

Board of Education Regular Meeting

Monday, August 14, 2023 7:00 PM

Media Center at the Palmyra District OR-1 Public Schools

425 F Street

Palmyra, NE 68418

1. Call to Order and Pledge of Allegiance
2. Announcement of the Open Meetings Act Posting
3. Staff and Student Presentations
4. Consent Agenda
 - 4.1. Approval of Board Agenda
 - 4.2. Approval of minutes of previous meetings
 - 4.3. Approval of Claims/Payment of Bills and Payroll
 - 4.4. Certificated/Classified Hire(s)/Reassignment(s)/Resignation(s)
 - 4.4.1. Liz Pohlen Letter of Resignation
 - 4.5. Financial Report
5. Public Comment
6. Administrative Reports
 - 6.1. Superintendent's Report
 - 6.1.1. Updated Information on the 2022 General Obligation Bond
 - 6.2. Administrative Team Report
7. Discussion Items- Committee Reports
 - 7.1. Transportation Committee Update
 - 7.2. Americanism Committee Update
8. Policy Review
9. Action Items
 - 9.1. Discuss, consider, and take action to approve the second and final reading of revisions to Board Policies
 - 9.2. Presentation, discussion, and or official action to approve the 2023-2024 Certified Staff Handbook
 - 9.3. Presentation, discussion, and or official action to approve the 2023-2024 Classified Staff Handbook
 - 9.4. Presentation, discussion, and or official action appointing the Superintendent as the official representative responsible for State and Federal forms and applications for the **2023-2024** school year.
10. Board of Education Development
11. Closed Session
12. Topics for Next Month's Agenda
13. Adjournment

Chairperson

Superintendent

Board of Education Public Hearing on Parental Involvement and Student Fees Policy

Monday, July 10, 2023 6:50 PM

Media Center at the Palmyra District OR-1 Public Schools

425 F Street

Palmyra, NE 68418

District Mission:

“Together we prepare our students to successfully meet the challenges of the future.”

Strategic Goal 1: District OR-1 Public Schools will provide the facilities needed to be competitive with other area schools in athletics and fine arts programs.

Strategic Goal 2: District OR-1 Public Schools will foster a unified community.

Strategic Goal 3: District OR-1 Public Schools will continuously implement (academic) programs and the curriculum needed to remain competitive with other area schools.

Attendance Taken at 6:50 PM.

Dean Busch: Present

Jaimi Calfee: Present

Tim Cheney: Present

Brandon Desh: Present

Dee Moore: Present

Josh Penterman: Absent

Attendance Update Taken at 6:53 PM.

Josh Penterman: Present

This information was posted in the following public formats:

- The Voice News (weekly area newspaper)
- Farmers' Merchants Bank - Palmyra
- Palmyra Post Office
- Palmyra High School
- Bennet Post Office
- Bennet Elementary School
- District OR-1 Website - <https://www.districtor1.org/>

1. Call to Order

- Board President Desh called the meeting to order at 6:50 p.m.

2. Announcement of the Open Meetings Act Posting

- Board President Desh identified the location of the Open Meetings Act Poster on the wall in the meeting room.
 - *Please note that no changes to the Open Meeting Act occurred during the latest Legislative session and the current Open Meetings Act information will stay current until further notice.*

3. Open Public Hearing on Parental Involvement Policy #6400 Motion to Open Hearing. This motion, made by Jaimi Calfee and seconded by Dee Moore, Passed.

Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea
Board President Desh opened the public hearing at 6:50 p.m.

4. In compliance with the provisions of State Statute Section 79-2,531 79-532, 79-533, the board of education provides this time for the purpose of hearing support, opposition, criticism, suggestions or observations regarding Policy #6400 Parental / Community Involvement in Schools.

- No public comment was presented at the hearing.

5. Close Public Hearing on Parental/ Community Involvement in Schools: Policy #6400 Motion to close the public hearing. This motion, made by Dean Busch and seconded by Tim Cheney, Passed.

Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea
Motion to approve. This motion, made by Dee Moore and seconded by Dean Busch, Passed.

Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea,
Josh Penterman: Yea

The hearing was closed at 6:52 p.m.

6. Open Public Hearing on Student Fees Policy #5416 Motion to Open Hearing on Student Fees Policy # 5416. This motion, made by Dee Moore and seconded by Jaimi Calfee, Passed.

Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea,
Josh Penterman: Yea

- Board President Desh opened the public hearing at 6:53 p.m.

7. In compliance with the provisions of State Statute Section 79-2,133, 134 the board of education provides this time for the purpose of hearing support, opposition, criticism, suggestions, or observations regarding Student Fees Policy: #5416.

- Public discussion was presented regarding student fees.
- The discussion revolved around clarifying the fees charged for various activities, the financial impact of the activities program on the overall budget, the origin of resources to sustain activity programs, student fee waiver eligibility and application, and equitable access for activity participation for all students.

8. Close Public Hearing on Student Fees Policy #5416

- The public hearing was closed at 7:00 p.m.

9. Adjournment

- The meeting was adjourned at 7:00 p.m.

Chairperson

Superintendent

Board of Education Special Meeting / Board Retreat

Wednesday, July 12, 2023 6:30 PM

Transformation Marketing

208 Locust Street

Panama, NE 68419

District Mission:

“Together we prepare our students to successfully meet the challenges of the future.”

Strategic Goal 1: District OR-1 Public Schools will provide the facilities needed to be competitive with other area schools in athletics and fine arts programs.

Strategic Goal 2: District OR-1 Public Schools will foster a unified community.

Strategic Goal 3: District OR-1 Public Schools will continuously implement (academic) programs and the curriculum needed to remain competitive with other area schools.

Attendance Taken at 6:40 PM.

Dean Busch: Present

Jaimi Calfee: Present

Tim Cheney: Absent

Brandon Desh: Present

Dee Moore: Present

Josh Penterman: Present

This information was posted in the following public formats:

- The Voice News (weekly area newspaper)
- Farmers' Merchants Bank - Palmyra
- Palmyra Post Office
- Palmyra High School
- Bennet Post Office
- Bennet Elementary School
- District OR-1 Website - <https://www.districtor1.org/>

1. Call to Order

- Board President Desh called the meeting to order at **6:30 p.m.**

2. Announcement of the Open Meetings Act Posting

- Board President Desh identified the location of the Open Meetings Act Poster on the wall in the meeting room.

- *Please note that no changes to the Open Meeting Act occurred during the latest Legislative session and the current Open Meetings Act information will stay current until further notice.*

3. Action Items

3.1. Presentation, discussion, and or official action to approve the 2023-2024 Palmyra High School Student Handbook. Motion to Approve the 2023-2024 Palmyra High School Student Handbook. This motion, made by Jaimi Calfee and seconded by Josh Penterman, Passed. Dean Busch: Yea, Jaimi Calfee: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- Discussion included the correction of a few staff names and staff assignments (these will be corrected and updated as soon as possible) and questions related to junior high school grading.
- No further discussion.

4. Board Retreat: Discussion Items

- The following topics were discussed during the meeting.
 - **Board Goals and Professional Development:** Discussion centered around board standards, upcoming professional learning events, and various ways to improve the efficiency of board meetings.
 - **Budget Overview:** Superintendent Hart presented materials related to the monthly financial reports, a summary of the types and uses of the various school funds, the history of school district levies, property valuations, recent legislative changes, and the impact of these policies on public schools, cost per student averages across various public school districts, special education costs, net option funding, and the purpose of the upcoming joint public hearings.
 - The Joint Public Hearing for Otose County is scheduled for **Thursday, September 21st, beginning at 6:30 p.m.** at the Fair Center Building in Syracuse. This building is located at 135 Plum Street.
 - **Committee Meeting Schedule:** The board committee assignments were reviewed and will be updated again in January 2024. No further discussion.
 - **Construction Update and Project Discussion:** The discussion centered around bus transportation, routes, loading and unloading of students before and after school, expected traffic patterns for the beginning of school at both buildings, playground renovation and parking lots, and pre-cast and concrete work beginning soon at both buildings.
 - **Personnel Update:** Superintendent Hart gave an update on personnel changes in the district and the implementation of more digital processes throughout the district.
 - **Strategic Planning and School Improvement:** Superintendent Hart reviewed the *Guiding Principles* of our strategic planning process and the prioritization summary for strategic planning processes.
 - Both of these documents are now attached to this agenda item.

5. Adjournment

- The meeting was adjourned at 9:00 p.m.

Chairperson

Superintendent

Board of Education Regular Meeting

Monday, July 10, 2023 7:00 PM

Media Center at the Palmyra District OR-1 Public Schools

425 F Street

Palmyra, NE 68418

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Strategic Goal 2: District OR-1 Public Schools will foster a unified community.

Strategic Goal 3: District OR-1 Public Schools will continuously implement (academic) programs and the curriculum needed to remain competitive with other area schools.

Attendance Taken at 7:01 PM.

Dean Busch: Present

Jaimi Calfee: Present

Tim Cheney: Present

Brandon Desh: Present

Dee Moore: Present

Josh Penterman: Present

This information was posted in the following public formats:

- The Voice News (weekly area newspaper)
- Farmers' Merchants Bank - Palmyra
- Palmyra Post Office
- Palmyra High School
- Bennet Post Office
- Bennet Elementary School
- District OR-1 Website - <https://www.districtor1.org/>

1. Call to Order and Pledge of Allegiance

- Board President Desh called the meeting to order at **7:00 p.m.**
- Board President Desh led the board and the patrons in attendance in the Pledge of Allegiance.

2. Announcement of the Open Meetings Act Posting

- Board President Desh identified the location of the Open Meetings Act Poster on the wall in the meeting room.
 - *Please note that no changes to the Open Meetings Act occurred during the latest Legislative session and the current Open Meetings Act information will stay current until further notice.*

3. Building Expansion and Summer Construction Update

- Craig Gies from BIC Construction updated the board on the construction progress at both buildings.
- Areas discussed during the presentation are listed below:
 - Project Timeline Update
 - Safety
 - Communication and Community Updates
- **Bennet Elementary School:**
 - Gym Floor Update
 - Entrances / Exits
 - Parking Lot Discussion: Stalls / Traffic Flow
 - Bus and Parent / Staff Traffic Flow / Efficiency
 - Playground Renovation
- **Palmyra High School:**
 - Entrances / Exits
 - Parking (Please view attached link)
 - [HS Parking for 2023-2024](#)
 - CTE Area
 - Sewer, Streets, and Utilities
 - Pre-cast concrete foundational work will be starting soon at both buildings.
- **Upcoming Construction-Related Meetings:**
 - **Administration Construction Updates:**
 - These meetings take place every other Tuesday beginning at 2:00 p.m. at either Palmyra High School or Bennet Elementary School. The meeting location will change as needed to address priority items at each site.
 - The next meeting is scheduled for **Tuesday, July 25th at Palmyra High School** in the west entrance conference room.
 - **Construction Manager at Risk Construction Board Member Updates:**
 - **Starting on August 14, 2023**, CMAR representatives from BIC Construction will meet with all board members on the second **Monday of each month beginning at 6:30 p.m.** in the media center at Palmyra High School to discuss project progress and current/pending expenditures, changes, etc.
 - Because all board members are scheduled to be in attendance at these CMAR update meetings, the meetings are public and public notice of the meeting will be published accordingly prior to each monthly CMAR meeting.

- Additional information and pictures regarding school construction updates are available on our school website at www.districtor1.org

4. Staff and Student Presentations

- There were no staff or student presentations scheduled at the meeting due to the summer break.
- These presentations will begin again when school starts in the fall.

5. Consent Agenda Motion to approve the consent agenda as presented. This motion, made by Josh Penterman and seconded by Dee Moore, Passed.

Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- No further discussion.

5.1. Approval of Board Agenda

5.2. Approval of minutes of previous meetings

5.3. Approval of Claims/Payment of Bills and Payroll

5.4. Certificated/Classified Hire(s)/Reassignment(s)/Resignation(s)

5.5. Financial Report

6. Public Comment

- Public Comment was presented by Craig Bolz of Palmyra.

7. Administrative Reports

- Due to our building principals and activities director not being in the buildings during the month of July, there was no administrative report presented this month.

7.1. Superintendent's Report Superintendent Hart provided an update and information on the following topics:

- **Option Enrollment:**
 - Some of the topics included: historical and current transportation practices for option students, student costs, option enrollment board policy, and state statute discussion.
- **Bennet Safe Streets and Roads Project:**
 - The attached project description and accompanying letter of support are attached to this agenda item.
- **Olson Complex Family Nights**
 - Please note: The next Family Night is **Tuesday, July 18th, 2023 at the Olson Complex from 6:30 - 8:00 p.m.**

- All students, staff, families, and community patrons are invited to attend these events.
- **Legislative Session Review:**
 - More information about these bills is listed below in the discussion item section of the agenda.
- **Bond Update:**
 - Superintendent Hart provided information relative to the current bond issuance, projections for the issuance of the remaining bond funds, and current bond expenditures and revenues.
 - A summary of the current 2022 bond is attached to this agenda item.
- **Summer Building Projects**
 - Auxiliary Gym Doors
 - Painting
 - HVAC and General Maintenance
 - Carpets and Rooms
- **Personnel Update:**
 - Update on "new to the district" personnel.
- **Beginning of School Information**
 - The first day of school for students K-12 will be **Monday, August 14th, 2023**. *Please note that this is a change from an earlier edition of the 2023-2024 district calendar.*
 - The first day of preschool will be **Tuesday, August 15th, 2023**. *Please note that this is a change from an earlier edition of the 2023-2024 district calendar.*
 - The updated **2023-2024** District OR-1 school calendar is attached to this agenda item.

7.1.1. Bennet Safe Streets and Roads Project Information

- See information attached below.

7.1.2. Legislative Update

- Superintendent Hart provided a summary of the impact of the legislative session on public schools, property taxes, and student learning.

7.1.3. Updated Information on the 2022 General Obligation Bond Superintendent Hart presented information on the 2022 General Obligation Bond:

- An update and general summary overview of the first issuance of the **2022** General Obligation Bond is attached: This information was **updated on July 10, 2023**.
- The projected second bond issuance procedures were discussed.
 - This 2nd bond issuance is projected to occur sometime in the fall of the **2023-2024** school year.

7.1.4. Option Enrollment Update Superintendent Hart presented information on this topic regarding the following areas:

- Special education students requesting option enrollment will now be considered for district admission based on special circumstances and available resources on a "case by case" basis.
- Certain grade levels and programs are still listed at capacity in alignment with future enrollment projections.
- Option Enrollment Transportation
- Option In
- Option Out
- Net Option Funding and State Aid Impact

7.2. Administrative Team Report

- Due to our building principals and activities director being off for the month of July, there is no administrative report for this month

8. Discussion Items- Committee Reports

- No further discussion.
- Board committee assignments will be discussed in more detail at the upcoming board retreat on **Wednesday, July 12th, 2023.**

9. Policy Review

- The policies listed below are policies that are reviewed annually in accordance with NDE and federal or state standards or they are new policies that have been developed in response to the current laws and guidelines established as a result of the most recent legislative session.

9.1. Policy # 1101: Equal Access-Student Groups:

- Discussion centered around clarifying the list of approved "student groups" that can have access to students to share information during the school day, but not during instructional time.
- This list is attached to this agenda item.

9.2. Policies # 1210 and 1220: Title IX

- No further discussion.
- This policy is reviewed annually.

9.3. Policy # 4009: Drug Use

- No further discussion.

9.4. Policy #4025: Professional Boundaries Between Students and Employees

- No further discussion.

- This policy will be reviewed again with all staff at the beginning of the school year in alignment with NDE standards.

9.5. Policy #5004: Full and Part Time Student Enrollment The discussion centered on the following:

- Part-time students are now permitted to enroll in "all courses selected by the students."
- In addition, each district must adopt board policies to allow any resident homeschool student to participate in extracurricular activities, as long as the student meets the eligibility criteria identified.
- NSAA policies will also apply as directed by the NSAA.

9.6. Policy #5102: Alternative Education

- No further discussion.

9.7. Policy #5205: Graduation

- Discussion centered around the five additional graduation credits now needed for personal finance or financial literacy.
- Additional discussion involved conversation about including student volunteer hours and community service for graduation requirements.

9.8. Policy #5415: Bullying Prevention

- No further discussion.
- This policy is required to be reviewed annually.

