it is expected for all students to participate, coaches should instill the desire to compete and the will to win.

    - Junior Varsity (JV): An effort to make sure all students participate is important. There are times when this may not happen due to contest limitations and number of participants. This should be avoided whenever possible. Everything else listed in the JH section applies to JV. The purpose of JV competition is to prepare students for the varsity level. If they do not get a chance to compete, they likely will not ever be prepared for the varsity level.

    - Varsity: Playing time should be based on the coach making every effort to give the team the best opportunity to be successful.

- E-Funds - The use of personal Venmo for school purchases is not allowed. The auditors have a fit when we do this. E-Funds is an electronic payment system that can be used in place of things like Venmo. It can be used instead of cash/check payments. The uses of it are seemingly limitless. Once families access E-Funds, payments can be made for many things such as lunch, camps, t-shirts, pictures, etc. To utilize E-Funds, contact one of the District Secretaries. Click here for a link to E-Funds.

- Transportation -
    - Requests for transportation must be submitted to the Transportation Director. These requests should be submitted before the start of the first practice. Any changes should be communicated to the Transportation Director as soon as possible. To submit a request, simply email the Transportation Director (Dan Swinton). Click here to do so.

    - Anyone who drives a school vehicle to transport students must complete driver training. The Transportation Director will arrange this with all coaches and sponsors.

- Sportsmanship - This is a must. Coaches are asked to model what is desired of students. This makes it easier for them to know how to conduct themselves. Anything that can be interpreted as racist, sexist, or inappropriate should be immediately stopped and addressed. As a coach it is vital to think about what you say. If it can't or should be said in the classroom, it probably can't or shouldn't be said in the activity arena (competition or practice).

- Flag Etiquette - Coaches should make sure students are respectful during the National Anthem. Ideally, all participants would stand, put their right hand over their hearts, and look at the Flag during the National Anthem. This is a sign of respect to all current and veteran members of the military.

- Locker Rooms - Locker room supervision is paramount. It is one of the toughest tasks to tackle, but it must be done. All areas must be supervised to reduce negative behaviors such as hazing or bullying. Locker rooms will be locked except when in use by an activity or a class.

- Cell Phones - Cell phones are not to be used in locker rooms. Students will likely need to lock them in their lockers during practice or class, but they should not be used in the locker room. This will prevent them from being used for purposes that could lead to serious problems. Even if used in an innocent and/or well intended manner, cell phones can create problems no one wants. Coaches and sponsors are asked to stress this with students and provide them with frequent reminders. There are a few (very few) valid reasons for a student to use a cell phone in the locker room. One exception to this would be for a student to use his/her phone to play music in the locker room prior to a competition.

- Equipment - Coaches should make sure all equipment and materials are put away and secured after each practice or competition. PPS facilities are used in many, many ways (school and non-school purposes). Making sure everything is put away and secured will ensure District-owned equipment will last as long as possible.

- Training Room - Students should not be in the training room without a coach. The training room is there for PPS program use, so coaches and students are encouraged to use it. Any supplies that need to be replenished or purchased should be brought to the attention of the Activities Director. This includes supplies for each program's med kit.

- Injuries - Parents should be contacted by one of the coaches anytime an injury occurs. That includes all injuries; minor, severe, or anything in between. Communication

between the coach, student, and parents should occur frequently to assure the student is able to fully recover safely. Injured students can be evaluated by Pender Community Hospital personnel at PPS per coach's request. Currently, Brock Simonsen is the individual who can see and evaluate injured students. If needed, the student will be referred to a doctor.

- Rosters - Rosters should be submitted to the Activities Director as early in the season as possible. This allows the Activities Director to submit it to the NSAA so all players on the roster are eligible to compete.

- Practice Restrictions -
    - Practices are not allowed to be conducted on Sunday.
    - Practices are not allowed to be conducted on Wednesday evenings after 6:30 pm. Students should be out of the building by 6:30 pm on Wednesdays.
    - Practices are not allowed to be scheduled before 6:30 am. Arrival to school before 6:30 am for the purpose of travel to a school activity shall be approved by the Activities Director.
    - To practice at any of the times listed above, permission from the Superintendent must be obtained. Requests to practice during the restricted times will only be granted when there are extenuating circumstances. An example would be a conference, district, or state event on a Monday. If practice is allowed during any of the restricted times, they are not allowed to be mandatory. If a student can't attend, they are not allowed to be disciplined in any way.

- Severe Weather and School Cancellations - When school is canceled all activities, practices, and use of school facilities will be canceled. While some students may be able to get to the school, that may not be the case for all students. When one or some students are allowed in the building when school is canceled, those who can't make it may feel pressured to be here, too. This could lead to a situation in which a student is put in danger. When school is canceled, school facilities are closed.

- Social Media - Social media can be a powerful tool for programs. Coaches/Sponsors are encouraged to use social media platforms to build their program. This tool can also be tremendously damaging. Coaches/Sponsors shall refrain from usage of social media in ways that could damage a program. This includes accounts specific to a team or group as well as personal accounts.

- Concession Stand - All programs will be assigned to work the concession stand. Depending on the number of events, this may happen more than one time. The program assigned to run the concession stand must do so unless a replacement can be found. If this happens, communication with the Activities Director is required.

- Supervision, Supervision, SUPERVISION - One of the coaches or sponsors must be the last person to leave all practices and competitions. Students shall not be left unsupervised under any circumstances.

- Secure the Facility -
    - At the end of every practice or competition, the coach or sponsor shall ensure all doors are properly locked and secured. Doors should not be propped open. Doors should only be unlocked when absolutely necessary.
    - All lights in the area in which a practice or competition occurred should be shut off.

- Volunteer Coaches - Individuals willing to volunteer to help coach are extremely valuable. Any program volunteers must be approved by the Superintendent. A Volunteer Agreement is required to be completed before the start of the season. Click here to access it.

- Attendance - Attendance shall be taken at every practice and competition. Records of attendance shall be kept for the entire season. Reasons for absences shall be included in the records.

- Activities During the School Day - There are a plethora of activities that occur during the school day or that require students to leave school early. Coaches shall send a list of students that will miss school for activities to all impacted staff prior to the absence. Ideally, this communication occurs 72 hours or more prior to the absence. Students are responsible for completing their work prior to their absence if required by the teacher. Communication is the key with this.

- Dress Code - Coaches and sponsors are asked to dress professionally. The manner in which one presents his or her self sends a message. PPS coaches and sponsors are asked to send a positive and productive message.

- Hudl - This is a resource provided by the District. Coaches are encouraged to use it as much as possible! It is valuable and can provide programs with an advantage.

- Officials - The Activities Director works hard to hire the best officials possible. Coaches are asked to communicate with the Activities Director if there are specific requests regarding officials.

- PPS officially sponsors football, volleyball, basketball (girls and boys), wrestling, and track (girls and boys) for students in grades 7 and 8. Superintendent approval is required to include students in grades 7 and 8 in activities not officially sponsored by the District. This applies to any activity offered to high school students at PPS.

State Participation Protocol:

- Pender Public Schools' Activities Director (AD) or designee will reserve rooms for team members who will be participating in a State competition at a cost not to exceed $150 per room per night. If the $150 per night limit is not attainable, permission from the Superintendent will be required to exceed the limit.

- Fundraised funds can only be dispersed with prior approval from the Activities Director.

- If competition begins at or before noon, the team may leave the night before competition begins. If the competition begins after noon, the team should leave the day of the competition. A team no longer competing may stay the night of their first competition only if their first competition was after noon.
    - Exceptions may be made. Examples include location of event, weather, pre-competition requirements, etc.

- A cash allowance will be given to coaches, managers, and participants in the State competition for meals at a rate $13 per meal. The number of meals will be based on the number of days a team is participating in the State activity. If the hotel reservations include a continental breakfast, no allowance will be awarded for that meal. The maximum number of meals provided per day will be three.

- If the team chooses to have a team meal, each participant may use their allotment for that meal. If the meal exceeds the allotment, each individual is responsible for any cost exceeding $13. Charging a team meal on a school credit card is prohibited.

- The AD or designee will reserve rooms for non-participating team members, however, the cost for the room will be the responsibility of those people using the room. Each person will need to reimburse the school district Activity Fund for the cost of the rooms. Fundraised funds may be used to pay for these rooms, however, the AD must approve the expenditure. No meal allowance will be provided through the Activity Fund.

- Once a team has been eliminated from the State competition, the school will not provide rooms or meals. (See Item #3 for first day competition guidelines.)

Guidelines for Attendance at State Competition and Coaches Clinics:

- Administrative approval is necessary prior to State Competition or Coaches Clinic.

- District will pay for lodging and meals when attending a state competition for a head and / or assistant coach.

- District personnel will make the reservation for lodging for state competitions and clinics.

- District will pay the registration fee for clinics and admission to contests.

- District will pay membership dues in the Nebraska Coaches Association for all head and assistant coaches.

- If a school vehicle is available, no mileage will be paid to coach. Mileage will only be paid to a coach when a district vehicle is not available and an administrator has given prior approval for the reimbursement.

- Professional days will be granted for a head or assistant coach.

- Receipts must be presented with reimbursement requests.

Parent Guidelines:

- Click here to access guidelines for communication between parents and coaches.
    - Coaches are asked to consider two concepts when dealing with parental concerns.
        - Parents who want to meet with a coach to discuss a concern are usually very concerned about potential negative impacts of this discussion. Simply stated, it does not meet District expectations for any negative impacts to result from a meeting of this nature. Coaches are encouraged to ensure parents of this early and often. Parents have to know that communication, even if it is something a coach does not want to hear, should be brought to the coach without fear of anything negative resulting.
        - Oftentimes the presence of the Activities Director or an Administrator can be very helpful in a meeting between a concerned parent and a coach. Coaches who understand and welcome this presence build a ton of trust with the concerned parents. Transparency is tremendously important, and the presence of the AD or an Admin in a meeting of this nature provides it.

- Generally speaking, we never have to "deal with" things we like. In fact, the very notion of “dealing with” something invokes feelings of negativity, suspicion, and even dread. We usually “deal with” things that are unpleasant. We “deal with” problems. We “deal with” difficult people. With all those negative connotations, it's safe to say, nobody ever looks forward to having to “deal with” anything.

- That likely describes how most coaches approach the parent-coach relationship. Rooted in fear of conflict and confrontation, coaches negotiate parent interactions like tiptoeing through a minefield hoping to spend as little time as possible desperately trying to avoid an explosion. At the end of the day, coaches signed up to coach a sport, not to deal with parents. BUT, all coaches know, parents are VITAL to a program's success.

- With that in mind, it is paramount for coaches to embrace the parent and coach relationship and do everything possible to create positive and productive relationships

with parents of all players. It goes without saying, but this can be very challenging in some scenarios and simple in others. In the end, coaches have to control what they can control. Coaches who work hard to build positive and productive relationships with parents of all players, regardless of the situation or scenario, will likely be able to make that happen. Positive and productive relationships are built through open lines of communication (two-way), flexibility, a genuine desire to understand the other party and the desires of the other party, and a willingness to receive feedback (from players & their parents).

- It is also imperative to understand that coaches are entrusted with a person that is the most important person in any parent's life … THEIR CHILD! That comes with great responsibility. Coaches must take this responsibility seriously and not underestimate the value of "this" experience in "this" moment. Nothing is guaranteed. Students have a very small window to participate in extracurricular activities in high school. When the window closes, it is closed for the rest of their lives. Coaches are asked to do everything possible to provide those who choose to participate in their program with the best experience they can possibly provide. Parents will fiercely support coaches who take this approach!

- **Coaching the Parent**
    - It is important to the success of a program to get parents to be positive pieces of the program's culture! Below are some ways that may help a coach or sponsor accomplish that. Parents not only need to be invited to be part of the culture, but they also need to be coached on how to be part of a positive culture. Below are some ways to help parents be positive parts of a program:
        - Help the program any way you can. Find a way to serve by helping.
        - Be patient, communicate, and be understanding.
        - Positively promote the program through personal social media accounts. Parents are the most influential voice representing our programs and school. Please be good representatives of your children's efforts and respectful of their commitment to the team.
        - Support your childrens' efforts, commitment, and sacrifice.
        - Be kind to the media and thank them for their coverage.
        - Celebrate the effort and contributions of every player at all levels.
        - A child's success or lack of success in sports does not indicate the quality of parenting a child receives. Parents who have a child that is coachable, respectful, a great teammate, mentally tough, resilient, and tries their best IS a direct reflection of parenting.

        - Be a crowd builder. We want to create an experience that brings joy to our students.

- **Parent Survey Information**
    - Below are some questions coaches and sponsors shall ask all parents of participants to answer before each season starts. Inviting our parents to be part of our culture is important, but they also need to be coached on how to be part of a positive culture. This is another important piece.

    - The questions below shall be included. Other questions may be included if desired.

        - What is one (or more) reasonable, measurable goal you have for our team this season?

        - What do you want your child's experience to be like if they can't accomplish any of the goals you wrote for them or the team?

        - What do you want your experience to be like as a sports parent?

        - What can you do to help create that experience for other parents?

        - What can coaches do to help facilitate that experience?

    - The results of the survey shall be reviewed and taken into consideration.

    - The purpose of asking parents to answer these questions is to open the lines of communication between parents and coaches.

    - The purpose is also to provide coaches and sponsors with valuable feedback. Feedback is always worth something. It may be worth very little, and it may be invaluable. The important thing about feedback is for coaches and sponsors to seek feedback and use it for whatever it can be used for.

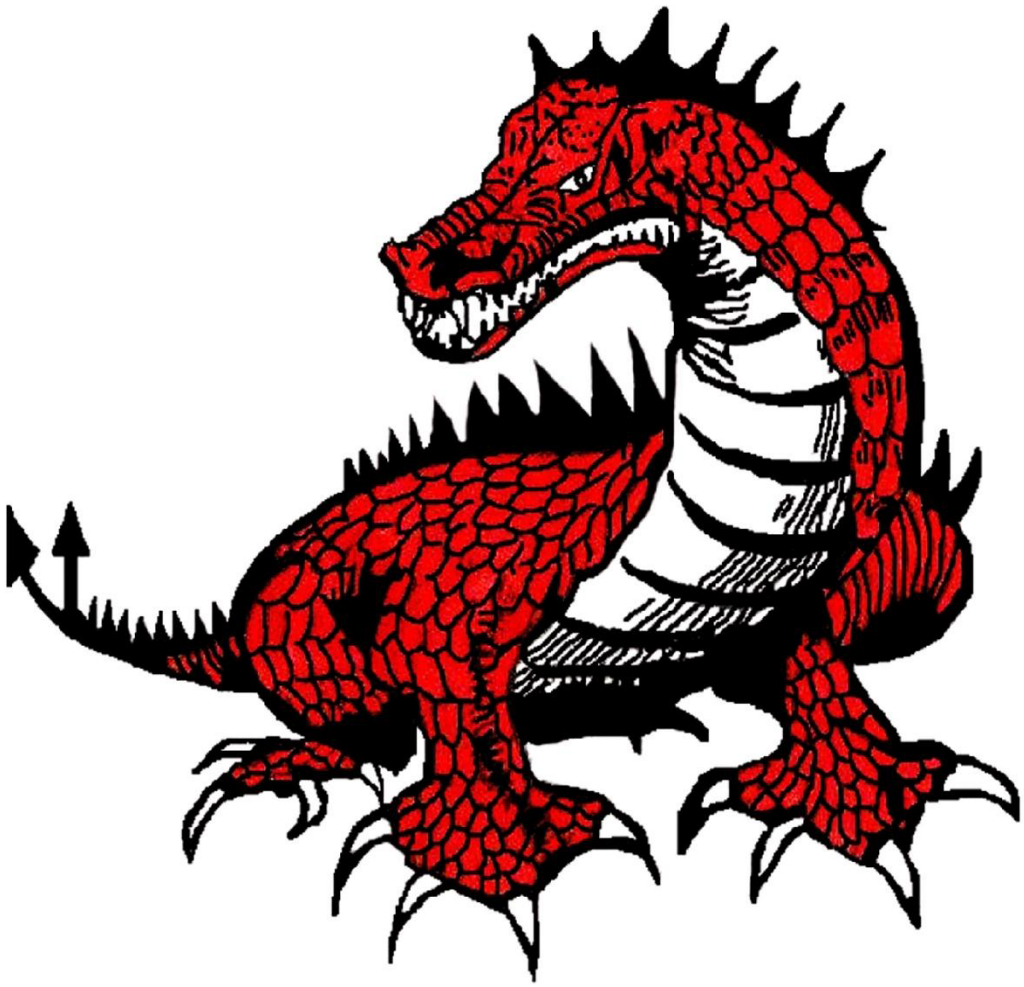
    - Too often parent complaints are anonymous, or done to everyone but the coach in fear that the coach will retaliate on their child. The willingness of parents to take ownership of a potentially negative comment can be meaningful to you as a coach because it can communicate trust.

    - Will this fix everything?

        - NO, but when the day comes, the hope is that trusting relationships will be in place so both sides can weather disagreements.

- Choosing to coach the parent with love, understanding, respect, appreciation, and encouragement, just as we would with one of our own players, may be beneficial.

PENDER PUBLIC SCHOOLS
2024-2025



EXTRACURRICULAR ACTIVITIES HANDBOOK

FOR STUDENTS AND PARENTS

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School Website
www.penderschools.org

Activities Streaming site
https://www.youtube.com/results?search_query=pender+activities

Secondary School Handbook
https://www.penderschools.org/browse/158961

District Activities Calendar
https://www.penderschools.org/page/district-calendar

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 extracurricular activities at Pender Public 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 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 extracurricular programs and to assure the well-being of all students and the extracurricular programs.

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.

Extracurricular Activity - Board Policy #5103

The Board of Education has established policy #5103 to address the following topics. Please refer to this policy for more information.

1. Extracurricular Activity Philosophy
2. Extracurricular Activity Code of Conduct
3. Drug and Alcohol Violations
4. Attendance
5. Academic Standards

Extracurricular Activity Philosophy

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

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

Safety

The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense. No student will be allowed in the school building prior to 6:30 AM for practice in any activity. Arrival for the purpose of travel to a school activity will be approved by the activities director.

Warning for Participants and Parents

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

Tips for Athletes – Competing with Character!

- Listen to your coaches
  - Stop what you are doing and make eye contact
  - Make a conscious effort to pay attention to detail

- Follow coach/sponsor instructions
  - Listen to your coach the entire time he/she is giving instructions
  - Do what your coach says immediately and with energy
  - If you don't understand, raise your hand and ask questions

- Accept coaching as instruction or part of the team philosophies
  - Understand that coaching is instructional and is aimed at helping you be better
  - Follow the coach's instructions
  - If you feel frustrated, visit with your coach at the appropriate time (frustration is a normal emotion; it just needs to be handled productively and appropriately)
  - Make only positive comments to your teammates – SUPPORT EACH OTHER
  - Remember that teammates are here for the same common goals
  - Respect your opponents, and treat them the way you want to be treated (with dignity and respect)
  - Win with class, and lose with dignity

Extracurricular Activity Code of Conduct

Purpose of the Code of Conduct

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

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

Scope of the Code of Conduct

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

  Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, Pep Club, Pep Band, vocal, band, speech and drama, One-Act, Spanish Club, Art Club, Student Council, Student Advisory Board, National Honor Society, FFA and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities. A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

- When: The Code of Conduct rules will be in effect the entire year including summer months when school is not in session.

- Where: The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion and may also receive an extended activity suspension.

Grounds for Extracurricular Activity Discipline

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

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in an manner that is unlawful or contrary to school activity rules.
7. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (including personal safety or security devices, such as tasers, mace and pepper spray, unless a District administrator gives prior approval) or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in an manner that is unlawful or contrary to school activity rules.
8. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
9. Public indecency.
10. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
11. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
12. Repeated violation of any of the school rules.
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 a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
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 dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing,

grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.

16. Willfully violating the behavioral expectations for those students riding Pender Public Schools buses or vehicles used for activity purposes.
17. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
18. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
19. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
20. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations in writing.
21. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

Consequences

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

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

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

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

- Drugs, Alcohol, and Tobacco: Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:
  - Meaning of Terms. All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.
    - Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.
    - Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.
    - Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:

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

- An activity participant who violates the drug or alcohol rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:
  - First Violation: 45 days.
  - Second or Any Subsequent Offense: One calendar year.
  - Reduction for Self-Reporting: If the student has self-reported, the first violation shall be reduced to 21 days for the first violation. A commensurate reduction (approximately one-half, as determined by the administration) for a second or subsequent violation shall be given for self-reporting.

- Reduction for Participation in Chemical Dependency Program: If the student and parents agree to participate in a school-approved program for chemical dependency, the consequence will be reduced to only the next activity in which the student was to participate (including at least one contest) in the case of a first violation, and to a commensurate reduction (approximately 80%, as determined by the administration, for a second or subsequent violation).

  The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year. All costs associated with the program are to be borne by the student/parent or guardian.

- More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not limited by the foregoing and may be established in the good discretion of the administration.

- Steroid Offenses: A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:
  - First Violation: 30 consecutive days.
  - Second or Any Subsequent Offense: One calendar year.

- Self-Reporting: A student who violates the Code of Conduct must self-report. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. If the violation occurs during the school year, the self-report must be made the earlier of: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular or co-curricular activity. If the violation occurs during the summer months when school is not in session, the self-report must be made before the end of the next business day after the conduct occurred.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

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

- Determining a Violation Has Occurred. A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:
  - When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
  - When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
  - When a student admits to violating one of the standards of the Code of Conduct.
  - When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
  - When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

- Procedures for Extracurricular Discipline. The following procedures are established for suspensions from participation in extracurricular activities:
  - Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
  - Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
    - The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
    - The suspension may be imposed prior to the meeting if the meeting cannot reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
    - Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will personally contact the parent or guardian. If personal contact cannot be made then send a written statement to the student and the student's parents or guardian will be sent. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
  - Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
    - A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
    - The request for a hearing must be received by the Superintendent's office within five days of the personal contact or receipt of the notice letter.

- If a hearing is requested:
    - The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
    - The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
    - Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
    - A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
- No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures
- Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

Attendance

Student participants are expected to meet the following attendance expectations:

- Attend school regularly. Students who have "excessive absences" as determined under the school's attendance policy are may be ineligible to participate in extracurricular activity contests or performances. Students who have four or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.
- Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests he/she should contact the coach or sponsor in advance.
- Attendance by the beginning of 1st period on the day of a contest or practice is required to be eligible for the contest or practice that day. Extenuating circumstances, such as doctor/dentist appointments, funerals, college visits or other activities, can be made with the Building Principal. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.
- Students who are tardy to school on the day of a contest must meet with the building principal prior to participation.
- Appearance: Participants will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and well-groomed appearance.
- Students that are in ISS/OSS will not be able to participate in contests or practice.
- Students that are in OSS will not be able to participate in or attend contests or practice.

Academic Standards

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

- Maintain passing grades in all required courses. A student will be ineligible to participate in contests for one week if starting on Monday Tuesday:
    - A student is failing two or more classes in any given week.
    - A student who continues failing any one class for more than one week.
    - A student may participate in practices when not required to be in Pendragon Hour

- Ability requirements shall not apply to:
    - Instructional field trips which are a part of the scheduled course learning experience.
    - Activities or events, which are a part of the student's grade requirements.

Activities frequently occur during the school day or they require students to leave school early. Students are responsible for completing what is required of their teachers due to their absence caused by extracurricular activities. There may be times when work is required to be completed prior to their absence. Students can be required to remain in school and miss their extracurricular activity if the work required of them is not completed. Communication between all parties (student, coaches, teachers, parents) is the key with this!

Pre-Season Requirements / Participation Requirements

Prior to participating in any activity, students must have the following on file with the Activities Office:

- Parental Permission Form
- Emergency Contact Form
- Current Athletic Physical (Required every year between May 1st and the start of their season)

Team Selection and Playing Time:

Team selection and playing time decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

- School Representative – Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.

- Success – Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of this criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

- Levels of Competition – There are various levels of competition for those that choose to participate in activities (Varsity, Junior Varsity, Junior High). At each level, there are different expectations for playing time. They are described below.

    - Junior High (JH): All students will participate in every contest. Playing time does not have to be equal, but students need opportunities to compete in order to learn, grow, develop, and to find a love for the activity. Rewarding students with more playing time for doing things right in practice and working hard is suitable. While it is expected for all students to participate, coaches should instill the desire to compete and the will to win.

    - Junior Varsity (JV): An effort to make sure all students participate is important. There are times when this may not happen due to contest limitations and number of participants. This should be avoided whenever possible. Everything else listed in the JH section applies to JV. The purpose of JV competition is to prepare students for the varsity level. If they do not get a chance to compete, they likely will not ever be prepared for the varsity level.

    - Varsity: Playing time should be based on the coach making every effort to give the team the best opportunity to be successful.

Practice & Competition Restrictions

- Practices are not allowed to be conducted on Sunday.

- Practices are not allowed to be conducted on Wednesday evenings after 6:30 pm. Students should be out of the building by 6:30 pm on Wednesdays.

- Practices are not allowed to be scheduled before 6:30 am. Arrival to school before 6:30 am for the purpose of travel to a school activity shall be approved by the Activities Director.

- To practice at any of the times listed above, permission from the Superintendent must be obtained. Requests to practice during the restricted times will only be granted when there are extenuating circumstances. An example would be a conference, district, or state event on a Monday. If practice is allowed during any of the restricted times, they are not allowed to be mandatory. If a student can't attend, they are not allowed to be disciplined in any way.

- Students are asked to stay home when they are sick. They shall not have negative consequences for staying home when they are sick.

- Students may miss program activities for personal reasons. If the reason for missing program activities is legitimate, they shall not be punished for their absence. Examples of a legitimate reason for missing a program activity include but are not limited to attending the funeral, a family emergency, another school-sponsored activity, sickness, etc.

Good Sportsmanship – Behavior Expectations of Spectators

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by the NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

Responsibilities of Spectators Attending
Interscholastic Athletics and Other Extracurricular Activities

- Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
- Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
- Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
- Do not "boo," stamp feet or make disrespectful remarks toward players or officials.
- Learn the rules of the game or activity to better may understand and appreciate why certain situations take place.
- Know that noisemakers of any kind are not proper for indoor events.
- Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of officials.
- Stay off the playing, competition, or performance area at all times.
- Do not disturb others by throwing material onto the playing area.
- Show respect for officials, coaches, cheerleaders, and student-participants.
- Pay attention to the half-time program and do not disturb those who are watching.
- Respect public property by not damaging the equipment or the facility.
- Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
- Refrain from the use of alcohol and drugs on the site of the contest.

Parent & Coach Relations

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone. Parents have the right to know and understand the expectations placed on them and their students. Coaches need the support and loyalty of parents of all participants. A positive and productive relationship between parents and coaches is a critical component of successful extracurricular programs. Communication is the key to healthy relationships between parents and coaches. This section is aimed at helping everyone understand their role in making the relationship between parents and coaches positive and productive.

- Communication parents should expect from their child's coach:
    - Philosophy of the coach
    - Expectations the coach has for each participant on the team
    - Locations and times of all practices and contests
    - Requirements for the activity including but not limited to fees, special equipment, fundraising, team rules etc.
    - Procedures that will be followed when a student is injured during participation
    - Discipline that results in denial of your child's participation.

Community support is important to running a successful athletic program. Parent/Guardians provide the main avenue for this support. Communication from parents/guardians is necessary for the coaches to make appropriate decisions for their programs.

- Communication coaches should expect from parents:
    - Concerns regarding their son or daughter expressed directly to the coach at the appropriate time and place.
    - Concerns specific to the coach's philosophy and/or expectations expressed directly to the coach at the appropriate time and place.
    - Notification of any schedule conflicts as far in advance as possible.

Students involved in extracurricular activities, will experience some of the most rewarding moments of their lives. It's important to understand that there may be times when things do not go the way a student wishes. These are the times discussion with the coach is encouraged.

- Appropriate concerns for parents to discuss with a coach:
    - The mental and physical treatment of their son or daughter.
    - What their son or daughter can do to improve.
    - Concerns about their son's or daughter's behavior.

It can be difficult for a parent to accept their student not participating or getting as much playing time as they may hope. Coaches are expected to make decisions based on what they believe is in the best interests of all students participating. As one can see from the list above, certain things can and should be discussed with a coach. Other things, such as those listed next, must be left to the discretion of the coach, and are not appropriate to discuss.

- Issues NOT appropriate for discussion with a coach:
    - Team strategy
    - Play calling
    - Any situation that deals with other students (this does not include situations of mistreatment amongst participants)

There are situations that may require a conference between the coach, player, and parent. These are encouraged, as it is important for each party to have a clear understanding of the other's position. When these conferences are necessary, the following procedure is suggested to help promote resolution to the issue.

- If a parent has a concern to discuss with the coach, the following procedure should be followed:
    - Do not confront the coach before, during, or after a practice or contest. These can be emotional times for both the parent and coach. Meetings of this nature do not promote resolution of the situation. In fact, they often escalate it. Meetings to discuss concerns should not occur within 24 hours of a contest or practice if possible.
    - Contact the coach to set up an appointment. If the coach cannot be reached, contact the Activities Director.
    - All meetings should have all parties involved. This includes the coach, parent/guardian, and player.
    - IMPORTANT NOTE: The parent may request the presence of the Activities Director or a member of the Administrative Team at the initial meeting. If requested, it shall be granted.