9.9. Policy #5602: Naloxone

- Discussion revolved around the presence of Narcan (Naloxone) now being secured in schools to help immediately treat potential adverse impacts from drugs.
- Our health services staff is properly trained for these resource allocations and intervention strategies and health services staff will proactively train other staff members as needed to assist with the process and state requirements.

9.10. Policy #6212: Assessments--Academic Content Standards

- No further discussion

9.11. Policy #6215: Collection of Information Relating to Dyslexia

- By July 1 of each year, all school districts will now be required to report information to NDE related to student dyslexia.
 - This new requirement supplements the Legislature's prior measures to eliminate barriers to student reading progress.
- No further discussion

9.12. Policy #6284: Initiations and Hazing

- No further discussion

9.13. Policy #6288: Artificial Intelligence

- Given the recent rise of artificial intelligence, it is recommended that all schools now have a policy to address how to identify acceptable academic practices, plagiarism and academic dishonesty in relation to AI.
- Please see attached document

9.14. Policy #6600. Special Education Policy

- No further discussion

9.15. Policy # 6700: Firearms

- No further discussion

9.16. Policy # 6921: Safe Seizure Schools

- District OR-1 has a program and specially trained staff in place to provide care if a student or staff member has a seizure during school hours or on school property.
- This is an annual training requirement.
- Please see the attached document.

9.17. Policy #6930: Behavioral Points of Contact

- Beginning with the **2023-2024** school year, each school district must designate at least one employee as a "behavioral awareness point of contact" for each building.
- Each "point of contact" must have information about identified supports, including a registry of local mental health and counseling resources.
- The "points of contact" must be listed on the school's website and "in any school directory for the school."
- Beginning in the **2026-2027** school year, every school district must ensure that "each administrator, teacher, paraprofessional, school nurse, and counselor receives "behavioral awareness training."
- In alignment with recent legislative changes and upcoming laws, the following policy will be recommended for inclusion in our district policies.

District OR-1 "Behavioral Awareness Points of Contact" will be:

- **Bennet Elementary School:** Ms. Linde Walter (Elementary Principal) and Mr. Austin Lahmon (Elementary School Counselor).
- **Palmyra High School:** Mr. Heath Johnson (High School Principal), Mrs. Kloreace Linke (District School Psychologist), and Mrs. Kori Vodicka (High School Guidance Counselor).

10. Action Items

10.1. Presentation, discussion, and or official action to approve the update of the Option Enrollment Appendix for 2023-2024. Motion to approve the updated Option Enrollment Appendix for the 2023-2024 school year. This motion, made by Josh Penterman and seconded by Tim Cheney, Passed.

Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- No further discussion.

10.2. Discuss, consider, and take action to approve Policy # 5101: Student Discipline Motion to approve. This motion, made by Dee Moore and seconded by Dean Busch, Passed.

Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- The high school will begin to limit student cell phone usage and Internet access this year in order to proactively address potential future challenges related to technology.
 - These changes are intended to increase engagement and student and staff information security.
- No further discussion

10.3. Presentation, discussion, and or official action to approve Policy #5416 Student Fees and Appendix Motion to reaffirm Parental Involvement Policy #6400. This motion, made by Dean Busch and seconded by Jaimi Calfee, Passed.

Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

Motion to approve. This motion, made by Dean Busch and seconded by Jaimi Calfee, Passed.

Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- No further discussion.

10.4. Presentation, discussion and or official action to reaffirm Board of Education Policy Review Parental and Family Engagement Policy # 6400 Motion to approve. This motion, made by Josh Penterman and seconded by Tim Cheney, Passed.

Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- No further discussion.

10.5. Presentation, discussion, and or official action to approve the 2023-2024 Pre-School Student Handbook. Motion to Approve the 2023-2024 Bennet Elementary Pre-School Handbook. This motion, made by Tim Cheney and seconded by Dean Busch, Passed.

Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- No further discussion.

10.6. Presentation, discussion, and or official action to approve the 2023-2024 Bennet Elementary Student Handbook. Motion to Approve the 2023-2024 Bennet Elementary Student Handbook. This motion, made by Dee Moore and seconded by Josh Penterman, Passed.
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- No further discussion.

10.7. Presentation, discussion, and or official action to update Food Service student prices for the 2023-2024 school year. Motion to approve Food Service Prices for 2023-2024. This motion, made by Josh Penterman and seconded by Dee Moore, Passed.
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- No further discussion.

10.8. Discuss, consider, and take action to approve the recommended Student Fees for the 2023-2024 School Year Motion to approve Student Fees Policy #5416. This motion, made by Dee Moore and seconded by Tim Cheney, Passed.
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- No further discussion.

11. Board of Education Development

- Discussion included topics for the upcoming board retreat on **Wednesday, July 12th beginning at 6:30p.m.** at Transformation Marketing in Palmyra, Ne.

12. Closed Session

12.1. Convene Closed Session Motion to convene closed session to discuss the potential purchase of property as needed to protect the interest of the District. This motion, made by Jaimi Calfee and seconded by Dee Moore, Passed.
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- The closed session began at: 9:09 p.m.
- The closed session ended at: 9:43 p.m.

12.2. Reconvene Meeting from Closed Session Motion to reconvene regular board meeting at 9:43 p.m. This motion, made by Jaimi Calfee and seconded by Josh Penterman, Passed.
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- The regular meeting resumed at 9:43 p.m.

12.3. Approval of any action deemed necessary as a result of the closed session

- No board action was taken following the closed session relating to the potential purchase of property.

13. Topics for Next Month's Agenda **Topics for Next Month:**

- Beginning of School Activities and Events
- "Beginning of School" Schedule
- Review 4000 and 5000 Series Policies
- Second Reading of Designated Policies
- 2023-2024 Budget Projections
- Policy Review on:
 - Attendance Policy
- Strategic Planning Update
- Staff Handbooks
- Other items as needed

14. Adjournment

- The meeting was adjourned at: 9:43 p.m.

Chairperson

Superintendent

Designated Bill Summary
Superintendent Report: Regular Board Meeting:
Date: Monday, August 14, 2023

TO: Palmyra District OR-1 BOE

From: Michael Hart

Re: Designated Bill Summary Report for BOE meeting

- Next month's regular board meeting is scheduled for **Monday, September 11th, 2023 at 7:00 p.m.** at Palmyra High School in the media center.
- Next month's special board meeting to review and approve construction related expenditures is scheduled for **Monday, September 11th, 2023 at 6:30 p.m.** at Palmyra High School in the media center.

A. Consent Agenda Expenditures

Depreciation Fund Claims:

- None

Bond Funds:

- None

Special Building Claims:

- None this month.
- **2022 Construction Account Claims**
 - Please note that this account was opened to secure proceeds and facilitate payment from the initial 2022 bond issuance. *Please note that additional information is contained in the 2022 Bond summary document attached to this agenda item.*
 - **Pay Application # 1: AIA Document August 10, 2023: \$707,517.00**
 - Construction Expenditures and Invoices up to July 31st, 2023
 - **Invoice #11: Clark and Enersen: \$12,628.84**
 - Architectural Services

Transfers from the General Fund:

- **Depreciation: \$125,000**
- **Lunch Fund: \$22,500.00**
- **Activities: \$35,000**
- **Student Yearbook: \$6,000**
 - **Total Transfers: \$188,500**

General Fund Claims: Total claims: \$117,040.60

- **Access Systems Leasing: \$2,357.37** - Copiers at the elementary and high school
- **Amazon Capital Services: \$4,838.51** - High school supplies
- **Casey's: \$770.27** - Bus and vehicle fuel expenses / misc.
- **ESU#4: \$467.50** - Professional development and services.
- **EMC Insurance: \$18,134.00** - Insurance added for construction
- **John Henry's Plumbing-Heating-Air: \$3,845.79** - Elem and HS repairs or maintenance
- **Lovell Excavation: \$2,500.00** - Water meter fix at the west football field
- **Nebraska City Utilities: \$11,217.01** - Utilities.
- **Software Unlimited: \$5,850.00** - Annual fees for Accounting Software
- **Southwest Auto: \$5,135.92** - Vehicle inspections, repairs, and maintenance.
- **Summit Fire Protection: \$5,108.30** - HS and Elem Building Upkeeps
- **TimeClock Plus: \$4,050.00** - Digital timeclock for classified staff
- **Village of Bennet: \$651.89** - Water, electricity, and sewer bill.
- **Village of Palmyra: \$1,513.80** - Water and sewer bill.
- **Whitehead Oil: \$3,225.26** - Diesel fuel.
- **Wood River Energy: \$894.19** - Elementary and high school natural gas.

08/10/2023 11:58 AM

User ID: LAP

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID	1	Fund Number 01	GENERAL FUND	
	252390	A-UNITED AUTOMATIC DOORS & GLASS, INC.	08/14/2023	200.00
01 2620 431 001		HS Repairs & Maintenance		200.00
Total	A-UNITED AUTOMATIC DOORS & GLASS, INC.			200.00
	34549646	Access Systems Leasing	08/14/2023	2,357.37
01 1100 440 001		HS Copier Lease		1,178.69
01 1100 440 003		Elem Copier Lease		1,178.68
Total	Access Systems Leasing			2,357.37
JL71023-5	11PD-GTCH-HJP9	AMAZON CAPITAL SERVICES	08/14/2023	782.62
01 1100 610 001		set of 6- Soft Skin Playground Balls		359.43
01 1100 610 001		LESSON PLANNING		66.73
01 1100 610 001		Air Pump		75.95
01 1100 610 001		Barbell Clips		135.60
01 1100 610 001		Cones- 30 pack		32.99
01 1100 610 001		Lifting Staps		39.95
01 1100 610 001		Chalk		21.99
01 1100 610 001		Floor tape		29.99
01 1100 610 001		PE Book		19.99
6th grade	11YJ-791N-GWVA	AMAZON CAPITAL SERVICES	08/14/2023	175.97
01 1100 610 001		Homesteader (says The Goodlife on it w/r		31.49
01 1100 610 001		Made to Bloom (floral pattern w/gold rin		24.49
01 1100 610 001		stools for flexible seating		119.99
	14P7-44PH-GJAY	AMAZON CAPITAL SERVICES	08/14/2023	12.45
01 1100 610 001		HS General Supplies		12.45
MK71023	1FDC-K6HX-J9F6	AMAZON CAPITAL SERVICES	08/14/2023	13.99
01 1100 610 001		Bassion 50 PCS American Flag Lapel Pin W		13.99
MP71023-2	1FTD-VWWG-G49R	AMAZON CAPITAL SERVICES	08/14/2023	161.90
01 1100 610 001		Rubbermaid Brilliance Airtight Food Stor		65.88
01 1100 610 001		Kexle Nitrile Disposable Gloves Pack of		14.44
01 1100 610 001		Kexle Nitrile Disposable Gloves Pack of		14.44
01 1100 610 001		Kexle Nitrile Disposable Gloves Pack of		14.44
01 1100 610 001		Sharpie Permanent Markers, Ultimate Coll		38.95
01 1100 610 001		Permanent Marker, BLACK, Fine Point, Dur		13.75
	1HCQ-PPPV-HHX1	AMAZON CAPITAL SERVICES	08/14/2023	89.46
01 1100 610 001		HS General Supplies		89.46
	1HJM-JWW6-H6LD	AMAZON CAPITAL SERVICES	08/14/2023	21.99
01 1100 610 001		HS General Supplies		21.99
	1K7P-RNR7-JR7N	AMAZON CAPITAL SERVICES	08/14/2023	182.55
01 1100 610 001		HS General Supplies		182.55
	1PVJ-RMQR-JY3W	AMAZON CAPITAL SERVICES	08/14/2023	301.80
01 1100 640 003		Elem Textbooks		301.80
HS-0000024	1QCC-F3W6-HNDW	AMAZON CAPITAL SERVICES	08/14/2023	1,997.78
01 1100 610 001		Pyrex 8 Piece Ribbed Bowl (4) Set Includ		199.80
01 1100 610 001		Rubbermaid Disinfectant Dish Drainer, Sm		44.12
01 1100 610 001		Norpro 3-Cup Stainless Steel Rotary Hand		42.24
01 1100 610 001		Mueller Ultra-Stick 500 Watt 9-Speed Imm		39.94
01 1100 610 001		ExcelSteel Heavy Duty Handles and Self-d		75.96

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 1100 610 001		Farberware Large Cutting Board, Dishwash		44.00
01 1100 610 001		Pyrex 3 Piece Glass Measuring Cup Set, 1		88.36
01 1100 610 001		AOTBAT Kitchen Towels and Dishcloths Set		91.96
01 1100 610 001		Gorilla Grip Mixing Bowls Set of 3, Slip		73.80
01 1100 610 001		KitchenAid Classic Series Stand Mixer, 4		1,297.60
HS-0000019	1TQ1-FDLT-HH99	AMAZON CAPITAL SERVICES	08/14/2023	1,098.00
01 1100 610 001		Canon EOS Rebel T7 DSLR Camera 2 Lens Ki		1,098.00
Total AMAZON CAPITAL SERVICES				4,838.51
06212023	999-2023-38	Architectual Arts	08/14/2023	89.00
01 1100 610 001		HS General Supplies		89.00
Total Architectual Arts				89.00
RG71023-2	28858	Avant Assesment, LLC	08/14/2023	199.50
01 1100 610 001		HS General Supplies		199.50
Total Avant Assesment, LLC				199.50
	2023-24 FAX SUBSC	Brown, Burke	08/14/2023	119.50
01 2510 382 001		HS Telephone		59.75
01 2510 382 003		Elem Telephone		59.75
Total Brown, Burke				119.50
	2023 QRT4 MIL EB	BUDDENBERG, EMILY	08/14/2023	96.29
01 2151 333 003		Sped Speech Elem MILEAGE PAID TO STAFF		96.29
	2023 SUMMER MIL EM	BUDDENBERG, EMILY	08/14/2023	29.48
01 2151 333 003		Sped Speech Elem MILEAGE PAID TO STAFF		29.48
Total BUDDENBERG, EMILY				125.77
	9471	CANDLEWOOD SUITES KEARNEY	08/14/2023	389.85
01 2410 580 001		HS Principal Travel Expenses		389.85
Total CANDLEWOOD SUITES KEARNEY				389.85
	DN046 - 08222023	CASEY'S BUSINESS MASTERCARD	08/14/2023	770.27
01 2650 626 000		Vehicle Gasoline		506.78
01 2710 626 000		Bus Gas and Oil		263.49
Total CASEY'S BUSINESS MASTERCARD				770.27
	INVOICE-2292-1	Common Curriculum	08/14/2023	1,995.00
01 1100 735 001		HS Technology Software		997.50
01 1100 735 003		Elem Technology Software		997.50
Total Common Curriculum				1,995.00
	2023DOTEXAM CF	COMPLETE CHIROPRACTIC & WELLNESS CENTER	08/14/2023	70.00
01 2710 890 000		Bus Misc. Expenses		70.00
	2023DOTEXAM SD	COMPLETE CHIROPRACTIC & WELLNESS CENTER	08/14/2023	70.00
01 2710 890 000		Bus Misc. Expenses		70.00

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Account Number		Detail Description		Amount
Total		COMPLETE CHIROPRACTIC & WELLNESS CENTER		140.00
	1380816	CORNHUSKER STATE INDUSTRIES	08/14/2023	384.00
01 2610 610 001		HS Custodian Supplies		384.00
Total		CORNHUSKER STATE INDUSTRIES		384.00
	1379842	DAS State ACCTG-Central Finance	08/14/2023	238.13
01 2224 530 000		Internet Service		238.13
Total		DAS State ACCTG-Central Finance		238.13
	MAY2023 - GENERAL	DFC Inc. Decker's Food Center	08/14/2023	138.94
01 1100 610 001		HS General Supplies		111.50
01 1100 610 001		HS General Supplies		13.25
01 1100 610 001		HS General Supplies		14.19
Total		DFC Inc. Decker's Food Center		138.94
	07202023 ELEM WORK	DILLON REMODEL & DESIGN	08/14/2023	550.00
01 2620 431 003		Elem Repairs & Maintenance		550.00
Total		DILLON REMODEL & DESIGN		550.00
	10379	EDUCATIONAL SERVICE UNIT #4	07/31/2023	437.50
01 2330 317 000		District Legal Services		437.50
	10392	EDUCATIONAL SERVICE UNIT #4	08/14/2023	30.00
01 1100 330 001		HS Professional Development		30.00
Total		EDUCATIONAL SERVICE UNIT #4		467.50
	19170	EDUCATIONAL SERVICE UNIT #6	08/14/2023	462.71
01 2224 530 000		Internet Service		462.71
	19180	EDUCATIONAL SERVICE UNIT #6	08/14/2023	40.00
01 6421 330 001		EMPLOYEE TRAINING & DEVELOPMENT SERVICES		40.00
	19210	EDUCATIONAL SERVICE UNIT #6	08/14/2023	360.00
01 6422 330 003		EMPLOYEE TRAINING & DEVELOPMENT SERVICES		360.00
Total		EDUCATIONAL SERVICE UNIT #6		862.71
	7000577917	EMC INSURANCE COMPANIES	08/14/2023	18,134.00
01 2310 520 000		BOE Insurance		1,810.28
01 2610 520 001		HS Building Insurance		2,585.42
01 2610 520 003		Elem Building Insurance		2,585.42
01 2610 520 001		HS Building Insurance		3,927.62
01 2610 520 003		Elem Building Insurance		3,927.63
01 2310 520 000		BOE Insurance		465.57
01 2710 520 000		Bus Insurance		1,826.78
01 2310 520 000		BOE Insurance		440.86
01 2310 520 000		BOE Insurance		52.85
01 2310 520 000		BOE Insurance		215.21
01 2310 520 000		BOE Insurance		291.36
01 2310 810 000		BOE Dues and Fees		5.00
Total		EMC INSURANCE COMPANIES		18,134.00
	ACTION1230713-6648-	FASTSPRING	08/14/2023	900.00