- What should a parent do if the meeting with the coach didn't provide satisfactory resolution?
    - Contact the Activities Director to set up a meeting with the Activities Director, coach, and parent present.
    - At this meeting, an appropriate next step can be determined, if necessary.

Being the parent of a student who participates in extracurricular activities can be very rewarding, but it can also be very challenging. Parents who choose to be positive components of the program's culture will find the experience extremely gratifying. All PPS programs invite parents to be part of the culture. Below are ways parents can positively be part of the culture. The list is not all inclusive, but it does provide several great examples:

- Help the program any way you can. Find a way to serve by helping.

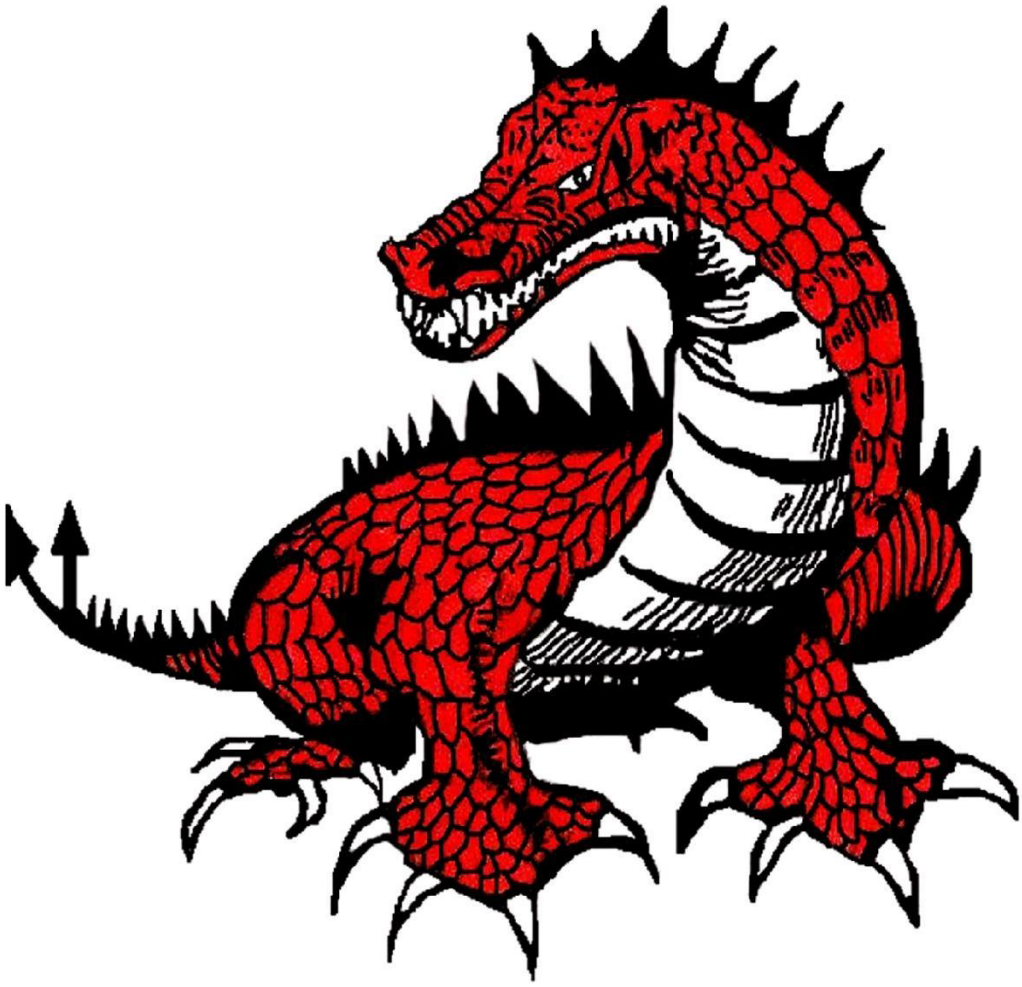
- Be patient, communicate, and be understanding.
- Positively promote the program through personal social media accounts. Parents are the most influential voice representing our programs and school. Please be good representatives of your children's efforts and respectful of their commitment to the team.
- Support your kids' efforts, commitment, and sacrifice.
- Be kind to the media and thank them for their coverage.
- Celebrate the effort and contributions of every player at all levels.
- A child's success or lack of success in extracurricular activities does not indicate the quality of parenting a child receives. Parents who have a child that is coachable, respectful, a great teammate, mentally tough, resilient, and tries their best IS a direct reflection of parenting.
- Be a crowd builder. We want to create an experience that brings joy to our kids.

Every coach or sponsor is asked to collect information from parents of all participants. The intent of coaches asking the questions listed below is to provide coaches and sponsors with information about what parents want out of PPS programs for their children. This information gives coaches and sponsors a better opportunity to help their program be as successful as possible. The intent is also to open the lines of communication between parents and coaches/sponsors. When open lines of communication exist, the chances of a successful experience for everyone involved are greatly increased. The feedback received through these questions will be reviewed and taken into consideration by coaches and sponsors. That, however, does not mean the feedback will be put into action. The time and effort it takes to provide the requested feedback is greatly appreciated! The questions are:

- What is one or more reasonable, measurable goal you have for our team this season?
- What do you want your child's experience to be like if they can't accomplish the goal or goals you wrote for the team?
- What do you want your experience to be like as a sports parent?
- What can you do to help create that experience for other parents?
- What can coaches do to help facilitate that experience?

Students' involvement in extracurricular activities has been proven to increase their chances of success later in life. The hope is that the information contained in this section helps make that experience more enjoyable for everyone involved.

PENDER PUBLIC SCHOOLS
2024-2025



EXTRACURRICULAR ACTIVITIES HANDBOOK

FOR STUDENTS AND PARENTS

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Activities Streaming site
https://www.youtube.com/results?search_query=pender+activities

District Activities Calendar
https://www.penderschools.org/page/district-calendar

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 extracurricular activities at Pender Public 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 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 extracurricular programs and to assure the well-being of all students and the extracurricular programs.

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.

Extracurricular Activity - Board Policy #5103

The Board of Education has established policy #5103 to address the following topics.
Please refer to this policy for more information.

1. Extracurricular Activity Philosophy
2. Extracurricular Activity Code of Conduct
3. Drug and Alcohol Violations
4. Attendance
5. Academic Standards

Tips for Athletes – Competing with Character!

- Listen to your coaches
    - Stop what you are doing and make eye contact
    - Make a conscious effort to pay attention to detail

- Follow coach/sponsor instructions
    - Listen to your coach the entire time he/she is giving instructions
    - Do what your coach says immediately and with energy
    - If you don't understand, raise your hand and ask questions

- Accept coaching as instruction or part of the team philosophies
    - Understand that coaching is instructional and is aimed at helping you be better
    - Follow the coach's instructions
    - If you feel frustrated, visit with your coach at the appropriate time (frustration is a normal emotion; it just needs to be handled productively and appropriately)
    - Make only positive comments to your teammates – SUPPORT EACH OTHER
    - Remember that teammates are here for the same common goals
    - Respect your opponents, and treat them the way you want to be treated (with dignity and respect)
    - Win with class, and lose with dignity

Pre-Season Requirements / Participation Requirements

Prior to participating in any activity, students must have the following on file with the Activities Office:

- Parental Permission Form
- Emergency Contact Form
- Current Athletic Physical (Required every year between May 1st and the start of their season)

Team Selection and Playing Time:

Team selection and playing time decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

- School Representative – Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.

- Success – Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of this criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

- Levels of Competition – There are various levels of competition for those that choose to participate in activities (Varsity, Junior Varsity, Junior High). At each level, there are different expectations for playing time. They are described below.

    - Junior High (JH): All students will participate in every contest. Playing time does not have to be equal, but students need opportunities to compete in order to learn, grow, develop, and to find a love for the activity. Rewarding students with more playing time for doing things right in practice and working hard is suitable. While it is expected for all students to participate, coaches should instill the desire to compete and the will to win.

    - Junior Varsity (JV): An effort to make sure all students participate is important. There are times when this may not happen due to contest limitations and number of participants. This should be avoided whenever possible. Everything else listed in the JH section applies to JV. The purpose of JV competition is to prepare students for the varsity level. If they do not get a chance to compete, they likely will not ever be prepared for the varsity level.

    - Varsity: Playing time should be based on the coach making every effort to give the team the best opportunity to be successful.

Practice & Competition Restrictions

- Practices are not allowed to be conducted on Sunday.

- Practices are not allowed to be conducted on Wednesday evenings after 6:30 pm. Students should be out of the building by 6:30 pm on Wednesdays.

- Practices are not allowed to be scheduled before 6:30 am. Arrival to school before 6:30 am for the purpose of travel to a school activity shall be approved by the Activities Director.

- To practice at any of the times listed above, permission from the Superintendent must be obtained. Requests to practice during the restricted times will only be granted when there are extenuating circumstances. An example would be a conference, district, or state event on a Monday. If practice is allowed during any of the restricted times, they are not allowed to be mandatory. If a student can't attend, they are not allowed to be disciplined in any way.

- Students are asked to stay home when they are sick. They shall not have negative consequences for staying home when they are sick.

- Students may miss program activities for personal reasons. If the reason for missing program activities is legitimate, they shall not be punished for their absence. Examples of a legitimate reason for missing a program

activity include but are not limited to attending the funeral, a family emergency, another school-sponsored activity, sickness, etc.

Good Sportsmanship – Behavior Expectations of Spectators

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by the NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

Responsibilities of Spectators Attending
Interscholastic Athletics and Other Extracurricular Activities

- Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
- Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
- Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
- Do not "boo," stamp feet or make disrespectful remarks toward players or officials.
- Learn the rules of the game or activity to better understand and appreciate why certain situations take place.
- Know that noise makers of any kind are not proper for indoor events.
- Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of officials.
- Stay off the playing, competition, or performance area at all times.
- Do not disturb others by throwing material onto the playing area.
- Show respect for officials, coaches, cheerleaders, and student-participants.
- Pay attention to the half-time program and do not disturb those who are watching.
- Respect public property by not damaging the equipment or the facility.
- Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
- Refrain from the use of alcohol and drugs on the site of the contest.

Parent & Coach Relations

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone. Parents have the right to know and understand the expectations placed on them and their students. Coaches need the support and loyalty of parents of all participants. A positive and productive relationship between parents and coaches is a critical component of successful extracurricular programs. Communication is the key to healthy relationships between parents and coaches. This section is aimed at helping everyone understand their role in making the relationship between parents and coaches positive and productive.

- Communication parents should expect from their child's coach:
    - Philosophy of the coach
    - Expectations the coach has for each participant on the team
    - Locations and times of all practices and contests
    - Requirements for the activity including but not limited to fees, special equipment, fundraising, team rules etc.
    - Procedures that will be followed when a student is injured during participation
    - Discipline that results in denial of your child's participation.

Community support is important to running a successful athletic program. Parent/Guardians provide the main avenue for this support. Communication from parents/guardians is necessary for the coaches to make appropriate decisions for their programs.

- Communication coaches should expect from parents:
    - Concerns regarding their son or daughter expressed directly to the coach at the appropriate time and place.
    - Concerns specific to the coach's philosophy and/or expectations expressed directly to the coach at the appropriate time and place.
    - Notification of any schedule conflicts as far in advance as possible.

Students involved in extracurricular activities, will experience some of the most rewarding moments of their lives. It's important to understand that there may be times when things do not go the way a student wishes. These are the times discussion with the coach is encouraged.

- Appropriate concerns for parents to discuss with a coach:
    - The mental and physical treatment of their son or daughter.
    - What their son or daughter can do to improve.
    - Concerns about their son's or daughter's behavior.

It can be difficult for a parent to accept their student not participating or getting as much playing time as they may hope. Coaches are expected to make decisions based on what they believe is in the best interests of all students participating. As one can see from the list above, certain things can and should be discussed with a coach. Other things, such as those listed next, must be left to the discretion of the coach, and are not appropriate to discuss.

- Issues NOT appropriate for discussion with a coach:
    - Team strategy
    - Play calling
    - Any situation that deals with other students (this does not include situations of mistreatment amongst participants)

There are situations that may require a conference between the coach, player, and parent. These are encouraged, as it is important for each party to have a clear understanding of the other's position. When these conferences are necessary, the following procedure is suggested to help promote resolution to the issue.

- If a parent has a concern to discuss with the coach, the following procedure should be followed:
    - Do not confront the coach before, during, or after a practice or contest. These can be emotional times for both the parent and coach. Meetings of this nature do not promote resolution of the situation. In fact, they often escalate it. Meetings to discuss concerns should not occur within 24 hours of a contest or practice if possible.
    - Contact the coach to set up an appointment. If the coach cannot be reached, contact the Activities Director.
    - All meetings should have all parties involved. This includes the coach, parent/guardian, and player.
    - IMPORTANT NOTE: The parent may request the presence of the Activities Director or a member of the Administrative Team at the initial meeting. If requested, it shall be granted.

- What should a parent do if the meeting with the coach didn't provide satisfactory resolution?
    - Contact the Activities Director to set up a meeting with the Activities Director, coach, and parent present.
    - At this meeting, an appropriate next step can be determined, if necessary.

Being the parent of a student who participates in extracurricular activities can be very rewarding, but it can also be very challenging. Parents who choose to be positive components of the program's culture will find the experience extremely gratifying. All PPS programs invite parents to be part of the culture. Below are ways parents can positively be part of the culture. The list is not all inclusive, but it does provide several great examples:

- Help the program any way you can. Find a way to serve by helping.
- Be patient, communicate, and be understanding.
- Positively promote the program through personal social media accounts. Parents are the most influential voice representing our programs and school. Please be good representatives of your children's efforts and respectful of their commitment to the team.
- Support your kids' efforts, commitment, and sacrifice.
- Be kind to the media and thank them for their coverage.
- Celebrate the effort and contributions of every player at all levels.
- A child's success or lack of success in extracurricular activities does not indicate the quality of parenting a child receives. Parents who have a child that is coachable, respectful, a great teammate, mentally tough, resilient, and tries their best IS a direct reflection of parenting.
- Be a crowd builder. We want to create an experience that brings joy to our kids.

Every coach or sponsor is asked to collect information from parents of all participants. The intent of coaches asking the questions listed below is to provide coaches and sponsors with information about what parents want out of PPS programs for their children. This information gives coaches and sponsors a better opportunity to help their program be as successful as possible. The intent is also to open the lines of communication between parents and coaches/sponsors. When open lines of communication exist, the chances of a successful experience for everyone involved are greatly increased. The feedback received through these questions will be reviewed and taken into consideration by coaches and sponsors. That, however, does not mean the feedback will be put into action. The time and effort it takes to provide the requested feedback is greatly appreciated! The questions are:

- What is one or more reasonable, measurable goal you have for our team this season?
- What do you want your child's experience to be like if they can't accomplish the goal or goals you wrote for the team?
- What do you want your experience to be like as a sports parent?
- What can you do to help create that experience for other parents?
- What can coaches do to help facilitate that experience?

Students' involvement in extracurricular activities has been proven to increase their chances of success later in life. The hope is that the information contained in this section helps make that experience more enjoyable for everyone involved.

Extracurricular Handbook Changes 2024/2025

Page 2 - Add ‘Intent of Handbook’ & ‘Page 3’ (UPDATE OTHER PAGE NUMBERS)

Page 3 - Add - Intent of Handbook

Page 3 - Add - Refer to policy 5103

Page 4 - Delete - Policy 5103 information

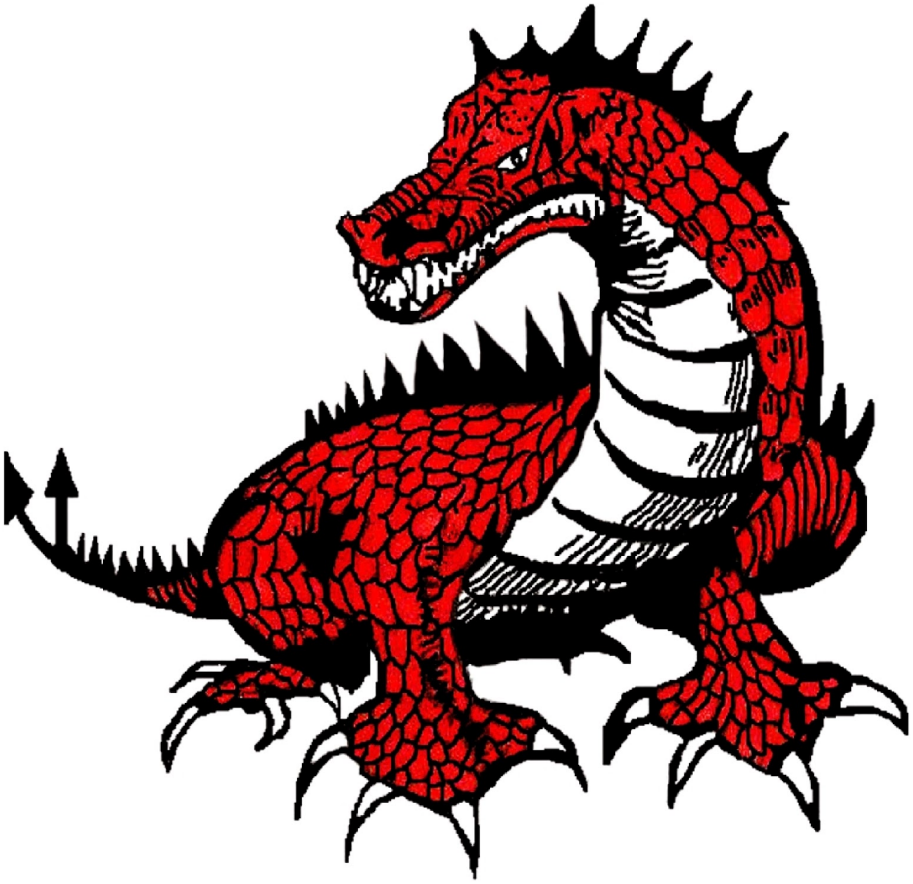
Page 12 - Responsibilities of Spectators Attending - (5th bullet) - Delete ‘may’

2024-2025
Elementary Handbook Changes

Cover	Date Changes
Pg. 2	Updated Handbook Intent
Pg. 4	Page Number Changes
Pg. 5	Page Number Changes
Pg. 6	Page Number Changes
Pg. 7	Personnel Changes
Pg. 8	Personnel Changes
Pg. 10	New Calendar
Pg. 11	Changed to reflect more accurately what is stated in policy (copied from policy)
Pg. 15	Added Playground Drop Off
Pg. 15	Added tardy students must enter through door 4
Pg. 15	Clarified 4YO Preschool
Pg. 15	Added 3YO Preschool specific Information
Pg. 20	Changed to reflect more accurately what is stated in policy (copied from policy)
Pg. 21	Changed to reflect more accurately what is stated in policy (copied from policy)
Pg. 30	Added “Misuse or abuse of legal products for the purpose of or acting as a hallucinogen, stimulant or depressant.” (added after drug symposium)
Pg. 31	Changed to reflect more accurately what is stated in policy (copied from policy)
Pg. 32	Changed to reflect more accurately what is stated in policy (copied from policy)
Pg. 33	Added MAP Science for 3-6 grades
Pg. 34	Replaced Apptegy with “district mass communication system”
Pg. 35	Add Policy # associated with Copyright/Fair Use Policy
Pg. 36	Removed “they will not be mailed if there is an outstanding lunch account balance or library books/fees are due” as that is not something we do.
Pg. 37	Added “district mass communication system” vs Apptegy/Thrillshare
Pg. 49	Updated School Breakfast and Lunch Program Prices
Pg. 71	Updated Fee Schedule

Pender Public Schools

2024-2025



PK - 6th Grade
Parent - Student Handbook

Approved by the Pender Board of Education (7/16/24)

Pender Elementary School
609 Whitney St. ~ Pender, NE 68047
402-385-3244
www.penderschools.org

Dear Students and Families,

Welcome to Pender Elementary School! This handbook has been prepared for all students and parents/guardians in hopes that it will be helpful in answering questions you might have about the policies and practices of our school. When policies and practices are in place, it is easier for everyone to then focus on our most important work, teaching and learning.

Please carefully review the contents of this handbook with your child. If you have questions or concerns not covered in this handbook, please do not hesitate to call your child's teachers, the school office or myself.

On behalf of the entire staff, I am looking forward to working together to make this an enjoyable, productive and successful year! It's a GREAT day to be a PENDRAGON!

Respectfully,

Kelly Ballinger
P-6 Principal
Special Services Director

Intent of Student Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Pender Public 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 upon all applicable school district policies, and state and federal statutes and regulations.

The Policies of the Board of Education may cover areas not addressed in this Handbook. Every parent or guardian and student should familiarize themselves with Board Policies online at www.penderschools.org.

PENDER PUBLIC SCHOOLS MISSION STATEMENT

The mission of the Pender Public School District is to provide quality educational opportunities in a safe, positive learning environment that motivates and challenges all students to become productive and responsible citizens.

Pender Public Schools Governing Beliefs

- *We believe communication is necessary in providing a quality education.*
- *We believe that a quality education is a joint commitment and responsibility of the entire community.*
- *We believe that our school system should provide the educational opportunities to meet the individual needs of all students.*
- *We believe the learning environment should be safe, supportive, positive and dignified.*
- *We believe in providing the learning environment and technology to motivate and challenge the student to be the best he/she can be.*
- *We believe in recognizing the diversity of students, their backgrounds and families.*
- *We believe in creating an educational environment in which students learn to take responsibility for their own actions.*
- *We believe that our school system should hire, maintain and retain the best-qualified staff possible.*

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This handbook is available on line at www.penderschools.org.
There is also a link for school board policy as well as a variety of additional resources for students/parents. Feel free to contact the district office/administration at any time with questions.

Elementary School Directory

Administration

Superintendent	Dr. Jason Dolliver
Elementary Principal/SPED Director	Kelly Ballinger
Secondary Principal	Luke Hoffman

District Secretaries

Superintendent's Office	Deanna Hansen
Elementary	Kristin Walsh
Secondary	Lisa Johnson

Elementary Staff

Preschool	Pam Peters
Kindergarten	Amy Bargholz
	Shauna Kinning
1st Grade	Ashley Bessmer
	Marin Jetensky
2nd Grade	Sheila Dahlman
	Mitchell Mailloux
3rd Grade	Liz Hoffman
	Brianna Gear
4th Grade	Megan Nixon
	Kelly Schrunk
5th Grade	Nick Arlt
	Tara English
6th Grade	Traci Krusemark
	Bailey Tofflemire
Pendragon Academy	Natalie Keiss
Special Education, K-3	Kaelyn Svehla
Special Education, 4-6	Kira Swinton
Title 1	Audra Miller
Music	Brandi Kolbeck
Band	Matt Dregalla
PE	Dennis Oliver
4-6 Art	Dustin Krusemark
Guidance Counselor	Thad Nixon
Library/ Technology	Rhonda Heise

Speech Therapist	Kassidy Brokaw
School Psychologist	Alisha Tech
Paraprofessional	Carolyn Jensen
Paraprofessional	Rebecca Zweep
Paraprofessional	Tiffany Rose
Paraprofessional	Kaylinda Holloway
Paraprofessional	Tiffany Beckman
Paraprofessional	Lindi Hathaway
Paraprofessional	Janet Schopke
Paraprofessional	Richelle Webster
Paraprofessional	Alaynna Beutler
Paraprofessional	Judy Giese
Paraprofessional	Tami Morgan
Paraprofessional	Courtnie Walker
Paraprofessional	Rachel Davis

Support Staff

Food Service Manager	Pam Buchholz
Maintenance	Tony Crippen
PreK-12th Nurse	Leslie Timm
Cook	Jody Davis
Cook	Chris Meyer
Cook	Robbie Welsh
Custodian	Doug Schrieber
Custodian	Ryan Cameron
Transportation/Custodian	Dan Swinton
Bus Route Driver	Greg Meyer
Bus Route Driver	Daryl Harrison

Board of Education

President	Matt Peters
Vice President	Matt Heineman
Secretary-Treasurer	Jason Roth
	JJ Maise
	Jean Karlen
	Mandy Johnson

When Contacting the School By Phone

When calling the school, a voice message will answer the phone and state, *"Thank you for calling Pender Public Schools. We are currently assisting other callers. If you know your party's extension number please dial it at any time."* You will then be given the following options:

Section 1	Elementary Office press 1
Section 2	High School Office press 2
Section 3	Superintendent's Office press 3
Section 4	Activities Press 4
Section 5	To report your Student's Absence, press 5
Section 6	Press 6 for a directory
Section 7	Or dial '0' to hold for the first available staff person

After pressing 5 to report a student absence, you will hear the following prompt:

Student Absence Mailbox: To leave a message you will press '1' and hear "*Please leave your students name and reason for missing school. In case of illness, please include symptoms, as this assists us in our overall health reports for the school. Thank you.*"

Pender Public Schools
2024-2025 School Calendar

AUGUST 2024

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2024

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2024

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2024

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2024

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2025

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2025

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23	24	25	26	27	28	

MARCH 2025

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2025

S	M	T	W	TH	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2025

S	M	T	W	TH	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Dates	Description
August 12	FB/VB/CC/GG/SB Practice Begins
12, 13, 14	Teacher Inservice
13	Open House 6-8 p.m.
15	First Day - K-12 Students
15	Dismiss @ 1; no preschool
19	First Day - Preschool
21, 28	Dismiss @ 2:30 pm; tchr inservice
September 2	No School - Labor Day
4, 11, 18, 25	Dismiss @ 2:30 pm; tchr inservice
October 4, 11, 25	Dismiss @ 2:30 pm; tchr inservice
??	FB Game / Dance (Homecoming)
18	End of Quarter; 46 days
23	Parent/Teacher Conf; 2-8 pm
23	Dismiss @ 1:30 pm
25	No school (Comp Day)
November 6, 13, 20	Dismiss @ 2:30 pm; tchr inservice
27	Dismiss @ 1:00 pm
Nov 28 - Dec 1	Thanksgiving Break
December 4, 11, 18	Dismiss @ 2:30 pm; tchr inservice
20	2nd Quarter Ends-42 days; Dismiss @ 1:00 pm
22-26	NSAA Moratorium - No Practice
Dec 21 - Jan 5	Winter Break
January 3	No School - Teacher Inservice
6	School Resumes
8, 15, 22, 29	Dismiss @ 2:30 pm; tchr inservice
February 5, 12, 26	Dismiss @ 2:30 pm; tchr inservice
19	Parent/Teacher Conf; 2-8 pm
19	Dismiss @ 1:30 pm
21	No School (Comp Day)
March 7, 14	No School
6	3rd Quarter Ends - 43 days
5, 12, 19, 26	Dismiss @ 2:30 pm; tchr inservice
April 2, 9, 16, 23, 30	Dismiss @ 2:30 pm; tchr inservice
5	Prom
18, 21	No School - Spring Break
20	Easter
May 7, 14	Dismiss @ 2:30 pm; tchr inservice
11	Graduation
20	Last day for students; Dismiss @ Noon
20	End of 4th Quarter - 49 Days
20	Last day for staff
21, 22, 27, 28	Snow make up days

= Weighted Leave

"Weighted Leave" also applies on all teacher inservice days and on days when PT conferences are conducted

88 Days	1st Semester
92 Days	2nd Semester
180 Days	Total Student Days
186 Days	Teacher Contract Days

= No School

= Early Dismissal

Approved by the Board of Education - March 18, 2024

STUDENT ENROLLMENT

Birth Certificates **See Board Policy #5001*

A certified copy of the student's birth certificate issued by the state in which the child was born, upon admission of a child for the first time, shall be provided within 30 days of enrollment. Other reliable proof of the child's identify and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. (Failure to provide the birth certificate does not result in non-enrollment or disenrollment, but does result in a referral to local law enforcement for investigation).

A certified copy of the birth certificate may be obtained from the Bureau of Vital Statistics located in the capital of the state in which the child was born.

Guardianship

Any student, or students, whose legal guardianship has been transferred to a resident of this school district, shall reside at the domicile of the appointed guardian. The guardian of each student may be requested to file a copy of the court order assigned guardianship to the individual with the office of the superintendent of schools. The school shall conduct all business on behalf of the student with the legal guardian.

Physical Examinations **See Board Policy #5001*

Each student entering:

1. Kindergarten
2. Seventh grade
3. Entering PPS from another state regardless of grade level

A physical form or other written evidence signed by a qualified physician must be presented by every student confirming that the student has received a physical examination within six months prior to the beginning of the school year. A physical examination is not required of any child whose parent or guardian objects in writing. The cost of the required physical examination is the responsibility of the parent or guardian of each child.

IMPORTANT! No student in any of the above groups will be permitted to enroll in school unless the school is provided with (1) evidence of physical examination within the past six months, or (2) a parent signed waiver. The above requirements were established by Nebraska State School Law 79-444 as enacted by the legislature of the State of Nebraska. (See board policy 5001)

Summary of the School Immunization Rules and Regulations

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 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 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.
Students entering 7th grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain 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/reg_t173.aspx (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)
Updated 01/26/2018

STUDENT ATTENDANCE

Compulsory Attendance Policy **See Board Policy #5008*

Except for those students exempted by law, this school district expects all children living within the boundaries of the school district and who are between the ages of six and eighteen to be in attendance every day that school is in session unless they have been excused.

Attendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff members are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

Attendance and Absences

1) Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.
    a) School Excused. Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed:
        i) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension.
        ii) Other absences as determined by the principal or the principal's designee.
    b) Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:
        i) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.

ii) Other absences are those in which the parent has not communicated a reason for the student's absence.