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Account Number		Detail Description		Amount
01 1100 735 001		HS Technology Software		450.00
01 1100 735 003		Elem Technology Software		450.00
Total FASTSPRING				<u>900.00</u>
	INV001108	FES -FOUNDATION FOR EDUCATIONAL SERVICES	08/14/2023	2,152.00
01 2224 530 000		Internet Service		2,152.00
Total FES -FOUNDATION FOR EDUCATIONAL SERVICES				<u>2,152.00</u>
	AUG2023 PAYFLEX	FIRST CONCORD BENEFITS	08/14/2023	100.00
01 2510 890 000		Superintendent Secretary Misc. Expenses		100.00
Total FIRST CONCORD BENEFITS				<u>100.00</u>
	L 42824	Glass Edge of Lincoln	08/14/2023	475.00
01 2620 431 003		Elem Repairs & Maintenance		475.00
Total Glass Edge of Lincoln				<u>475.00</u>
	600302051 BUILDASIGN	Hanger, Jennifer	08/14/2023	490.10
01 1100 610 003		Elem General Supplies		490.10
Total Hanger, Jennifer				<u>490.10</u>
CUSTOD-1-2023	753799170	HOME DEPOT PRO, THE	08/14/2023	61.21
01 1100 610 003		Bar Mop Towels		61.21
Total HOME DEPOT PRO, THE				<u>61.21</u>
Bm71023-8	365430969	J.W. PEPPER & SON INC.	08/14/2023	25.00
01 1100 610 001 2 103		Show Choir Music for the year		25.00
Total J.W. PEPPER & SON INC.				<u>25.00</u>
	29277	JOHN HENRY'S PLUMBING-HEATING-AIR	08/14/2023	2,246.00
01 2620 431 003		Elem Repairs & Maintenance		2,246.00
	488371	JOHN HENRY'S PLUMBING-HEATING-AIR	08/14/2023	499.79
01 2610 610 003		Elem Custodian Supplies		499.79
	489118	JOHN HENRY'S PLUMBING-HEATING-AIR	08/14/2023	1,100.00
01 2620 431 001		HS Repairs & Maintenance		1,100.00
Total JOHN HENRY'S PLUMBING-HEATING-AIR				<u>3,845.79</u>
	2023 ADMIN TRAVEL	JOHNSON, HEATH	08/14/2023	34.33
01 2410 580 001		HS Principal Travel Expenses		16.20
01 2410 580 001		HS Principal Travel Expenses		18.13
Total JOHNSON, HEATH				<u>34.33</u>
	10525105	JourneyEd.com, Inc.	08/14/2023	500.00
01 1100 610 001		HS General Supplies		250.00
01 1100 610 003		Elem General Supplies		250.00
Total JourneyEd.com, Inc.				<u>500.00</u>
	INV763775	KURITA AMERICA INC	08/14/2023	440.36
01 2610 431 003		Elem Upkeep of Building		440.36
Total KURITA AMERICA INC				<u>440.36</u>

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	110686	LAWN ONE LLC	08/14/2023	367.00
01 2630 431 001		CARE & UPKEEP OF FB FIELD		367.00
Total	LAWN ONE LLC			367.00
	1663	LOVELL EXCAVATION	08/14/2023	2,500.00
01 2620 431 001		HS Repairs & Maintenance		2,500.00
Total	LOVELL EXCAVATION			2,500.00
	52200797	MATHESON-TRI-GAS INC	08/14/2023	74.33
01 1100 610 001		HS General Supplies		74.33
Total	MATHESON-TRI-GAS INC			74.33
	16220	MATTICE LOCK & SAFE	08/14/2023	2,477.75
01 1100 610 001		HS General Supplies		2,477.75
	16660	MATTICE LOCK & SAFE	08/14/2023	142.50
01 2610 610 001		HS Custodian Supplies		71.25
01 2610 610 003		Elem Custodian Supplies		71.25
Total	MATTICE LOCK & SAFE			2,620.25
	IN23241	Meininger Fire Protection, Inc	08/14/2023	265.00
01 2620 431 001		HS Repairs & Maintenance		265.00
	IN23242	Meininger Fire Protection, Inc	08/14/2023	285.00
01 2620 431 003		Elem Repairs & Maintenance		285.00
Total	Meininger Fire Protection, Inc			550.00
	13878	MENARDS	08/14/2023	209.60
01 2610 610 001		HS Custodian Supplies		209.60
	14451	MENARDS	08/14/2023	427.97
01 2610 610 001		HS Custodian Supplies		238.21
01 2510 610 000		Superintendent Secretary Office Supplies		189.76
	14688	MENARDS	08/14/2023	162.65
01 2610 610 003		Elem Custodian Supplies		162.65
Total	MENARDS			800.22
	2023 FIELD GROOMING	MIDWEST SYNTHETIC TURF PROFESSIONALS, LLC	08/14/2023	3,000.00
01 2630 431 001		CARE & UPKEEP OF FB FIELD		3,000.00
Total	MIDWEST SYNTHETIC TURF PROFESSIONALS, LLC			3,000.00
	2023-24 NEWMEMB CW	NASPA - NEBRASKA ASSOCIATION OF SCHOOL PERSONNEL ADMINISTRATORS	08/14/2023	40.00
01 2510 810 000		DUES AND FEES		40.00
	2023-24 RENEWAL MEMB	NASPA - NEBRASKA ASSOCIATION OF SCHOOL PERSONNEL ADMINISTRATORS	08/14/2023	40.00
01 2320 810 000		Superintendent Dues and Fees		40.00
Total	NASPA - NEBRASKA ASSOCIATION OF SCHOOL PERSONNEL ADMINISTRATORS			80.00
	2023 RENEWAL MEMBER	NATIONAL ASSOCIATION OF SCHOOL NURSES	08/14/2023	125.00
01 2130 810 000		NURSE DUES AND FEES		125.00
Total	NATIONAL ASSOCIATION OF SCHOOL NURSES			125.00
	2023 PHS PHILLIPS	NATIONWIDE	08/14/2023	198.00

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2510 520 000		BONDING INSURANCE		198.00
Total	NATIONWIDE			198.00
01 2610 621 001	1546 - 07242023	NEBRASKA CITY UTILITIES HS Utilities - ELECTRICITY	08/14/2023	81.13
01 2610 621 003	3273 - 07242023	NEBRASKA CITY UTILITIES Elem Utilities - ELECTRICITY	08/14/2023	4,155.50
01 2610 621 001	3321 - 07242023	NEBRASKA CITY UTILITIES HS Utilities - ELECTRICITY	08/14/2023	6,174.17
01 2610 621 001	39368 - 07242023	NEBRASKA CITY UTILITIES HS Utilities - ELECTRICITY	08/14/2023	29.85
01 2610 621 001	43577 - 07242023	NEBRASKA CITY UTILITIES HS Utilities - ELECTRICITY	08/14/2023	27.23
01 2610 621 001	43679 - 07242023	NEBRASKA CITY UTILITIES HS Utilities - ELECTRICITY	08/14/2023	112.40
01 2610 621 001	44277 - 07242023	NEBRASKA CITY UTILITIES HS Utilities - ELECTRICITY	08/14/2023	46.23
01 2610 621 001	44718 - 07242023	NEBRASKA CITY UTILITIES HS Utilities - ELECTRICITY	08/14/2023	548.35
01 2610 621 001	96622 - 07242023	NEBRASKA CITY UTILITIES HS Utilities - ELECTRICITY	08/14/2023	42.15
Total	NEBRASKA CITY UTILITIES			11,217.01
01 2510 810 000	2023-24 MEMBERSHIP	NEBRASKA COUNCIL OF SCHOOL ADMIN. DUES AND FEES	08/14/2023	125.00
01 2410 330 001	78082	NEBRASKA COUNCIL OF SCHOOL ADMIN. HS Principal Professional Development	08/14/2023	225.00
01 2320 330 000	78295	NEBRASKA COUNCIL OF SCHOOL ADMIN. Superintendent Professional Development	08/14/2023	100.00
Total	NEBRASKA COUNCIL OF SCHOOL ADMIN.			450.00
01 2610 431 001	96050	NEBRASKA STATE FIRE MARSHAL HS Upkeep of Building	08/14/2023	120.00
Total	NEBRASKA STATE FIRE MARSHAL			120.00
01 1100 735 001	INVOICE-224527	NOTABLE, INC HS Technology Software	08/14/2023	1,125.00
01 1100 735 003		Elem Technology Software		1,125.00
Total	NOTABLE, INC			2,250.00
01 2900 610 001 0 006	2023	NVAA DISTRICT 1 FFA	08/14/2023	150.00
Total	NVAA DISTRICT 1			150.00
01 6408 320 000	JULY2023 PT - JO	O'Neil, Jan IDEA Part B Birth-4 Pre-diagnosis	08/14/2023	1,095.74
01 2171 320 003		Physical Therapy Elem Contracted Service		589.98
01 6408 320 000	JUNE2023 PT - JO	O'Neil, Jan Physical Therapy Elem Contracted Service	08/14/2023	1,529.57
01 2171 320 003		Physical Therapy Elem Contracted Service		637.60

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Account Number		Detail Description		Amount
Total	O'Neil, Jan			3,262.91
	2022129865	ONE SOURCE THE BACKGROUND CHECK COMPANY	08/14/2023	238.00
01 2310 890 000		BOE Misc. Expenses		238.00
Total	ONE SOURCE THE BACKGROUND CHECK COMPANY			238.00
	MAR/APR/MAY/JUNE23	OSWALD, JEN	08/14/2023	617.67
01 2712 332 003		Elem Sped Parent Mileage		617.67
Total	OSWALD, JEN			617.67
	AUGUST 2023 REIMB	PALMYRA ACTIVITY FUND	08/14/2023	503.77
01 1300 610 003		Summer School Supplies		52.38
01 2510 810 000		DUES AND FEES		39.99
01 2510 531 001		HS Postage		175.70
01 2510 531 003		Elem Postage		175.70
01 2510 810 000		DUES AND FEES		60.00
Total	PALMYRA ACTIVITY FUND			503.77
	96	Perry, Guthery, Hasse & Gessford, P.C., L.L.O.	08/14/2023	6,203.60
01 2330 317 000		District Legal Services		6,203.60
Total	Perry, Guthery, Hasse & Gessford, P.C., L.L.O.			6,203.60
	3317711483	PITNEY BOWS GLOBAL FINANCIAL SERVICES LL	08/14/2023	142.53
01 2510 440 000		Superintendent Copier/Mail Lease		142.53
Total	PITNEY BOWS GLOBAL FINANCIAL SERVICES LL			142.53
	2023 JULY MILEAGE	POHLEN, ELIZABETH	08/14/2023	41.40
01 2161 333 001		SPED HS OT MILEAGE		41.40
	2023 JUNE MILEAGE	POHLEN, ELIZABETH	08/14/2023	68.12
01 2161 333 001		SPED HS OT MILEAGE		68.12
Total	POHLEN, ELIZABETH			109.52
	072023 POSTAGE RETUR	Powell, Jane	08/14/2023	278.23
01 2510 531 001		HS Postage		278.23
	2023 BANDCAMPBELTS	Powell, Jane	08/14/2023	318.22
01 1100 610 001 2 102		HS INSTRUMENTAL SUPPLIES		318.22
Total	Powell, Jane			596.45
	33644362	QUILL	08/14/2023	388.68
01 2510 610 000		Superintendent Secretary Office Supplies		388.68
	33694972	QUILL	08/14/2023	91.25
01 2510 610 000		Superintendent Secretary Office Supplies		91.25
Total	QUILL			479.93
	08242023 PHS	RECYCLING ENTERPRISES OF NE, INC.	08/14/2023	400.00
01 2610 431 001		HS Upkeep of Building		400.00
Total	RECYCLING ENTERPRISES OF NE, INC.			400.00

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	2023PHS FLOORS	Shepard Floors	08/14/2023	3,650.00
01 2620 431 001		HS Repairs & Maintenance		3,650.00
Total	Shepard Floors			3,650.00
	2737-7	Sherwin-Williams CO., The	08/14/2023	236.96
01 2610 610 001		HS Custodian Supplies		236.96
Total	Sherwin-Williams CO., The			236.96
	20230620-144	SOFTWARE UNLIMITED, INC.	08/14/2023	5,850.00
01 2510 315 000		Accounting and Auditing Services		5,850.00
Total	SOFTWARE UNLIMITED, INC.			5,850.00
	160615	Southwest Auto	08/14/2023	147.00
01 2650 431 000		Vehicle Repairs & Maintenance		147.00
	160694	Southwest Auto	08/14/2023	310.42
01 2650 431 000		Vehicle Repairs & Maintenance		310.42
	160701	Southwest Auto	08/14/2023	723.20
01 2650 431 000		Vehicle Repairs & Maintenance		723.20
	160702	Southwest Auto	08/14/2023	269.20
01 2650 431 000		Vehicle Repairs & Maintenance		269.20
	160719	Southwest Auto	08/14/2023	147.00
01 2650 431 000		Vehicle Repairs & Maintenance		147.00
	160728	Southwest Auto	08/14/2023	1,044.21
01 2650 431 000		Vehicle Repairs & Maintenance		1,044.21
	160775	Southwest Auto	08/14/2023	2,494.89
01 2730 431 000		BUS & VEHICLE SERVICING & MAINTENANCE		2,494.89
Total	Southwest Auto			5,135.92
	0153467	STERLING COMPUTERS	08/14/2023	3,053.61
01 1100 733 001		HS Furniture and Fixtures		1,526.81
01 1100 733 003		Elem Furniture and Fixtures		1,526.80
Total	STERLING COMPUTERS			3,053.61
	110408653	SUMMIT FIRE PROTECTION	08/14/2023	189.50
01 2610 431 001		HS Upkeep of Building		189.50
	110409206	SUMMIT FIRE PROTECTION	08/14/2023	2,427.00
01 2610 431 001		HS Upkeep of Building		2,427.00
	110409207	SUMMIT FIRE PROTECTION	08/14/2023	1,352.80
01 2610 431 003		Elem Upkeep of Building		1,352.80
	110409386	SUMMIT FIRE PROTECTION	08/14/2023	1,139.00
01 2610 431 003		Elem Upkeep of Building		1,139.00
Total	SUMMIT FIRE PROTECTION			5,108.30
	INV00277041	TIMECLOCK PLUS, LLC	08/14/2023	4,050.00
01 2510 315 000		Accounting and Auditing Services		4,050.00
Total	TIMECLOCK PLUS, LLC			4,050.00
	2213W5249 - 08072023	TRAVELERS CL REMITTANCE CENTER	08/14/2023	40.00
01 2510 520 000		BONDING INSURANCE		40.00
Total	TRAVELERS CL REMITTANCE CENTER			40.00

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Account Number		Detail Description		Amount
	879537	Uribe Refuse Services, Inc.	08/14/2023	290.00
01 2610 431 003		Elem Upkeep of Building		290.00
Total	Uribe Refuse Services, Inc.			<u>290.00</u>
	77589	VILLAGE OF BENNET	08/14/2023	631.89
01 2610 621 003		Elem Utilities		36.56
01 2610 410 003		Elem Water & Sewer		595.33
Total	VILLAGE OF BENNET			<u>631.89</u>
	107003 - 08102023	VILLAGE OF PALMYRA	08/14/2023	26.00
01 2610 410 001		HS Water & Sewer		26.00
	230001 - 08102023	VILLAGE OF PALMYRA	08/14/2023	26.00
01 2610 410 001		HS Water & Sewer		26.00
	257001 - 08102023	VILLAGE OF PALMYRA	08/14/2023	151.50
01 2610 410 001		HS Water & Sewer		151.50
	274001 - 08102023	VILLAGE OF PALMYRA	08/14/2023	26.00
01 2610 410 001		HS Water & Sewer		26.00
	286002 - 08102023	VILLAGE OF PALMYRA	08/14/2023	1,284.30
01 2610 410 001		HS Water & Sewer		1,284.30
Total	VILLAGE OF PALMYRA			<u>1,513.80</u>
OFFICE-10-2022	92021219	VIRCO Inc.	08/14/2023	4,670.00
01 1100 733 003		Elem Furniture and Fixtures		3,205.25
01 1100 733 003		Elem Furniture and Fixtures		1,464.75
Total	VIRCO Inc.			<u>4,670.00</u>
	2023-25 SUBSCRIPTION	VOICE NEWS	08/14/2023	80.00
01 2220 640 001		HS Library Books/Periodicals		80.00
	3027301	VOICE NEWS	08/14/2023	10.07
01 2310 540 000		BOE Advertising		10.07
	3027305	VOICE NEWS	08/14/2023	10.92
01 2310 540 000		BOE Advertising		10.92
	3027306	VOICE NEWS	08/14/2023	10.50
01 2310 540 000		BOE Advertising		10.50
	3027522	VOICE NEWS	08/14/2023	9.65
01 2310 540 000		BOE Advertising		9.65
	3027907	VOICE NEWS	08/14/2023	59.31
01 2310 540 000		BOE Advertising		59.31
	3027908	VOICE NEWS	08/14/2023	256.24
01 2310 540 000		BOE Advertising		256.24
	3027909	VOICE NEWS	08/14/2023	9.65
01 2310 540 000		BOE Advertising		9.65
	3028048	VOICE NEWS	08/14/2023	61.83
01 2310 540 000		BOE Advertising		61.83
Total	VOICE NEWS			<u>508.17</u>
	INV-25967	WHITEHEAD OIL CO	08/14/2023	3,225.26
01 2710 626 000		Bus Gas and Oil		3,225.26
Total	WHITEHEAD OIL CO			<u>3,225.26</u>

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	091969071 - 07072023	WINDSTREAM	08/14/2023	102.47
01 2510 382 001		HS Telephone		102.47
Total	WINDSTREAM			102.47
	342849	WOODRIVER ENERGY LLC	08/14/2023	463.78
01 2610 621 001		HS Utilities		119.39
01 2610 621 003		Elem Utilities		98.75
01 2610 621 001		HS Utilities		245.64
	350698	WOODRIVER ENERGY LLC	08/14/2023	430.41
01 2610 621 001		HS Utilities		119.17
01 2610 621 003		Elem Utilities		98.38
01 2610 621 001		HS Utilities		195.90
01 2610 621 003		Elem Utilities		16.96
Total	WOODRIVER ENERGY LLC			894.19
Fund Number	01			117,040.60
Checking Account ID	1			117,040.60

Payroll: July 15, 2023 - \$552,460.68

Bills: August 14, 2023 - \$117,040.60

Total: \$669,501.28

Expenditure Report by Function/Object - Summary

08/10/2023 11:54 AM

User ID: LAP

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
4500 CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4581 CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4590 ARRA: STATE FISCAL STAB FUNDS NON-SPEC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4600 ARRA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4610 ARRA: IDEA PART B(611) ENROLL/POV	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4630 ARRA: IDEA PRESCHOOL(619) ENROLL/POV	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4690 OTHER FED NON-CAT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4700 BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4730 PERKINS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4955 ARRA ESEA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4990 TITLE IV, PRT A NCLB -SAFE & DRUG FREE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4995 TITLE II, PART D NCLB TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4994 SPED CONTINUOUS IMPROVEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5000 DEBT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6200 TITLE 1 IMPROVING PROGRAMS FEDERAL SERVI	72,500.00	5,427.30	62,516.05	86.23	9,984.95	0.00	0.00	9,984.95
6310 NCLB TITLE II PART A	4,000.00	0.00	0.00	0.00	4,000.00	0.00	0.00	4,000.00
6330 REAP GRANT	500.00	0.00	0.00	0.00	500.00	0.00	0.00	500.00
6406 IDEA PRESCHOOL	6,500.00	429.82	3,863.60	59.75	2,616.40	0.00	0.00	2,616.40
6408 IDEA ENROLLMENT/POVERTY	202,400.00	8,044.00	145,935.66	72.10	56,464.34	0.00	0.00	56,464.34
6411 IDEA EARLY INTERVENING SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6412 IDEA PART B PORPORTIONATE SHARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6421 ESU SCHOOL PSYCHOLOGY	23,500.00	0.00	1,631.00	6.94	21,869.00	0.00	0.00	21,869.00
6422 IDEA ARP AGES 3-5	0.00	2,173.60	2,173.60	0.00	(2,173.60)	0.00	0.00	(2,173.60)
6690 OTHER FEDERAL NON-CAT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6700 CARL PERKINS FED VOCATIONAL&APPLIED TECH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6810 TITLE 1, ESSA ACCOUNTABILITY IMPROVING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6969 TITLE IV PART A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6990 OTHER FEDERAL CATEGORY PROGRAMS	50,000.00	0.00	48,896.00	97.67	1,164.00	0.00	0.00	1,164.00
6992 REAP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6996 COVID-19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6997 CRRSA/ESSER II	0.00	0.00	97,875.38	0.00	(97,875.38)	0.00	0.00	(97,875.38)
6998 ESSER III	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8000 TRANSFERS (OUTGOING)	186,000.00	0.00	0.00	0.00	186,000.00	0.00	0.00	186,000.00
9000 NON-PROGRAM EXPENDITURES	0.00	0.00	3,055.71	0.00	(3,055.71)	0.00	0.00	(3,055.71)
01 GENERAL FUND	6,574,905.00	570,461.56	7,649,515.83	89.77	925,369.17	0.00	48,222.77	877,166.40

Expenditure Re: by Function/Object - Summary

July 19, 2023

Dear Mr. Hart and Ms. Walter-

It is with mixed emotions that I make this decision to submit my resignation from District OR-1, effective September 1, 2023. After much consideration, I have decided to pursue my other professional passions including my own Occupational Therapy business, Inspire OT.

I am grateful for my time at District OR-1 and have enjoyed working with each and every student, child and family that I serve! I have also met some great team members who have inspired me along the way!

Please let me know how I can best support the transition process, whether it involves training a replacement, completing anything prior to my departure, etc. If there are ways I can serve the District after my departure including helping with child passenger safety, early intervention support, or short term OT coverage, please let me know.

I appreciate your understanding regarding my decision and am so grateful for the opportunities I've had for personal and professional growth while at District-OR1.

Sincerely,

A handwritten signature in black ink that reads "Liz Pohlem". The signature is written in a cursive, flowing style.

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 01 GENERAL FUND				
<u>Current Assets</u>				
01 101	CASH IN BANK	3,340,051.19	(463,135.95)	2,876,915.24
01 900	Cash County Treasurer	852,455.86	0.00	852,455.86
	Current Assets Subtotal:	4,192,507.05	(463,135.95)	3,729,371.10
<u>Other Assets</u>				
01 390	Budgeted Revenue	8,589,193.29	0.00	8,589,193.29
01 392	Less: Revenue Received	(7,550,567.85)	(106,956.45)	(7,657,524.30)
	Other Assets Subtotal:	1,038,625.44	(106,956.45)	931,668.99
Total Assets and Deferred Outflows of Resources:		5,231,132.49	(570,092.40)	4,661,040.09
<u>Current Liabilities</u>				
01 450	PAYROLL DEDUCTION PAYABLE	0.00	0.00	0.00
01 451	FICA PAYABLE	0.00	0.00	0.00
01 452	FIT PAYABLE	(201.72)	0.00	(201.72)
01 453	INSURANCE PAYABLE	(9,831.13)	369.16	(9,461.97)
01 454	RETIREMENT PAYABLE	2,858.75	0.00	2,858.75
01 455	SIT PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	(7,174.10)	369.16	(6,804.94)
<u>Other Liabilities</u>				
01 690	Budgeted Expenditures	8,574,905.00	0.00	8,574,905.00
01 692	Less: Expenditures to Date	(7,079,054.27)	(570,461.56)	(7,649,515.83)
	Other Liabilities Subtotal:	1,495,850.73	(570,461.56)	925,389.17
<u>Fund Balance</u>				
01 704	Fund Balance - Regular Unspent	3,728,167.57	0.00	3,728,167.57
01 705	Budgeted Fund Balance	14,288.29	0.00	14,288.29
	Fund Balance Subtotal:	3,742,455.86	0.00	3,742,455.86
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		5,231,132.49	(570,092.40)	4,661,040.09

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 02 Depreciation				
<u>Current Assets</u>				
02 101	CASH	207,168.79	0.00	207,168.79
	Current Assets Subtotal:	<u>207,168.79</u>	<u>0.00</u>	<u>207,168.79</u>
<u>Other Assets</u>				
02 390	BUDGETED REVENUE	7,507.67	0.00	7,507.67
02 392	LESS: REVENUE RECEIVED	(1,342.67)	0.00	(1,342.67)
	Other Assets Subtotal:	<u>6,165.00</u>	<u>0.00</u>	<u>6,165.00</u>
Total Assets and Deferred Outflows of Resources:		<u>213,333.79</u>	<u>0.00</u>	<u>213,333.79</u>
<u>Other Liabilities</u>				
02 690	BUDGETED EXPENDITURES	124,916.05	0.00	124,916.05
02 692	LESS: EXPENDITURES TO DATE	(66,307.29)	0.00	(66,307.29)
	Other Liabilities Subtotal:	<u>58,608.76</u>	<u>0.00</u>	<u>58,608.76</u>
<u>Fund Balance</u>				
02 704	FUND BALANCE	272,133.41	0.00	272,133.41
02 705	BUDGETED FUND BALANCE	(117,408.38)	0.00	(117,408.38)
	Fund Balance Subtotal:	<u>154,725.03</u>	<u>0.00</u>	<u>154,725.03</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		<u>213,333.79</u>	<u>0.00</u>	<u>213,333.79</u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 03 Unemployment				
<u>Current Assets</u>				
03 101	CASH	19,550.41	3.29	19,553.70
03 106	SAVINGS CERTIFICATES	20,000.00	0.00	20,000.00
	Current Assets Subtotal:	<u>39,550.41</u>	<u>3.29</u>	<u>39,553.70</u>
<u>Other Assets</u>				
03 390	BUDGETED REVENUE	56.25	0.00	56.25
03 392	LESS: REVENUE RECEIVED	(7,816.93)	(3.29)	(7,820.22)
	Other Assets Subtotal:	<u>(7,760.68)</u>	<u>(3.29)</u>	<u>(7,763.97)</u>
	Total Assets and Deferred Outflows of Resources:	<u><u>31,789.73</u></u>	<u><u>0.00</u></u>	<u><u>31,789.73</u></u>
<u>Other Liabilities</u>				
03 692	LESS: EXPENDITURES TO DATE	(7,383.60)	0.00	(7,383.60)
	Other Liabilities Subtotal:	<u>(7,383.60)</u>	<u>0.00</u>	<u>(7,383.60)</u>
<u>Fund Balance</u>				
03 704	FUND BALANCE	39,117.08	0.00	39,117.08
03 705	BUDGETED FUND BALANCE	56.25	0.00	56.25
	Fund Balance Subtotal:	<u>39,173.33</u>	<u>0.00</u>	<u>39,173.33</u>
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	<u><u>31,789.73</u></u>	<u><u>0.00</u></u>	<u><u>31,789.73</u></u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 05 Activity Fund				
<u>Current Assets</u>				
05 101	CASH	199,711.72	6,177.07	205,888.79
	Current Assets Subtotal:	199,711.72	6,177.07	205,888.79
<u>Other Assets</u>				
05 390	BUDGETED REVENUE	212,805.66	0.00	212,805.66
05 392	LESS: REVENUE RECEIVED	(248,687.19)	(8,976.77)	(257,663.96)
	Other Assets Subtotal:	(35,881.53)	(8,976.77)	(44,858.30)
Total Assets and Deferred Outflows of Resources:		163,830.19	(2,799.70)	161,030.49
<u>Other Liabilities</u>				
05 690	BUDGETED EXPENDITURES	203,559.37	0.00	203,559.37
05 692	LESS: EXPENDITURES TO DATE	(259,773.38)	(2,799.70)	(262,573.08)
	Other Liabilities Subtotal:	(56,214.01)	(2,799.70)	(59,013.71)
<u>Fund Balance</u>				
05 704 0001	ATHLETICS	61,644.17	0.00	61,644.17
05 704 0002	ANNUAL	10,366.23	0.00	10,366.23
05 704 0003	MUSIC	1,058.67	0.00	1,058.67
05 704 0004	ELEMENTARY UNIT	12,991.36	0.00	12,991.36
05 704 0005	STUDENT COUNCIL	4,303.86	0.00	4,303.86
05 704 0006	FFA	7,934.56	0.00	7,934.56
05 704 0007	HIGH SCHOOL UNIT	3,327.07	0.00	3,327.07
05 704 0008	LIFE SKILLS	486.54	0.00	486.54
05 704 0009	FCCLA	457.48	0.00	457.48
05 704 0010	MISC ACCOUNT	2,084.99	0.00	2,084.99
05 704 0011	ART CLUB	558.08	0.00	558.08
05 704 0012	NATIONAL HONOR SOCIETY	320.71	0.00	320.71
05 704 0013	SPEECH	243.38	0.00	243.38
05 704 0014	1ST GRADE	621.48	0.00	621.48
05 704 0015	BOYS BASKETBALL	2,786.23	0.00	2,786.23
05 704 0016	CONCESSIONS	6,405.15	0.00	6,405.15
05 704 0017	GIRLS BASKETBALL	1,620.70	0.00	1,620.70
05 704 0019	INTEREST	618.71	0.00	618.71
05 704 0020	UNION BANK	3,067.38	0.00	3,067.38
05 704 0021	HS TRACK	855.58	0.00	855.58
05 704 0022	FIELDS SCHOLARSHIP	4,263.80	0.00	4,263.80
05 704 0023	CROSS COUNTRY	1,773.97	0.00	1,773.97
05 704 0024	INDUSTRIAL ARTS SHOP	1,320.69	0.00	1,320.69
05 704 0025	LIBRARY	1,186.55	0.00	1,186.55
05 704 0026	PARTY GROUP	792.79	0.00	792.79
05 704 0028	MUSICAL/DRAMA	5,820.98	0.00	5,820.98
05 704 0029	WRESTLING	3,226.91	0.00	3,226.91

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
05 704 0030	GENERAL FUND REIMBURSEMENT	(159.94)	0.00	(159.94)
05 704 0031	ELEM STUDENT COUNCIL	1,017.50	0.00	1,017.50
05 704 0032	WEIGHTS	3,074.52	0.00	3,074.52
05 704 0033	VOLLEYBALL ACCOUNT	4,700.96	0.00	4,700.96
05 704 0034	IMPREST FUND	2,000.00	0.00	2,000.00
05 704 0035	BENNET BOOSTERS	1,589.67	0.00	1,589.67
05 704 0036	CHEERLEADING	4,340.76	0.00	4,340.76
05 704 0037	BENNET BACK-PACK PROGRAM	929.59	0.00	929.59
05 704 0038	CLASS OF 2023	4,958.40	0.00	4,958.40
05 704 0041	QUIZ BOWL	560.08	0.00	560.08
05 704 0047	NATIONAL BREAST CANCER FOUNDATION	0.01	0.00	0.01
05 704 0049	SHOW CHOIR	571.79	0.00	571.79
05 704 0050	CHROMEBOOK INSURANCE	41,430.02	0.00	41,430.02
05 704 0052	CIRCLE OF FRIENDS	864.58	0.00	864.58
05 704 0053	CLASS OF 2022	48.00	0.00	48.00
05 704 0054	UNIFIED SPORTS	805.93	0.00	805.93
05 704 0055	FOOTBALL	3,928.02	0.00	3,928.02
05 705	BUDGETED FUND BALANCE	9,246.29	0.00	9,246.29
	Fund Balance Subtotal:	220,044.20	0.00	220,044.20
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		163,830.19	(2,799.70)	161,030.49