2) Excessive Absenteeism. Students who accumulate ten (10) not school excused absences in a semester 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:
   a) Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and
   b) One or more meetings between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:
      i) Illness related to physical or behavioral health of the child.
      ii) Educational counseling;
      iii) Educational evaluation;
      iv) Referral to community agencies for economic services;
      v) Family or individual counseling; and
      vi) Assisting the family in working with other community services.

   If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.

3) Reporting Excessive Absenteeism to the County Attorney. The school may report to the county attorney of the county in which the person resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child's family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Arrival & Dismissal

The K-6 school day is 8:10 a.m. - 3:30 p.m. Students in grades K-6 eating breakfast may arrive at 7:30 am. Prior to that time, the school is not responsible for supervision of the students. Students in grades K-6 not eating breakfast at school should not arrive before 8:00 a.m. Students in grades K-6 are not allowed in the building until 8:00 a.m. unless it is raining or is extremely cold. When it is raining or extremely cold, students will be allowed to go to the Heese Event Center with adult supervision at 8:00 a.m. Elementary students can enter through door #4 or can be dropped off on the playground in the morning. If a student arrives at school after 8:10 a.m., he/she must enter through door #4, must check in at the district office before going to class, and will be counted tardy and. It is important that students arrive to school on time. Students should have a note or a parent should call the school if they arrive late/tardy.

K-3 students are dismissed from their classroom at 3:30 p.m., 4-6 students are dismissed at 3:40 p.m. All students will be dismissed from the south side of the building. Parents picking up their children at the end of the school day should meet them on the southwest side of the building in the designated pick up area. Students riding the bus will be dismissed out door #8 and will be supervised on the playground or in the cafeteria until buses arrive. Students who are walking home will be dismissed out door #6 on the south side of the building and will be escorted to the alley to the west. Students are to go directly home after school unless parents have made other arrangements and the school has been notified. Parents need to make arrangements to have their children picked up from school no later than 3:45 p.m. Students waiting for high school siblings will wait on the playground for pick-up. The school is not responsible for supervision of students once the students are to have left the school grounds.

Certain days on the calendar are "shortened days," meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

4Year Old Preschool students should enter and exit on the south side of the building in the designated preschool pick-up/drop off area near the preschool entrance. There will be two groups of students (morning and afternoon) in the preschool program. Morning preschool students will attend school from 8:00 am to 11:30 am and afternoon preschool students will attend from 12:00 pm to 3:30 pm. Preschool students do not eat breakfast or lunch at school and are typically not provided transportation. If you have any questions, please feel free to contact the school office.

3 Year Old Preschool students should enter and exit on the north side of the building in the designated preschool pick-up/drop off area near door 4. There will be two groups of students (morning and afternoon) in the preschool program. Morning preschool students will attend

school from 8:00 am to 11:30 am and afternoon preschool students will attend from 12:00 pm to 3:30 pm. Preschool students are typically not provided transportation. If you have any questions, please feel free to contact the school office.

After School Policy

If a teacher keeps a student after school, the student should call his/her parent(s). If the student's family does not have a telephone or the family cannot be reached, a teacher should make arrangements with a parent in writing the day before the student stays after school

Attendance is Required to Participate in Activities

Students must be in attendance all day of any scheduled school activity in order to participate in the activity. This includes sports contests, practice, and dances. Failure to attend on that day may result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail.

Make-up Work

Teachers may assign make-up work for any absent students. Parents should understand that some class work cannot be made up due to the nature of the work. When possible, students should make every attempt to make up work prior to being absent. The school asks that if at all possible, the school be notified a few days in advance of the date the student will be absent. Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work unless other arrangements are made with the teacher.

Release of Students

A student shall not be released from any portion of the school day into the custody of any person, other than the parent/legal guardian, unless written permission from the parents or legal guardian has been received by the building principal.

Reporting Absences

To report an absence, please either call the district office at 402-385-3244 or report directly to the district office through door #4. The absence should be reported to the school by 8:30 a.m. The school office will attempt to call the parents/guardians to verify reasons for absence after 8:30. This is done to ensure that parents know their child is not in school.

A student leaving school during the school day is to check out at the district office. The student will need to present a note from a parent or guardian giving the time and reason for leaving school early. Parents need to come to the office to check their children out. In case of illness, a call to the parent or guardian will be made to insure proper attention to the health of the students.

Tardy vs. Half-Day Absent

A student is considered "tardy" if he/she arrives between 8:10 a.m. and 8:45 a.m. If a student arrives after 8:45 a.m., he/she will be considered "absent for a half- day". A student that leaves in the afternoon before 3:00 p.m. will be considered "absent for a half- day". A student that leaves after 3:00 p.m. will be marked as "left early". Students will not be marked absent (for the purpose of attendance) if they leave and return for appointments during lunch/specials (approximately 11:00-1:00).

Transferring Students

Parents/Guardians are asked to notify the school in advance of a planned move from the Pender District. This can be done by coming to the school office and signing a form that releases cumulative records. The form insures that all books are returned and that the lunch account has been settled.

STUDENT CONDUCT

**See Board Policy #5100 & 5101*

Pender Elementary School's rules encourage safety, respect and responsibility for all students and staff. All Pender staff members encourage, model and practice these skills. All staff members are responsible for enforcing these procedures with students across all school settings. If the staff member or teacher needs additional support, the student may be referred to the administration. The teacher or principal may contact a parent to discuss the student's behavior.

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 will result in disciplinary action.

Forms of School Discipline

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 student on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
- Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or,
- Other violations of rules and standards of behavior adopted by the Pender Public Schools

- Behavior observed by 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.

Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five (5) school days but less than twenty (20) school days.

- A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
- A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension.
- The notice will include a description of the procedures for long-term suspension.
- The procedures will be those set forth in the Student Discipline Act.

The following process will apply to short-term and long-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 interference with school purposes.
2. Prior to commencement of the short-term suspension, the student and parents will be given oral or written notice of the charges against the student. The student and parents 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.
3. As 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.
4. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.

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 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. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations missed during the period of suspension. During this period, the student will not be required to attend alternative programming for expelled students in order to complete classwork or homework.

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 offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. 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.

g. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

h. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, no pre-kindergarten through second grade student may be suspended from

school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with this Policy's disciplinary procedures.

i. Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the students' religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.

Emergency Exclusion:

Emergency Exclusion: A student may be excluded from school in the following circumstances:

a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

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

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

Other Forms of Student Discipline. Administrative and teaching personnel may 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 be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. 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.

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.

1) 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.
    - Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
    - 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.
    - 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;

- 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;
- 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;
- 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;
- 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. For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.
- Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant;
- Public indecency or sexual conduct;
- 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;
- 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;
- 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; or

- Repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes;
- Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities;
- 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;
- 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.
- Willfully violating the behavioral expectations for those students riding Pender Public Schools' buses/vans.
- A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
    (1) 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
    (2) The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm. The term "dangerous weapon" includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or

possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student's locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

(r) 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 (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 that such modification is in writing.

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

- Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- 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.
- The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.
- For personal safety or security devices, the student abides by the requirements set forth above.

Reporting Student Law Violations:

- Cases of law violations or suspected law violations by students may be reported to the police and to the student's parents or guardian as soon as possible.
- 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.
- In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of Pender Public Schools 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:
    - Knowingly possessing illegal drugs, tobacco, or alcohol.
    - Assault.
    - Vandalism resulting in significant property damage.
    - Theft of school or personal property of a significant nature.
    - Automobile accident.
    - Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported

Bullying **See Board Policy #5415 & 5101*

One of the missions of the Pender Public School District is to provide a physically safe and emotionally secure environment for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are to be encouraged in the educational program and are required of all students and staff. Inappropriate behaviors (bullying, intimidation, and harassment) are to be identified and students and staff are required to avoid such behaviors. Strategies and practices are to be 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 the others' property. "Harassment" includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of 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 the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

Cell Phones/Smart Watches/Headphones

Pender Public Schools understands the need for parents to communicate with their children. During the normal school day, this should be done through the district office. Cell phones may be brought to school, however; the student accepts sole responsibility for this device and it must be kept in the student locker and powered off the entire school day. Smart watches used for the purpose of texting/messaging are not allowed, but may be kept in student lockers or in storage pockets in the classroom, during the school day. Headphones or earbuds are not allowed without permission during the school day. The school is not responsible for lost or stolen cell phones, watches, headphones or other electronic devices (iPods, gaming consoles, cameras, etc.).

Computer/Internet Policy **See Board Policy #5801 & #6800*

Students at the Pender Elementary School should use the computers and other electronic devices and/or the Internet for educational purposes only. Students who do not follow this policy will face disciplinary action from the administration. Please refer to board policy that is available in the office or can also be found online at www.penderschools.org.

Dress Code

Students at Pender Public Schools 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.

The principal reserves the right to decide if a student's dress or appearance is in violation of school policy. If clothing and/or appearance interfere with the educational process, parents will be notified.

Students will be outside for arrival, dismissal and recess unless it is raining or the temperature is below 0 degrees, including wind chill. Hats, scarves, boots and mittens are strongly encouraged to be worn when it is cold outside.

Pender Elementary School Dress Code Special Considerations:

-All clothing must be modest and appropriate . It must properly cover the body.
-Shorts should be of modest length and extend to approximately mid-thigh.
-Hats (including bandanas) are only worn on special occasions with permission from the principal.
-**Shirts** should be modest in nature covering midriffs completely with no cut outs/holes/plunging necklines. Mesh tops or tops with cut outs/holes may be worn if a solid shirt is worn underneath.
-All Clothing should be free of advertisements regarding alcohol, tobacco or other topics of questionable nature. Double meaning shirts with negative or questionable wording should not be worn to school.
-Tennis shoes are the best footwear for elementary students. Sandals and flip-flops are not recommended.
-**Visible piercing or tattoos** that disrupt the educational process are not allowed.
-**Heavy or bulky coats or sweatshirts** need to be removed upon entering the building. These clothing items can serve as a security threat and will be stored in a student's locker. (ex. Trench coats, Carhartt-type, ski jackets, winter coats, etc.)

Drugs, Alcohol and Tobacco **See Board Policy #5104*

Drug-Free Schools

The District implements regulations and practices which will ensure compliance with the federal Safe and Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

Education and Prevention

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades. The District provides in-service orientation and training for staff with regards to drug and alcohol education and prevention programs.

Drug and Alcohol Use and Prevention

Each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations

All students are provided 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 being the prevention of 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 of the students upon request of 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 Every Student Succeeds Act (ESSA), 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 the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco

These standards are in addition to 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 hereinabove 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.
6. Possession, use or distribution of any tobacco product. For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect
7. Misuse or abuse of legal products for the purpose of or acting as a hallucinogen, stimulant, or depressant.

Disciplinary Sanctions

Violation of any of the above-prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, 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 guardian will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

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 exists which 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 to be used by staff to record observed behavior and to determine the proper plan of action.

**If parents have any questions or concerns regarding any of the services provided by Pender Public Schools they are asked to contact school administration.

Initiations, Hazing, Secret Clubs & Outside Organizations **See Board Policy #6284*

Initiations, hazing, secret clubs and outside organization solicitation are prohibited.

Lockers/ Searches of Lockers and Other Types of Searches **See Board Policy #5406*

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 are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

Students may not display images, information or messages that may cause a substantial disruption to the operations of the school. If a staff member sees or learns of an image or message that may cause a disruption, the staff member may ask the student to remove the image or message from the locker. If the student refuses, then the administration will meet with the student and parents to discuss the situation. The principal shall have the final say on whether a student needs to remove the image or message from the locker.

Searches of Lockers and Other Types of Searches

Student lockers, desks, computers, and other such property are owned by the school. 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.

1. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration.

2. Drug or alcohol tests may be conducted on students based on reasonable suspicion.

3. Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities.

4. Searches of the District's computer system may be conducted at the discretion of the administration at any time.

Mutual Respect

Pender Public Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.

Personal/Nuisance Items

Students are discouraged from bringing personal/nuisance items to school. Examples include: extra money, toys, candy, comics/cards, jewelry, IPods, headphones, electronic games, sports equipment, etc. These items can easily become lost, stolen, or broken and should be left at home. Personal/nuisance items may be confiscated by school administration.

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 including buses. Video cameras may be used in locations as deemed appropriate by the Superintendent. The devices shall not be placed or operational in locations in which individuals have a high expectation of privacy, such as restrooms and locker rooms. Video recordings are considered student educational records and may be subject to FERPA guidelines.

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

GENERAL INFORMATION

Assessment **See Board Policy #3570*

Each year Pender Public Schools asks K-12 graders to participate in the following assessments:

- NSCAS (Nebraska Student Centered Assessment System) Tests, originating from the Nebraska Department of Education, are given three times a year, once in the early fall, once in the winter, and once in the late spring. in the areas of English Language Arts, Math, & Science. Tests are given to grades 3-6. Each test takes approximately a half-day and is administered in an electronic format.
- MAP (Measures of Academic Progress) Tests, originating from NWEA and ESU #1, are given three times a year, once in the early fall, once in the winter, and once in the late spring. Tests are given in the areas of Reading, Language Usage, Math Concepts, and Science. Tests are given to grades K-2. The Science test is given to grades 3-6. Each test takes approximately 2 hours and is administered in an electronic format.
- Aims Web Intervention System Tests, originating from Pearson Testing and ESU #1, are given 3 times a year, once in the early fall, once in the winter, and once in the late spring. Tests are given in the areas of reading, language and math. Tests are given to grades K-6. Collectively Aims Web Testing takes about 1 hour and is administered orally/paper pencil.
- Fountas and Pinnell Guided Reading Benchmark Assessments, originating from Fountas and Pinnell, are given one time a year in the early fall. Tests are given to establish Guided Reading levels in K-6 grade. Benchmarking takes approximately a ½ hour.

The purpose of any assessment given is to improve instructional practices and provide students and parents with useful information. Results from each assessment will be provided to parents in a timely manner.

Bicycles/Scooters/Skateboards/Rollerblades/Shoe Skates

Bicycles and scooters must be parked in the racks provided on the west side of the building. It is encouraged that all bicycles be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property. Skateboards, rollerblades, and shoes skates are not allowed.

Birthdays

Parents may deliver or send treats or favors for their child's birthday. Deliveries should be made to the district office. It is beneficial to the teacher if he/she is notified the day before the treats are brought. *Due to the increase of allergies and health issues among children, NO HOMEMADE TREATS ARE ALLOWED. Pre-packaged purchased treats, with available ingredient lists, are necessary.* Parents are asked not to send invitations to parties and other social gatherings to school with their children.

Care of School Property

Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

Child Abuse/Neglect

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Nebraska Department of Health and Human Services when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation that would reasonably result in abuse or neglect.Teachers are obligated to inform law enforcement or the Nebraska Department of Health and Human Services of suspected abuse or inform their Principal or supervisor so that they can make a report.

Communication

Pender Public School's website, Facebook, Instagram and Twitter pages are valuable tools to access up-to-date information about school activities and the school calendar. The website is www.penderschools.org, the Twitter account can be found at @pendragonupdate, and the Facebook/Instagram pages are Pender Public Schools. PowerSchool is a web-based computer program parents can access to view student grades, schedules, and receive information about what is happening in the classroom. To view this website, go to www.powerschool.penderschools.org. Please contact the district office for assistance. The District mass communication system will be used to provide families with information regarding inclement weather, upcoming activities and events.

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 to address certain complaints or concerns, such as discrimination or harassment, bullying, disciplinary actions. Those procedures should be used where applicable.

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.

Conditions Applicable to All Levels of Complaint Procedure

All information to be considered at each step should be placed in writing in order to be most effective. 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.

Copyright and Fair Use Policy Add Policy #

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.

Emergency Procedures

Tornado, fire and other emergency drills are conducted annually according to requirements of state law. Procedures are posted in each classroom. All classrooms have emergency response packets. Tampering with fire safety equipment or deliberately setting off fire alarm equipment is a serious offense. Such an act is grounds for suspension or expulsion and may be accompanied by a complaint filed with the State Fire Marshall.

Field Trips

Educational field trips may be taken during the school year. Such trips will be made in school vehicles with a teacher in charge. A permission slip will be sent home and must be signed by a parent/guardian in order for a student to participate. If a student does not return a permission slip and the school is unable to contact a parent/guardian by phone, the student will not be allowed to participate in the field trip. Parents have the right to opt out of these activities and have their child remain at school.

Report Cards

Report cards are issued four times during the school year. Report cards are sent home in "Thursday Folders" or given to parents after each of the 3 first quarters of the school year. The final fourth quarter report cards are mailed to parents. (Took out reference to holding report cards if fees were not paid)

Grading Scale

**See Board Policy #5204*

The elementary (K-6 grade) students grading scale for all subjects is as follows:

4 – Mastery – Exceptional understanding of grade level skills. Consistent mastery with insignificant mistakes. Minimal or no support needed.

3 – Proficient – Solid understanding of grade level skills. Showing mastery with occasional mistakes. Minimal support needed.

2 – Developing – Basic understanding of grade level skills. Progressing toward mastery. Frequent support needed.

1 – Novice – Limited understanding of grade level skills. Minimal evidence of mastery. Extensive support needed.

Within each content area, teachers will assess student knowledge and assign one of the proficiency ratings above to each graded standard. Each content area has several graded standards based on standards dictated by the Nebraska Department of Education. The proficiency rating assigned will be based on student performance over the course of the grading period on practice work, formative assessment, and summative assessment. Emphasis will be placed on the most consistent level of work and knowledge as well as the most recent level of work and knowledge. Life skills and student conduct are separately graded for each student.

Honor Roll

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st, 2nd, 3rd and 4th quarters. Students will be recognized accordingly:

1. Students receiving all "3's" and "4's" on their report card will be classified as honor roll students.
2. Students in grades 4-6 are honor roll eligible.
3. Honor roll lists are published in school and community publications.

Library

Students are encouraged to use the library on a regular basis. Library fines may be assessed for overdue books. Lost books may require payment.

Lost and Found

Students who have found an item should bring it to the office. Students who have lost an item may check the Lost and Found. Every month unclaimed items in Lost and Found will be donated to a charitable organization.

Parent-Teacher Conferences

Parent-Teacher conferences are usually held at the end of the first quarter and a second conference will be held in the spring. If parents/guardians ever have questions or concerns regarding the progress of his/her child(ren), they are encouraged to contact their teachers directly and do not need to wait for conference times. Parents/Guardians who wish to contact a teacher by phone should call before 8:00 a.m. or after 3:40 p.m. Messages can be left for teachers during the school day if necessary. Teachers may also be reached by school email.

Pets/Animals

Due to the increase of allergies and health issues among children, pets and other animals are not permitted in school. Please contact administration for special requests or exceptions. Please refer to *Board Policy # 1260* for guidelines regarding service animals.

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. By the end of the third quarter the classroom teacher will contact the parent/guardian if there is a consideration of retention.

School Closings/Late Starts

A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9:00 p.m. **An announcement will be made to parents via the District mass communication system as soon as possible. School closings will also be announced on radio stations KWPN at West Point, KTCH at Wayne, and TV stations KTIV Channel 4, KCAU Channel 9, in Sioux City & KETV Channel 7 in Omaha, and via Blackboard Connect.** In some instances, school will be open, but certain services may be cancelled (bus transportation, preschool, student activities). When school is cancelled, all activities, practices and use of school facility will be cancelled.

If school is dismissed early due to inclement weather, the notice will be broadcast by the media and/or the District mass communication system. All activities, practices, and use of school facilities will be cancelled.

Parents may decide to keep their children at home in inclement weather. Students absent because of severe weather when school is in session will be marked absent upon notification from parents/guardians. Parents may pick up their children in inclement weather at any time during the school day. Students who ride with older

siblings to school may be dismissed from school during severe weather pending parental/guardian permission. In an emergent weather situation (tornado warning) students will remain sheltered in place until the threat passes.

Smoke-Free Environment

All of our school buildings and grounds are smoke and tobacco-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please abide by our District's policy.

Solicitation and Selling

Organizations outside school jurisdiction shall not be permitted to advertise events through the use of school or use pupils to sell services, tickets, etc. except those jointly sponsored with the school or approved by the principal. Soliciting and selling must therefore take place outside the regular 8:15 -3:30 school day.

Student Injuries/Accidents

At the beginning of each school year, parents/guardians are asked to complete and sign a form authorizing the staff at Pender Public School to call a physician if necessary. This form will be sent home with each student at the start of the school year. The form provides the school with following information and more:

1. The name of the student's family doctor.
2. The home, work, and cellular phone numbers of the student's parents/guardians.
3. The name/phone numbers of a close friend or relative, in the event the parents/guardians cannot be reached.

If a significant injury occurs at school, immediate first aid is applied, and parents are notified. If parents are not available, an emergency contact provided by the parent will be called. If that person is also not available and the child's well being is in danger, the student may be taken to a physician or medical facility. From time to time, families' contact numbers change. If this occurs during the school year, please take the time to notify the elementary school office.

When significant injuries occur (injuries that involve a bump to the head, or require treatment beyond a Band-Aid or ice pack), an accident form is completed, and the accident is reported to the elementary secretary. All school personnel are encouraged to become familiar with the principles of first aid. Parents will be called when necessary. A copy of the accident form will be sent home with the student the day of the accident so the parent is aware of the injury. The school does not assume responsibility for accidents or injuries that occur during school hours. Minor injuries and accidents do frequently occur at school. Minor falls, bumps, scratches or collisions often require a Band-Aid, ice pack and a little extra care. These injuries may not be reported to the office and do not require that an accident form be completed. If parents ever have a question or concern about something that has happened at school they are encouraged to contact the principal.

Student Insurance

A group accident insurance policy is made available to all students of Pender Public Schools. Information specifically describing the insurance is made available to families soon after school starts in the fall. Parents and students should understand that this is sold as a supplement to any family insurance and is not intended to take the place of family medical/accident insurance.

Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

Visitors and Volunteers

Special guests are always welcomed to visit the school but are asked to check in at the office. Visitors should notify the office of their presence, sign the visitor's log in the office and get a visitor's badge to wear during the school visit. Please check with administration before visiting to avoid testing situations and special events. In grades PK-6, students may visit only if accompanied by an adult or if other arrangements have been made.

Volunteers are welcome to help teachers by assisting students in the classroom or as part of a school-related activity. Volunteers are assigned subject to the approval of the administration. Examples of volunteer opportunities may include: assisting with grant work, working in the library, and volunteering at extra-curricular activities, working in classrooms and participating in our Parent-Teacher Organization. Those interested in volunteering or gaining more information about our Parent-Teacher Organization should contact Kristin Walsh in the District office, or Kelly Ballinger, Elementary Principal.

STUDENT SUPPORT SERVICES

Backpack Food Program

Pender Public Schools and the Pender Ministerial Association team up to provide the Backpack Food Program. The Backpack Food Program provides healthy snacks and meals for participating students each weekend throughout the school year. If you believe your child/children could benefit from this program, we encourage you to complete the Backpack Food Program Form, which will be sent home with students the first day of school. Only one form is needed per family. This information is kept confidential. If your family is in need of additional help, please do not hesitate to contact the school at 402-385-3244 and we can provide you with additional resources.

"Beyond the Bell" After School Program

The after school program is open to all K-6 students. Beyond the Bell will be from 3:30 to 5:00 p.m. on Mondays, Tuesdays, Thursdays and Fridays and 2:30 to 5:00 p.m. on early dismissal Wednesdays. There is no charge for students to attend. Students will have a snack, physical education activities, academic time, and free play opportunities during Beyond the Bell. Approximately once a week enrichment activities will be provided as well. Those enrichment activities may include vocal/instrument music sessions, art sessions, core academic area extensions, guest readers, and writer's workshops.

ESL/ELL Services

Services are available to students who qualify as English Language Learners. Please complete the language survey sent home as part of the back-to-school or new-student forms packet.

Guidance Services

Pender Public Schools employs a guidance counselor for the purpose of assisting with district testing, Preschool – 6th grade character education, post-secondary planning, student schedules, and a resource for problem solving and conflict resolution. The guidance counselor is also available for students/families in need of additional support during a family crisis/issues. If someone wishes to see the counselor, contact the school office and make arrangements for an appointment.

High Ability Learners **See Board Policy #5414*

The school district recognizes that the student population includes students with exceptional academic abilities. Efforts to refer and identify learners with high ability will be made at each grade level. Multiple criteria shall be used for identification purposes and identification efforts shall be inclusionary. These students shall be provided appropriately challenging curriculum and instruction in their classrooms with opportunities for curricular extension as well.

Special Education Services **See Board Policy #6600*

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 these impairments need special education and related services.

How are Students With Disabilities Identified?

Referrals are made by teachers or parents 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 which 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 infants 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. Determination of a student's educational placement will be made by the IEP team.

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; or 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.

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.

Student Health Services

School Nurse Hours

The nurse will be in the building two days (16 hours) per week. The school nurse or school staff will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student to be sent home include: temperature greater than 100 degrees, vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse or school staff that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted. Parents are asked to provide the school with emergency daytime phone numbers on each child's contact form so they can be reached if their child becomes ill or injured while at school.

Health Survey

Each year parents are asked to complete an annual health survey on their child or children so the nurse is informed of any necessary health information. This form is included in the back-to-school packet.

The school nurse is required by law to assess vision, dental screening, weight and height. Parents are notified if the results are not in the normal range. These routine check-ups are not intended to replace regular medical and dental checkups. Parents are asked to inform the school of any issues impacting child's health.

Student Illness

Students should not attend school if they experience any of the following symptoms:

- Fever of 100.4 degrees F orally, or higher in the past 24 hours
  - Must be fever free for 24 hours without fever reducing medication to return
- Vomiting within the past 24 hours

- Diarrhea within the past 24 hours
- Severe headache, stiff neck, earache, croupy cough, listlessness or oozing sores

Head Lice

At Pender Public Schools, any student with nits (eggs) and/or head lice will be temporarily excluded from school until properly treated and inspection of the hair and scalp by the school nurse shows elimination of the lice.

Chickenpox

Chickenpox is a highly contagious disease caused by primary infection with varicella zoster virus (VZV). Children with chickenpox must be excluded from school until the chickenpox spots are scabbed over.

Guidelines for Administering Medication **See Board Policy #5600 & 6910*

The administration of prescription and/or non-prescription (over-the-counter) medications by school personnel is subject to the following conditions:

1. For the safety of all children, students are not permitted to have medicine in their possession while at school.
2. If, under any circumstances, a child is required to take oral medication during school hours and the parent cannot be present to administer it, only the school nurse or appropriate designee will administer the medication.
3. Medication must be brought to school in the original container and appropriately labeled by the pharmacy or physician.
4. All medications must be properly labeled with the child's name, medication name, and directions for administration and possible side effects.
5. A signed and dated note from the parent or guardian must accompany all requests for students to receive medication at school.
6. In the case of a medication that the student takes on a regular basis, further documentation is required by the state and can be obtained through the school nurse. This documentation must be reviewed annually.
7. With written consent, your child may be given Acetaminophen or Ibuprofen from the school supply of generic adult and/or children's Acetaminophen or Ibuprofen based on the recommended dose by weight/age.

All medication left at the school will be disposed of two weeks after school is dismissed. Written authorization forms for both non-prescribed and prescribed medications are available in the district office.

Student Self-Management of Asthma, Anaphylaxis, and/or Diabetes

*****_See Board Policy #6920, 6920.1 & 6920.2_

Students with asthma, anaphylaxis or diabetes will be permitted to self-manage such medical conditions upon:

1. written request of the student's parent or guardian;
2. authorization of the student's physician or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition;
3. receipt of a signed no liability statement from the parent or guardian; and
4. development of an asthma or anaphylaxis or a diabetes medical management plan for the student.

Students with such a medical management plan may possess the necessary medication to manage their medical condition upon the conditions established in the plan and not be subject to discipline for such possession. Provided that, if the student uses or allows the medication to be used for any reason other than as prescribed or as provided in the plan or possesses the medication other than as provided in the plan the student shall be subject to discipline in accordance with the student conduct and drug-free school policies.

Title I *****_See Board Policy #5701_

Title I is a federally funded program whose goal is to improve the educational opportunities of designated students. Title I supplies supplemental assistance to eligible students to succeed in the classroom. The emphasis in a school-wide Title 1 program is in serving all students, improving all structures that support student learning, and combining all resources, as allowed, to achieve a common goal. On request, the District will provide parents, in a timely manner, information regarding the professional qualifications of the student's teachers. This is in compliance with the Title I highly qualified section of ESSA.

STUDENT TRANSPORTATION

Transportation to and from school is provided to students in accordance with law and Board Policy (see BOE Policy 5501). 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 on school buses and in school vans. Parents are an important part of providing safe and effective student transportation. Cooperation with school authorities in enforcing regulations, and observing school, traffic and road regulations related to students transportation is requested and greatly appreciated.

While riding in school buses, students are expected to follow the same student conduct rules that apply when 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 in other school vehicles.

Student Conduct

- Students will be respectful and obey instructions of the vehicle driver and other supervisory personnel;
- Students will conduct themselves in a courteous and appropriate manner when interacting with other students and District staff; and
- Students will demonstrate respect and pride for school district property.