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 06 Hot Lunch				
<u>Current Assets</u>				
06 101	CASH	263,611.62	(2,886.67)	260,724.95
	Current Assets Subtotal:	<u>263,611.62</u>	<u>(2,886.67)</u>	<u>260,724.95</u>
<u>Other Assets</u>				
06 390	BUDGETED REVENUE	541,034.56	0.00	541,034.56
06 392	LESS: REVENUE RECEIVED	(439,972.31)	(187.95)	(440,160.26)
	Other Assets Subtotal:	<u>101,062.25</u>	<u>(187.95)</u>	<u>100,874.30</u>
Total Assets and Deferred Outflows of Resources:		<u>364,673.87</u>	<u>(3,074.62)</u>	<u>361,599.25</u>
<u>Other Liabilities</u>				
06 690	BUDGETED EXPENDITURES	461,889.40	0.00	461,889.40
06 692	LESS: EXPENDITURES TO DATE	(408,963.25)	(3,074.62)	(412,037.87)
	Other Liabilities Subtotal:	<u>52,926.15</u>	<u>(3,074.62)</u>	<u>49,851.53</u>
<u>Fund Balance</u>				
06 704	FUND BALANCE	232,602.56	0.00	232,602.56
06 705	BUDGETED FUND BALANCE	79,145.16	0.00	79,145.16
	Fund Balance Subtotal:	<u>311,747.72</u>	<u>0.00</u>	<u>311,747.72</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		<u>364,673.87</u>	<u>(3,074.62)</u>	<u>361,599.25</u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 07 Bond				
<u>Current Assets</u>				
07 101	CASH	418,121.87	7,991.28	426,113.15
07 900	Cash County Treasurer	173,221.49	0.00	173,221.49
	Current Assets Subtotal:	<u>591,343.36</u>	<u>7,991.28</u>	<u>599,334.64</u>
<u>Other Assets</u>				
07 390	BUDGETED REVENUE	698,309.72	0.00	698,309.72
07 392	LESS: REVENUE RECEIVED	(657,444.88)	(7,991.28)	(665,436.16)
	Other Assets Subtotal:	<u>40,864.84</u>	<u>(7,991.28)</u>	<u>32,873.56</u>
	Total Assets and Deferred Outflows of Resources:	<u>632,208.20</u>	<u>0.00</u>	<u>632,208.20</u>
<u>Other Liabilities</u>				
07 690	BUDGETED EXPENDITURES	681,700.97	0.00	681,700.97
07 692	LESS: EXPENDITURES TO DATE	(664,995.00)	0.00	(664,995.00)
	Other Liabilities Subtotal:	<u>16,705.97</u>	<u>0.00</u>	<u>16,705.97</u>
<u>Fund Balance</u>				
07 704	FUND BALANCE	598,893.48	0.00	598,893.48
07 705	BUDGETED FUND BALANCE	16,608.75	0.00	16,608.75
	Fund Balance Subtotal:	<u>615,502.23</u>	<u>0.00</u>	<u>615,502.23</u>
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	<u>632,208.20</u>	<u>0.00</u>	<u>632,208.20</u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 08 Special Building Fund				
<u>Current Assets</u>				
08 101	CASH	1,038,330.31	2,161.15	1,040,491.46
08 106	SAVINGS CERTIFICATES	50,000.00	0.00	50,000.00
08 900	Cash County Treasurer	30,850.82	0.00	30,850.82
	Current Assets Subtotal:	<u>1,119,181.13</u>	<u>2,161.15</u>	<u>1,121,342.28</u>
<u>Other Assets</u>				
08 390	BUDGETED REVENUE	180,925.02	0.00	180,925.02
08 392	LESS: REVENUE RECEIVED	(293,527.19)	(2,161.15)	(295,688.34)
	Other Assets Subtotal:	<u>(112,602.17)</u>	<u>(2,161.15)</u>	<u>(114,763.32)</u>
	Total Assets and Deferred Outflows of Resources:	<u>1,006,578.96</u>	<u>0.00</u>	<u>1,006,578.96</u>
<u>Other Liabilities</u>				
08 690	BUDGETED EXPENDITURES	11,650.82	0.00	11,650.82
08 692	LESS: EXPENDITURES TO DATE	(132,625.73)	0.00	(132,625.73)
	Other Liabilities Subtotal:	<u>(120,974.91)</u>	<u>0.00</u>	<u>(120,974.91)</u>
<u>Fund Balance</u>				
08 704	FUND BALANCE	958,279.67	0.00	958,279.67
08 705	BUDGETED FUND BALANCE	169,274.20	0.00	169,274.20
	Fund Balance Subtotal:	<u>1,127,553.87</u>	<u>0.00</u>	<u>1,127,553.87</u>
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	<u>1,006,578.96</u>	<u>0.00</u>	<u>1,006,578.96</u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 09 Qualified Capital Purpose Fund				
<u>Current Assets</u>				
09 101	CASH	242,979.88	1,510.44	244,490.32
	Current Assets Subtotal:	<u>242,979.88</u>	<u>1,510.44</u>	<u>244,490.32</u>
<u>Other Assets</u>				
09 390	BUDGETED REVENUE	212,437.55	0.00	212,437.55
09 392	LESS: REVENUE RECEIVED	(156,906.23)	(1,510.44)	(158,416.67)
09 900	Cash County Treasurer	46,782.98	0.00	46,782.98
	Other Assets Subtotal:	<u>102,314.30</u>	<u>(1,510.44)</u>	<u>100,803.86</u>
	Total Assets and Deferred Outflows of Resources:	<u>345,294.18</u>	<u>0.00</u>	<u>345,294.18</u>
<u>Other Liabilities</u>				
09 690	BUDGETED EXPENDITURES	148,131.25	0.00	148,131.25
09 692	LESS: EXPENDITURES TO DATE	(146,006.25)	0.00	(146,006.25)
	Other Liabilities Subtotal:	<u>2,125.00</u>	<u>0.00</u>	<u>2,125.00</u>
<u>Fund Balance</u>				
09 704	FUND BALANCE	278,862.88	0.00	278,862.88
09 705	BUDGETED FUND BALANCE	64,306.30	0.00	64,306.30
	Fund Balance Subtotal:	<u>343,169.18</u>	<u>0.00</u>	<u>343,169.18</u>
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	<u>345,294.18</u>	<u>0.00</u>	<u>345,294.18</u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 13	2022 Bond Construction			
<u>Current Assets</u>				
13 101	CASH	349,858.29	13,988.18	363,846.47
	Current Assets Subtotal:	349,858.29	13,988.18	363,846.47
<u>Other Assets</u>				
13 392	LESS: REVENUE RECEIVED	(1,618,095.91)	(28,381.05)	(1,646,476.96)
	Other Assets Subtotal:	(1,618,095.91)	(28,381.05)	(1,646,476.96)
Total Assets and Deferred Outflows of Resources:		(1,268,237.62)	(14,392.87)	(1,282,630.49)
<u>Other Liabilities</u>				
13 692	LESS: EXPENDITURES TO DATE	(1,268,237.62)	(14,392.87)	(1,282,630.49)
	Other Liabilities Subtotal:	(1,268,237.62)	(14,392.87)	(1,282,630.49)
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		(1,268,237.62)	(14,392.87)	(1,282,630.49)

Fund: 01 GENERAL FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 1100	LOCAL PROPERTY TAXES	5,700,000.00	19,181.92	4,711,212.07	82.65	988,787.93
01 1115	CARLINE TAX	0.00	21.96	1,824.72	0.00	(1,824.72)
01 1125	MOTOR VEHICLE TAXES	370,000.00	41,821.63	483,096.67	130.57	(113,096.67)
01 1140	Interest Levied Tax	0.00	125.77	293.69	0.00	(293.69)
01 1312	SUMMER SCHOOL TUITION	5,000.00	0.00	4,550.00	91.00	450.00
01 1315	TUITION FROM DISTRICTS - SENCAP	0.00	0.00	1,192.80	0.00	(1,192.80)
01 1370	PRESCHOOL TUITION & FEES	45,000.00	0.00	23,330.00	51.84	21,670.00
01 1510	INTEREST ON INVESTMENTS	1,500.00	365.69	2,153.87	143.59	(653.87)
01 1800	REC PROGRAM - COMMUNITY SERVICES	40,000.00	0.00	25,089.19	62.72	14,910.81
01 1910	RENTAL OF SCHOOL FACILITY	100.00	0.00	325.00	325.00	(225.00)
01 1911	LOCAL LICENSE FEES	300.00	0.00	300.00	100.00	0.00
01 1920	EDUCATION QUEST FOUNDATION	0.00	(225.00)	219.13	0.00	(219.13)
01 1990	OTHER LOCAL RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Subtotal: LOCAL RECIEPTS	6,181,900.00	61,291.97	5,253,387.14	85.26	908,512.86
01 2110	COUNTY FINES & LICENSE FEES	35,000.00	816.73	26,212.20	74.89	8,787.80
01 2210	ESU RECEIPTS	0.00	0.00	2,750.30	0.00	(2,750.30)
	Subtotal: COUNTY AND ESU RECEIPTS	35,000.00	816.73	28,962.50	82.75	6,037.50
01 3110	STATE AID	1,291,541.00	0.00	1,292,707.68	100.09	(1,166.68)
01 3120	SPED SCHOOL AGE	480,000.00	0.00	407,686.62	84.93	72,313.38
01 3130	HOMESTEAD EXEMPTION	200,000.00	18,719.40	67,796.76	33.90	132,203.24
01 3131	PROPERTY TAX CREDIT	0.00	18,273.93	18,273.93	0.00	(18,273.93)
01 3132	Personal Property Tax Credit	0.00	96.02	96.02	0.00	(96.02)
01 3180	PRO-RATE MOTOR VEHICLE	0.00	1,557.98	22,028.50	0.00	(22,028.50)
01 3400	STATE APPORTIONMENT	80,000.00	2,394.43	112,372.17	140.47	(32,372.17)
01 3535	PAYMENTS FOR HIGH ABILITY LEARNERS	6,500.00	0.00	6,457.00	99.34	43.00
01 3540	STATE EARLY CHILDHOOD	100,000.00	0.00	0.00	0.00	100,000.00
	Subtotal: STATE RECEIPTS	2,158,041.00	41,041.76	1,927,418.68	89.31	230,622.32
01 4310	REAP	46,425.00	0.00	50,552.69	108.89	(4,127.69)
01 4505	TITLE 1 PART A - CARRY OVER	39,664.00	0.00	31,656.00	79.81	8,008.00
01 4506	TITLE 1 PART A - CURRENT YEAR	0.00	0.00	10,000.00	0.00	(10,000.00)
01 4509	Title II, Part A ESSA Princ & Teach	5,842.13	0.00	0.00	0.00	5,842.13
01 4516	IDEA PRESCHOOL BASE/IDEA ENROL POVERTY	3,273.00	0.00	1,397.00	42.68	1,876.00
01 4518	IDEA ENROLLMENT/POVERTY	103,868.00	0.00	181,700.00	174.93	(77,832.00)
01 4708	MEDICAID REIMBURSEMENT SPED	2,905.60	0.00	3,571.25	122.91	(665.65)
01 4709	MEDICAID ADMIN ACTIVITIES (MAAPS)	3,993.26	0.00	5,217.86	130.67	(1,224.60)
01 4996	ESSERS I	0.00	0.00	0.00	0.00	0.00
	Subtotal: FEDERAL RECEIPTS	205,970.99	0.00	284,094.80	137.93	(78,123.81)
01 5200	FUND TRANSFERS	0.00	3,938.07	156,821.50	0.00	(156,821.50)
01 5301	INSURANCE ADJUSTMENTS	24,731.87	0.00	5,757.81	23.28	18,974.06
01 5690	OTHER NON-REVENUE RECEIPTS	3,549.43	(132.08)	5,775.29	162.71	(2,225.86)
01 5960	TIRE GRANT	0.00	0.00	(4,693.42)	0.00	4,693.42
	Subtotal: NON-REVENUE RECEIPTS	28,281.30	3,805.99	163,661.18	578.69	(135,379.88)
	Fund Total:	8,589,193.29	106,956.45	7,657,524.30	89.15	931,668.99

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
02 1510	INTEREST ON INVESTMENTS	228.29	0.00	533.86	233.85	(305.57)
	Subtotal: LOCAL RECIEPTS	228.29	0.00	533.86	233.85	(305.57)
02 5200	FUND TRANSFERS	0.00	0.00	18,313.86	0.00	(18,313.86)
02 5690	OTHER NON-REVENUE RECEIPTS	7,279.38	0.00	(17,505.05)	(240.47)	24,784.43
	Subtotal: NON-REVENUE RECEIPTS	7,279.38	0.00	808.81	11.11	6,470.57
	Fund Total:	7,507.67	0.00	1,342.67	17.88	6,165.00

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
03 1510	INTEREST ON INVESTMENTS	56.25	3.29	7,820.22	13,902.61	(7,763.97)
	Subtotal: LOCAL RECIEPTS	56.25	3.29	7,820.22	13,902.61	(7,763.97)
	Fund Total:	56.25	3.29	7,820.22	13,902.61	(7,763.97)

Fund: 05 Activity Fund

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
05 1710 0001	ATHLETIC ADMISSIONS REVENUE	34,217.00	10.00	24,975.76	72.99	9,241.24
05 1710 0028	MUSICAL/DRAMA ADMISSIONS REVENUE	4,530.00	0.00	3,571.64	78.84	958.36
05 1790 0001	OTHER ACTIVITY REVENUE	22,871.14	0.00	10,196.89	44.58	12,674.25
05 1790 0002	ANNUAL REVENUE	1,891.48	0.00	1,480.00	78.25	411.48
05 1790 0003	MUSIC REVENUE	4,505.90	0.00	6,764.55	150.13	(2,258.65)
05 1790 0004	ELEMENTARY PRINCIPAL REVENUE	1,250.30	0.00	1,062.85	85.01	187.45
05 1790 0005	STUDENT COUNCIL REVENUE	3,874.60	0.00	3,796.50	97.98	78.10
05 1790 0006	FFA REVENUE	13,322.25	0.00	16,750.51	125.73	(3,428.26)
05 1790 0007	HIGH SCHOOL PRINCIPAL REVENUE	0.00	0.00	39.65	0.00	(39.65)
05 1790 0008	LIFE SKILLS REVENUE	1,122.75	0.00	639.56	56.96	483.19
05 1790 0009	FCCLA REVENUE	3,620.71	0.00	4,686.47	129.44	(1,065.76)
05 1790 0010	MISC ACCOUNT REVENUE	3,244.98	0.00	7,551.02	232.70	(4,306.04)
05 1790 0011	ART CLUB REVENUE	471.88	0.00	124.16	26.31	347.72
05 1790 0012	NATIONAL HONOR SOCIETY REVENUE	993.00	0.00	522.00	52.57	471.00
05 1790 0015	BOYS BASKETBALL HS REVENUE	6,633.99	0.00	3,618.48	54.54	3,015.51
05 1790 0016	CONCESSIONS REVENUE	30,040.33	0.00	28,080.05	93.47	1,960.28
05 1790 0017	GIRLS BASKETBALL HS REVENUE	2,185.00	102.00	3,942.00	180.41	(1,757.00)
05 1790 0019	INTEREST REVENUE	79.35	16.84	170.98	215.48	(91.63)
05 1790 0020	UNION BANK REVENUE	0.00	0.00	3,184.70	0.00	(3,184.70)
05 1790 0021	HS TRACK	4,417.58	0.00	3,818.20	86.43	599.38
05 1790 0023	CROSS COUNTRY REVENUE	1,759.70	0.00	1,280.00	72.74	479.70
05 1790 0024	INDUSTRIAL ARTS SHOP REVENUE	136.00	0.00	64.00	47.06	72.00
05 1790 0027	CLASS OF 2024 REVENUE	0.00	0.00	4,703.67	0.00	(4,703.67)
05 1790 0028	MUSICAL/DRAMA REVENUE	3,551.35	0.00	2,672.51	75.25	878.84
05 1790 0029	WRESTLING REVENUE	3,546.00	0.00	3,601.82	101.57	(55.82)
05 1790 0030	GENERAL FUND REIMBURSEMENT REVENUE	3,732.45	1,197.61	53,175.77	1,424.69	(49,443.32)
05 1790 0031	ELEM STUDENT COUNCIL REVENUE	1,481.89	0.00	1,637.64	110.51	(155.75)
05 1790 0032	WEIGHTS REVENUE	8,432.49	2,000.00	2,000.00	23.72	6,432.49
05 1790 0033	VOLLEYBALL REVENUE	11,900.97	0.00	8,301.00	69.75	3,599.97
05 1790 0036	CHEERLEADING REVENUE	4,269.13	2,363.08	16,298.20	381.77	(12,029.07)
05 1790 0038	CLASS OF 2023 REVENUE	5,270.99	0.00	0.00	0.00	5,270.99
05 1790 0039	FAMILY PASSES REVENUE	8,415.00	0.00	9,668.00	114.89	(1,253.00)
05 1790 0040	STUDENT FEES REVENUE	5,633.00	0.00	5,635.00	100.04	(2.00)
05 1790 0042	JR HIGH BASKETBALL REVENUE	0.00	0.00	842.00	0.00	(842.00)
05 1790 0049	SHOW CHOIR REVENUE	1,257.60	0.00	641.44	51.01	616.16
05 1790 0050	CHROMEBOOK INSURANCE REVENUE	8,335.00	420.00	9,471.00	113.63	(1,136.00)
05 1790 0051	GOLF REVENUE	30.00	0.00	700.00	2,333.33	(670.00)
05 1790 0052	CIRCLE OF FRIENDS REVENUE	0.00	0.00	260.60	0.00	(260.60)
05 1790 0054	UNIFIED SPORTS REVENUE	949.00	0.00	796.20	83.90	152.80
05 1790 0055	FOOTBALL	4,832.85	2,701.65	9,615.15	198.95	(4,782.30)
05 1790 0056	ASPIRE ACADEMY REVENUE	0.00	165.59	273.99	0.00	(273.99)
05 1790 0057	CHICK-FIL-A GRANT/PLAYGROUND	0.00	0.00	1,050.00	0.00	(1,050.00)
Subtotal: LOCAL RECIEPTS		212,805.66	8,976.77	257,663.96	121.08	(44,858.30)
Fund Total:		212,805.66	8,976.77	257,663.96	121.08	(44,858.30)