When Boarding the Vehicle:

- Be at their designated school bus stop 10 minutes prior to their scheduled pickup time;
- In the event a student will not ride the bus.
    - Please contact the school office that day by 6:15 am by calling 402-385-3244 and using extension 5 to leave a message;
    - After 6:15 am, please notify the driver of the child(ren)'s bus.
- Stay off streets and roadways while waiting for the school vehicle to arrive;
- Stay clear of the "danger zone" around the bus while waiting, approaching, or leaving the bus. Before crossing the street, always look both ways to check for vehicles that might illegally pass the bus. Always cross the street in front of the bus.
- Wait until the school vehicle comes to a complete stop and the driver has given them a prearranged signal before approaching or attempting to board the bus;
- Use the handrail when boarding the bus;
- Move quickly to their assigned seat;
- In the event a student brings an unauthorized student on a school vehicle, the transportation department will contact the student's parents or guardians to make alternate arrangements. If alternate arrangements cannot be made, the vehicle driver will transport the student and their friend to school in the morning. We will not transport any unauthorized person after school to any destination.

When Riding the Vehicle

- Keep aisle clear at all times;
- Treat all students and the driver with respect;
- Do not tease, harass, bully or fight with another student(s);
- Keep all body parts inside the school vehicle at all times;
- Remain seated and facing forward in the designated seat;
- Talk quietly, maintain silence at railroad crossings, and conduct themselves in a manner that does not distract the driver;
- If vehicle is equipped with seatbelts they must be worn;
- Windows may be opened with the driver's permission. If a window is opened, shut the window.
- Use headphones if using personal electronic devices;
- Do not chew gum or consume any beverage or food while in the vehicle;

- Keep the bus clean. Place garbage in the trash container. Do not throw anything out of the windows or inside the bus. Eating or drinking is not allowed on the bus.
- As is stated on page 20, all school-owned buses are equipped with surveillance equipment that records both audio and video.
- Students will not possess or use any tobacco product, alcoholic beverage or non-prescription drug while in a school vehicle; For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.
- Refrain from using obscene or profane language, yelling or causing any unreasonably loud noise. Quiet voices should be used;
- Students will not use violence, threats, intimidation, insubordination or other conduct that interferes with normal transportation operations;
- Do not tamper with vehicle and/or equipment control mechanisms or mark or carve in any manner to cause damage to the transportation vehicle;
- All student projects must be enclosed and remain enclosed during the bus route in a backpack or safe container for transporting and must be able to fit on the student's lap.
- If students need assistance from the driver, wait until the bus is at a full stop. If students are close enough, tell the driver what they need. If they are too far away from the driver and he would be unable to hear them, they should ask a student in front of them to get the driver's attention. If necessary, walk up to the driver while the bus is at a full stop. If students need immediate assistance for an emergency, they should take all action needed to safely get the help of the driver.

When Exiting the Vehicle

- Remain seated until school vehicle reaches a complete stop and the driver has indicated it is safe to get up;
- Take all personal property with them when exiting the vehicle;
- Exit the school vehicle in an orderly manner beginning with the passengers in the front of the vehicle;
- Do not loiter or walk near the vehicle;
- Students who are required to cross a roadway must walk no less than 12 feet in front of the school bus and wait for the driver's signal before crossing the street or roadway;
- Students are allowed to board and exit the vehicle only at their designated stop, unless parent/guardian permission is provided to school personnel and communicated to the bus driver;
- If a student verbally informs the driver he/she is not to exit at their regular stop, but to exit at another stop on the route, the transportation department will try to reach the parent/guardian by phone. If no verbal authorization can be obtained, the student will be taken to their designated stop. If no parent/guardian is present, the driver will bring the student back to the school. If telephone contact continues to be unsuccessful, the police will be contacted.

See BOE Policy #5506, Pender Public Schools Safe Pupil Transportation Plan for additional information on the District's plan for providing safe transportation to students being transported in pupil transportation vehicles.

Misconduct Reporting Procedures

Discipline problems on the bus jeopardize the safety of all students on the bus. The bus driver is an employee of Pender Public Schools who will be enforcing the bus rules. There will be consequences for those who do not follow the rules. Riding the school bus is a privilege and should not be taken for granted. Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school. In the event of misconduct and regardless of the outcome, the following procedures will be followed:

- Transportation staff will communicate their expectations verbally and personally to students whose behavior is inappropriate. Should the behavior continue, an Unsatisfactory Bus Conduct Report (see AR 5506.1 in board policy) will be completed. Students will usually be notified before exiting the vehicle that the misconduct will be reported.
- The Transportation Department will forward a copy of the written report, indicating the nature of the violation to the appropriate school principal.
- The school principal will discuss the violation with the student(s) and determine the proper disciplinary action to be taken.
- The principal will notify the parent/guardian, by telephone and/or mail, indicating the nature of the violation, the disciplinary action to be taken, and the consequences of continued student misconduct.
- The principal will provide an opportunity for the parent/guardian to confer with the principal and/or transportation supervisor with regards to the reported student misconduct. The principal will return the written report to the transportation coordinator.

SCHOOL BREAKFAST AND LUNCH PROGRAMS

The hot lunch and breakfast program are available every day for students. The cost of school meals for the 2024-2025 school year are listed below:

Breakfast: $1.85 - PreK-12 students; $2.50 - adults
Seconds: $.85 – main entrée ; $.60 – side dish; $.45 – milk/juice
Lunch: $2.25-PreK students; $2.50 – K-6th students; $2.75 – 7-12 students; $4.00 - adult
Seconds: $1.35 – main entrée; $.85 – side dish; $.45 – milk/juice

Students who choose to bring a lunch from home may purchase milk at school. Pop is not allowed in the lunchroom, unless as part of a special incentive sponsored by the school. **In accordance with U. S. Department of Agriculture policy, Parents/Guardians/Family may provide outside lunch/breakfast for their child/children only.** Parents/Guardians, who may qualify for free/reduced lunches, should complete the application and return it to the district office as soon as possible. For questions concerning the free and reduced please call 402-385-3244 ext. 2106**. Free and reduced students under federal guidelines will only receive their first tray for free or reduced prices and will have to pay for any seconds they receive.**

Families using the lunch program may access their meal account information on-line. Go to www.penderschools.org and select the "Lunch Account Information" tab. If you need assistance with your lunch account information, call the district office. Parents/Guardians can send any amount of money and it will be applied to the appropriate child's account. An account is required in order for any child to eat school meals.

Families with 1 child in the lunch program - Students will not be allowed to charge any extras to their lunch account when the account balance reaches negative $20. The student will still be allowed to charge the first meal, but no extras will be allowed. When the account reaches negative $35, the student will no longer be able to charge anything.

Families with more than 1 child in the lunch program - No student in the family will be allowed to charge any extras to their lunch account when the account balance reaches negative $35. Each student will be allowed to charge his/her first meal, but no extras will be allowed. When the account reaches negative $50, the students in that family will no longer be able to charge anything.

Preschool through 3rd grade students will have a milk break every day. See the chart on page 69 for milk break prices. This fee is due at the beginning of each semester. Milk break is optional.

APPENDIX

State and Federal Programs

Notice of Nondiscrimination

Pender Public Schools does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

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	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

The Coordinator may be contacted at: 609 Whitney Street, Pender, Nebraska 68047, 402-385-3244, jadolli1@penderschools.org

Anti-Discrimination & Harassment Policy ***See Board Policy #1200***

Elimination of Discrimination

Pender Public Schools 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: Pender Public 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, Pender Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

The policy of Pender Public Schools is to not discriminate on the basis of disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in admission or access to, or treatment with regard to employment or with regard to its programs and activities. 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 work place, 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 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 a student feels they need immediate help for any reason, please report a complaint to the Superintendent of Pender Public 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 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 to be made against an employee or student for alleging in good faith a violation of this policy.

Multicultural Policy ******See Board Policy #6370*

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. (Neb Rev St 79-719-723/ Est. 2013)

Notice 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 parents fully informed concerning the decisions about their child and to inform parents of their rights if they disagree with any of these decisions. Parents have the right to:

1. Have their child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise them of their rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of their child.
4. Have their child receive a free appropriate public education.
5. Have their child receive services and be educated in facilities which 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 them than would be incurred if the student were placed in a program operated by the district.
8. Have their 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 their child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding their child's identification, evaluation, educational program or placement. (Parent and child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
11. File a local grievance.

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 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.

   One exception which 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 the official needs to review an education record in order 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.

   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 *****_See Board Policy #5421_

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 Pender Public 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.

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 which 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 staff, 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 Thurston County Sheriff's 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.

Notice Concerning Disclosure of Student Recruiting Information

Every Student Succeeds Act (ESSA) requires that the District provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the District not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. The District will comply with any such request.

Notice Concerning Staff Qualifications

The Every Student Succeeds Act (ESSA) gives parents/guardians the right to get 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 State 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 get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. 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.

Student Privacy Protection Policy

It is the policy of Pender Public Schools to develop and implement policies which 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 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 date 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 which 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. Sexual 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).

Parental Involvement Policies ******See Board Policy #5700*

A. General - Parental/Community Involvement in Schools

Instruction

Combined District and School Title I Parent and Family Engagement Policy

Pender Public Schools intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, *Section 1116(a -f) ESSA, (Every Student Succeeds Act) of 2015.*

In General

The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design

evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.

- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.
- 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.
- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

Pender Public Schools 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 will 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 and Family Involvement Policy

The District's Title I Parental and Family Involvement Policy is established in compliance with Title I, the Every Student Succeeds Act (ESSA) The District has a parental and family involvement policy applicable to parents and family members of all children. The parental and family involvement policy applicable to parents and family members of all children is not replaced by this Title I Parental and Family Involvement Policy and shall continue to be applicable to all parents and family members, including parents and family members participating in Title I programs.

It is the policy of the District to implement programs, activities, and procedures for the involvement of parents and family members 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 and family members of participating children.

Expectations for Parental and Family Involvement: It is the expectation of the District that parents and family members of participating children will have opportunities available for parental and family involvement in the programs, activities, and procedures of the District's Title I program. The term "parental and family involvement" means the participation of parents and family members in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring (A) that parents and family members play an integral role in assisting their child's learning; (B) that parents and family members are encouraged to be actively involved in their child's education at school; (C) that parents and family members 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 and family involvement policy. The District intends to meet this expectation through the following activities:

1. Involving parents and family members 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 and family involvement activities to improve student academic achievement and school performance.
3. Building the schools', parents', and family's capacity for strong parental and family involvement.
4. Coordinating and integrating parental and family involvement strategies under Title I with parental and family involvement strategies under other programs.
5. Conducting, with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parental and family involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents and family members 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 and family involvement policies of the District.
6. Involving parents and family members in the activities of the schools served under Title I.

Policy Involvement:

Each school served under the Title I program will:

1. Convene an annual meeting, at a convenient time, to which all parents and family members of participating children shall be invited and encouraged to attend, to inform parents and family members of their school's participation under the Title I program and to explain the requirements of the Title I program.
2. 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 and family involvement in such meetings by offering transportation, child care, or home visits.
3. Involve parents and family members, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents and family members 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 and family members, 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.
5. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents and family members of participating children, submit any parental or family members' 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 and family involvement policy, each school served under the Title I program will jointly develop with parents and family for all children served under the Title I program a school-parent compact that outlines how parents, family members, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school, parents, and family members 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 and family 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, parents, and family members 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 and family members 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 family members and to support a partnership among the District, parents, family members, 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 and family members, 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 and family members work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental and family involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents and family members, in the value and utility of contributions of parents and family members, and in how to reach out to, communicate with, and work with parents and family members as equal partners, implement and coordinate parent and family programs, and build ties between parents, family members and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent and family 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 and family resource centers, that encourage and support parents and family members in more fully participating in the education of their children; (5) shall ensure that information related to school and parent and family programs, meetings, and other activities is sent to the parents and family members of participating children in a format, and to the extent practicable, in a language the parents and family members can understand; (6) may involve parents and family members 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 and family involvement activities, including transportation and child care costs, to enable parents and family members to participate in school-related meetings and training sessions; (9) may train parents and family members to enhance the involvement of other parents and family members; (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 and family members 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 and family involvement; (12) may establish a district-wide parent and family advisory council to provide advice on all matters related to parental and family involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent and family involvement activities; and (14) shall provide such other reasonable support for parental and family involvement activities under Title I as parents and family members may request.

Accessibility

In carrying out the parental and family involvement activities for this Title I Parental and Family Involvement policy, the District shall provide full opportunities for the participation of parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members 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 and Family Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents and family members 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 family members and the school.

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 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 Pender Public Schools based on it being the school of origin, the new school and Pender Public 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.

Breakfast and Lunch Programs

The District 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 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, audiotape, 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 at any USDA office, online at: http://www.ascr.usda.gov/complaint_filing_cust.html, 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

This institution is an equal opportunity provider.

The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs. In fulfilling its responsibilities, the school food authority:

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
3. Agrees to provide these benefits to any child whose family's income falls within the criteria in Attachment A after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses; shelter costs in excess of 30 percent of reported income; special education expenses due to the mental or physical condition of a child; disaster or casualty losses.
4. In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria set forth in federal guidelines.
5. Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.

6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.
7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to be continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:
    a. A publicly-announced, simple method for making an oral or written request for a hearing.
    b. An opportunity to be assisted or represented by an attorney or other person.
    c. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
    d. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
    e. An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
    f. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
    g. The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.
    h. The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.
8. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.
9. Agrees to develop and send to each child's parent or guardian a letter as outlined by State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

Pender Public Schools

Date of Adoption: October 8, 2007

Legal Authorities: Every Student Succeeds Act (ESSA)

Annual Notification of Asbestos Management Plan Availability, Pender Public Schools

Federal regulations require all schools to inventory asbestos-containing materials and develop management plans to identify and control asbestos.

The presence of asbestos in a building does not mean that the health of the buildings occupants is necessarily endangered. As long as asbestos-containing material remains in good condition and is not disturbed, exposure is unlikely.

The plan is available for review in the school administrative office during normal business hours.

At least once each six months, periodic surveillance is being conducted on all asbestos-containing material and suspect material assumed to contain asbestos.

A re-inspection is being conducted every three years in all schools that have asbestos-containing material.

From time to time, operations and maintenance activities may be conducted to maintain all materials in good condition.

For more information, please contact: Leigh Alexander; CDS Inspections & Beyond; 53506 862 Road; Plainview, NE 68769-2118; phone 402-582-3580 or 402-841-2142

2023-2024 Fees
Approved by Board of Education on July 17, 2023

Breakfast	2023-24
Pk-12 Students	1.85
Adults	2.50
Main - Seconds	0.85
Side - Seconds	0.60
Milk/Juice - Seconds	0.45

Lunch	
PK Students	2.25
K-6 Students	2.50
7-12 Students	2.75
Adults	4.00
Main - Seconds	1.35
Side - Seconds	0.85
Milk/Juice - Seconds	0.45

Milk Break	Sem/Year
K-3 Students	$35/$70
Preschool M-T-Th-F a.m.	$25/$50
Preschool M-T-Th-F p.m. (Special Milk)	$20/$40

Technology Fees	Year
K-6 Students	$25.00
7-8 Students	$25.00
9-12 Students	$25.00

Substitutes	
Teacher Substitute (per day)	$145.00
Classified Staff Substitute (per hour)	$15.00

** Reduced will pay a Percentage

Driver's Education Tuition	2023-24
PPS Student Tuition	$300.00
Free & Reduced Waiver Available**	
Instructor (per student)	$200.00
Balance - District Expenses	

Activity Fees	
Junior High Student	*waived for 2023-24*
Senior High Student	*waived for 2023-24*
Family Maximum	*waived for 2023-24*
Free & Reduced Waiver Available**	

Activity Passes	
Adult	$50.00
Senior Citizens (62 years & older)	$40.00
Family Pass	$125.00

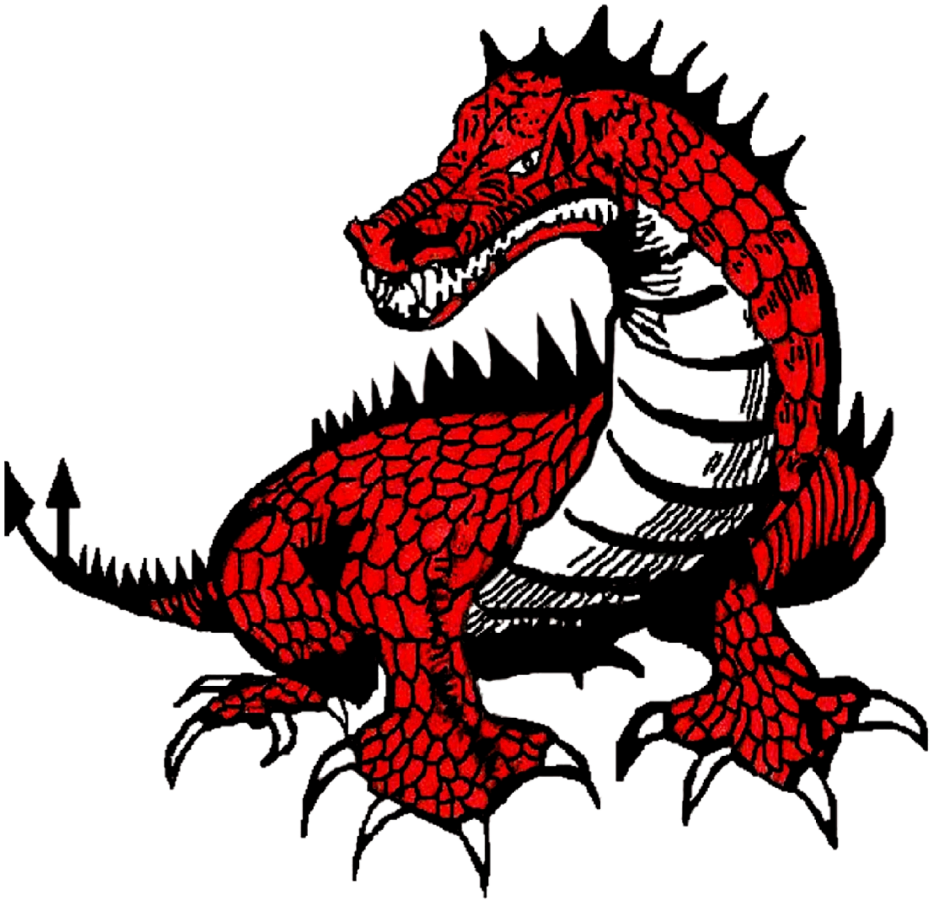
High School Contest Admission	
Adults & Students	$5.00
PPS Students	Free

Junior High Contests	
Adults & Students	$2.00
PPS Students	Free

Other	
Send a Fax	$.25 / page
Color Copies	$.25 / page
B/W Copies	$.10 / page
Laminating	$.25 / foot

Pender Public Schools

2024-2025



7th-12th Grade

Parent-Student Handbook

Approved by the Pender Board of Education (7/16/24)

Pender High School
609 Whitney St-Pender, NE 68047
402-385-3244
www.penderschools.org

Dear Students and Families,

Welcome to Pender High School! This handbook is designed to provide essential information for students, parents, and guardians about our school policies, procedures, and expectations. Our mission is to provide quality educational opportunities in a safe, positive learning environment that motivates and challenges all students to become productive and responsible citizens. We encourage all students to actively engage in their studies and take advantage of the opportunities available, from academic programs to extracurricular activities.

Please carefully review the contents of this handbook with your child. If you have questions or concerns not covered in this handbook, please do not hesitate to call your child's teachers, the school office, or myself.

On behalf of the entire staff, I am looking forward to working together to make this academic year a memorable and successful one! It's a GREAT day to be a PENDRAGON!

Respectfully,

Luke Hoffman
Secondary Principal

INTENT OF STUDENT HANDBOOK

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Pender Public 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 upon all applicable school district policies, and state and federal statutes and regulations.

The Policies of the Board of Education may cover areas not addressed in this Handbook. Every parent or guardian and student should familiarize themselves with Board Policies online at: www.penderschools.org

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

Although information found in this handbook contains detailed and specific information on a variety of topics, the

PENDER PUBLIC SCHOOLS MISSION STATEMENT

The mission of the Pender Public School District is to provide quality educational opportunities in a safe, positive learning environment that motivates and challenges all students to become productive and responsible citizens.

PENDER PUBLIC SCHOOLS GOVERNING BELIEFS

- We believe communication is necessary in providing a quality education.
- We believe that a quality education is a joint commitment and responsibility of the entire community.
- We believe that our school system should provide the educational opportunities to meet the individual needs of all students.

- We believe the learning environment should be safe, supportive, positive and dignified.
- We believe in providing the learning environment and technology to motivate and challenge the student to be the best he.she can be.
- We believe in recognizing the diversity of students, their backgrounds and families.
- We believe in creating an educational environment in which students learn to take responsibility for their own actions.
- We believe that our school system should hire, maintain and retain the best-qualified staff possible.

Essential Education: Pender Public Schools is committed to providing its students with equitable opportunities for an essential education in an efficient manner. An essential education is one that enables students to reach the following outcomes:

- Proficient in meeting the State's academic content standards and essential learning and such additional standards as established by the Board of Education.
- Success at each educational level and in transitioning between those levels from early childhood through postsecondary education and/or career entry.
- Effective in functioning in and contributing to our culturally diverse democratic society.

The District seeks to provide an essential education by developing and maintaining:

- Qualified and competent administrative, teaching, paraprofessional, and operational staff, standards as established by the Board of Education and to reach the student outcomes identified above.
- Comprehensive support programs and services that meet the diverse needs of students.
- Safe, clean and supportive facilities and learning environments.

- Implementation of a curriculum that meets the following:
    - Is based on state standards in reading, writing, speaking, listening, mathematics, science and social students/history and essential learning in visual and performing arts, world languages, technology, health and physical education, and career and technical education and such additional standards as established by the Board of Education;
    - Is appropriate for the developmental level of the students;
    - Addresses diverse learning needs;
    - Instills a passion for learning and the importance of life-long learning;
    - Develops problem solving and critical thinking skills, decision making skills, data gathering, and critical use of information;
    - Develops expected work ethics, as well as group participation and leadership skills;
    - Incorporates character education and multicultural education, including respect for diversity;
    - Provides for application of technology in all learning areas;

- Provides access to advanced courses; and
- Is organized in a schedule that is functional and meets student needs in all curriculum areas.

Providing a supportive learning environment which includes:

- A welcoming and inviting environment that is emotionally safe, nurturing, supportive, and disciplined; that promotes respect, trust, integrity, and regard for self and others; and that honors diversity;
- Learning as the central purpose with students engaged in meaningful, relevant, and productive learning experiences; and
- Implementation of policies and practices that result in an orderly environment with emphasis on consistent school-wide positive behavior.

Complaint Procedures

The proper procedures for parents or students to make a complaint about the school staff, school programs, or activities are set forth in Board Policy, See Board Police Policy 1025 and 1025.1 and 1025.2. Board policies can be found on the school's website at www.penderschools.org. If you do not have access to a computer, you may pick up a copy of the policy from the district office during regular business hours.

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Members of the Board of Education

Matt Peters	President
Matt Heineman	Vlce President
Jason Roth	Secretary-Treasurer
Jean Karlen	Member
Mandy Johnson	Member
J.J. Maise	Member

Administrative Staff

Dr. Jason Dolliver	Superintendent

Luke Hoffman	Secondary Principal
Kelly Ballinger	Elementary Principal Special Education Director

Secondary Teaching Staff

Kari Athey	Science
Morgyn Christiansen	English
Allison Claussen	Vo Ag
Allie Conner	Social Sciences
Matt Dregalla	Instrumental Music
Anthony Ferg	Business, Activities Director
Jennifer Davis Keaton Harpham	Technology
Clay Haymart	English
Rhonda Heise	Media Specialist

Andrea Hinrichs	9-12 Special Education
Natalie Keiss	7-8 Special Education
Sean King	Math
Brandi Kolbeck	Vocal Music
Dustin Krusemark	Art
Thad Nixon	School Counselor
Dennis Oliver	Physical Education
Kinsey Hanson Lucas Ramm	Spanish Strength & Conditioning
Katie Steecker	Science
Cody Volk	Social Sciences
Lanette Von Seggern	Math

Secondary Support Staff

Deanna Hansen	Bookkeeper
Lisa Johnson	District Secretary
Kristin Walsh	District Secretary
Leslie Timm	Nurse
Tony Crippen	Maintenance
Doug Schrieber Michelle Davis	Custodian
Dan Swinton	Transportation

Pam Buchholz	Food Service Manager
Jodi Davis	Cook
Chris Meyer	Cook
Robbie Welsh	Cook
Natalie Keiss	Pendragon Academy Teacher
Betty Roberts	Paraprofessional
Janet Schopke	Paraprofessional
Lindi Hathaway	Paraprofessional
Dawn Brauer	Paraprofessional

Secondary Coaches & Sponsors

Anthony Ferg		Activities Director
Cody Volk	Football	Head Coach
Brock Simonsen	Football	Assistant Coach
Anthony Ferg	Football	Assistant Coach
Dan Swinton	Football	Assistant Coach

Dennis Oliver	JH Football	Head Coach
Connor Fillipi Nick Arlt	JH Football	Assistant Coach
Amy Ostrand	Volleyball	Head Coach
Marin Jetensky	Volleyball	Assistant Coach
Allie Conner	JH Volleyball	Head Coach
Kensie Hanson Krista Trimble	JH Volleyball	Assistant Coach
Robert Rainer	Girls' Golf	Head Coach
Dustin Krusemark	Cross Country	Head Coach
Sean King	Cross Country	Assistant Coach
Jason Dolliver	Girls' Basketball	Head Coach
Payton Blanke Melissa Hansen	Girls' Basketball	Assistant Coach
Melissa Hansen Grant Lander	Girls' Basketball	Volunteer Coach
Liz Hoffman	JH Girls' Basketball	Head Coach
Melissa Hansen	JH Girls' Basketball	Assistant Coach
Andy Welsh	Boys' Basketball	Head Coach
Shane Schuster ??	Boys' Basketball	Assistant Coach
Shane Schuster	Boys' Basketball	Volunteer Coach
Terry Mailloux	Boys' Basketball	Volunteer Coach
Clay Haymart	JH Boys' Basketball	Head Coach
Allie Conner	JH Boys' Basketball	Assistant Coach
Nick Arlt	Wrestling	Head Coach
Cody Volk	Wrestling	Assistant Coach

Aaron Arlt	Wrestling	Volunteer Coach
Dennis Oliver	JH Wrestling	Head Coach
Dustin Krusemark	Track	Head Coach
Sean King	Track	Assistant Coach
Marin Jetensky	Track	Assistant Coach
Brock Simonsen	Track	Assistant Coach
Greg Conroy Liz Hoffman	JH Track	Head Coach
Cody Volk	JH Track	Assistant Coach
Allie Conner	JH Track	Assistant Coach
Luke Hoffman Robert Rainer	Boys' Golf	Head Coach
Robert Rainer Anthony Ferg	Boys' Golf	Volunteer
Austin Nickels	Boys' Golf	Volunteer
Clay Haymart	Baseball	Head Coach
Ron Williams Caleb Hansen	Baseball	Assistant Coach
Caleb Hansen	Baseball	Assistant Coach
Ron Williams	Baseball	Volunteer Coach
Shane Schuster	Baseball	Volunteer Coach
Clay Haymart	Softball	Head Coach
Allison Claussen	Softball	Assistant Coach
Jason Dolliver	Softball	Volunteer Coach
Lucas Ramm	Summer Weight Room	Supervisor
Cody Volk	Summer Weight Room	Supervisor

Allison Claussen	FFA	Advisor
Kensie Hanson ???	FFA	Assistant Advisor
Matt Dregalla	Instrumental Music	Director
Tara English Kristin Walsh	Junior Class	Sponsor
Payton Blanke	Junior Class	Sponsor
Brandi Kolbeck	Musical	Director
Katie Steecker	Quiz Bowl	Sponsor
Lanette Von Seggern	NHS	Sponsor
Rhonda Heise	Senior Class	Sponsor
Sean King	Student Council	Sponsor
Marin Jetensky	Student Council	Sponsor
Matt Dregalla	Jazz Band	Director
Brandi Kolbeck	Vocal Music	Director
Kira Swinton	Close Up	Sponsor
Morgyn Christiansen	Speech	Head Coach
Kira Swinton	Speech	Assistant Coach
	1-ACT	Head Coach
Lisa Johnson	Concessions	Coordinator
Izzy Saenz Kaelyn Svehla	Flames	Sponsor
Rhonda Heise	Yearbook	Sponsor
Jennifer Davis Keaton Harpham	eSports	Head Coach
Robert Rainer	Bowling	Head Coach

Jayme Bargholz	Bowling	Volunteer
Todd Kubik	Bowling	Volunteer

Daily Schedule

8:03	First Bell
8:10-8:58	1st Period
9:01-9:49	2nd Period
9:52-10:12	Advisory Group
10:15-11:03	3rd Period
11:06-11:54	4th Period
11:54-12:21	5th Period Junior High Lunch
11:57-12:45	5A Senior High Class Time
12:45-1:12	5th Period High School Lunch
12:24-1:12	5B Junior High Class Time
1:15-2:03	6th Period
2:06-2:54	7th Period
2:57-3:45	8th Period

Shortened Schedules

10:00 Start			1:00 Dismissal	
9:52	First Bell		8:03	First Bell
10:00-10:37	1st Period		8:10-8:40	1st Period
10:40-11:17	2nd Period		8:43-9:13	2nd Period
11:20-11:57	3rd Period		9:16-9:46	3rd Period
12:00-12:27	5th Period JH Lunch		9:46-10:19	6th Period
12:36-1:03	5th Period SH Lunch		10:22-10:52	7th Period
1:06-1:43	4th Period		10:55-11:25	8th Period
1:46-2:23	6th Period		11:28-11:58	4th Period
2:26-3:03	7th Period		12:01-12:30	5th Period JH Lunch
3:06-3:45	8th Period		12:33-1:00	5th Period SH Lunch

2:30 Dismissal

8:03	First Bell
8:10-8:48	1st Period
8:51-9:29	2nd Period
9:32-10:10	3rd Period
10:13-10:51	6th Period

10:54-11:32	4th Period
11:32-11:59	5th Period Junior High Lunch
11:35-12:13	5th Period Senior High Class Time
12:13-12:40	5th Period Senior High Lunch
12:02-12:40	5B Junior High Class Time
12:43-1:21	7th Period
1:24-2:02	8th Period
2:05-2:25	Advisory Group

Severe Weather and School Cancellations

The superintendent of schools is authorized by the Board of Education to 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. Radio and television stations broadcast the information regularly.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense and health officials indicate that it would be unwise for students to go to 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 Apptegy message will be sent to all patrons who signed up for the service and an announcement will be made to the news media when schools will be closed. School closings will be announced on radio stations AM84/FM107.9 at West Point, **KTCH AM1590/FM104.9 at Wayne, and TV stations KTIV Channel 4, KCAU Channel 9, in Sioux City & KETV channel 7 in Omaha.** In some instances, schools will be open, but certain services may be canceled (bus transportation, kindergarten preschool, student activities). Students and parents will want to pay special attention to which public school district is being closed. When school is canceled all activities, practices, and use of school facilities will be canceled.

After School Starts. 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. If school is closed during the day the notice will be broadcast using the district's mass communication system by the media and **parents should have a plan in place to accommodate these circumstances. All activities, practices and use of school facilities will be canceled.**

Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. **Parents may pick up their children in inclement weather at any time during the school day.** Students who drive to school may 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 discourage parents from picking up students during a tornado warning.** Tornado safety procedures are practiced by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through using the district's mass communication system and the media.

Emergency Conditions. Pender Public School has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans at classroom exits for an Emergency Exit System, Tornado Warning System, and Critical Incident Response.

Emergency Procedures

Tornado, fire and emergency evacuation drills are conducted annually according to requirements of state law. Procedures are posted in each classroom. All classrooms have emergency response packets. Tampering with fire safety equipment or deliberately setting off fire alarm equipment is a serious offense. Such an act is grounds for suspension or expulsion and may be accompanied by a complaint filed with the State Fire Marshal.

Closed Campus

All students are required to remain on campus during the school day. They must sign out at the office. Cars are not considered to be on campus. Students cannot go to cars without signing in and out of the office. Driving is discouraged during school hours. It is recommended that if a student has an appointment, a parent accompany him/her. Students will not be given permission to go home or to leave the building for any reason during the school day without parental permission. The only exception to this rule is that seniors may go off campus for lunch with guardians' permission. The seniors may leave off-campus for a total of 10 times per semester for his/her lunch.

Supervision Before/After School

Entering and Leaving the Building

Beginning of School: Students should not be on school grounds prior to 7:55 a.m. unless they are eating breakfast, in which case they may enter the building at 7:30 a.m. During fair weather conditions the first bell will ring at 8:058:03 a.m. allowing students to enter the building and to proceed to their lockers and classrooms. During inclement weather the entrance will be open by 7:55 a.m. for students to enter the building. Students are to stay in the commons area Heese Event Center and are not to go to any other part of the building

without permission. Students may enter the building through the north double door (door number 4) by the flag poles.

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Upon return to school during the day, students are to report to the school office. **Students ARE NOT permitted to drive unless special permission is granted.**

End of School: Our regular school day ends at 3:45 p.m. Make-up work, special help such as Pendragon Hour, assignments after school, club meetings, and other school activities begin at 3:45 p.m. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building by 4:00 p.m. The school is not responsible for supervision of students once the students are to have left school grounds.

Certain days on the calendar are "shortened days," meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

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 are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination.

If conditions allow and supervision is available in the event of 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 safety of the child.

All emergency closing procedures will also be communicated via the Apptegy communication system. If parents/guardians are interested in signing up for the Apptegy system, please contact the high school office.

Parking

Students will be allowed to park in lots #1, #2 and #3 to the north of the school building. Students will enter these lots from Whitney Street and exit through the alley. Exiting these lots onto Whitney Street is a traffic violation. Lot #4 (South of the school) is designated for district transportation and school personnel only. There is absolutely no student parking in the parking spaces immediately around the school building on all 4 sides, which include the alley on the west side of the building. All rules for designated parking areas may be subject to change, by administrations, during the school year. Failure to comply will result in the student moving

their vehicle to the appropriate parking spot. First offense: warning. Second and following offenses: detention.

Visitors *Board Policy #1010*

All visitors must enter door #4 located on the northwest side of the building. All visitors must sign in with the office to receive a visitor's pass. Visitors will also sign out of the office upon completion of business. Parents are welcome at all times. Parents will follow the same procedures as visitors explained above. The Principal must approve all student visitations in advance. Visitations during the first and last week of school will require extraordinary circumstances and will need approval from PPS Administration.

Smoke-Free Environment

Pender Public Schools declares our school building and grounds to be smoke-free. We would appreciate any help in meeting the goal of a smoke- and tobacco-free environment for our children. When attending school events, including athletic events, please remember that the building is smoke-free and tobacco-free and abide by the District's policy.

Care of School Property

- Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. Additional information regarding the care of laptops will be provided to parents and students at the mandatory check-out seminars at the beginning of the school year.

- Students, who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

- Students need to keep their locker area, workplace, locker rooms, lunchroom, etc. in a neat and orderly fashion. Everyone should take personal responsibility to maintain a clear building and positive learning environment.

Fines are determined on books according to the following criteria:

Lost Book	Replacement Cost
Missing one or both covers, missing page/pages or damage which cannot be fixed that renders book unusable	Replacement Cost
Loose Cover, torn pages, marks that can not be erased, minor binding issues, stains & chips	$10.00
Binding Issues	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 they can receive school publications and final grades.

Backpacks

Students should place all bags in their assigned school locker or activity locker at the beginning of the day. The only bag students may carry during the school day is a backpack/computer bag. Exceptions may be granted by the school administrator in special circumstances.

Lockers

Junior High students will be assigned a locker. 9-12th grade students may request use of a locker from the main office. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. Students are responsible for any items found in their lockers. Students are also responsible for the cleanliness inside their lockers and the door of their locker. Students may be assessed a fine for damage to lockers. No adhesive stickers allowed. No decorative magnets may be used. Student lockers should remain locked at all times.

Searches of Lockers and Other Types of Searches *Board Policy #5406*

Student lockers, desks, computer equipment, and other such property are owned by the school. 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 or student backpacks brought onto school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, backpacks, vehicles, and other such property may be conducted at the discretion of the administration.

The following rules shall 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:

- 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 must be conducted in a reasonable manner under the circumstances.
- 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 shall be confiscated and delivered to law enforcement officials as soon as practicable.
- Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

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. Video cameras will be used in locations deemed appropriate by the Superintendent including school buses. These devices shall not be placed or operational in locations in which individuals have a high expectation of privacy, such as restrooms and locker rooms. Video recordings are considered student educational records and may be subject to FERPA guidelines.

Notice is hereby given that video surveillance will 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 surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Use of Telephone

Use of the office phone will only be allowed in an emergency or when a student is ill. There is a courtesy phone available for student use. Students should not use classroom phones. The courtesy phone is not to be used during class time. Use of the phone is not an excuse to be tardy to class.

Bicycles

Bicycles must be parked in the racks provided. It is encouraged that all bicycles be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property.

Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

Lost and Found

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel.

Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

Laboratory Safety Glasses

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

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.

Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to 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, or wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Copyright and Fair Use Policy

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.

Attendance Policy *Board Policy #5008*

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

Attendance and Absences

Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.

- School Excused. Any of the following circumstances that lead to an absence will be identified as a School Excused Absence provided the required attendance procedures have been followed:
    - Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension.
    - Other absences as determined by the principal or the principal's designee.

- Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows.

    - Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.
    - Other absences are those in which the parent has not communicated a reason for the student's absence.

Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work unless other arrangements are made with the teacher.

Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age. For District admission requirements, see *Board Policy 5001*.

Exceptions: Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet

accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements, if an exit interview is conducted and a withdrawal form is signed. The person also making the written request must have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in Pender Public Schools or resides in the Pender Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable.
- The person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school. At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:
- Financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- An illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

Withdrawal Form.

Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee. , the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Board Policy #5002 *Board Policy #5008*

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

Reporting and Responding to Excessive Absenteeism. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. 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 address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."

Excessive Absenteeism. Students who accumulate ten (10) not school excused absences in a semester shall be deemed to have "excessive absences." (Policy 5008 #5) 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:

- Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and

- One or more meetings between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to
    - Illness related to physical or behavioral health of the child.
    - Educational counseling;
    - Educational evaluation;
    - Referral to community agencies for economic services;
    - Family or individual counseling; and
    - Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such a meeting, the principal shall place documentation of such refusal in the child's attendance records.

Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child's family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Appeal Process. Students who lose credit due to excessive absences may appeal the "loss of credit" to the building Principal, in writing, who will refer it to an advisory board. The advisory board is composed of 5-7 teachers and the principal. Teachers are appointed to the advisory board by the principal.

Tardiness

Tardy to Class: Students will be considered tardy to school/class if they are not in their classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. Specific tardy guidelines once students are in the classroom are at the discretion of the classroom teacher. Students have a sufficient time period between all class changes to make it to their next assigned class on time. If a student accumulates three tardies to a class/period, the student will be assessed one day absent for that class/period. If a student is more than 20 minutes late, it is considered an unexcused absence for the class/period that was missed.

- Consequences for tardies for each semester.
- Teachers or administrators may assign detention any time a student is tardy to class.
- 10th Cumulative Tardy-Student is placed on Loss of Privileges List
- Loss of privilege list: When a student is placed on this list, they may be restricted from participating in specified extra-curricular activities. That list includes, but is not limited to:

- All PPS sponsored athletic and non-athletic activities
- Dances
- Field trips
- Dance team performances
- Special Activities (ex: pep rallies, assemblies)
- Certain computer privileges

- Student tardy counts and consequences are reset at the beginning of each semester. An administrative conference may be held with parents and their students that have been habitually late.

Leaving School

Students who must leave school for any reason during the school day must check out at the office before leaving. Check out sheets will be given to students absent for a full day activity. It is the student's responsibility to take care of the requirements set by the teacher before leaving school. Students leaving school for personal reasons 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 without permission and without signing out in the proper manner will be considered truant. Use of cars by students is discouraged during the school day.

Attendance is Required to Participate in Activities

Students must be in attendance all day of any scheduled school activity in order to participate in the activity. This includes sports contests, practice, and dances. Failure to attend on that day may result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail.

Make-up Work *Board Policy #5207*

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. Students are given two days to complete the make-up work for each absence. A maximum of ten days is granted for students to complete make-up work. If an arrangement is made between the teacher and the student, more than two days may be granted. The time each student is allowed will be determined by mutual agreement between the student and teacher. The student has the responsibility to contact teachers, initially regarding make-up assignments. Assignment sheets may be sent for extended absences such as chicken pox, hospitalization, or other prolonged illnesses. If the parents or students have concerns, they are encouraged to contact the teacher.

Grading System *Board Policy #5204*

Pender Public Schools will use the letter grading system at the 7th through 12th grades as follows:

A+	98-100	4.0	Excellent
A	95-97.99	4.0	

A-	93-94.99	4.0
B+ B B-	91-92.99 89-90.99 86-88.99	3.7 Good 3.3 3.0
C+ C C-	84-85.99 82-83.99 78-81.99	2.7 Satisfactory 2.3 2.0
D+ D D-	76-77.99 73-75.99 70-72.99	1.7 Needs Improvement 1.3 1.0
N/C	Below 70	No Credit

Each teacher should define for students the grading procedures to be used in their classes.

Grading Practices

Grades for students enrolled in at Pender High School are based on achievement of district-wide/state content standards, which specify what students should know and be able to do. These grading practices are intended to ensure students have the knowledge and skills necessary for the next level of a course, the next grade or readiness for college or the workforce.

Purpose and Intent:

Standardized grading practices provide specific, clear learning goals for students, parents, teachers and administrators of what a student must know and be able to do to master the content of a course. They allow teachers to be consistent with common best practices from grading based on educational research. Most importantly, standardized grading practices provide tremendous clarity for students and families as to what the grading criteria and expectations are between and amongst teachers and courses at PHS.

Coursework Types:

Coursework may be expected to be completed during class time or outside of school.

*__Practice__ assignments are brief. They are done to learn a new skill or to gain initial content knowledge, (e.g., student responses on white boards, a valid sampling of math problems, keyboarding exercises, diagramming sentences, checking and recording resting heart rate). Practice assignments are not generally graded for accuracy (descriptive feedback will be provided in class) and are not a part of the grade. Practice work is at the student's instructional level.

*__Formative (35%)__ assessments/assignments are done for learning. They are minor assignments, (e.g., a three-paragraph essay, written responses to guiding questions over

an assigned reading, completion of a comparison contrast matrix). Formative assignments are graded for accuracy and descriptive feedback is provided. Formative work is at the student's instructional level and/or grade level standards.

***Summative (65%)** assessments/assignments are the major end of learning unit tests or projects, (e.g., a research paper, an oral report with a power point, science fair project). Summative assignments are graded for accuracy. Summative assignments assess the student's progress on grade level standards.

Extra Credit:

There is no extra credit.

Coursework:

Coursework refers to any formative or summative assessment assigned by the teacher to the student. All coursework must be completed by the student to receive credit for the class.

Unit of Study:

Units of study are set by the teacher. The time of a unit of study may change throughout the year depending on the subject and topics being taught in any given class. The teachers will communicate the time for each unit of study to the students. It is the responsibility of the student to ask the teacher if they are unclear on the time frame for each unit of study.

Redoing/Revising Coursework:

Students are allowed to redo and revise assignments at the discretion of the teacher. Criteria for retakes on formative and summative assessments will be made available to the student and the parent/guardian at the beginning of the semester. Requests to redo assignments may be denied by the classroom teacher. All questions on the process should be directed toward the classroom teacher.

Late Coursework:

Students are expected to complete all coursework by the due date assigned by the teacher. All assignments not turned in by the assigned time will be noted as "missing" and a failing grade will be noted in the gradebook. Late work is accepted for full credit at the discretion of the teacher and will be completed within the unit of study. Once a late assignment is turned in it will be recorded in the gradebook with an "L" next to the grade. Students and parents should not expect teachers to grade late coursework turned in by the students immediately.

Missing Coursework:

Students will complete all missing coursework in a class to receive full credit for that class. All missing coursework will be noted in the gradebook. **Teachers may require a student to stay until work is completed.** Students and parents are responsible for making transportation arrangements if a student is required to stay for extended time.

Wednesday Afternoon 9th Period

Any student who has work marked as "missing" on Wednesday morning may be required to stay for a Wednesday afternoon 9th Period, 2:30-4:00, to complete missing assignments. This time is part of regular school day hours and students will be counted as absent, truant, or tardy if they are not present during this time. Students will only be excused from Wednesday 9th Period with permission of the assigning teacher or principal. If work is not completed to standard during this time the teachers may hold students longer or a failing grade may be issued. A warning list will be sent on Monday mornings.

Failure to comply with a teacher's homework request may result in parent contact, extra time before or after school, or in school suspension. Students may be required to stay even if the missing assignment has been turned in on Tuesday or Wednesday. Do not expect teachers to grade late coursework turned in by the students immediately.

HIGH SCHOOL YEARLY COURSE REQUIREMENTS

Senior Requirements: Government/Economics
English 12 or College Prep (Permission is needed for College Prep)

STUDENTS SHOULD BE ENROLLED IN 5 ACADEMIC CLASSES AND FILL EIGHT PERIODS.

**In order to attain entrance to Distance Learning or College Credit courses students need to see the guidance counselor.

Junior Requirements: English 11
Math (Algebra 2, Advanced Math, Geometry)
Science (General Science, Physics, Chemistry, Anatomy)
American History

STUDENTS SHOULD BE ENROLLED IN 5 ACADEMIC CLASSES AND FILL EIGHT PERIODS.

**In order to attain entrance to Distance Learning or College Credit courses students need to see the guidance counselor.

Sophomore Requirements: English 10
Math (Geometry, Algebra2)
Biology I
World History
Personal Finance /Foundations of Computing

STUDENTS SHOULD BE ENROLLED IN 5 ACADEMIC CLASSES AND FILL EIGHT PERIODS.

Drivers Education—summer only – cost per student to be announced

Freshman Requirements: English 9
Math (Algebra I, Geometry)
Physical Science
World Geography

Health/Speech

OTHER COURSES & ELECTIVES-GRADES 9-12

Please refer to courses offered on the Pender Public Schools web page.

EXTRA CURRICULAR:

Football, Volleyball, Golf, Cross Country, Basketball, Wrestling, Track, Baseball, Softball, FFA, Instrumental Music, Vocal Music, Musical, Quiz Bowl, One Act, Student Council, Jazz Band, Yearbook, National Honor Society, Flames, eSports, Bowling

STUDENTS SHOULD BE ENROLLED IN 5 ACADEMIC CLASSES AND FILL EIGHT PERIODS.

JUNIOR HIGH COURSES

CORE CLASSES		**EXTRA CURRICULAR**
Social Studies	10 credits/Year	Football
English	10 credits/Year	Basketball
Science	10 credits/Year	Volleyball
Math	10 credits/Year	Wrestling
		Track
		Manager

Students will be required to pass 30 credits (6/8 semesters) of core classes and required to pass 75% of other courses for promotion from seventh to eighth and eighth to ninth grades. Credits may be lost because of poor attendance. (See Limitation of Absences on page 18) Students needing to recover credit due to poor attendance and/or poor academic achievement will be allowed to participate in summer school. The school reserves the right to charge a fee per credit hour that is being recovered. Summer school will be provided at no charge for students on an IEP. Students who have an Individualized Education Plan from Special Education must meet expectations set in their individualized plan.

Dual Credit Process

Students interested in taking online Dual Credit courses through NECC during their junior or senior year will receive introductory material for these courses during an informational session night scheduled during the late Spring semester of their sophomore/junior year. Permission forms and registrations are preferably completed before the end of the school year to verify that students get registered for the desired courses. It will be the responsibility of the student to communicate directly with their NECC professor with any questions pertaining to the course.

Pender Public Schools has no influence in the grade that the student receives. It will also be the student's responsibility to meet all registration and drop/add deadlines.

Apex Learning

Description - Apex Learning provides comprehensive courses that include core subjects, world languages, advanced placement, as well as other electives. Apex Learning Adaptive Tutorials provides personalized learning to address course pass rates and exam scores, offering intervention, remediation, and unit recovery. Apex Learning has produced online courses that meet high school graduation requirements.

Primary Use – Pender Public School's primary use of Apex Learning is for foreign language class, credit recovery purposes, and select courses not offered in person at Pender Public Schools. Students wishing to take an Apex Learning class may visit the school counselor for more information.

Use of Apex Learning – Scheduling students to classes with the school's designated teacher will always be the first priority of school officials. Only students who are self-motivated independent learners and are able to follow strict assignment completion schedules should consider the use Apex courses.

Design and Accreditation – Apex courses are research-based instruction designed for more rigorous standards and assessment requirements and an increasingly diverse student population. Designed to support students in mastering the standards-based, rigorous coursework required to be successful in college and career. Accredited by AdvancED, Approved by National Collegiate Athletic Association (NCAA®), AP® courses authorized by the College Board®

P2T

P2T (Pathways 2 Tomorrow) consists of five pathways: Residential Construction, Health Science, Education, Welding, and Computer Science. These programs have been established to provide students with the opportunity to explore and travel down their own path from school to work to community college, and finally, a four-year institution. All the programs offered by P2T are aligned to ensure transferability to all Nebraska public post-secondary institutions.

Participation and Sign-Up - P2T Classes are typically designed for Junior and Senior year students. Sign up for the following school year begins in the spring semester of a student's sophomore or junior year. Not all requests are guaranteed. To participate in P2T classes, students should see the School Counselor or High School Principal for information.

Tuition: Payment for tuition costs for any dual credit classes taken in the P2T program are the responsibility of the student.

Transportation - Students will be transported by Pender Public Schools to West Point to participate in P2T classes. Students or parents may be asked or allowed to transport themselves in special circumstances approved by administration.

P2T Schedule - Classes are held during morning or afternoon sessions depending on class offerings. Year 2 P2T students travel and participate in classes during Pender's 3rd, 4th, and 5th period scheduled classes. Year 1 P2T students participate in classes during Pender's 5th, 6th, and 7th period scheduled classes. Students involved in the Education Pathway will only take classes during their senior year in the morning session. Student participation in any P2T program requires students to follow the P2T calendar.

Graduation Requirements

To receive a diploma from Pender High School, a student must be passing a total of 225 credit hours. A credit hour is defined as at least 900 minutes of instruction in a subject. Specific subject requirements are:

Language Arts	45 credit hours (must include an English class at each grade level & 5 credit hours of speech)
Social Sciences	40 credit hours (must include Geography, World History, American History, american Government/Economics)
Mathematics	30 credit hours (must include Algebra I, Geometry & Algebra II)
Science	30 credit hours (must include Physical Science, Biology & either Physics, Chemistry or General Science
Physical Education	10 credit hours (must include 5 credit hours of physical education and 5 hours of Health)
Information Technology Computer Application	15 credit hours
Personal Finance	5 credit hours (beginning with the Class of 2019)
Career & Technical Education	5 credit horus
Fine Arts	5 credit hours

Students must take eight classes each semester. Students need to be passing thirty hours a semester to be eligible for extra curricular activities that are not interscholastic.

Students must have received passing grades in the following numbers of credits to be classified as listed:

Sophomores	55 credit hours
Juniors, first semester	110 credit hours
Juniors, second semester	135 credit hours
Seniors, first semester	165 credit hours
Seniors, second semester	190 credit hours

Students who have an Individual Education Program must meet standards established by that program for classification and graduation.

Class rank Pender Public Schools does not formally recognize "class rank" for student transcript purposes.

Graduating with Honors All students will graduate "with honors" if they maintain 92.9 percentage to their grade average calculation. Graduating with honors: cumulative grade percentage of 92.9-94.9%, graduating with high honors: cumulative grade percentage of 95-97.9%, graduating with highest honors: cumulative grade percentage of 98-100%.

Grade Calculation is the overall average of a student's final grade in each class they take. Grade calculation will be determined by averaging points each semester after the final grade for a class is figured by the teacher. "Weighing" certain high-level and/or college credit classes may take place. "Weight" will be added to these classes by adding 3.5 percentage points each semester after the grade average is figured. Weighted classes are Calculus, Advanced Biology, Chemistry, Human Anatomy and Physiology, Physics, College Prep English, College Trigonometry, Statistics and Dual Credit Courses on a case by case basis.

Valedictorian and Salutatorian are academic honors given to the 2 seniors with the highest grade averages. The Valedictorian, the student with the highest average, will give the Commencement address at the graduation ceremony and the Salutatorian, the student with the second highest average, will give the welcome address at the graduation ceremony. The student with the 3rd highest average will give the closing address at the graduation ceremony.

PROCEDURES FOR EARLY GRADUATION:

Early graduation will be considered if the student completes the following steps:

1. No academic deficiencies.

2. Students must meet all completion requirements established by the Board of Education in order to be eligible for completion as well as the credit hour requirements in each specific subject matter area.
3. Application for early completion must be requested, in writing, to the high school principal by February 1 of the applicant's Junior year of high school. The application must be accompanied by a written plan of action stating the reasons why the student is requesting early completion. The application must contain the signatures of the applicant's parents/parent/guardian to verify parental approval of early completion.
4. Along with the application, the applicant must submit three (3) letters of recommendation supporting the student's request for early completion. These three (3) letters of recommendation must contain one (1) letter from the high school guidance counselor, along with two (2) letters from other secondary staff members.
5. The Board of Education will make the final decision in regards to an applicant's early completion at the April board meeting of the applicant's Junior year. The applicant and his/her parents/parent/guardian must be present at this meeting in order for the board to take action.
6. Once given approval, the applicant will have until February 1 of his Senior year to notify the high school principal of his/her decision in regards to participating in the regularly scheduled graduation ceremony. The applicant must also attend one (1) Commencement practice in order to participate in the Commencement ceremony. No early graduation ceremonies will be provided for a student who opts for the early completion route.
7. A student who decided to opt for early completion is not eligible to participate in school sponsored activities following the last day he/she attends classes. The effective date for participation will end with the last day that the student is enrolled in classes. The only school activity that the applicant is eligible for will be the regularly scheduled graduation ceremony. *(Ref Board Policy 5206)*

Promotion and Retention

The professional staff at Pender Public Schools will place students at the grade level and in the courses best suited to them academically, socially, and emotionally.

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.

Junior High students will be required to pass 30 credits (6/8 semesters) of core classes and required to pass 75% of other courses for promotion from seventh to eighth and eighth to ninth grades. Credits may be lost because of poor attendance. Students who have an Individualized Education Plan from Special Education must meet the expectations set in their IEP.

Schedule Changes

Students needing schedule changes should notify the guidance counselor. Schedule changes must be initiated by the teachers involved, the Principal or guidance counselor, and students' parents. Final approval of all schedule changes will be made by the Principal only. Class/schedule changes should be completed by the time set by the Principal/guidance counselor each semester. made within the first 5 days of the Semester.

Assessment *Board Policy #3570*

Each year Pender Public Schools asks K-12 graders to participate in the following assessments:

- NSCAS (NE Student Centered Assessment System)Tests, originating from the Nebraska Department of Education, are given each spring in the areas of Reading, Writing, Math, & Science. Tests are given to grades 3-8. Each test takes approximately a half-day and is administered in an electronic format.
- ACT (American College Testing) Tests, originating from the Nebraska Department of Education, are given each spring to grade 11 in the areas of Reading, Writing, Math, & Science.
- MAP (Measures of Academic Progress) Tests, originating from NWEA and ESU #1, are given two times a year, once in the early fall and once again in late winter. Tests are given in the areas of Reading, Language Usage, Math Concepts, and Science. Tests are given to grades K-8, and 10. Each test takes approximately 2 hours and are administered in an electronic format.
- Aims Web Intervention System Tests, originating from Pearson Testing and ESU #1, are given 3 times a year, once in the early fall, once in the winter, and once in the late spring. Tests are given in the areas of reading, language and math. Tests are given to grades K-6. Collectively Aims Web Testing takes about 1 hour and are administered orally/paper pencil.
- Fountas and Pinnell Guided Reading Benchmark Assessments, originating from and Pinnell, are given one time a year in the early fall. Tests are given to establish Guided Reading levels in K-6 grade. Benchmarking takes approximately a ½ hour.

The purpose of any assessment given is to improve instructional practices and provide students and parents with useful information. Results from each assessment will be provided to parents in a timely manner.

Parent Teacher Notification

Various supplemental 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, which needs improving. Students doing unsatisfactory work will be mailed, via their

parents, a student progress report weekly. Unsatisfactory work will be defined as below 70%. Activity eligibility is further described in Article 9, section 5.

Included in the academic improvement report may be a request from the teacher for parents to contact the teacher by phone to discuss the student's academic progress. Teachers will schedule with the parents for days when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

Students and parents can access grades, calendar information, and assignments through PowerSchool. To obtain a login and password for your student's account, contact the high school office. Calendars and other information can also be accessed through the school website at www.penderschools.org.

Report Cards

Report cards are issued at the end of each semester. Percentage grades are used to designate a student's progress. Incompletes shall be designated by an "I". Students have two weeks after the end of the semester to make up incomplete work. Extensions may be given with permission by the administration.

Parent-Teacher Conferences

Parent-teacher conferences will be held this year once in the fall and a second conference will be held in the spring. There will also be a senior parent night in the fall. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with one or more teachers as needed.

Honor Roll

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st and 2nd semesters. When a student's average is ninety or above they are eligible for the honor roll and will be recognized accordingly (averages reported to the office will not be rounded).

- Students receiving an average of 98-100 % will be on the PRINCIPAL'S HONOR ROLL.
- Students receiving an average between 94-97.99 % will be classified on the SCHOLASTIC HONOR ROLL.
- Students receiving an average between 90-93.99% will be classified on the MERIT HONOR ROLL.
- All class grades are figured the same for honor roll status.
- Honor roll lists are published in the Pender Times each semester. (If parents have refused to have their children's names published they will be excluded from the Pender Times honor roll list).

National Honor Society:

Each spring the Pender Chapter of the National Honor Society inducts new members who meet high standards in four areas of evaluation: scholarship, leadership, service, and character. Students are selected to be members by a five-member Faculty Council, appointed by the Principal.

Students in the 10th, 11th, and 12th grades are eligible for membership. To meet the requirements in the scholarship area, a student must have a cumulative grade point average of 3.68 on a 4.0 scale (92%). Students who meet that criterion are invited to complete an activity form application that provides the Faculty Council with information regarding the candidate's character, leadership and service. A history of leadership experiences and participation in school and community service is required.

To evaluate a candidate's character, the Faculty Council reviews school disciplinary records and may solicit members of the faculty for input regarding their professional reflections on a candidate's service activities, character, and leadership. The general faculty also completes a survey of the candidates in the four areas of evaluation. All of this information, This, along with the student's activities form application, are carefully reviewed by the Faculty

Council 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 notification, students are formally recognized and inducted at the Spring Activities Banquet Fine Arts Awards Ceremony. 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 regular attendance at chapter meetings during the school year, and participation in the chapter service projects.