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
06 1510	INTEREST ON INVESTMENTS	129.42	22.34	396.41	306.30	(266.99)
06 1620	DAILY SALES OF BREAK/LUNCH/MILK	14,767.84	50.00	203,965.56	1,381.15	(189,197.72)
	Subtotal: LOCAL RECIEPTS	14,897.26	72.34	204,361.97	1,371.81	(189,464.71)
06 3150	STATE REIMBURSEMENT(OF NUTRITION PROG)	525,321.16	0.00	203,161.87	38.67	322,159.29
	Subtotal: STATE RECEIPTS	525,321.16	0.00	203,161.87	38.67	322,159.29
06 5200	TRANSFER OF FUNDS	0.00	0.00	26,547.09	0.00	(26,547.09)
06 5690	OTHER NON-REVENUE RECEIPTS	816.14	115.61	6,089.33	746.11	(5,273.19)
	Subtotal: NON-REVENUE RECEIPTS	816.14	115.61	32,636.42	3,998.88	(31,820.28)
	Fund Total:	541,034.56	187.95	440,160.26	81.36	100,874.30

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
07 1100	LOCAL PROPERTY TAXES	697,456.10	7,256.50	659,863.03	94.61	37,593.07
07 1115	CARLINE TAXES	0.00	0.00	95.08	0.00	(95.08)
07 1140	Interest Levied Tax	0.00	15.34	37.81	0.00	(37.81)
07 1510	INTEREST	853.62	0.00	2,794.62	327.38	(1,941.00)
	Subtotal: LOCAL RECIEPTS	698,309.72	7,271.84	662,790.54	94.91	35,519.18
07 3130	HOMESTEAD EXEMPTION	0.00	719.44	2,165.59	0.00	(2,165.59)
	Subtotal: STATE RECEIPTS	0.00	719.44	2,165.59	0.00	(2,165.59)
07 5200	FUND TRANSFERS	0.00	0.00	480.03	0.00	(480.03)
	Subtotal: NON-REVENUE RECEIPTS	0.00	0.00	480.03	0.00	(480.03)
	Fund Total:	698,309.72	7,991.28	665,436.16	95.29	32,873.56

Fund: 08 Special Building Fund

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
08 1100	LOCAL PROPERTY TAXES	169,756.27	1,299.08	196,427.15	115.71	(26,670.88)
08 1115	CARLINE TAXES	0.00	0.00	27.27	0.00	(27.27)
08 1140	Interest Levied Tax	0.00	7.85	188.48	0.00	(188.48)
08 1510	INTEREST on CD'S AND INVESTMENTS	8,615.00	140.99	1,363.76	15.83	7,251.24
	Subtotal: LOCAL RECIEPTS	178,371.27	1,447.92	198,006.66	111.01	(19,635.39)
08 3130	HOMESTEAD EXEMPTION	203.45	655.33	861.70	423.54	(658.25)
08 3132	Personal Property Tax Credit	0.00	3.36	3.36	0.00	(3.36)
08 3180	PRO-RATE MOTOR VEHICLE	0.00	54.54	54.54	0.00	(54.54)
	Subtotal: STATE RECEIPTS	203.45	713.23	919.60	452.00	(716.15)
08 5690	OTHER NON-REVENUE RECIEPTS	2,350.30	0.00	96,762.08	4,117.01	(94,411.78)
	Subtotal: NON-REVENUE RECEIPTS	2,350.30	0.00	96,762.08	4,117.01	(94,411.78)
	Fund Total:	180,925.02	2,161.15	295,688.34	163.43	(114,763.32)

Fund: 09 Qualified Capital Purpose Fund

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
09 1100	LOCAL PROPERTY TAXES	211,475.30	963.11	157,557.64	74.50	53,917.66
09 1115	CARLINE TAXES	0.00	0.00	19.92	0.00	(19.92)
09 1140	Interest Levied Tax	0.00	5.73	30.52	0.00	(30.52)
09 1510	INTEREST ON INVESTMENTS	60.66	20.68	136.96	225.78	(76.30)
Subtotal: LOCAL RECIEPTS		211,535.96	989.52	157,745.04	74.57	53,790.92
09 3130	HOMESTEAD EXEMPTION	713.02	478.62	629.33	88.26	83.69
09 3132	Personal Property Tax Credit	0.00	2.46	2.46	0.00	(2.46)
09 3180	PRO-RATE MOTOR VEHICLE	188.57	39.84	39.84	21.13	148.73
Subtotal: STATE RECEIPTS		901.59	520.92	671.63	74.49	229.96
Fund Total:		212,437.55	1,510.44	158,416.67	74.57	54,020.88

Fund: 13 2022 Bond Construction

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
13 1100	LOCAL PROPERTY TAXES	0.00	8,675.66	847,101.52	0.00	(847,101.52)
13 1115	CARLINE TAXES	0.00	0.00	201.36	0.00	(201.36)
13 1510	INTEREST ON INVESTMENTS	0.00	100.94	275.11	0.00	(275.11)
	Subtotal: LOCAL RECEIPTS	0.00	8,776.60	847,577.99	0.00	(847,577.99)
13 3130	HOMESTEAD EXEMPTION	0.00	4,838.81	9,677.62	0.00	(9,677.62)
13 3132	Personal Property Tax Credit	0.00	24.82	24.82	0.00	(24.82)
13 3180	PRO-RATE MOTOR VEHICLE	0.00	362.95	362.95	0.00	(362.95)
	Subtotal: STATE RECEIPTS	0.00	5,226.58	10,065.39	0.00	(10,065.39)
13 5200	FUND TRANSFERS	0.00	14,377.87	788,833.58	0.00	(788,833.58)
	Subtotal: NON-REVENUE RECEIPTS	0.00	14,377.87	788,833.58	0.00	(788,833.58)
	Fund Total:	0.00	28,381.05	1,646,476.96	0.00	(1,646,476.96)

Revenue Summary Report
Processing Month: 07/2023

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	10,442,289.72	156,168.38	11,130,529.54	106.59	(688,259.82)

2022 BOND PROJECT

PROJECT INFORMATION

Project name	2022 District OR-1 Bond Project
Project description	Additions and Renovations to Bennet Elementary and Palmyra Jr-Sr High School
Bond Information Summary	A \$22,000,000 General Obligation Bond was approved on Tuesday, August 9th by a majority of registered Otoe and Lancaster County District OR-1 voters The district chose to issue the bonds in two separate issuances in order to save the District OR-1 taxpayers accrued interest on a larger amount. Currently, District OR-1 patrons are being levied 22 cents to cover the principal and interest in the total approved amount of \$22,000,000.

FINANCIAL STATUS

Bonds Proceeds plus Interest	\$10,104,334
Total allotted funds	\$10,104,334
Funds used to date	\$1,781,139
Funds remaining	\$8,323,195





District OR-1 Instructional Model

Strategies For Success

Spark

Student Perspective

"Am I engaged in the lesson?"

Teacher Perspective

"How Can I engage my students in learning?"

Objective

Student Perspective

"What am I going to learn from this lesson?"

Teacher Perspective

"What do I want the students to learn?"

Student-Focused Instruction

Student Perspective

"How am I involved in the learning process?"

Teacher Perspective

"How can I ensure all students are learning?"

Assessment

Student Perspective

"How am I doing?"

Teacher Perspective

"How will I measure student learning?"

Closure

Student Perspective

"What did I learn today?"

Teacher Perspective

"Did I meet my objectives?"

Technology Integration

Student Perspective

"Am I using technology for learning purposes?"

Teacher Perspective

"How can I include the use of technology to enhance my students' understanding of this topic?"

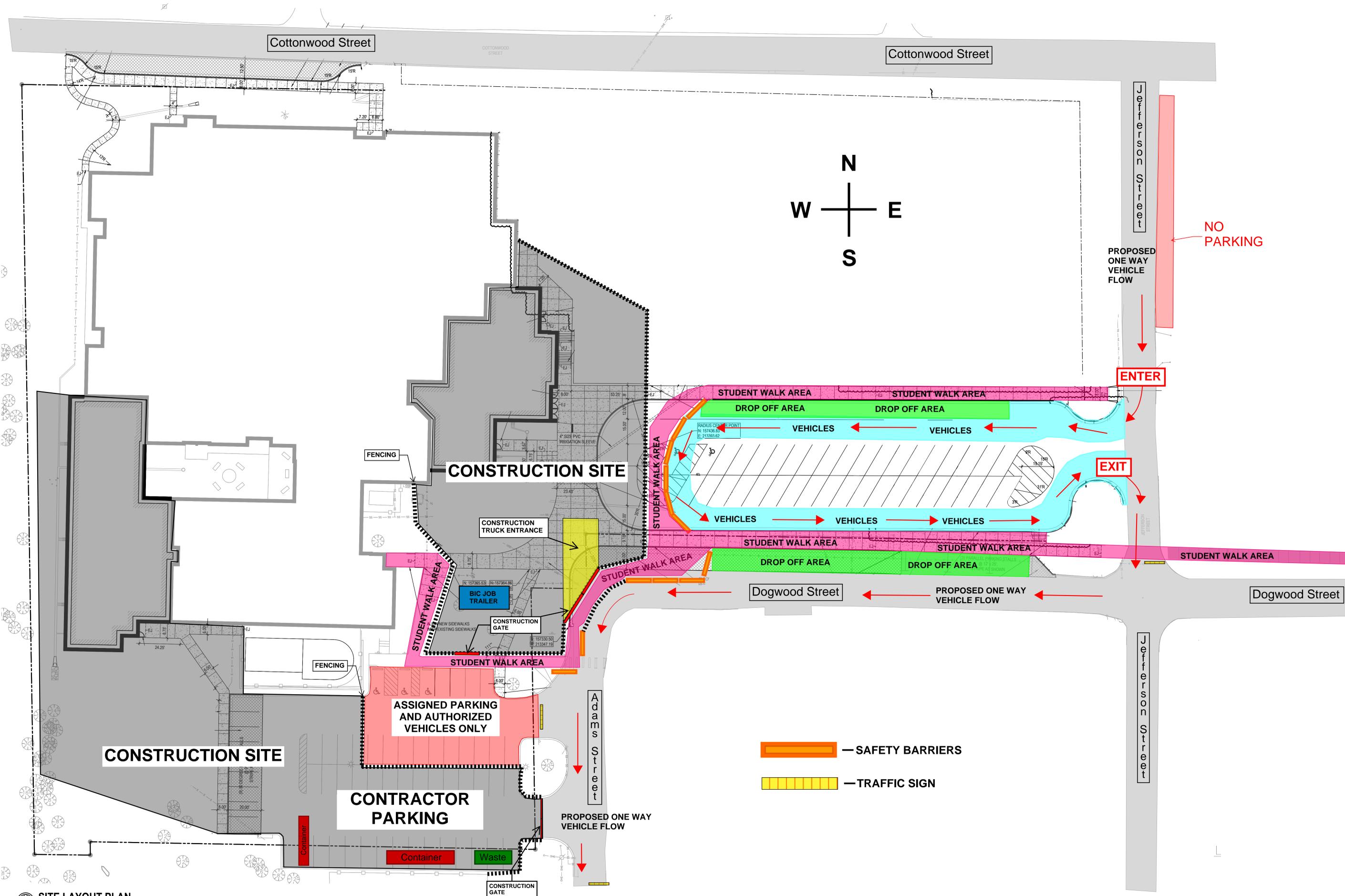
Professional Practices

Student Perspective

"Do I respect my teacher?"

Teacher Perspective

"Am I developing as a professional educator?"



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CITY OF BENNET BOARD MEETING AGENDA REQUEST FORM

Name:	District OR-1 Public Schools (Bennet Elementary School)
Address:	50 Dogwood St. Bennet, NE 68317
Phone:	(402) 780-5327 Michael T. Hart (Superintendent)
Email:	hart.mic@districtor1.net

Brief explanation of issue presented for discussion:
Request to consider proposed traffic flow design @ Bennet Elementary school beginning as soon as possible. This proposal is intended to promote and sustain an efficient and safe traffic pattern that will work effectively for the vehicles entering and exiting the school zone near the school. A draft document depicting proposed traffic flow is attached to this request.

Please Note: Request of a non-emergency nature must be received by the Village Clerk no later than the **Wednesday** preceding the regular monthly meeting.