If a student member fails to maintain the NHS standards in any of the four areas, they may be referred to the Faculty Council for removal from the Honor Society. Students will be given a semester to correct their deficiency and will be informed of their probationary status in writing. In all cases of impending dismissal, students have the right to a hearing before the Faculty Council. A majority vote of the Faculty Council is required to remove a student. Appeal of any decision of the Faculty Council may be heard by the High School Principal.

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter advisor.

Academic Integrity *Board Policy #5101*

Policy Statement

Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

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

Definitions

The following definitions provide a guide to the standards of academic integrity:

- "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others.
- Cheating includes, but is not limited to:
- Tests (includes tests, quizzes and other examinations or academic performances):
- Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
- Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formula 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.
- Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
- Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
- Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.
- Papers (includes papers, essays, lab projects, and other similar academic work):
- Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
- 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.
- Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
- 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.
- Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to

be sick, when the student's real reason for missing class was because the student had not finished the paper.

- 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.
- "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
    - Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
    - Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers, Unpermitted Artificial Intelligence (AI) or use of another student's paper.
    - "Contributing" to academic integrity violations means to participate or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

- Sanctions

  The following sanctions will occur for academic integrity offenses:
    1. The instructor will refuse to accept the student's work in which the cheating or plagiarism took place, assign a grade of "F" or zero for the work.
    2. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
    3. For summative assessments, the teacher will require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting performance standard, the instructor will assign a grade, which 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.
    4. Teachers will determine if a replacement assignment is to be given for all formative assessments in the event of Academic Dishonesty.
    5. Violations of Academic Integrity in any dual credit, distance learning or other "off campus" class/program may be subject to other 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.

Special Education Identification and Placement Procedures *Board Policy #6600*

What Does Special Education Mean?

Special education means educational experiences, curriculum and services, including transportation, through the use of staff, facilities, equipment and classrooms, which have been adapted to provide special instruction for students with disabilities. In addition, special education provides the support services necessary for evaluation, placement and instruction for students with disabilities. These services are free to parents, unless they elect to place their child in a program other than one approved by the school district.

How are Students with Disabilities Identified

The first step is for parents to provide written permission to have their child evaluated. The request for permission will include a description of the action to be taken and a description of each evaluation procedure. Written statements showing the results of the evaluation and the reasons for placement in a special education program must be kept on file which are separate from the regular education files. Within 30 days after a student has been verified as having a disability, a conference will be held with parents. Advance notice will be given. At the conference, an Individual Education Program (IEP) will be developed.

Students Who May Benefit

A student verified as having autism, behavior disorder, hearing impairment, mental handicap, orthopedic impairment, other health impairment, specific learning disability, speech language impairment, traumatic brain injury, or visual handicap may be placed in regular education with support services or may benefit from a special education classroom or service.

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 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 shall obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

Each student with a disability must have a written IEP prepared by the staff in cooperation with parents specifying programs and services which will be provided by the schools. If

necessary, the district will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on a regular basis with the parent. An IEP is developed in a conference setting. Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

- A representative of the school district;
- An individual who can interpret the instructional implications of evaluation results.
- One or both parents;
- The child (when appropriate);
- At least one regular education teacher if the child is, or may be participating in the regular education environment;
- At least one special education teacher;
- A representative of the nonpublic school if the child is attending a nonpublic school
- A representative of a service agency if the child is receiving services from an approved service agency; and other individuals, at the discretion of the parent or school district. It is permissible for parents to bring other persons to the IEP meeting, but it is a good idea to inform the school before the scheduled meeting. The school district will provide parents with 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. Determination of a student's educational placement will be made by the IEP team.

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; or 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.

Guidance Services:

The Pender Public Schools employs a guidance counselor for the purpose of assisting with District testing, post secondary planning & preparation, student scheduling, for students to discuss problems and resolve conflicts. If someone wishes to see the counselor, contact the

school office and make arrangements for an appointment. The counselor will have regular classroom visits with all students to assist them in their post secondary planning.

Health Services:

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse/teacher/secretary that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached 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 *Board Policy #5600 & #6910*

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that the child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office. If your child has asthma or diabetes and is capable of self-managing his or her health condition, contact the school nurse to develop a self-management plan.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All **prescription medications** also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's

Desk Reference (PDR). Please limit the amount of medication provided to the school to a two-week supply. Prescription medication forms are also found in the front of this handbook.

Health Inspections

The school district shall cause every child under its jurisdiction to be separately and carefully inspected, except as otherwise provided by law, to ascertain if such a child is suffering from (1) defective sight or hearing, (2) dental defects, or (3) other conditions as prescribed by the Department of Health and Human Services ("Department"). Such inspections shall be conducted on a schedule prescribed by the Department and shall be based on current medical and public health practice. In lieu of conducting the inspections, the school board may employ regularly licensed physicians to make such inspections.

If such inspection determines that any child has defective sight or hearing, dental defects, or other condition for which screening is required, the school shall notify the parent of the child in writing of such condition and explain to the parent the necessity of professional attendance for such child.

Whenever a child apparently shows symptoms of any contagious or infectious disease, such child shall be sent home immediately or as soon as safe and proper conveyance can be found and the school board may be notified if appropriate. Such student may be excluded from school as provided in the Student Discipline Act.

A child shall not be required to submit to an inspection required by this policy if his or her parent or guardian provides school authorities with a statement signed by a physician, a physician assistant, or an advanced practice registered nurse practicing under and in accordance with his or her respective credentialing act or other qualified provider as identified by the Department's applicable rules and regulations, stating that such child has undergone such required inspection within the past six months. A child shall submit to any required inspection for which such a statement is not received. *(See Board Policy 5408)*

Immunizations

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Forms are available in school health offices.

Un-immunized students may be excluded from school in the event of a disease outbreak.

On and after July 1, 2010, every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and a acellular pertussis vaccine, which meets the standards approved by the United States Public Health Service for such biological products, as such standards existed on January 1, 2009. *(see Board Policy #5001)*

****See *end of handbook for Summary of School Immunization Rules and Regulations***

Birth Certificate Requirements *Board Policy #5001*

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Pender Public Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which 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. You can find the forms on the following website: www.hhss.ne.gov/vitalrecords.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing 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.

Physical and Visual Examination *Board Policy #5001*

Evidence of a physical examination and a visual evaluation is required prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the forgoing 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 participation. NSAA physicals must be after May 1st for the fall school session.

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:

- Children will be sent home from school for live head lice. In the event the child has TWO cases of live lice in a semester, he or she will be sent home until free of both live lice and nits (eggs).
- Health office staff will provide written treatment information and instructions, including how to check and identify head lice*.
- A child who is sent home from school for head lice should miss no more than two school days.
- A child who has been sent from school due to head lice must come to the heath office for inspection before returning to class.
- A child who returns to class with nits (eggs) will be checked again in 7-10 days.
- Families are encouraged to report head lice to the school health office.
- Individual buildings will perform classroom-wide or school-wide head checks as needed in order to control the condition at school.
  *Nit removal will be emphasized for effective management of the condition. For more information call the nurse at your child's school.

Transportation Services Board Policy #5501

Transportation to and from school is provided to students in accordance with law and Board Policy *(see BOE Policy 5501)*. 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 on school buses and in school vans. Parents are an important part of providing safe and effective student transportation. Your cooperation with school authorities in enforcing regulations, and observing school, traffic and road regulations related to students transportation is requested and greatly appreciated.

While riding in school buses, students are expected to follow the same student conduct rules that apply when 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 in other school vehicles

Student Conduct:

- Students will be respectful and obey instructions of the vehicle driver and other supervisory personnel;
- Students will conduct themselves in a courteous and appropriate manner when interacting with other students and District staff; and
- Students will demonstrate respect and pride for school district property.

When Boarding the Vehicle:

- Be at their designated school bus stop 10 minutes prior to their scheduled pickup time;
- In the event your student will not ride the bus…
    - Please contact the school office that day by 6:15 am by calling 402-385-3244 and using extension 5 to leave a message;
    - After 6:15 am, please notify the driver of your child(ren)'s bus.

- Stay off streets and roadways while waiting for the school vehicle to arrive;
- Stay clear of the "danger zone" around the bus while waiting, approaching, or leaving the bus. Before crossing the street, always look both ways to check for vehicles that might illegally pass the bus. Always cross the street in front of the bus.
- Wait until the school vehicle comes to a complete stop and the driver has given them a prearranged signal before approaching or attempting to board the bus;
- Use the handrail when boarding the bus;
- Move quickly to their seat;
- In the event a student brings an unauthorized student on a school vehicle, the transportation department will contact the student's parents or guardians to make alternate arrangements. If alternate arrangements cannot be made, the vehicle driver will transport the student and their friend to school in the morning. We will not transport any unauthorized person after school to any destination.

When Riding the Vehicle:

- Keep aisle clear at all times;
- Treat all students and the driver with respect;
- Do not tease, harass, bully or fight with another student(s);
- Keep all body parts inside the school vehicle at all times;
- Remain seated and facing forward in the designated seat;
- Talk quietly, maintain silence at railroad crossings, and conduct themselves in a manner that does not distract the driver;

- If vehicle is equipped with seatbelts, they must be worn;
- Windows may be opened with the driver's permission. If a window is opened, shut the window.
- Use headphones if using personal electronic devices;
- Do not chew gum or consume any beverage or food while in the vehicle;
- Keep the bus clean. Place garbage in the trash container. Do not throw anything out of the windows or inside the bus. Eating or drinking is not allowed on the bus.
- As is stated on page 14, all school-owned buses are equipped with surveillance equipment that records both audio and video.
- Students will not possess or use any tobacco product, alcoholic beverage or non-prescription drug while in a school vehicle;
- Refrain from using obscene or profane language, yelling or cause any unreasonably loud noise. Quiet voices should be used;
- Students will not use violence, threats, intimidation, insubordination or other conduct that interferes with normal transportation operations;
- Do not tamper with vehicle and/or equipment control mechanisms or mark or carve in any manner to cause damage to the transportation vehicle;
- All student projects must be enclosed and remain enclosed during the bus route in a backpack or safe container for transporting and must be able to fit on the student's lap.
- If students need assistance from the driver, wait until the bus is at a full stop. If students are close enough, tell the driver what they need. If they are too far away from the driver and he would be unable to hear them, they should ask a student in front of them to get the driver's attention. If necessary, walk up to the driver while the bus is at a full stop. If students need immediate assistance for an emergency, they should take all action needed to safely get the help of the driver.

<u>When Exiting the Vehicle</u>:

- Remain seated until school vehicle reaches a complete stop and the driver has indicated it is safe to get up;
- Take all personal property with them when exiting the vehicle;
- Exit the school vehicle in an orderly manner beginning with the passengers in the front of the vehicle;
- Do not loiter or walk near the vehicle;
- Students who are required to cross a roadway must walk no less than 12 feet in front of the school bus and wait for the driver's signal before crossing the street or roadway;
- Students are allowed to board and exit the vehicle only at their designated stop, unless parent/guardian permission is provided to school personnel and communicated to the bus driver; If a student verbally informs the driver he/she is not to exit at their regular stop, but to exit at another stop on the route, the transportation department will try to reach the parent/guardian by phone. If no verbal authorization can be obtained, the student will be taken to their

designated stop. If no parent/guardian is present, the driver will bring the student back to the school. If telephone contact continues to be unsuccessful, the police will be contacted.

See BOE Policy #5506, Pender Public Schools Safe Pupil Transportation Plan for additional information on the District's plan for providing safe transportation to students being transported in pupil transportation vehicles.

Misconduct Reporting Procedures:

Discipline problems on the bus jeopardize the safety of all students on the bus. The bus driver is an employee of Pender Public Schools who will be enforcing the bus rules. There will be consequences for those who do not follow the rules. Riding the school bus is a privilege and should not be taken for granted. Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school. In the event of misconduct and regardless of the outcome, the following procedures will be followed:

- Transportation staff will communicate their expectations verbally and personally to students whose behavior is inappropriate. Should the behavior continue, an Unsatisfactory Bus Conduct Report (BOE policy #AR 5506.1) will be completed. Students will usually be notified before exiting the vehicle that the misconduct will be reported.
- The Transportation Department will forward a copy of the written report, indicating the nature of the violation to the appropriate school principal.
- The school principal will discuss the violation with the student(s) and determine the proper disciplinary action to be taken.
- The principal will notify the parent/guardian, by telephone and/or mail, indicating the nature of the violation, the disciplinary action to be taken, and the consequences of continued student misconduct.
- The principal will provide an opportunity for the parent/guardian to confer with the principal and/or transportation supervisor with regard to the reported student misconduct.
- The principal will return the written report to the transportation coordinator.

Drug-Free Schools. *Board Policy #5104*

The District implements regulations and practices which will ensure compliance with the federal Safe and Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects. The consistent message of the program is that the use of illicit drugs, tobacco and the unlawful possession and use of alcohol is wrong and harmful. *Policy #51*

Education and Prevention.

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades. The District

provides in-service orientation and training for staff with regard to drug and alcohol education and prevention programs.

Drug and Alcohol Use and Prevention. Each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations. All students are provided 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 being the prevention of 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 of the students upon request of 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 ESSA 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 the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco.
These standards are in addition to 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, tobacco 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 hereinabove described shall include, but not be limited to, the following:

- 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.
- Possession of any prescription drug in an unlawful fashion.
- Possession, use, distribution or being under the influence of alcohol.
- 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.

- Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
- Possession, use or distribution of any tobacco product.
- Misuse or abuse of legal products for the purpose of or acting as a hallucinogen, stimulant, or depressant.

Disciplinary Sanctions

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

- Violation of these standards may result in suspension or expulsion.
- Prohibited substances will be confiscated, and unlawful substances will be turned over to law enforcement authorities.
- The student may be referred for counseling or treatment.
- Parents or legal guardians will be notified.
- Law enforcement will be notified.
- If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

Drugs or Alcohol Found on School Grounds or at School Sponsored Activities

If a student or students are found in possession of, involved in, or in the presence of the use of drugs or alcohol of any kind or quantity on school grounds or while at a school sponsored activity, disciplinary sanctions will be taken immediately following the report of such activity. Students will be suspended from school and school related activities for a period of time designated by the school principal. The school will recommend that drug and alcohol screening or evaluation take place. The school district may also recommend that drug and alcohol counseling be pursued. Legal charges do not have to be filed against a student for disciplinary sanctions to take place.

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 exists which 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 to be used by staff to record observed behavior and to determine the proper plan of action.

Student Conduct and Discipline Policies *Please see Board policy #5100*

Student Discipline *Please see Board policy #5101*

The Board of Education has established policy #5101 to address the following topics. Please refer to this policy for more information.

1. Short-Term Suspension
2. Long-Term Suspension
3. Expulsion
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Student Conduct and Discipline Policies *Board policy #5100*

The common goal of students, parents, faculty and administration of Pender Public Schools is to maintain a school atmosphere, which is conducive to learning. In order to achieve this, Pender Public Schools will continue to review and distribute a set of reasonable and fair rules and policies. Violations of the Pender Public Schools rules and policies will result in disciplinary action.

Forms of School Discipline *Board policy #5101*

Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds

- Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or,
- Other violations of rules and standards of behavior adopted by the Pender Public Schools 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:

- 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.

- 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.
- Within 24 hours or such additional time as is reasonably necessary following the suspension, not to exceed an additional 48 hours, 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.
- An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.
- A student on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension. The procedures will be those set forth in the Student Discipline Act.

Expulsion:

- 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 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) the misconduct occurred 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) 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.
- 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.

- 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.
- 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.
- 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.
- Students Subject to Juvenile or Court Probation. Prior to 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 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.
- Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

- Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the students' religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day

Emergency Exclusion: A student may be excluded from school in the following circumstances:

- If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
- If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.
If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

Other Forms of Student Discipline: Administrative and teaching personnel may 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 receives 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.

Definitions:

- Detention: A detention is when a student is required by any staff member to be at school outside of normal school hours due to disciplinary reasons.
- Detention Procedure:
  Detentions are to be made up either immediately after school or the following day before school begins. If the student rides the bus, he/she will be given one day to make arrangements for a ride home.
- Office Referral:
  An office referral is when a student is sent to the office and the administrator sets the penalty. After three (3) times sent to the office, in-school suspension begins.
- Discipline Progression:

A student who receives a detention must have the time made up within one day unless otherwise arranged with the staff member who assigned the detention. If the first detention is skipped, the student will have two detentions. If the time for both detentions has not been made up within two days, the student will receive in-school suspension. After a student has three in-school suspensions, he/she will be given an out-of-school suspension for up to 3 days. After three, three-day suspensions a student may be recommended for expulsion for the semester. Some rule violations will go directly to out-of-school suspension time.

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.

Student Conduct

Students have an opportunity to learn by sharing some of the responsibility for creating a good learning environment. To help maintain a quality instructional environment for all students attending Pender Public Schools, all students are expected to refrain from the following conduct.

GENERAL RULES OF CONDUCT

- Students shall obey all rules and regulations of the school district as determined by the administration and Board of Education.
- Students shall submit to lawful supervisory and disciplinary authority of the district and school.
- Students shall obey classroom and campus rules as developed by the Principal and staff members. Campus rules shall further apply to adjacent properties and designated areas in neighboring school grounds.
- Students shall submit to reasonable corrective action imposed by the district or its authorized employees.
- The rules concerning pupil conduct shall apply to all school related activities on or off campus.
- Adult students shall observe rules applicable to all students.

Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment

The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or

mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

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

10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
    - 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
    - The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

    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

The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm. The term "dangerous weapon" includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student's locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

- Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- 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.
- The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.
- For personal safety or security devices, the student abides by the requirements set forth above.

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

Additional Student Conduct Rules:

The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action, up to and including expulsion, as further specified in these rules. These rules govern student conduct 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.

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.

Student Appearance Policy:

Pender Public Schools subscribe to the premise that teaching principles of good grooming and cleanliness are a desirable facet of the overall educational process. Because of this, it is important that each child wears clothing that is modest, clean, in good repair, appropriately sized, and appropriate for school and school activities. Personal appearance and clothing worn to school should not violate the rules of decency, offend the standards of others, promote unsafe conditions, or detract from the educational process. Violators will be required to change into appropriate clothing. If parents or students have any questions, they should call the school principal at 385-3244 before they purchase clothing. When possible, we ask that parents examine student dress carefully before students leave for school. School administrators will make the final determination as to whether an article of clothing or accessory is appropriate for school.

Criteria for Student Attire

- Shoes must be worn at all times. Flip-flops, slippers and sandals are acceptable as long as they are not a safety hazard. Proper footwear must be worn for physical education classes and career and technical education classes.
- Words or pictures on clothing, jewelry, or accessories stating or referring to gangs, drugs, alcohol, sex, or any other activity conflicting with school policy or curriculum are not allowed. Individuals or groups of students that have shirts or accessories printed up with slogans or sayings that may have questionable or "double" meanings or insinuations are encouraged to have the attire approved by administration before having them printed and wearing them to school.
- Caps, hats, and bandanas are not to be worn in the building during normal school hours. Once students are outside the building, they may wear headgear in an appropriate fashion. Caps and hats must be stored in lockers
- Students wearing heavy or bulky coats or sweatshirts may be asked to remove them upon entering the building. These clothing items can serve as a security threat and

will be stored in a student's locker. (ex. Trench coats, Carhartt-type, ski jackets, winter coats, etc.)

Pictures and/or printed words on clothing (written or implied) that conflict with board policy or school curriculum will not be permitted. Examples of such clothing would be: Hooters, COED Naked, etc. Any shirt that promotes tobacco brands, alcohol brands, bar t-shirts, Big Johnson, cigarette brands etc… are also considered to be inappropriate. School administrators will have the final say on whether a shirt is considered appropriate

- All clothing must be modest and appropriate. It must properly cover the body.
- Shirts that expose a student's midriff are not permitted.
- Shirts must have straps or sleeves.
- Visible piercing or tattoos that disrupt the educational process are not allowed.

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

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

(Handbook) On a first offense dress code, the student will be required to change into proper apparel. The student's guardian will be informed of the incident. The school will ask the student's guardians if they would like to bring appropriate clothing to school for their child to wear. IF the parent/guardian declines or are not able to, the Principal may give the student appropriate clothing to wear for the rest of the school day. Continual violations of the dress code will result in disciplinary actions under the Student Code of Conduct above. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in discipline, up to expulsion.

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

- Shoes must be worn at all times. Flip-flops, slippers, and sandals are acceptable as long as they are not a safety hazard. Proper footwear must be worn for physical education classes and career and technical education classes.
- Words or pictures (written or implied) on clothing, jewelry, or accessories stating or referring to gangs, drugs, alcohol, sex, or any other activity conflicting with school

policy or curriculum are not allowed. Examples of such clothing include but are not limited to Hooters, COED Naked, Big Johnson, etc. Any shirt that promotes tobacco brands, alcohol brands, bar t-shirts, cigarette brands etcetera are also considered to be inappropriate. School administrators will have the final say on whether a shirt is considered appropriate.

- Caps, hats, and bandanas are not to be worn in the building during normal school hours.
- Students wearing heavy or bulky coats or sweatshirts may be asked to remove them upon entering the building. These clothing items can serve as a security threat and will be stored in a student's locker. (ex. Trench coats, Carhartt-type, ski jackets, winter coats, etc.)
- All clothing must be modest and appropriate. It must properly cover the body.
- Shirts that expose a student's midriff are not permitted. g. Shirts must have straps or sleeves.
- Visible piercings or tattoos that disrupt the educational process are not allowed.

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the students is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration.

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

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

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

Graduation Expectations

Graduating seniors are not required to attend the graduation ceremony. If students do choose to participate in the graduation ceremony, they are required to meet the following expectations. Males must wear a collared shirt, dress pants that are not denim, and closed toe dress shoes. Females must wear shoes that are dressy in nature. They may not wear casual flip flops. Students will not be allowed to have visible messages written on the exterior

of the approved graduation attire. Students may not embellish or alter graduation attire. Typically, graduates wear a cap, tassel, gown, honor cords, National Honor Society stole, and graduation stole.

Students are also expected to conduct themselves in both a mature and respectful manner. Students who do not anticipate being able to be respectful and mature throughout the ceremony should not participate. The ceremony is conducted to honor the graduates of Pender Public Schools and therefore will be carried out with dignity and respect.

Electronic Devices *Board policy #5101*

Philosophy and Purpose. Pender Public Schools strongly discourages students from bringing or using electronic devices not owned by the school to 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.

"Electronic devices" include, but are not limited to, cell phones, smart watches, ear buds, personal digital devices, compact disc players, portable game consoles, cameras, digital scanners, personal laptop computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another and are not school owned.

Possession and Use of Electronic Devices *Board policy #5101*

Students are not permitted to possess or use any electronic devices during class time except as otherwise provided by this policy. No electronic devices are to be used in restrooms or locker rooms at any time before, during, or after school. No electronic devices should be used during any drill or emergency procedure.

- Cell phone use is strictly prohibited during class time. Teachers will designate a place in the classroom for all phones to be stored. No electronic devices are to be used in restrooms or locker rooms for the use of The sending, sharing, viewing or possessing of pictures, text messages, e-mails or other material of a sexual nature in electronic form or other form on a computer, cell phone, or other electronic device is strictly prohibited. By bringing cell phones or other electronic devices to school, the student and parent consent to the search of the device when school officials have reasonable suspicion that such a search will reveal a violation of school rules. Cell phone use may be allowed between classes, at lunch, and before/after school.
- Students are permitted to possess and use electronic devices before school hours and after school hours, provided that the student 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 such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
- Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to

prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

- 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).
- 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).
- Additional information regarding the care/use of school owned laptops will be provided to parents and students at the mandatory check-out seminars at the beginning of the school year. The information provided at this time will be considered to be in addition to the school handbook.

Violations

- 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 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; 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 will be imposed, including, but not limited to, suspension and expulsion from school.
- 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.
- First violation: Depending on the nature of the violation and imposition of other appropriate disciplinary action, consequences at a minimum include a relinquishment of the electronic device to the school administration. The electronic device shall remain in the possession of the school administration until the student personally comes to the school's main office and retrieves the electronic device. and a conference between the student and the school principal occurs. The student's guardian will be contacted to make them aware of the violation.
- Second and any following violations: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum include a relinquishment of the electronic device to the school administration. The electronic device shall remain in the possession of the school administration until the student personally comes to the school's main office and retrieves the electronic device and a conference between the student and the school principal occurs. The students will be required to put the electronic device in the principal's office in a designated

area when they arrive at school the following morning and then pick it up at the end of the day. This will continue for 3 consecutive school days. The number of days the electronic device is in the principal's office for the day will be determined by may be increased based on recurring violations. The parent/guardian will also be contacted to make them aware of the violation.

Responsibility for Electronic Devices

Students or their parents/guardians are expected to claim a confiscated electronic device by the end of the school year. 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 the school year. 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.

Network, E-Mail, Internet and Other Computer Use Rules: *Board Policy #5801*

General Rules:

- The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
- Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of 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.
- Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise 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.
- Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
- The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including 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, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

- 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 any and all damages to the computer, information, files, programs or disks.
- Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
- Users shall not use or try to discover another user's account or password.
- Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
- Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
- Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
- 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 performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
- Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
- Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. 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.
- Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
- Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.

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 on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

- Be polite. Do not become abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.

- Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
- Note that electronic mail (e-mail) is specifically 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 which violate the rules will result in disciplinary action.
- All communications and information accessible via the network should be assumed to be private property of others.
- Do not place unlawful information on any network system.
- Keep paragraphs and messages short and to the point. Focus on one subject per message.
- Include your signature at the bottom of email messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
- Other rules may be established by the network administrators or teachers from time to time. Additional information will be given to parents and students at the mandatory check-out seminars at the beginning of the school year.

Internet Safety Policy *Board Policy #6800*

It is the policy of Pender Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable 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. Use of the computer and access to telecommunications resources is a privilege and not a right. 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.

Staff, Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

Risks of Social Media, Facebook and other Social Networking:

The purpose of this message is to give our students information about the risks of using social media, including Facebook, Instagram, Tik Tok, Snapchat, and similar social networking sites.

These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress—such as university admissions and 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 media, may affect you years later.

What you say now on social media, 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 very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on social media,

Here are some common-sense guidelines that you should follow when using social media:

- Don't forget that your profile and social media 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).
- Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school. Make your location private in apps that allow tracking, like Snapchat.
- People aren't always who they say they are. Be careful about adding strangers to your friends list. It's fun to connect with friends from all over the world but avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.
- Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to social media, or the authorities.
- 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!
- Don't mislead people into thinking that you're older or younger. If you lie about your age, social media companies may delete your profile.

We urge all students to follow these common-sense guidelines.

COMPUTER/CHROMEBOOK USE RULES AND REGULATIONS *Board Policy #5801*

Pender Public Schools provides digital devices such as computers, chrome books and iPads for student and faculty use. The use of these devices, network and access to the internet is a privilege and should be respected and used wisely. Remember the

computers are owned by the school and may be confiscated or searched at any time. The guidelines below provide appropriate and ethical use policies.

- Keep your login and password private; use by anyone other than yourself creates a security risk for both your own files and the network. If you forget your password or cannot get into your network account, seek help from the Technology Director.
- Eating or drinking near computers is strictly forbidden. Laptop computers may not be used at lunch tables during breakfast/lunch time. Computers may be used at an alternate location in an area where no one is eating during breakfast/lunch with permission of lunchroom supervisors.
- Academic use always takes priority over personal use of computers.
- Messages, statements, declarations, or data bases used on PPS devices must meet the standards with regard to laws governing privacy, copyright, sexual harassment, plagiarism or forgery.
- Student access to networked information resources will be regulated according to *Board policy(#5801 & 5810)*
  Hacking (intentional misuse or abuse of computer facilities) is a felony and subject to cancellation of computer privileges and appropriate disciplinary action.
- A written parental permission and laptop agreement form is required in order for a student to be issued a laptop computer. The forms are kept on file.
- Internet access to visual depictions that are obscene, violent or pornographic or are of a harmful nature to minors are usually filtered or blocked. Students who intentionally access or attempt to access these sites are subject to disciplinary measures.
- Desktop computers in our computer labs are shared by all students and faculty. Do not change the settings without permission.
- Participation in social chat rooms and social networking sites is prohibited during the school day.
- All students are issued a student e-mail account. Inappropriate content being sent or received subjects the account user to disciplinary actions.
- All students are issued a PowerSchool account. Students are encouraged to use their PowerSchool login to check their grades, conduct, and attendance information.
- Students may print assignments or class work if required by a teacher.
- Individuals will reimburse the school for repair or replacement of property lost, stolen, damaged or vandalized while under their care. Pender Public Schools asks that students pay a computer check out fee that covers part of the cost of an incident of accidental breakage. The fee must be paid again after each incident.
- Students must have their laptops with them, locked in their school lockers, or in a designated area. The laptop is not to be left in a vehicle, especially during extreme hot or cold temperatures. Laptops must not be left unattended. Faculty will pick up and turn in unattended laptops to the principal's office. If a computer is stolen from a locker, and no lock was used to secure the computer in the locker, the student is responsible for replacing the cost of the computer at 100%.
- All laptops must be carried in a protective bag at all times when not in use to avoid accidental damage. Laptops & bags should be handled with care.
- Students are not to deface their laptops or carrying bags in any way, e.g., with stickers, tape, white- out, marking pens, etc. If there are any questions, check with

an administrator.

- The School's internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the internet and then used in academic work is to be properly documented.
- Use of the computer for anything other than a teacher directed or approved activity is prohibited during the school day.
- Unless specifically assigned by a teacher, computer games are prohibited in classes, hallways, etc. during the regular school day.
- Computers may not be used to make sound recordings or digital images without the consent of all those being recorded.
- Because of copyright laws, installation of peer-to-peer file sharing programs is strictly forbidden.
- A student may extensions or software apps onto their school-issued device, but the technology director may remove or ban apps and extensions at any time.
- Students are not allowed to listen to music during the school day unless given permission by their classroom teacher.
- Remember nothing you do is confidential or private on school computers. Your browser and computer history stays with your school account and can be checked at any time by school personnel.
- Deliberate attempts to degrade the network or to disrupt system performance will result in disciplinary action.
- School administrators reserve the right to remove student accounts on the network to prevent unauthorized activity.
- Sound on laptop computers must be turned off at all times, except when used as a part of the class. Use headphones where appropriate, with permission from your instructor.
- Inappropriate screensavers or inappropriate pictures on your computer will not be allowed at any time.
- Students are responsible to have their computer (and adapter) at school each day fully charged.
- Cleaning the computer is to be done with a soft cloth. Do not spray anything directly on the computer.
- Students should comply with trademark and copyright laws and all license agreements. If a student is unsure, read the copyright information at the school website or ask a teacher.
- Students shall not damage, erase, change, rename, or make unusable anyone's computer, files, programs, or disks.
- Students shall not deliberately use the computer to annoy, harass, or cyber-bully others with language, images, innuendoes, or threats.

Responsible and appropriate behavior is expected of all users. Violation of any guidelines will result in the cancellation or restriction of privileges and appropriate disciplinary action will be taken including possible loss of computing privileges, detention

time, suspension and/or expulsion. Pender Public Schools reserves the right to alter these policies as deemed necessary.

CONSEQUENCES FOR INAPPROPRIATE/IRRESPONSIBLE LAPTOP COMPUTER USE

The following offenses may result in detentions:

- Unattended/improperly secured laptop computers.
- Failure to bring your laptop computer to school or having your device fully charged.
- Playing games/using email (without permission) on your laptop computer.
- Unauthorized music during the school day.

***3 detentions in any semester will result in a 1-day in-school suspension. 5 detentions in a semester will result in a 1-day out of school suspension.

The following offenses may result in detention, suspension of computer privileges, suspension from school, and/or expulsion from school:

- Inappropriate music.
- Inappropriate email.
- Abuse of laptop computers.
- Unneeded or inappropriate printing.
- Inappropriate desktop pictures.
- Use of the computer to harass, threaten, or bully anyone.
- Any violation of the student code of conduct or computer use rules and regulations as detailed within this handbook.

Harassment and Bullying Policy: *Board Policy #5415 & 5101*

One of the missions of Pender Public Schools is to provide safe and secure environments 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. *See Policy 5415.*

"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 the others' property. "Harassment" includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of 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 the victim of bullying or harassment or who observe such occurrences are to

promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

The following process will be used when bullying or harassment occurs:

- Step One: The first time school personnel become aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time, a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school's opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. In other words, the process may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions which may include expulsion, in the event the conduct is also a violation of other provisions of the student code.
- Step Two: The second time school personnel become aware of a harassment incident, the student's parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.
- Step Three: If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, the school may assign the student to the Harassment Program level set forth below which the school authorities determine to be appropriate.
- Step Four: If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

Harassment and Bullying Program--Levels:

Purpose: All students have the right to attend Pender Public Schools free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

Level I: The guidelines for a Level I placement are listed below.

- The length of the assignment will be for a minimum of two weeks.
- The student will report to the office no later than 7:55 a.m. each morning.
- The student will eat at an assigned table.
- The student will report to an assigned room at the end of the day, and remain until 4:00. This will allow all other students to leave the school grounds in safety.

Level II: The guidelines for this level are listed below.

- The length of the assignment will be for a minimum of two weeks.
- The student will report to the office no later than 7:55 a.m. each morning.
- The student will eat on campus at an assigned table.
- The student will report to an assigned room at the end of the day, and remain until 4:00.
- The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.

Level III: This is a long term assignment. The guidelines are listed below.

- All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.
- The length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year.

Initiations, Hazing, Secret Clubs and Outside Organizations *Board policy #6284*

- Initiations. Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.
- The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.
- Hazing. Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such prohibited hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.
- Secret Organizations. It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

- Outside Organizations. It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

Dating Violence

Pender Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy "dating violence" means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. "Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District's authority. *Please see Board Policy number 5420* for more information.

Inappropriate Public Displays of Affection: *Board Policy #5101*

Public Displays of affection will not be tolerated on school property or at school activities. Such conduct includes: hugging, kissing or any other types of affection that would be considered inappropriate or an undue distraction to others. Students will face the following consequences if this type of behavior occurs.

- 1st Offense: Student will be confronted and directed to cease.
- 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
- 3rd Offense: Students will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.
- If this type of behavior continues, the student could face long-term suspension or expulsion.
- 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: *Board Policy #5101*

The following conduct may result in disciplinary action, which in the repeated violations, may result in discipline up to expulsion.

- Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.

- Students are expected to bring all books and necessary materials to class. This includes study halls.
- Assignments for all classes are due as assigned by the teacher.
- Students are not to operate the window coverings or windows without permission of the teacher.
- Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
- Students are to be in their seats and ready for class on the tardy bell.
- 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.
- 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.
- Snow handling is prohibited.

Possible Disciplinary Actions Chart

PROBLEM		MINIMUM	MAXIMUM
Alcohol, Tobacco, Drug Use	First Offense	Intervention	O-of S Suspension
	Repeated	In-School-Suspension	Expulsion
Unauthorized Use of Vehicle	First Offense	Detention	In-school-Suspension
	Repeated	In-School-Suspension	O-of S Suspension
Defiance, Disrespect, Insubordination	First Offense	Detention	O-of S Suspension
	Repeated	In-School-Suspension	Expulsion
Disruptive Behavior	First Offense	Detention	O-of S Suspension
	Repeated	In-School-Suspension	Expulsion
Exhibitionist Behavior	First Offense	Detention	In-school-Suspension
	Repeated	Restriction	In-School-Suspension
Assault	First Offense	In-School-Suspension	Expulsion
	Repeated	In-School-Suspension	Expulsion
Fire Alarm Misuse	First Offense	In-School-Suspension	In-School-Suspension
	Repeated	In-School-Suspension	Expulsion
Harassment/Hazing/Bullying	First Offense	Detention	O-of S Suspension
	Repeated	In-School-Suspension	Expulsion
Controlled Substances	First Offense	O-of S Suspension	Semester Suspended
	Repeated	Rest of Semester	Expulsion
Lunchroom Misbehavior	First Offense	Detention	Restriction
	Repeated	Restriction	Loss of Privilege
Parking Lot Violations	First Offense	Detention/Conference	Loss of Privilege/Fine
	Repeated	In-School-Suspension/ Conf.	Expulsion

Profanity &/or Verbal Abuse	First Offense	Detention	In-School-Suspension
	Repeated	In-School-Suspension	Expulsion
No Hall Pass	First Offense	Detention	In-School-Suspension
Leaving without permission	Repeated	In-School-Suspension	In-School-Suspension
	First Offense	Detention	In-School-Suspension
	Repeated	In-School-Suspension	In-School-Suspension
Snowballs &/or Rock	First Offense	Detention	In-School-Suspension
Throwing	Repeated	In-School-Suspension	O-of S Suspension
Theft	First Offense	Detention	Expulsion
	Repeated	Restitution	Expulsion
Vandalism	First Offense	Detention	Expulsion
	Repeated	Conf. & Restitution	Expulsion
Weapons &/Or Firearms	First Offense		Expulsion
Truancy	First Offense	Detention	In-School-Suspension
	Repeated	In-School-Suspension	O-School-Suspension
Water Fights	First Offense	Detention	In-School-Suspension
	Repeated	In-School-Suspension	O-School-Suspension
Violation of School Rules at Activities	First Offense	Sent Out of Activity	Rest of Season Activity
	Repeated	Miss 3 or more activities	Rest of Year Activity
Retaliation	First Offense	O-School-Suspension	O-School-Suspension
	Repeated	Expulsion	Expulsion
Verbal/Sexual Harassment	First Offense	Intervention	In-School-Suspension
	Repeated	In-School-Suspension	O-School-Suspension
Physical/Sexual Harassment	First Offense	In-School-Suspension	O-School-Suspension
	Repeated	O-School-Suspension	Expulsion

*PARENTS ARE NOTIFIED IN ALL CASES OF RESTRICTION, SUSPENSION & EXPULSION Because these problems violate law, school officials will notify the police. A student who brings a firearm to school will be expelled for one calendar year as required by Ne. Rev. Stat. 79-4, 198 (4)

Reporting Student Law Violations:

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

- In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of Pender Public Schools 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:
    - Knowingly possessing illegal drugs, tobacco, or alcohol.
    - Assault.
    - Vandalism resulting in significant property damage.
    - Theft of school or personal property of a significant nature.
    - Automobile accident.
    - Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

Due Process Procedure Board Policy #4003

Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment:

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

- The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
- 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.
- The Principal or his or her designee shall serve by registered or certified mail or by personal service 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:

- 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.
- 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.
- A statement explaining the student's right to a hearing upon request on the specified charges.
- A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
- 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.
- 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.
- 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.
- 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.
- If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
- If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
- In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure

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.

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.

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, and the student, 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, and the student, the student's parents, or guardian, except with the consent of all of the parties.

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.

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 and affidavits and the statements of any witnesses in the possession of the Pender Public Schools Board of Education at any reasonable time prior to the hearing.

Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. 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. The student or the student's parents or guardian or both may be represented by legal counsel. 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 nor will any conclusion be drawn therefrom. 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.

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, student's parents or guardian or their legal representative.

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

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 recommendations may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.

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.

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, 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.

Appeal 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.

Review 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 three members shall, within ten 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 which 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.

Final Decision of Board of Education. The final decision of 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.

Extracurricular Activity Philosophy **Board Policy #5103**

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

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

Safety

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

Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or

muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

Extracurricular Activity Code of Conduct

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

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

Scope of the Code of Conduct.

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

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

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

When: The Code of Conduct rules will be in effect the entire year including summer months when school is not in session.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

Grounds for Extracurricular Activity Discipline.

Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self respect, self-discipline, teamwork, sportsmanship, and respect

for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

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

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

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

Consequences.

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

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

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

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

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

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

conduct. Names of informants may be kept confidential where determined to be appropriate.

b. The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.

3. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.

4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.

a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.

b. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.

c. If a hearing is requested:

i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.

ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.

iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.

iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.

5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures

6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

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

Drug, Alcohol and Tobacco Violations.

Meaning of Terms.

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

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

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

(1) Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and

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

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away

from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

Consequences for Possession or Use of Tobacco, Alcohol, and/or Drugs

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

Whenever a student violates the Code of Conduct by possession or consumption of tobacco, alcohol, and/or drugs, there are two possible consequences for the action. The consequence to be enforced is determined by whether the violation is Self-Reported by the student or if the violation is Not Self-Reported by the student but is reported by a law enforcement official, a matter of public record, is witnessed by an employee of the school district, or evidence of a violation comes to the attention of the administration.

To be considered Self-Reported, the student must report the violation to the High School Principal or Superintendent within 1 school day of the violation. A violation may also be considered Self-Reported if the student admits and takes responsibility for her/his actions upon initial interview/questioning by a school official. Self-Reporting is only applicable to a student whose violation occurs off school grounds, not at a school function or event, and not in a school vehicle. The intent of self-reporting is to encourage personal responsibility for one's actions in a truthful manner. The consequences for students who take responsibility for their actions will be less.

The term "witnessed" shall mean to have actually seen a student in physical contact of tobacco, alcohol, and/or drugs, or to have had them on their person, or to have been under the influence of the same.

Students who have violated the Code of Conduct policy related to possession or use of tobacco, alcohol, and/or drugs, but do not have a subsequent violation for a full calendar year (365-calendar days), shall have previous violations removed from consideration and enforcement of consequences. This allows students who make mistakes the opportunity to learn and to modify their actions.

An activity participant who violates the drug or alcohol rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: For a first violation of the Code of Conduct policy related to possession or use of tobacco, alcohol, and/or drugs, the following consequences apply:
    a. Not Self-Reported Violation: 21-calendar day suspension from activities
    b. Self-Reported Violation: 14-calendar day suspension from activities
    c. The activity suspension must include at least one NSAA contest, performance, or event. If such contest, performance, or event does not occur

during the imposed suspension period, the next occurring contest, performance, or event will apply, regardless of activity or season. Activity suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served. Students will continue to practice with the team/organization. The student will also attend but not suit up for the contest, performance, or event of the team/organization they are involved in as long as school is not missed as a result. Administration will make decisions on a case-by-case basis when the performance or event is part of the student's grade for a class. The student may also be suspended from attending all other Pender activities that they are not participating in during this time frame.

2. Second Violation: For a second violation of the Code of Conduct policy related to possession or use of tobacco, alcohol, and/or drugs, and occurring within 365-calendar days of the first violation, the following consequences apply:

a. Not Self-Reported Violation: 56-calendar day suspension from activities

b. Self-Reported Violation: 42-calendar day suspension from activities

c. Reduction for Participation in Chemical Dependency Program: (This option is provided only one time and only for a second violation.) If the student and parents agree to participate in a school-approved program for chemical dependency, the activities suspension will be reduced to 21-calendar days. The program must be administered by a certified alcohol and drug abuse counselor or agency and be approved in advance by the school authorities. The student must successfully complete the approved chemical dependency program. Proof of successful completion of the program must be submitted in writing to the High School Principal, or designee, within 21 calendar days of the violation or within 3 days of the class depending on when it is offered. Failure to participate and successfully complete the approved chemical dependency program will cause the participating student to be suspended from extracurricular activities for the remainder of the second violation consequence. All costs associated with the program are the responsibility of the student/parent or guardian.

d. The activity suspension must include at least two NSAA contests, performances, or events. If such contest, performance, or event does not occur during the imposed suspension period, the next occurring contest, performance, or event will apply, regardless of activity or season. The activity suspension applies to the entire day of such contest, performance, or event. Activity suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served. Students will continue to practice with the team/organization. The student will also attend but not suit up for the contest, performance, or event of the team/organization they are involved in as long as school is not missed as a result. Administration will make decisions on a case-by-case basis when the performance or event is part of the students grade for a class. The student may also be suspended from attending all other Pender activities that they are not participating in during this time frame.

3. Third and Subsequent Violation(s): A third and any subsequent violations shall result in 365- or 270-calendar day suspensions from activities even if the subsequent violation(s) do not occur within the past full calendar year (365-calendar days).

a. Not Self-Reported Violation: 365-calendar day suspension from activities

b. Self-Reported Violation: 270-calendar day suspension from activities

c. The activity suspension must include at least 3 NSAA contests, performances, or events. If such contest, performance, or event does not occur during the imposed suspension period, the next occurring contest, performance, or event will apply, regardless of activity or season. Activity suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served. Students will continue to practice with the team/organization. The student will also attend but not suit up for the contest, performance, or event of the team/organization they are involved in as long as school is not missed as a result. Administration will make decisions on a case-by-case basis when the performance or event is part of the students grade for a class. The student may also be suspended from attending all other Pender activities that they are not participating in during this time frame.

4. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not restricted by the foregoing and may be established at the discretion of the administration. The Superintendent shall have the authority to determine what constitutes a more serious violation and may develop guidelines to implement consistent discipline in accordance with this section.

Steroid Offenses. A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 30 consecutive days.
2. Second or Any Subsequent Offense: One calendar year.

Attendance:

Student participants are expected to meet the following attendance expectations:

- Attend school regularly. Students who have "excessive absences" as determined under the school's attendance policy may be ineligible to participate.
- Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests he/she should contact the coach or sponsor in advance.
- Attendance by the beginning of 1st period on the day of a contest or practice is required to be eligible for the contest or practice that day. Extenuating circumstances,

such as doctor/dentist appointments, funerals, college visits or other activities, can be made with the building Principal. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

- Students who are tardy to school on the day of a contest must meet with the building principal prior to participation.
- Appearance: Participants will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and well-groomed appearance.
- Students that are in ISS/OSS will not be able to participate in contests or practice.
- Students that are in OSS will not be able to participate in or attend contests or practice.

Academic Standards

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

- Maintain passing grades in all required courses. A student will be ineligible to participate in contests and/or events for one week if starting on Monday:
  - A student is failing two or more classes in any given week.
  - A student who continues failing any one class for more than one week.
  - A student may participate in practices when not required to be in Pendragon Hour

- Ability requirements shall not apply to:
  - Instructional field trips which are a part of the scheduled course learning experience.
  - And, Activities or events, which are a part of the student's grade requirements.

School Dances **Board Policy #5305**

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 requirements for participation.

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:

- Who Can Attend: Only students of Pender Public Schools and their guests may attend.
- Students currently attending Pender High School or another Nebraska high school who have not been restricted from attending extracurricular activities at Pender High School or their own school are considered appropriate dates or invited guests.

- Persons who are younger than 14 or older than 19 years of age and not attending high school are generally considered to not be appropriate dates or invited guests for our school dances.
- Some school dances may be restricted to students attending specified grades levels at Pender Public Schools. For any dances at the middle school level, only students attending Pender Public Schools in the grade(s) for which the dance is being held may attend.
- Students who have been suspended from school or from extracurricular activities may not attend.
- The school reserves the right to exclude persons who may or do 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 which apply to our students.
- Rules for dances may restrict students and their guests from leaving dance until the dance ends without written parental permission on a form provided.
- Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.

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, be removed from the dance. Their parents may be contacted.

Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. If a student or their date is found or suspected to be under the influence of drugs or alcohol parents will be notified first. If a Parent/Guardian cannot be reached after 2 attempts the student/date may be turned over to Law Enforcement.

Appropriate Attire: Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal or staff sponsor for the event if you are uncertain about your attire.

Eligibility for Selection as Royalty. Nomination and selection as royalty for school sponsored dances is an honor awarded by students to those of their peers that exemplify the highest standards of integrity and achievement. Students nominated for dance royalty must have demonstrated through their conduct, academic achievement and activities that they have represented, and will represent, themselves, their classmates, and their school in a manner which reflects outstanding effort, commitment to their school and fellow students, and integrity and good citizenship in the school and in the community. The students selected to be the "royalty" for the Homecoming or any other school sponsored dance or activity shall meet that general standard as determined by the administration and, in addition, meet the following specific academic, activity and conduct standards:

Achievement, Citizenship and Conduct Qualifications:

- The student must have exhibited sportsmanship and leadership in activity endeavors and participation.
- The student must have exhibited a cooperative and respectful attitude toward fellow students, teammates, opponents, sponsors, coaches, and officials.
- The student must not have had excessive violations of school policies and procedures during their high school career.
- The student may not, within twelve months of the of the dance, have engaged in criminal violations involving: (i) alcohol, drugs or tobacco; (ii) driving law violation in which the penalty is a loss of four points or more under the point system; (iii) a Class I, II, III, or IIIA or Class W misdemeanor; or (iv) a felony. Criminal violations will be deemed to have occurred where: (a) a student was cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist or (b) a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.

Pre-Qualification of and Acceptance by Student: All students nominated for dance royalty shall meet with the Principal. At the meeting, the Principal will review the eligibility requirements for the honor of dance royalty. The student will be required to confirm that the student meets all eligibility requirements. The student will be required to confirm his or her acceptance of the nomination for dance royalty and the responsibilities of such an all school honor. The Principal or designee may contact local, county and/or state law enforcement and judicial authorities to confirm a student's eligibility for the honor of being nominated for or awarded dance royalty.

Specific Dance Eligibility and Selection Requirements:
Homecoming Queen & King:

- Only a senior girl shall be eligible to be Queen and only a Senior boy shall be eligible to be King.
- During Homecoming week, the student body will anonymously vote in four queen and four king candidates subject to a determination of eligibility by the Principal.
- To be eligible, a candidate must agree to attend the Homecoming Dance and represent the school properly.
- The queen and king will be chosen from the qualified nominees by secret vote of the student body during Homecoming week.

Good Sportsmanship – Behavior Expectations of Spectators

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by the NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

Responsibilities of Spectators Attending
Interscholastic Athletics and Other Extracurricular Activities

- Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
- Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
- Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
- Do not "boo," stamp feet or make disrespectful remarks toward players or officials.
- Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
- Know that noise makers of any kind are not proper for indoor events.
- Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
- Stay off the playing area at all times.
- Do not disturb others by throwing material onto the playing area.
- Show respect for officials, coaches, cheerleaders, and student-athletes.
- Pay attention to the half-time program and do not disturb those who are watching.
- Respect public property by not damaging the equipment or the facility.
- Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
- Refrain from the use of alcohol and drugs on the site of the contest.

Student Fees Policy

The Board of Education of Pender Public 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 for the 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 which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which 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 set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth 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.

Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as 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 assure 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.

Personal or consumable items & miscellaneous

Extracurricular Activities Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

Courses General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students 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, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

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 where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

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. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping 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.

Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

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 damages caused with or to vehicles or for failure to comply with school parking rules.

Extracurricular Activities–Specialized equipment or attire. Extracurricular activities mean student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. 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 which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, 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.

Extracurricular Activities–Fees for participation. Any fees for participation in extracurricular activities for the current school year are further specified in this handbook.

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.

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.

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 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.

Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

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.

Breakfast and lunch programs. Students shall be responsible for items which 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.

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.

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 student resides, at no cost.

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.

Secondary Program	**General Description of Fee or Material**	**$ Amount of Fee (Anticipated or Maximum) or Specific Material Required**
Physical Education classes	Appropriate clothing (non- specialized attire)	Tennis shoes, running shorts, T-shirt
Art and shop classes and special projects	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes
Music—Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student. Damage deposit of $20.00 for use of a school owned instrument.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists, which may be handed out by the office or individual teachers.
Advanced math or science classes	Specialized calculators	Refundable damage deposit of $25 per semester will be required for students who wish to use school calculators outside the classroom. Students are encouraged but not required to purchase such equipment for their personal use.

Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	To be determined.
School Meals		Breakfast –7-12 $1.85 Seconds: $.85/main, $.60/side Lunch—$2.75 Seconds: $1.35/main, $.85/side Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None--Any postsecondary education costs are to be paid directly by students to the college. This may also include the cost of textbooks for the class.
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Summer school courses	Classes offered during the summer, or at night, if any	Drivers' education class: $300 Other classes: to be determined
Locker usage	Use of school padlock	Students may check out a lock from the school if needed but if lost a $5 replacement charge will be assessed.
Parking	Use of school parking lot during school day	Parking fees may be applied by the district for parking outside designated areas.
Field Trips	Transportation and admission costs of field trips	None—costs of school sponsored, class- related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to $100.00 for special field trips). Meals on field trips will be at the

		expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Extracurricular and other programs	**General Description of Fee or Material**	**$ Amount of Fee (Anticipated or Maximum) or Specific Material Required**
Athletic Programs		
Admission	Spectator fees for admission to events	$5.00 per event maximum. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed $20.00 per event. PPS students PreK-6 admitted free when accompanied by an adult; 7-12 students admitted free

Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.
Equipment and attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity.	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:

Basketball	No additional
Cross County	No additional
Football	Mouthpiece
Golf	Clubs
Track	No additional
Volleyball	Volleyball knee pads
Wrestling	No additional
Cheerleading and Dance Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories

Travel meals	Meals	Students are responsible for their own meals while traveling to all activities. A $13 per meal per day allowance will be granted to students participating in state competition or activities requiring an overnight stay.
Locker use	Padlock for gym locker	Damage incurred will be fixed at the expense of the student.
Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Fundraisers may be utilized to offset the cost of camp entry fees, with administrative permission. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense. Camps and clinics are optional and cannot be made mandatory for student participation in an activity.
Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to $50.00.
Clubs/Organizations		
(FFA)	State & national dues, meals and activities	Annual dues not to exceed $50.00 per club.
National Honor Society	State & national dues, meals and activities	Annual dues not to exceed $50.00 per club.
Student Council	State & national dues, meals and activities	Annual dues not to exceed $50.00 per club.
Social & Recognition Activities		
School plays, musicals and social activities	Admission to events	Not to exceed $10.00 per play or activity

School dances	Admission to prom, homecoming, etc.	Not to exceed $25.00 per event
Class dues		Each of the six secondary classes may assess its members an amount not to exceed $50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed $50, will be assessed to those Seniors who elect to participate in such activities.
Trips	Transportation, lodging, meals, admission to events, etc.	Students are responsible for costs of school- sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be $3,000 per student. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.

Notice of Nondiscrimination *Board Policy #1025.2*

Students, parents, employees, volunteers, school patrons, applicants for student admission or employment, sources of referral of applicants for admission and employment, professional organizations holding collective bargaining or professional agreements with the Pender Public Schools, and all others who interact with Pender Public Schools are hereby notified that the Pender Public Schools does not discriminate on the basis of sex, sexual orientation, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in the admission, access to its facilities or programs, treatment, or employment in its programs or activities.

Designation of Coordinator(s)

Any person having inquiries concerning this District's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is:

Pender Public Schools, Jason Dolliver, 609 Whitney Street; Pender, NE 68047, 402-385-3244.

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 & Drug Free Schools & Communities	Safe and drug free schools	Superintendent

Anti-discrimination & Harassment Policy

Elimination of Discrimination. The Pender Public Schools 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: Pender Public Schools is committed to offering employment and educational opportunity 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, the Pender Public 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, religion, national origin, sex, sexual orientation, disability or age 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, religion, disability or national origin 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 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 *Board Policy #1025*

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 Pender Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent of Pender Public Schools, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent of Pender Public Schools 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 to be made against an employee or student for alleging in good faith a violation of this policy.

Multicultural Policy *Board Policy #6370*

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.

Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

The following is a description of the rights granted by federal law to qualifying students with disabilities. 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:

- Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
- Have the school advise you of your rights under federal law.
- Receive notice with respect to identification, evaluation or placement of your child.
- Have your child receive a free appropriate public education.
- Have your child receive services and be educated in facilities which are comparable to those provided to every student
- 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.
- Have transportation provided to and from an alternative placement setting (if the setting is 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.

- Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the District.
- Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
- 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).
- File a local grievance.

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:

- 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.
- 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 to 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.
- 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 which 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 the official needs to review an education record in order to fulfill his or her professional responsibility and more effectively provide the function or service for which they are responsible.

Contractors, consultants and volunteers are permitted to have access to education records where they are performing a function or service that would otherwise be done by a school

employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible.

The District forwards education records (may include academic, health and discipline records) to schools that have requested the records and in which the student seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. See policy #5202.

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: student's name, address, telephone listing, photograph, major fields of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part- time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous educational agency or institution attended. A parent or eligible student has the right to refuse to let the District designate any or all of those types of 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 any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The District may disclose information about former students without meeting the conditions in this section.

ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

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 which 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 staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District designates such student work as directory information and 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 Pender 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.

Notice Concerning Disclosure of Student Recruiting Information

Federal Law requires Pender Public Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the
right to request that Pender Public Schools not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Pender Public Schools will comply with any such request. See Board Policy 5012 for more information.

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 professions qualifications of the student's classroom teachers, including at a minimum, the following:

1. Whether the teacher has met State 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 other provisional status through which State qualification or licensing criteria have been waived; and is teaching in the field of discipline of the certifications of the teacher.
3. 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:

- the subject matter assessed;
- the purpose for which the assessment is designed and used;
- the source of the requirements for the assessment;
- the amount of time students will spend taking the assessment, and the schedule for the assessment; and
- 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:

- Be involved in the education of their children; and
- Be active participants in assisting their children to
    - attain English proficiency;
    - achieve at high levels within a well-rounded education; and
    - 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.

Student Privacy Protection Policy

It is the policy of Pender Public Schools to develop and implement policies which 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 shall 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 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: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) 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 date 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 which 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 shall provide 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 shall 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:

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

Parental & Family Involvement Policies.

General - Parental/Community Involvement in Schools:

Pender Public Schools welcomes parental & family involvement in the education of their children. We recognize that parental & family involvement increases student success. It is Pender Public Schools 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.

- Parental & family involvement is a part of the ongoing and timely planning, review and improvement of District and building programs.
- Parents & family are encouraged to support the implementation of District policies and regulations.
- Parents & family are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.
- Textbooks, tests and other curriculum materials used in the District are available for review by parents & family upon request.
- Parents & family are provided access to records of students according to law and school policy.
- Parents & family are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' & family's continued attendance at such activities will be based on the students' well being.
- Testing occurs in this school District as determined to be appropriate by District staff to assure proper measurement of educational progress and achievement.
- Parents & family 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.

- Participation in surveys of students occurs in this District when determined appropriate by District staff for educational purposes. Parents & family will be notified prior to the administration of surveys in accordance with District policy. Timely written parental & family 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.
- Parents & family are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
- School District staff and parents & family will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

Title I Parental and Family Involvement Policy

The District's Title I Parental and Family Involvement Policy is established in compliance with Title I the Every Student Succeeds Act (ESSA) The District has a parental and family involvement policy applicable to parents and family members of all children. The parental and family involvement policy applicable to parents and family members of all children is not replaced by this Title I Parental and Family Involvement Policy and shall continue to be applicable to all parents and family members, including parents and family members participating in Title I programs.

It is the policy of the District to implement programs, activities, and procedures for the involvement of parents and family members 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 and family members of participating children.