Thank you in advance for your consideration and attention to this matter. *Michael T. Hart* 8/4/2023

For Office Use Only:
Date Received: _____
Meeting Date: _____
Received By: _____



School District Plans, Policies, and Annual Trainings' Requirements

**Important or Highlighted - May Not Be An All-Inclusive List*

<input type="checkbox"/> Date Completed:	<p><u>Behavioral Intervention Training and Teacher Support Act</u> LB 705</p> <ul style="list-style-type: none"> ● Required - Section 3: <ul style="list-style-type: none"> ○ Educational Service Unit Coordinating Council (ESUCC) ensures training is available statewide with a system of support for teachers in place (2024-25 school year), ○ School districts ensure that each administrator, teacher, paraprofessional, school nurse, and counselor receives behavioral awareness training (beginning in school year 2026-27) and have behavioral awareness review training at least once every 3 years thereafter ○ On or before July 1, 2025, and on or before July 1 of each year thereafter, each school district shall submit a behavioral awareness training report to the ESUCC ● Required - Section 4: <ul style="list-style-type: none"> ○ Each school district designates one or more school employees as a behavioral awareness point of contact for each school building or other division as determined by such school district (2023-23 school year). ○ Each point of contact must be trained in behavioral awareness and have knowledge of community service providers and other resources that are available for the students and families in their school district ○ Each school district lists their point of contact(s) on the district website and in any school directory for the school(s) the contact serves ● <u>Required Training:</u> Behavioral Awareness Training for administrators, teachers, paraprofessionals, school nurses, and counselors; Behavioral Awareness Training the district "Point of Contact(s)" ● Resources: <ul style="list-style-type: none"> ○ Nebraska Department of Education - <u>Coordinated Student Support Services</u> ● Reference: <ul style="list-style-type: none"> ○ <u>Legislative Bill 705</u>, Sections 2-5
<input type="checkbox"/> Date Completed:	<p><u>Bullying</u> Statute: 79-2, 137; Rule 10, Code Section 011: School Environment (011.01F)</p> <ul style="list-style-type: none"> ● Required: Policy and Comprehensive Training/Education Plan <ul style="list-style-type: none"> ○ Training and instruction of all groups (<i>certified, non-certified staff, students, parents/community, volunteers, etc.</i>) with a comprehensive training/education plans that should be updated annually ● <u>Required Training:</u> Introductory staff development provides awareness of bullying and can be conducted through direct presentations, meetings, role plays, video resources, literature, etc. ● References: <ul style="list-style-type: none"> ○ Rule 10, page 3 ○ <u>Nebraska Department of Education</u>



	<ul style="list-style-type: none"> • References: <ul style="list-style-type: none"> ◦ Nebraska Sexual Harassment Training ◦ NE Equal Opportunity Commission ◦ U.S. Department of Education Office of Civil Rights
<input type="checkbox"/> Date Completed:	<p><u>School Safety and Security Plan</u> Statute: 79-2, 144; Rule 10, Code Section 011: School Environment (011.01B, C, and D)</p> <ul style="list-style-type: none"> • Required: A Plan, a Committee, and an Annual Review and Site Visit • Required Training: Fire Drills, Tornado Drills, Intruder Drill • References: <ul style="list-style-type: none"> ◦ Rule 10, page 3 ◦ The Nebraska Department of Education
<input type="checkbox"/> Date Completed:	<p><u>School Safety and Security Reporting System</u> LB322; State Statute: to amend section 79-2, 144</p> <ul style="list-style-type: none"> • Required: The Nebraska Department of Education must undertake certain efforts (<i>e.g., establish a Safe2HelpNE report line statewide, track and evaluate the effectiveness and usage of the Safe2HelpNE report line, appoint state school security director, adopt and promulgate rules and regulations to carry out the School Safety and Security Reporting System Act</i>) and • Required Training: NDE must provide training for the members of any threat assessment team serving a public or nonpublic school. • Reference: LB322
<input type="checkbox"/> Date Completed:	<p><u>Seclusion and Restraints</u> Rule 10, Code Section 011: School Environment (011.01E)</p> <ul style="list-style-type: none"> • Required: Policy • Required Training: Identified key educators utilizing restraints
<input type="checkbox"/> Date Completed:	<p><u>Seizures Safe Schools Act</u> LB639</p> <ul style="list-style-type: none"> • Required: The State Board of Education must adopt and promulgate rules and regulations to carry out this Act and includes training requirements for school employees, procedures for developing seizure action plans, and the content of a seizure action plan. • Required Training: <ul style="list-style-type: none"> ◦ Section 3: One school employee at each school who has met the training requirements necessary to administer or assist with the self-administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms as approved by the United States FDA. ◦ Section 4: In addition to any other professional development and collegial planning activities for certificated school employees, each certificated school employee shall participate in a minimum of one hour of self-study review of seizure disorder materials at least once in every two school years. • Resources: Nebraska Department of Education - School Health Services • References: <ul style="list-style-type: none"> ◦ LB639 ◦ The Nebraska Department of Education: School Health Services
<input type="checkbox"/>	<p><u>SRO Training</u> State Statute 79-2704 (20 hours of Training)</p>



<p>Date Completed:</p>	<ul style="list-style-type: none"> ● Required: Employers safeguard employees who face potential occupational exposure to blood or other potentially infectious materials ● Training: NOT Required, but recommended as a way to protect employees and reduce the risk of exposure. ● Reference: Nebraska Safety Council
<p><input type="checkbox"/></p> <p>Date Completed:</p>	<p><u>Child Abuse Reporting</u> State Statute 28-711</p> <ul style="list-style-type: none"> ● Required: District Policy and Prodecures for Mandatory Reporting; State Law, <i>"When any school employee has reasonable cause to believe a child has been subjected to child abuse or neglect or observes such child being subjected to..."</i> ● Training: NOT Required, but recommended to train staff on this law requirement and the district's mandatory reporting policy and procedures ● Reference: Revised State Statute 28-711
<p>District Requirements</p>	
<p><input type="checkbox"/></p> <p>Date Completed:</p>	<p><u>Dyslexia</u> LB298</p> <ul style="list-style-type: none"> ● Required: <ul style="list-style-type: none"> ○ Districts collect and maintain data as identified in LB298, Section 1 (1a, 1b, 1c) beginning in the 2023-2024 school year with guidance provided by the Nebraska Department of Education ● NOTE: This supplements the Nebraska Legislatures previous Nebraska Reading Improvement Act intended to remove barriers to students' progress in reading ● References: <ul style="list-style-type: none"> ○ LB298, Section 1 and Nebraska Reads
<p><input type="checkbox"/></p> <p>Date Completed:</p>	<p><u>Financial Literacy Act</u> LB705 Update to LB452; State Statute: to amend section 79-729, Reissue Revised Statutes of Nebraska, and section 79-760.01</p> <ul style="list-style-type: none"> ● Required: For students attending public schools – "beginning in school year 2023-24, at least five of the minimum credit hours shall be a high school course in personal finance or financial literacy." ● Reference: Legislative Bill 705, Section 79
<p><input type="checkbox"/></p> <p>Date Completed:</p>	<p><u>Option Enrollment</u> LB 705; State Statute 79-238</p> <ul style="list-style-type: none"> ● Required: <ul style="list-style-type: none"> ○ By October 15th, 2023 and for the purpose of option enrollment, school districts must adopt by resolution specific capacity standards for acceptance and ejection of applications for the 2024-2025 school year. ○ This is inclusive of the district having a plan, process, and individualized communication related to the "capacity for special education services operated by an option school district shall be determined on a case-by-case basis." ○ Keep records of option enrollment applications and data to report to the Nebraska Department of Education ● Reference: Legislative Bill 705, Sections 55-57



	<p><i>by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event.”</i></p> <ul style="list-style-type: none"> • Reference: <u>Legislative Bill 705</u>, Section 60
<input type="checkbox"/> Date Completed:	<p><u>Youth Organizations</u> LB 705</p> <ul style="list-style-type: none"> • Required: Each school district shall, upon request, allow a representative of any youth organization to provide (i) oral or written information to the students of such school district regarding the youth organization and how such youth organization furthers the educational interests and civic involvement of students in a manner consistent with good citizenship and (ii) services and activities to any student of such school district who is a member of such youth organization. • NOTE: Groups are limited to those youth organizations with a corporation chartered by Congress and listed in 36 U.S.C. Subtitle II, Part B, as of January 1, 2023. • Reference: <u>Legislative Bill 705</u>, Section 126
<p>Legislation Impacting Future Requirements</p>	
<input type="checkbox"/> Date Completed:	<p><u>Behavioral Intervention and Management</u> LB 705</p> <ul style="list-style-type: none"> • Required: Policy <ul style="list-style-type: none"> ○ <i>“On or before July 1, 2025, the State Department of Education shall develop and adopt a model policy relating to behavioral intervention, behavioral management, classroom management, and removal of a student from a classroom in school. The model policy shall include appropriate training for school employees on behavioral intervention, behavioral management, classroom management, and removal of a student from a classroom in schools and how frequently such training shall be required.”</i> ○ <i>“On or before August 1, 2025, each school district shall develop and adopt a policy consistent with or comparable to the model policy developed by the State Department of Education pursuant to subsection of this section, which shall be a requirement for accreditation in accordance with section 79-703. Such policy shall be filed with the Commissioner of Education. The policy developed and adopted by a school district pursuant to this subsection shall be included with any notifications required under the Student Discipline Act.”</i> ○ <i>“Beginning in school year 2026-27, each school district shall ensure that any school employee who has behavioral management responsibilities participates in behavioral awareness and intervention training consistent with the school district policy developed and adopted in accordance with subsection (2) of this section. Such training shall be provided by the school district or such school district’s educational</i> <ul style="list-style-type: none"> ○ <i>service unit.”</i> • Reference: <u>Legislative Bill 705</u>, Sections 59 and 78
<input type="checkbox"/> Date Completed:	<p><u>Computer Science and Technology Education Act</u> LB705; State Statute 79-729 Update to LB1112: provide and change graduation requirements and academic content standards</p> <ul style="list-style-type: none"> • Required: For students attending public schools – <i>“Beginning in school year 2027-28 at least five of the minimum credit hours shall include computer science and technology education as required under section 79-3304.”</i> • Reference: <u>Legislative Bill 705</u>, Section 79



PANTHER

P - O - W - E - R !

*What will be expected
of you this school year?*



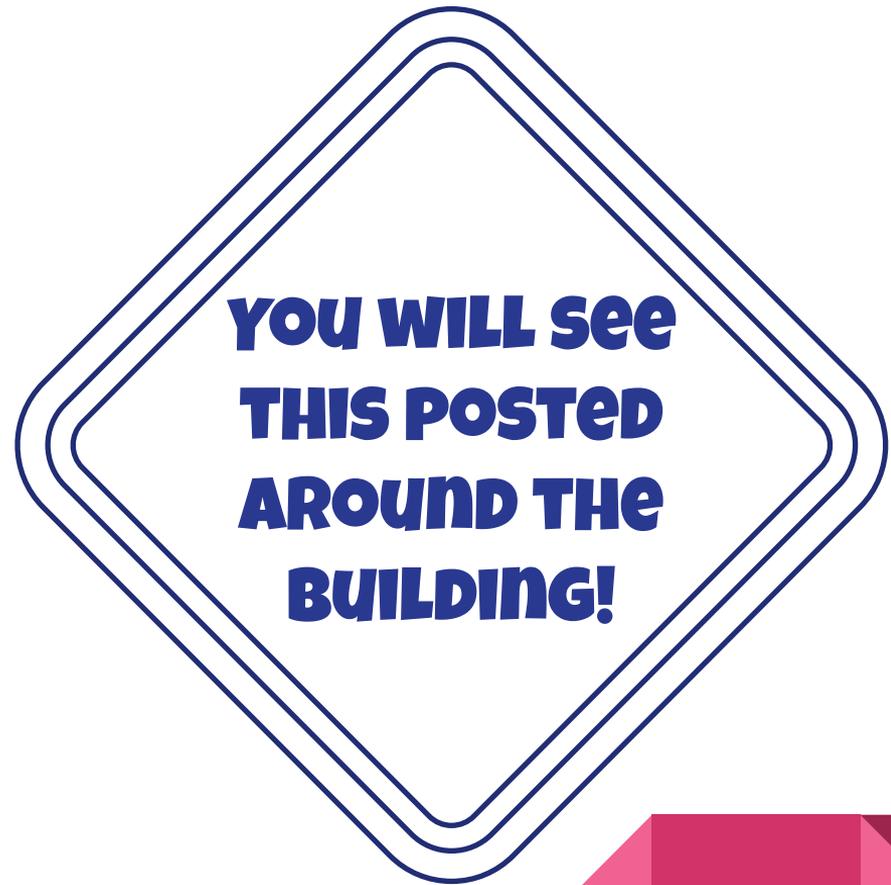
P–Perseverance

O–Ownership

W–Work Ethic

E–Engagement

R–Respect



What is this all about?



- You will hear teachers use these words, and you can use these words to help others meet expectations!
- You will be learning and practicing these principles in the classroom, the hallways, the restrooms, the gym, and during off-campus activities!



Perseverance

What does this mean?

- I continue to try, even when things get difficult.
- Synonyms: *Persistence, tenacity, determination, resolve*



Perseverance cont.

What does it look like?

- I try different ways to solve problems, and then I ask for help.
- I view obstacles as learning opportunities.





Panther POWER

Positive Behavior Expectations of Palmyra JR-SR High School

		CLASSROOM	HALLWAY & COMMONS AREA	RESTROOM & LOCKER ROOM	ASSEMBLY	TRANSPORTATION & EXTRACURRICULAR ACTIVITIES
P O W E R	PERSEVERANCE	<ul style="list-style-type: none"> I show effort even when things are difficult. I explore ways to solve a problem before asking for help. 	<ul style="list-style-type: none"> I am considerate of others. I get to class on time no matter what. 	<ul style="list-style-type: none"> I use the restroom & locker room safely, appropriately, and in a timely manner. 	<ul style="list-style-type: none"> I listen to presenters with an open mind. I self assess and redirect my attention when I feel it start to wander. 	<ul style="list-style-type: none"> I always work hard and model expected behavior. I keep trying, even when things get difficult.
	OWNERSHIP	<ul style="list-style-type: none"> I admit my mistakes and celebrate my successes. I take care of my classroom work space. I use my time in class efficiently. 	<ul style="list-style-type: none"> I go directly to my destination. I set a good example for others. I use a hall pass when traveling during class time. 	<ul style="list-style-type: none"> I report any behavior that is unsafe or goes against our values. I throw away trash and show ownership of all facilities. I use the locker provided to me and keep my belongings out of sight. 	<ul style="list-style-type: none"> I respect others' personal space. I sit quietly and keep unnecessary comments to myself. 	<ul style="list-style-type: none"> I demonstrate pride in my school through my actions and appearance. I model positive behavior for younger teammates and peers.
	WORK ETHIC	<ul style="list-style-type: none"> I complete my work in a timely manner. I focus on my learning and completing my work. I am committed to being responsible, flexible, cooperative, and honest. 	<ul style="list-style-type: none"> I travel to my destination in a timely manner and promptly return to my work. 	<ul style="list-style-type: none"> I use the restroom only when necessary. I do my best to get back to my work quickly. 	<ul style="list-style-type: none"> I am an active participant. I consider how to apply the speaker's message to my own success. 	<ul style="list-style-type: none"> I arrive to the bus at the appropriate time. I work hard to be an active and dependable member of my team.
	ENGAGEMENT	<ul style="list-style-type: none"> I actively listen and participate. I ask questions when I don't understand. I am aware of each of my classroom's expectations and procedures. 	<ul style="list-style-type: none"> I am aware of my surroundings. I walk through the halls on the right side to keep traffic moving and others safe. 	<ul style="list-style-type: none"> I am aware of the posted signs and follow the expectations. 	<ul style="list-style-type: none"> I keep my eyes and ears on the speaker. I listen and remain engaged for the entirety of the presentation. 	<ul style="list-style-type: none"> I listen to sponsors and bus drivers. I follow directions of adults to ensure everyone's safety.
	RESPECT	<ul style="list-style-type: none"> I demonstrate positivity, appropriate language, kindness, and acceptance toward my classmates and teachers. I make an effort to listen to others even when they have ideas with which I disagree. I treat the school's resources appropriately. 	<ul style="list-style-type: none"> I respect the space of others. I use safe and appropriate language, voice, and volume. I use kind words and actions. 	<ul style="list-style-type: none"> I respect others using the restroom at the same time as I am. I keep the facilities clean. 	<ul style="list-style-type: none"> I participate by listening actively and thinking about what is said. I use appropriate applause and responses. I keep the gym and other areas clean. 	<ul style="list-style-type: none"> I demonstrate respect for my coaches and teammates. I treat school vehicles safely and appropriately.

Ownership

What does this mean?

–I take responsibility for my actions and understand when I need to change my behavior.

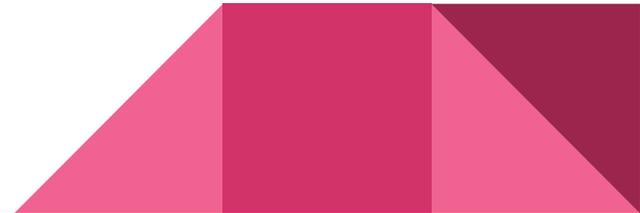
–Synonyms: *control, accountability, responsibility, power*



Ownership cont.

What does it look like?

–I hold myself accountable for my words and my actions.
This means I accept the consequences of my behavior, but
it also means I get to be proud of my accomplishments!





Panther POWER

Positive Behavior Expectations of Palmyra JR-SR High School

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Work Ethic

What does this mean?

–I am committed to being responsible, flexible, cooperative, and honest.

–Synonyms: *diligence, dedication, commitment, ambition*



Work Ethic cont.

What does it look like?

- I use my time wisely and remain focused on the task at hand.
 - I put my all into whatever it is I am trying to accomplish, whether it is something I enjoy or not and something that I'm good at or not.
- 



Panther POWER

Positive Behavior Expectations of Palmyra JR-SR High School

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Engagement

What does this mean?

–I am an active listener, an active participant, and I follow expectations and procedures.