Expectations for Parental and Family Involvement: It is the expectation of the District that parents and family members of participating children will have opportunities available for parental and family involvement in the programs, activities, and procedures of the District's Title I program. The term "parental and family involvement" means the participation of parents and family members in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring–(A) that parents and family members play an integral role in assisting their child's learning; (B) that parents and family members are encouraged to be actively involved in their child's education at school; (C) that parents and family members 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 and family involvement policy. The District intends to meet this expectation through the following activities:

1. Involving parents and family members 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 and family involvement activities to improve student academic achievement and school performance.

3. Building the schools', parents', and family's capacity for strong parental and family involvement.
4. Coordinating and integrating parental and family involvement strategies under Title I with parental and family involvement strategies under other programs.
5. Conducting, with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parental and family involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents and family members 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 and family involvement policies of the District.
6. Involving parents and family members in the activities of the schools served under Title I.

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

1. Convene an annual meeting, at a convenient time, to which all parents and family members of participating children shall be invited and encouraged to attend, to inform parents and family members of their school's participation under the Title I program and to explain the requirements of the Title I program.
2. 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 and family involvement in such meetings by offering transportation, childcare, or home visits.
3. Involve parents and family members, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents and family members 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 and family members, 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.
5. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents and family members of participating children, submit any parental or family members' 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 and family involvement policy, each school served under the Title I program will jointly develop with parents and family for all children served under the Title I program a school- parent compact that outlines how parents, family members, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school, parents, and family

members 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 and family 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, parents, and family members 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 and family members 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 family members and to support a partnership among the District, parents, family members, 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 and family members, 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 and family members work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental and family involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents and family members, in the value and utility of contributions of parents and family members, and in how to reach out to, communicate with, and work with parents and family members as equal partners, implement and coordinate parent and family programs, and build ties between parents, family members and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent and family 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 and family resource centers, that encourage and support parents and family members in more fully participating in the education of their children; (5) shall ensure that information related to school and parent and family programs, meetings, and other activities is sent to the parents and family members of participating children in a format, and to the extent practicable, in a language the parents and family members can understand; (6) may involve parents and family members 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 and family involvement activities, including transportation and child care costs, to enable parents and family members to participate in school-related meetings

and training sessions; (9) may train parents and family members to enhance the involvement of other parents and family members: (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 and family members 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 and family involvement; (12) may establish a district-wide parent and family advisory council to provide advice on all matters related to parental and family involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent and family involvement activities; and (14) shall provide such other reasonable support for parental and family involvement activities under Title I as parents and family members may request.

Accessibility

In carrying out the parental and family involvement activities for this Title I Parental and Family Involvement policy, the District shall provide full opportunities for the participation of parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members 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 and Family Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents and family members 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 family members and the school.

Homeless Student Policy *Board Policy #5418*

This School District will comply with the federal and state law related to homeless students.

Breakfast and Lunch Programs

Pender Public Schools 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 hot lunch and breakfast programs are available every school day for students. Students may pay for breakfast or lunch on a daily basis or purchase them for a week or month. Students may bring lunch from home and may purchase milk at school. Prices for lunch and breakfast are found in this handbook along with prices for milk/seconds if your child chooses them. To determine qualification for free/reduced lunches, please complete the form in the newsletter or pick up a form in the District office and return to the office as soon as possible. Questions concerning the lunch form can be addressed by calling 385-3244 Ext. 2106. Under Federal Guidelines Free/Reduced students will only receive their first tray for free or reduced prices and will have to pay for any seconds they receive.

The lunch and breakfast accounting program is computerized. Money can be sent to school and it will be applied to your child's account. An account is required in order for your child

to eat school meals. The following parameters have been put into place for students' lunch accounts. **Families with 1 child** in the lunch program will not be allowed to charge any extras to their lunch account when the balance reaches negative $20. The student will still be allowed to charge the first meal, but no extras will be allowed. When the account reaches negative $35, the student will no longer be able to charge anything. **Families with more than one child** in the lunch program will not be allowed to charge any extras to their lunch account when the account balance reaches negative $35. Each student will be allowed to charge his first meal, but no extras will be allowed. When the account reaches a negative $50, the students in that family will no longer be able to charge anything. Under Federal Guidelines students that qualify for free meals will be allowed that meal but no extras even if the maximum family amounts have been met.

Lunch/breakfast statements will be printed and given to children weekly. Lunch balances may also be checked online. If interested in that feature, please call the District Office at 402-385-3244.

In accordance with U. S. Department of Agriculture policy, Parents/Guardians/Family may provide outside lunch/breakfast for their child/children only.

- 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, sexual orientation, 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, audiotape, 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, 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:

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

- This institution is an equal opportunity provider

The following attachments will also be available in the District Office:

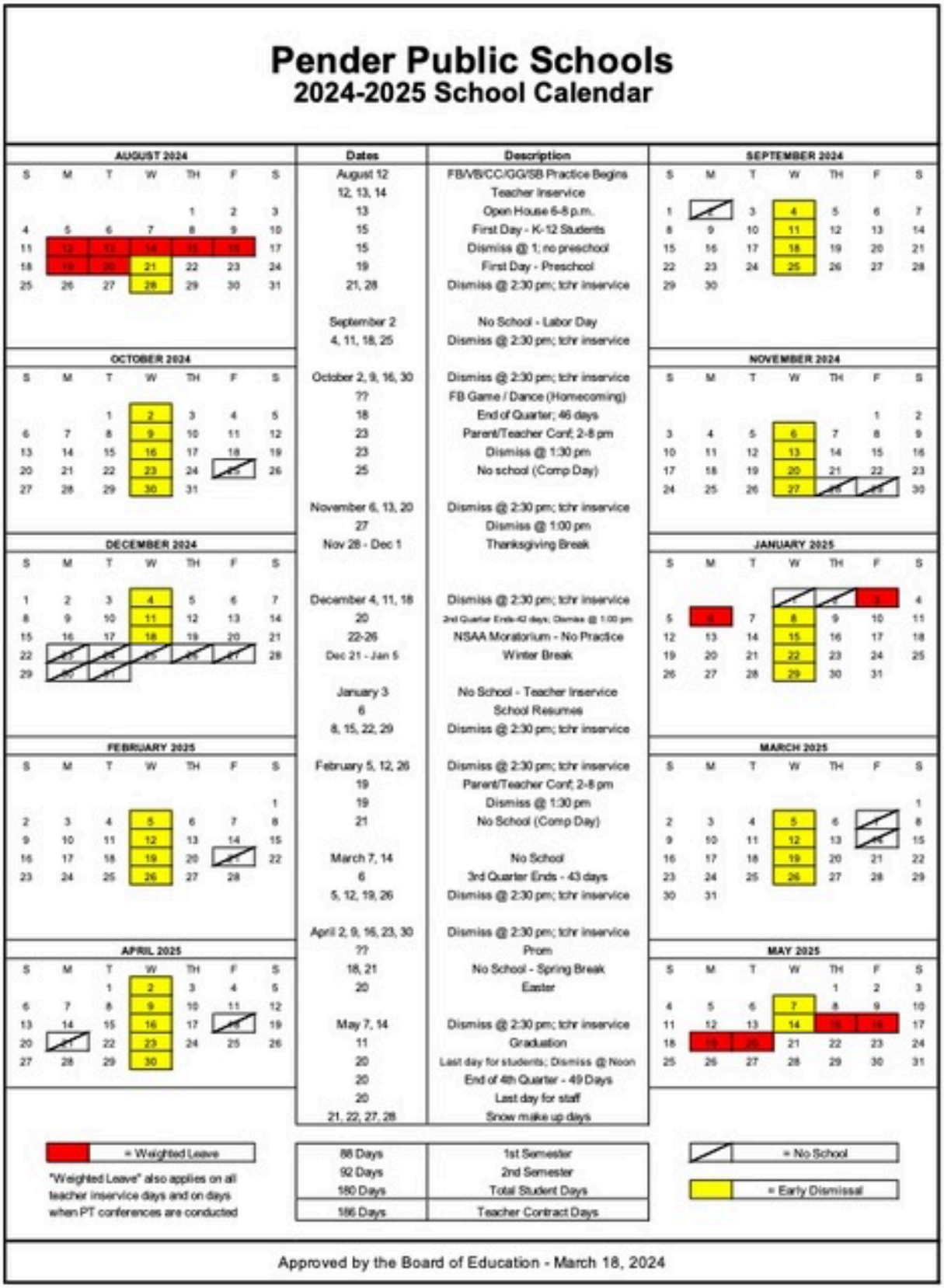
- Eligibility criteria for free and reduced meals
- Parent letter and application

Annual Notification of Asbestos Management Plan Availability Pender Public Schools
Federal regulations require all schools to inventory asbestos-containing materials and develop management plans to identify and control asbestos.

The presence of asbestos in a building does not mean that the health of the building's occupants are necessarily endangered. As long as asbestos-containing material remains in good condition and is not disturbed, exposure is unlikely. The plan is available for review in the school administrative office during normal business hours. At least once each six months, periodic surveillance is being conducted on all asbestos-containing material and suspect material assumed to contain asbestos. A re-inspection is being conducted every three years in all schools that have asbestos-containing material. From time to time, operations and maintenance activities may be conducted to maintain all materials in good condition.

For more information, please contact:
Leigh Alexander: CDC Inspections & Beyond;
53506 862 Road;
Plainview, NE 68769-2118;
phone 402-582-3580 or 402-841-2142. Posted on Pender Public Schools website

Pender Public Schools
2024-2025 School Calendar



AUGUST 2024

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NOVEMBER 2024

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DECEMBER 2024

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22						28
29						

JANUARY 2025

S	M	T	W	TH	F	S
						4
5		7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2025

S	M	T	W	TH	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20		22
23	24	25	26	27	28	

MARCH 2025

S	M	T	W	TH	F	S
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9	10	11	12	13		15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2025

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

MAY 2025

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14			17
18			21	22	23	24
25	26	27	28	29	30	31

Dates	Description
August 12	FB/VB/CC/GG/SB Practice Begins
12, 13, 14	Teacher Inservice
13	Open House 6-8 p.m.
15	First Day - K-12 Students
15	Dismiss @ 1; no preschool
19	First Day - Preschool
21, 28	Dismiss @ 2:30 pm; tchr inservice
September 2	No School - Labor Day
4, 11, 18, 25	Dismiss @ 2:30 pm; tchr inservice
October 2, 9, 16, 30	Dismiss @ 2:30 pm; tchr inservice
??	FB Game / Dance (Homecoming)
18	End of Quarter; 46 days
23	Parent/Teacher Conf; 2-8 pm
23	Dismiss @ 1:30 pm
25	No school (Comp Day)
November 6, 13, 20	Dismiss @ 2:30 pm; tchr inservice
27	Dismiss @ 1:00 pm
Nov 28 - Dec 1	Thanksgiving Break
December 4, 11, 18	Dismiss @ 2:30 pm; tchr inservice
20	2nd Quarter Ends-42 days; Dismiss @ 1:00 pm
22-26	NSAA Moratorium - No Practice
Dec 21 - Jan 5	Winter Break
January 3	No School - Teacher Inservice
6	School Resumes
8, 15, 22, 29	Dismiss @ 2:30 pm; tchr inservice
February 5, 12, 26	Dismiss @ 2:30 pm; tchr inservice
19	Parent/Teacher Conf; 2-8 pm
19	Dismiss @ 1:30 pm
21	No School (Comp Day)
March 7, 14	No School
6	3rd Quarter Ends - 43 days
5, 12, 19, 26	Dismiss @ 2:30 pm; tchr inservice
April 2, 9, 16, 23, 30	Dismiss @ 2:30 pm; tchr inservice
??	Prom
18, 21	No School - Spring Break
20	Easter
May 7, 14	Dismiss @ 2:30 pm; tchr inservice
11	Graduation
20	Last day for students; Dismiss @ Noon
20	End of 4th Quarter - 49 Days
20	Last day for staff
21, 22, 27, 28	Snow make up days

= Weighted Leave

"Weighted Leave" also applies on all teacher inservice days and on days when PT conferences are conducted

88 Days	1st Semester
92 Days	2nd Semester
180 Days	Total Student Days
186 Days	Teacher Contract Days

= No School

= Early Dismissal

Approved by the Board of Education - March 18, 2024

Summary of the School Immunization Rules and Regulations

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 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 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.
Students entering 7th grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain 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/reg_t173.aspx (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)
Updated 01/26/2018

Secondary Handbook Changes 2024/2025

Page 1: Update the dates

Page 3: Update ‘Intent of Handbook’ per Perry Law Handbook

Page 5: Typo

Page 5: Update page numbers after revisions

Page 8: Update Date

Page 9-14: Update staff/coaching changes

Page 17: Update kindergarten to preschool & add districts mass communication systems

Page 18: Add Apptegy/Thrillshare & Update time of bells and location of students

Page 26: Updated to reflect policy 5008 & Delete ‘Board Policy #5002’.

Page 31: Delete driver’s education line

Page 32: Update dual credit info

Page 34: Update personal finance information

Page 37: Update schedule changes timeline

Page 39: Update NHS information

Page 46: Change location of ‘Policy #5501’

Page 50: Add line pertaining to drugs/alcohol/tobacco usage

Page 51/52: Update to reflect policy #5100/Student Conduct

Page 54,55,58-62: Delete policy #5101/Student Discipline

Page 80-91: Delete information regarding extracurricular activities. We have another handbook for all of this information.

Page 93: Delete information regarding extracurricular activities. We have another handbook for all of this information.

Page 98/99: Update fee schedule after approved

Page 119: Update school calendar

Students

Student Discipline

A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

   a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
   b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

   a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
   b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
   c. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal or administrator will personally contact the parent or guardian. If the personal contact cannot be made then 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 will be sent.
   d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering

the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.

e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less then twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

3. Expulsion:

a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if 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. If the student is suspended pending the

outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations missed during the period of suspension. During this period, the student will not be required to attend alternative programming for expelled students in order to complete classwork or homework.

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 offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. 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.

g. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

h. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, no pre-kindergarten through second grade student may be suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with this Policy's disciplinary procedures.

i. Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the students' religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.

4. Emergency Exclusion: A student may be excluded from school in the following circumstances:

   a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
   b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

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

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

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

B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.

5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.

15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
    a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
    b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. “Firearm” means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: “The term ‘firearm’ means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.” The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

    Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:
    a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
    b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
    c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such

plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.

d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

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

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

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
   a. Shoes must be worn at all times. Flip-flops, slippers, and sandals are acceptable as long as they are not a safety hazard. Proper footwear must be worn for physical education classes and career and technical education classes.
   b. Words or pictures (written or implied) on clothing, jewelry, or accessories stating or referring to gangs, drugs, alcohol, sex, or any other activity conflicting with school policy or curriculum are not allowed. Examples of such clothing include but are not limited to Hooters, COED Naked, Big Johnson, etc. Any shirt that promotes tobacco brands, alcohol brands, bar t-shirts, cigarette brands etcetera are also considered to be inappropriate. School administrators will have the final say on whether a shirt is considered appropriate.
   c. Caps, hats, and bandanas are not to be worn in the building during normal school hours.
   d. Students wearing heavy or bulky coats or sweatshirts may be asked to remove them upon entering the building. These clothing items can serve as

a security threat and will be stored in a student's locker. (ex. Trench coats, Carhartt-type, ski jackets, winter coats, etc.)

e. All clothing must be modest and appropriate. It must properly cover the body.
f. Shirts that expose a student's midriff are not permitted. (When standing, the bottom of the shirt must touch the top of the pants.)
g. Shirts must have straps or sleeves.
h. Visible piercing or tattoos that disrupt the educational process are not allowed.

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the students is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration.

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

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

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

On a first offense dress code, the student will be required to change into proper apparel. If the student does not have proper apparel, the school will ask the student's guardians if they would like to bring appropriate clothing to school for their child to wear. If the parent/guardian declines or are not able to, the Principal may give the student appropriate clothing to wear for the rest of the school day. Continual violations of the dress code will result in disciplinary actions under the Student Code of Conduct above. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency,

insubordination, expression of profanity, and the like), a first offense of the dress code may result in discipline, up to expulsion.

2. Academic Integrity.

a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

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

b. Definitions: The following definitions provide a guide to the standards of academic integrity:

(1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

(a) Tests (includes tests, quizzes and other examinations or academic performances):

(i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also

engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

(iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

(3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work. For summative assessments, the teacher will require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting performance

standard, the instructor will assign a grade, which 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. For all formative assessments, the teachers will determine if a replacement assignment is to be given in the event of Academic Dishonesty.

(3) Violations of Academic Integrity in any dual credit, distance learning or other "off campus" class/program may be subject to other sanctions.

(4) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

(5) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Electronic Devices

a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices not owned by the school to school. at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

b. Definitions.

(1) "Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

(2) "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:

(i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed

buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or

(ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,

(iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. Possession and Use of Electronic Devices.

(1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging. No electronic devices should be used during any drill or emergency procedure.

(2) Teachers will designate a place in the classroom for all phones to be stored. No electronic devices are to be used in restrooms or locker rooms for the use of sending, sharing, viewing, or possessing of pictures, text messages, e-mails, or other material of a sexual nature in electronic form or other form on a computer, cell phone, or other electronic device is strictly prohibited. By bringing cell phones or other electronic devices to school, the student and parent consent to the search of the device when school officials have reasonable suspicion that such a search will reveal a violation of school rules.

(3) Students are permitted to possess and use electronic devices before school hours, during passing time, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

(4) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).

(5) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the

student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

(1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

(i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.

(ii) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in

the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device. The electronic device shall remain in the possession of the school administration until the student personally comes to the school's main office and retrieves the electronic device and a conference between the student and the school principal occurs. The student will be required to put the electronic device in the school's main office in a designated area when they arrive at school the following morning and then pick it up at the end of the day. The number of days that the electronic device is in the school's main office for the day will be determined by the school principal or assistant principal.

(iii) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(3) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

(i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.

(ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

(4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or

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

e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling, sitting on another person's lap, or other displays of affection that would be reasonably considered to be embarrassing or a considered inappropriate or an undue 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. The principal may assign sanctions up to and including suspension.
3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows without permission of the teacher.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.
9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.

10. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

G. Law Violations

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

   The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296
LB 43 (2024)

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Students

Extracurricular Activity

Section 1 Extracurricular Activity Philosophy

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

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

Safety

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

Warning for Participants and Parents

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

Section 2 Extracurricular Activity Code of Conduct

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

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

Scope of the Code of Conduct.

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

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

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

When: The Code of Conduct rules will be in effect the entire year including summer months when school is not in session.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

Grounds for Extracurricular Activity Discipline. Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct

constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

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

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

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

Drug and Alcohol Violations.

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

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

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

(1) Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and

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

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

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

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

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

Drugs and Alcohol.
An activity participant who violates the drug or alcohol rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 45 days.
2. Second or Any Subsequent Offense: One calendar year.
3. Reduction for Self-Reporting: If the student has self-reported, the first violation shall be reduced to 21 days for the first violation. A commensurate reduction (approximately one-half, as determined by the administration) for a second or subsequent violation shall be given for self-reporting.
4. Reduction for Participation in Chemical Dependency Program: If the student and parents agree to participate in a school-approved program for chemical dependency, the consequence will be reduced to only the next activity in which the student was to participate (including at least one contest) in the case of a first violation, and to a commensurate reduction (approximately 80%, as determined by the administration, for a second or subsequent violation).
   The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year. All costs associated with the program are to be borne by the student/parent or guardian.
5. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not limited by the foregoing, and may be established in the good discretion of the administration.

Steroid Offenses. A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 30 consecutive days.
2. Second or Any Subsequent Offense: One calendar year.

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

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

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.

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

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

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

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

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

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

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

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
   a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
   b. The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will personally contact the parent or guardian. If personal contact cannot be made then send a written statement to the student and the student's parents or guardian will be sent. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
   a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
   b. The request for a hearing must be received by the Superintendent's office within five days of the personal contact or receipt of the notice letter.
   c. If a hearing is requested:
      i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
      ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
      iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The

written decision will be mailed or otherwise delivered to the participant, parents or guardian.

iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.

5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures

6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

Section 3 Attendance

Student participants are expected to meet the following attendance expectations:

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

2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.

3. On the day of a contest, performance or other activity, be in attendance for the full day. A student who is not in attendance the full day is ineligible for the contest, performance, or activity.

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

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

3. Attendance by the beginning of 1st period on the day of a contest or practice is required to be eligible for the contest or practice that day. Extenuating circumstances, such as doctor/dentist appointments, funerals, college visits or other activities, can be made with the Building Principal. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day. Students who are tardy to

school on the day of a contest must meet with the building principal prior to participation.

4. Students that are in ISS/OSS will not be able to participate in contests or practice.

5. Students that are in OSS will not be able to participate in or attend contests or practice.

Section 4 Academic Standards

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

1. Be enrolled in at least 25 credit hours in the semester of participation.

2. Maintain passing grades in all courses. A student who is not passing one or more classes at progress reporting times will be ineligible to participate in extracurricular activity contests or performances if the grade remains below passing one week after progress reporting time. The student will remain ineligible until the student is passing all classes.

3. Maintain an overall "C" average to participate in extracurricular activities, except school dances.

4. Academic requirements do not apply to:
   (A) Instructional field trips which are a part of the scheduled course learning experience; or
   (B) Activities or events which are a part of the student's grade requirements.

1. Maintain passing grades in all required courses. A student will be ineligible to participate in contests for one week if starting on Tuesday:
   a. A student is failing two or more classes in any given week.
   b. A student who continues failing any one class for more than one week.
      i. A student may participate in practices when not required to be in Pendragon Hour.

2. Ability requirements shall not apply to:
   a. Instructional field trips which are a part of the scheduled course learning experience.
   b. Activities or events, which are a part of the student's grade requirements.
3. Activities frequently occur during the school day or they require students to leave school early. Students are responsible for completing what is required of their teachers due to their absence caused by extracurricular activities. There may be

times when work is required to be completed prior to their absence. Students can be required to remain in school and miss their extracurricular activity if the work required of them is not completed. Communication between all parties (student, coaches, teachers, parents) is the key with this.

Eligibility criteria for part-time students is governed by Policy 5004, NSAA bylaws, and state law.

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

Date of Adoption: August 13, 2007
Date of Amendment: September 9, 2013
Date of Amendment: July 14, 2014
Date of Amendment: July 15, 2019
Date of Amendment: July 13, 2020
Date of Amendment: July 17, 2023

Surplus List
July 16, 2024

Number	Item / Description	Other Info
7	Kyocera ECOSYS P3050dn Laser Printers (5 years old) 	black/white printer 52 ppm 500 sheet drawer max paper size 8.5" x 14" can print double sided Toner Cartridge Tk-3172

Pender Public Schools
Plan for Safe Return to School - 2024-2025

The 2024-2025 school year begins on August 15, 2023. This plan is intended to help the return to the educational process be as safe as possible. Several requirements exist for public schools in Nebraska, and each of those requirements are addressed in this plan. Other safety measures are needed to provide the safest possible environment for students and staff members, so those components are included as well.

The list below includes the items required in the 2024-2025 Plan for Safe Return to School:

- Universal and correct wearing of masks
- Modifying facilities to allow for physical distancing (e.g., use of cohorts/podding)
- Handwashing and respiratory etiquette
- Cleaning and maintaining healthy facilities, including improving ventilation
- Contact tracing in combination with isolation and quarantine, in collaborations with the State, local, territorial, or Tribal health departments
- Diagnostic and screening testing
- Efforts to provide vaccinations to school communities
- Appropriate accommodations for children with disabilities with respect to health/safety policies
- Coordination with State and local health officials, including the needs for support and technical assistance to implement strategies consistent to the greatest extent practicable, with relevant CDC guidance
- Ensure continuity of services, including but not limited to services to address students' academic needs and students' social emotional, mental health, and other needs, which may include student health and food services

The list below includes the items not required but included in the 2024-2025 Plan for Safe Return to School:

- Symptom screening
- Food service
- After School Programming

Required Components

Universal and Correct Wearing of Masks

- Face masks are encouraged for staff and students that have not been vaccinated.
- Special face masks and bell covers will be available for band. They will be optional unless circumstances dictate a change.
- Face masks may be required temporarily for staff and students if COVID-19 cases rise, and the administration believes that this safety precaution is necessary to prevent further spread and a possible school closure.

Modifying Facilities to Allow for Physical Distancing

- Social distancing will be practiced to the greatest extent possible and practicable. If necessary, social distancing strategies will be increased from 3 to 6 feet.
- Nonessential furniture will be removed in an effort to make social distancing possible.
- Student desks and tables will be arranged in ways that maximize social distancing efforts.
- Barriers such as plexi-glass will be used when deemed necessary.
- Non-essential visitors and volunteers may be limited if deemed necessary.

Handwashing and Respiratory Etiquette

- Proper handwashing techniques will be taught and encouraged.
- Proper cough and sneeze etiquette will be taught and encouraged.
- Hand sanitizer will be available at all times, so it can be used when needed.

Cleaning and Maintaining Healthy Facilities

- High touch surfaces will be cleaned frequently and routinely. Disinfecting wipes and solutions will be used as will an electrostatic sprayer containing a disinfecting solution.
- When possible, shared supplies and equipment will be sanitized between uses.
- Heating, Ventilation, and Air Conditioning (HVAC) settings will be set to maximize ventilation.
- HVAC filters will be changed regularly.

Contact Tracing in Combination with Isolation and Quarantine

- The NNPHD requirements for contact tracing, isolation, and quarantine will be used as a guide. Board Policy 5409 will be utilized.
- Normal health and wellness procedures will be followed:
    - Students and staff shall stay home when sick.
    - Students and staff must be fever free for 24 hours (without medication) before returning to school. A fever is a temperature of 100.4 or above.
- Students will continue to be excused for COVID related absences. A note from a doctor may be required.

Diagnostic and Screening Testing

- Students and staff who have a temperature of 100.4 or higher will be sent home.
- Students and staff who exhibit signs and symptoms of COVID-19 will be encouraged to stay home.
- If COVID levels rise, PPS will consult with NNPHD regarding screening and testing protocols.

Efforts to Provide Vaccinations at School

- PPS staff members are encouraged to be up-to-date on all vaccinations.
- On-site vaccination for PPS staff members will be provided for all staff members if possible.
- PPS will provide information to parents and students regarding vaccination availability within the community and surrounding area.

Appropriate Accommodations for Children with Disabilities with Respect to Health and Safety Policies

- All IEP's and 504 plans will be followed. If necessary, these plans will include specific health and safety procedures related to COVID-19.

Coordination with State and Local Health Officials

- PPS will continue to communicate and collaborate with local and state health officials in an effort to monitor case levels, be up-to-date with COVID-19 related guidance, and implement or modify COVID-19 protocols.
- This plan will be reviewed at least every 6 months and revised as is needed.

Ensuring Continuity of Services

- The goal is to provide in-person education for all students the entire 2023-2024 school year.
- In-person education is instrumental in addressing the academic, social emotional, and mental health needs of PPS students.
- If it is necessary for a student to miss an extended period of time due to COVID-19 related absences, PPS will ensure the student stays up-to-date with all learning. A device and connection to the internet will be provided if needed for all school-related needs.

Additional Components

Symptom Screening

- Families are encouraged to screen students for COVID symptoms and follow NNPHD's guidance for testing and quarantine/isolation.
- Normal PPS health protocols will be followed:
    - Students and staff members who are sick should stay home
    - Students and staff members must be fever free for 24 hours (without medication) before returning to school.
- If the need for symptom screening arises, protocols will be implemented

Food Service

- Breakfast will be served and eaten starting at 7:30 am in the lunchroom.
- Lunch will be served and eaten from 10:50 am to 1:00 pm in the lunchroom.
- Water fountains (including bottle fillers) will be available. Students may bring bottled water if they so choose. Since the drinking fountains will be available, bottled water will not be provided by PPS.

After School Programming

- The After School Program for students in grades K-6 is available from 3:30 pm to 5:00 Monday through Thursday.
- Pendragon Hour for students in grades 7-12 is available for academic support from 3:45 pm to 5:00 pm Monday through Thursday.

Communication of Positive Cases

- When students or staff members test positive for COVID-19, communication with potentially impacted individuals will occur.

Important Notes:

- Feedback for this plan was sought by the District in two ways:
    - During the Board meeting on July 12, 2021
    - Via the survey posted on the District's website (7-1-21 through 8-6-21)
- This plan was developed to create a safe environment for PPS students and staff members while providing the best possible educational environment
- This plan was formally adopted by the Board of Education on August 9, 2021
    - It will be formally reviewed by the Board of Education in October, January, March, and July in the year 2021, 2022, 2023, and 2024
    - Other reviews and revisions will occur as needed
- This plan was formally reviewed during the Board of Education meeting on September 13, 2021
- This plan was formally reviewed during the Board of Education meeting on February 14, 2022

- This plan was formally reviewed on July 13, 2022
- During the 2022-2023 school year, up-to-date COVID information will be shared every month by the Superintendent during the Administrative Reports agenda item. Included will be the number of students and staff that currently have COVID and the number of students and staff that have recovered from COVID during the 2022-2023 school year. The report will also ask and allow for any feedback on the Plan for Safe Return to School from anyone in attendance at the Board meeting.
- This plan was formally reviewed on January 8, 2023
- This plan was updated in June of 2023 and formally reviewed by the Board of Education on July 17, 2023
- This plan was updated in June of 2024 and formally reviewed by the Board of Education on July 16, 2024