–Synonyms: *attentiveness, awareness, concentration, mindfulness*



Engagement cont.

What does it look like?

- I stay on task and keep my attention on my work, remembering that I am at school to learn and participate.
- I listen actively and focus when others are speaking.





Panther POWER

Positive Behavior Expectations of Palmyra JR-SR High School

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P O W E R	PERSEVERANCE	<ul style="list-style-type: none"> I show effort even when things are difficult. I explore ways to solve a problem before asking for help. 	<ul style="list-style-type: none"> I am considerate of others. I get to class on time no matter what. 	<ul style="list-style-type: none"> I use the restroom & locker room safely, appropriately, and in a timely manner. 	<ul style="list-style-type: none"> I listen to presenters with an open mind. I self assess and redirect my attention when I feel it start to wander. 	<ul style="list-style-type: none"> I always work hard and model expected behavior. I keep trying, even when things get difficult.
	OWNERSHIP	<ul style="list-style-type: none"> I admit my mistakes and celebrate my successes. I take care of my classroom work space. I use my time in class efficiently. 	<ul style="list-style-type: none"> I go directly to my destination. I set a good example for others. I use a hall pass when traveling during class time. 	<ul style="list-style-type: none"> I report any behavior that is unsafe or goes against our values. I throw away trash and show ownership of all facilities. I use the locker provided to me and keep my belongings out of sight. 	<ul style="list-style-type: none"> I respect others' personal space. I sit quietly and keep unnecessary comments to myself. 	<ul style="list-style-type: none"> I demonstrate pride in my school through my actions and appearance. I model positive behavior for younger teammates and peers.
	WORK ETHIC	<ul style="list-style-type: none"> I complete my work in a timely manner. I focus on my learning and completing my work. I am committed to being responsible, flexible, cooperative, and honest. 	<ul style="list-style-type: none"> I travel to my destination in a timely manner and promptly return to my work. 	<ul style="list-style-type: none"> I use the restroom only when necessary. I do my best to get back to my work quickly. 	<ul style="list-style-type: none"> I am an active participant. I consider how to apply the speaker's message to my own success. 	<ul style="list-style-type: none"> I arrive to the bus at the appropriate time. I work hard to be an active and dependable member of my team.
	ENGAGEMENT	<ul style="list-style-type: none"> I actively listen and participate. I ask questions when I don't understand. I am aware of each of my classroom's expectations and procedures. 	<ul style="list-style-type: none"> I am aware of my surroundings. I walk through the halls on the right side to keep traffic moving and others safe. 	<ul style="list-style-type: none"> I am aware of the posted signs and follow the expectations. 	<ul style="list-style-type: none"> I keep my eyes and ears on the speaker. I listen and remain engaged for the entirety of the presentation. 	<ul style="list-style-type: none"> I listen to sponsors and bus drivers. I follow directions of adults to ensure everyone's safety.
	RESPECT	<ul style="list-style-type: none"> I demonstrate positivity, appropriate language, kindness, and acceptance toward my classmates and teachers. I make an effort to listen to others even when they have ideas with which I disagree. I treat the school's resources appropriately. 	<ul style="list-style-type: none"> I respect the space of others. I use safe and appropriate language, voice, and volume. I use kind words and actions. 	<ul style="list-style-type: none"> I respect others using the restroom at the same time as I am. I keep the facilities clean. 	<ul style="list-style-type: none"> I participate by listening actively and thinking about what is said. I use appropriate applause and responses. I keep the gym and other areas clean. 	<ul style="list-style-type: none"> I demonstrate respect for my coaches and teammates. I treat school vehicles safely and appropriately.

Respect

What does this mean?

–I demonstrate positivity, appropriate language, kindness, and acceptance toward my classmates and teachers.

–Synonyms: *thoughtfulness, consideration, courtesy, civility, kindness*



Respect cont.

What does it look like?

- I demonstrate positivity, appropriate language, kindness, and acceptance toward my classmates and teachers.
- I make an effort to listen to others even when they have ideas with which I disagree.





Panther POWER

Positive Behavior Expectations of Palmyra JR-SR High School

		CLASSROOM	HALLWAY & COMMONS AREA	RESTROOM & LOCKER ROOM	ASSEMBLY	TRANSPORTATION & EXTRACURRICULAR ACTIVITIES
P O W E R	PERSEVERANCE	<ul style="list-style-type: none"> I show effort even when things are difficult. I explore ways to solve a problem before asking for help. 	<ul style="list-style-type: none"> I am considerate of others. I get to class on time no matter what. 	<ul style="list-style-type: none"> I use the restroom & locker room safely, appropriately, and in a timely manner. 	<ul style="list-style-type: none"> I listen to presenters with an open mind. I self assess and redirect my attention when I feel it start to wander. 	<ul style="list-style-type: none"> I always work hard and model expected behavior. I keep trying, even when things get difficult.
	OWNERSHIP	<ul style="list-style-type: none"> I admit my mistakes and celebrate my successes. I take care of my classroom work space. I use my time in class efficiently. 	<ul style="list-style-type: none"> I go directly to my destination. I set a good example for others. I use a hall pass when traveling during class time. 	<ul style="list-style-type: none"> I report any behavior that is unsafe or goes against our values. I throw away trash and show ownership of all facilities. I use the locker provided to me and keep my belongings out of sight. 	<ul style="list-style-type: none"> I respect others' personal space. I sit quietly and keep unnecessary comments to myself. 	<ul style="list-style-type: none"> I demonstrate pride in my school through my actions and appearance. I model positive behavior for younger teammates and peers.
	WORK ETHIC	<ul style="list-style-type: none"> I complete my work in a timely manner. I focus on my learning and completing my work. I am committed to being responsible, flexible, cooperative, and honest. 	<ul style="list-style-type: none"> I travel to my destination in a timely manner and promptly return to my work. 	<ul style="list-style-type: none"> I use the restroom only when necessary. I do my best to get back to my work quickly. 	<ul style="list-style-type: none"> I am an active participant. I consider how to apply the speaker's message to my own success. 	<ul style="list-style-type: none"> I arrive to the bus at the appropriate time. I work hard to be an active and dependable member of my team.
	ENGAGEMENT	<ul style="list-style-type: none"> I actively listen and participate. I ask questions when I don't understand. I am aware of each of my classroom's expectations and procedures. 	<ul style="list-style-type: none"> I am aware of my surroundings. I walk through the halls on the right side to keep traffic moving and others safe. 	<ul style="list-style-type: none"> I am aware of the posted signs and follow the expectations. 	<ul style="list-style-type: none"> I keep my eyes and ears on the speaker. I listen and remain engaged for the entirety of the presentation. 	<ul style="list-style-type: none"> I listen to sponsors and bus drivers. I follow directions of adults to ensure everyone's safety.
	RESPECT	<ul style="list-style-type: none"> I demonstrate positivity, appropriate language, kindness, and acceptance toward my classmates and teachers. I make an effort to listen to others even when they have ideas with which I disagree. I treat the school's resources appropriately. 	<ul style="list-style-type: none"> I respect the space of others. I use safe and appropriate language, voice, and volume. I use kind words and actions. 	<ul style="list-style-type: none"> I respect others using the restroom at the same time as I am. I keep the facilities clean. 	<ul style="list-style-type: none"> I participate by listening actively and thinking about what is said. I use appropriate applause and responses. I keep the gym and other areas clean. 	<ul style="list-style-type: none"> I demonstrate respect for my coaches and teammates. I treat school vehicles safely and appropriately.



CLASSROOM

P

O

W

E

R

Panther POWER

Perseverance

- I show effort even when it's difficult.
- I explore ways to solve a problem before asking for help.

Ownership

- I admit my mistakes and celebrate my successes.
- I take care of my classroom work space.
- I use my time in class efficiently.

Work Ethic

- I complete my work in a timely manner.
- I focus on my learning and completing my work.

Engagement

- I actively listen and participate.
- I ask questions when I don't understand.
- I am aware of each of my classroom's expectations and procedures.

Respect

- I demonstrate positivity, appropriate language, kindness, and acceptance toward my classmates and teachers.
- I treat the school's resources appropriately.





HALLWAY & COMMONS

P

Panther POWER

Perseverance

- I am considerate of others.
- I get to class on time no matter what.

Ownership

- I go directly to my destination.
- I set a good example for others.
- I use a hall pass when traveling during class time.

Work Ethic

- I travel to my destination in a timely manner and promptly return to my work.

Engagement

- I am aware of my surroundings.
- I walk through the halls on the right side to keep traffic moving and others safe.

Respect

- I respect the space of others.
- I use safe and appropriate voice and volume.
- I use kind words and actions.

O

W

E

R



RESTROOM & LOCKER ROOM

P

Perseverance

- I use the restroom & locker room safely, appropriately, and in a timely manner.

O

Ownership

- I report any behavior that is unsafe or goes against our values.
- I throw away trash and show ownership of all facilities.
- I use the locker provided to me and keep my belongings out of sight.

W

Work Ethic

- I use the restroom only when necessary.
- I do my best to get back to my work quickly.

E

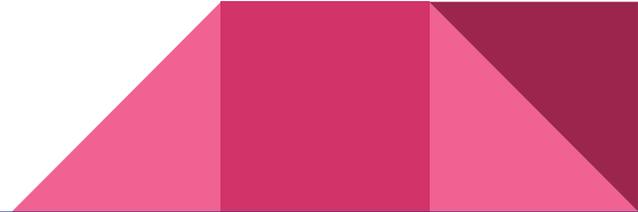
Engagement

- I am aware of the posted signs and follow the expectations.

R

Respect

- I respect others using the restroom at the same time as I am.
- I keep the facilities clean.





ASSEMBLIES

P

Perseverance

- I listen to presenters with an open mind.
- I self-assess and redirect my attention when I feel it start to wander.

O

Ownership

- I respect others' personal space.
- I sit quietly and keep unnecessary comments to myself.

W

Work Ethic

- I am an active participant.
- I consider how to apply the speaker's message to my own success.

E

Engagement

- I keep my eyes and ears on the speaker.
- I listen and remain engaged for the entirety of the presentation.

R

Respect

- I participate by listening actively and thinking about what is said.
- I use appropriate applause and responses.
- I keep the gym and other areas clean.





TRANSPORTATION & EXTRACURRICULARS

P

Perseverance

- I always work hard and model expected behavior.
- I keep trying, even when things get difficult.

O

Ownership

- I demonstrate pride in my school through my actions and appearance.
- I model positive behavior for younger teammates and peers.

W

Work Ethic

- I arrive to the bus at the appropriate time.
- I work hard to be an active and dependable member of my team.

E

Engagement

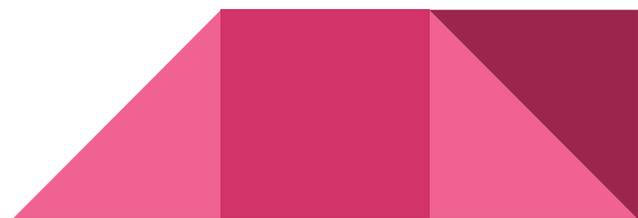
- I listen to sponsors and bus drivers.
- I follow directions of adults to ensure everyone's safety.

R

Respect

- I demonstrate respect for my coaches and teammates.
- I treat school vehicles safely and appropriately.

Panther POWER



2022 BOND PROJECT

PROJECT INFORMATION

Project name	2022 District OR-1 Bond Project
Project description	Additions and Renovations to Bennet Elementary and Palmyra Jr-Sr High School
Bond Information Summary	A \$22,000,000 General Obligation Bond was approved on Tuesday, August 9th by a majority of registered Otoe and Lancaster County District OR-1 voters The district chose to issue the bonds in two separate issuances in order to save the District OR-1 taxpayers accrued interest on a larger amount. Currently, District OR-1 patrons are being levied 22 cents to cover the principal and interest in the total approved amount of \$22,000,000.

FINANCIAL STATUS

Bonds Proceeds plus Interest	\$10,104,334
Total allotted funds	\$10,104,334
Funds used to date	\$1,781,139
Funds remaining	\$8,323,195





August, 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Band Camp @ Palmyra High School	2 Band Camp @ Palmyra High School	3 Band Camp @ Palmyra High School	4 Band Camp @ Palmyra High School	5
6 Fall Practice Starts @ Palmyra Faculty Inservice @ Palmyra	7 Faculty Inservice @ Palmyra	8 Faculty Inservice @ Palmyra	9 Faculty Inservice @ Palmyra	10 Faculty Inservice @ Palmyra	11 Faculty Inservice @ Palmyra	12
13 First Day of School @ <u>Multiple Locations</u>	14 6:30pm-8:00pm Youth Football Practice @ Olson Sports Complex	15	16 6:00pm Booster Bash @ Olson Sports Complex 6:30pm-8:00pm Youth Football Practice @ Olson Sports Complex	17	18 8:30am-10:00am Youth Football Practice @ Olson Sports Complex 6:00pm-8:00pm FCA Event @ Olson Sports Complex	19
20 5:00pm Volleyball-Varsity <u>Nebraska City vs. Multiple Schools @ Nebraska City High School</u>	21 Picture Day @ Palmyra High School 6:30pm-8:00pm Youth Football Practice @ Olson Sports Complex	22	23 Pep Band @ Palmyra High School Main West Gym 9:00am Golf-G/Varsity Syracuse @ Syracuse Country Club 4:30pm Cross Country-Varsity East Butler @ Timber Point Lake, Brainard More...	24 Nebraska State Fair @ Grand Island 7:00pm Football-Varsity Weeping Water @ Weeping Water High School	25 Nebraska State Fair @ Grand Island 8:00am-1:00pm Youth Flag Football @ Palmyra High School Grass Football Field 8:30am-10:00am Youth Football Practice @ Olson Sports Complex	26
27 Nebraska State Fair @ Grand Island	28 Nebraska State Fair @ Grand Island 6:00pm Football-JV Johnson County Central @ Johnson County Central High School	29 Nebraska State Fair @ Grand Island 5:00pm Volleyball-C Team Louisville @ Palmyra High School Main Gym 6:00pm Volleyball-JV Louisville @ Palmyra High School Main Gym More...	30 Nebraska State Fair @ Grand Island	31 Nebraska State Fair @ Grand Island 5:00pm Volleyball-Varsity <u>Weeping Water vs. Multiple Schools @ Weeping Water High School</u> 6:30pm-8:00pm Youth Football Practice @ Olson Sports Complex		

District OR-1 August 2023 Activities Board Report

- Fall sports practices began August 7th
- All sport concussion testing performed August 2nd and 3rd for all incoming 7th-12th grade students. There was a decent turnout, but additional testing will need to be performed when students return to school to meet testing needs.
- Yearly summer maintenance on the Olson Football Field was performed in July. This maintenance is encouraged to help extend the life of the turf. Both gyms at the high school had the yearly refinishing performed the first week of July and have been ready for use.

District OR-1 Admin Board Meeting
Monday, August 14th, 2023

- **High School Parking Update:**
 - Signs have been installed. Students have parking placards and were briefed on how and where to park in person at the beginning of the school day.
- **Cell Phone Changes at the High School:**
 - Any phone that is seen by staff during instructional time (during class) will be confiscated by the teacher and turned in at the office..
- **Behavior Committee and Data Retreat:**
 - Posters have been put up at the elementary. Posters are being finalized, ready for print and will be displayed as soon as they arrive from the printer.
- **New Guidance Counselor:**
 - Mrs. Vodicka has been working very hard and made some great changes per the administration's request to study halls, the new advisory period, and work release for seniors.
- **August Activities Board Report**
 - Fall sports practices began August 7th
 - All sport concussion testing performed August 2nd and 3rd for all incoming 7th-12th grade students. There was a decent turnout, but additional testing will need to be performed when students return to school to meet testing needs.
 - Yearly summer maintenance on the Olson Football Field was performed in July. This maintenance is encouraged to help extend the life of the turf. Both gyms at the high school had the yearly refinishing performed the first week of July and have been ready for use.
- **Bennet Elementary School:**
 - Behavior Committee
 - Open House Feedback from Thursday, August 10th
 - Bennet Boosters Kudos



District OR-1 Public Schools
2023 Board of Education: Committee Assignments:

Updated: January 16, 2023

- **Negotiations Committee:**
 - **Purpose:** Policy # 8152
 - **Meetings:** Several meetings in November -January
 - **Members:** Jaimi Calfee, Dean Busch, and Josh Penterman
- **Curriculum, Committee on American Civics:**
 - **Purpose:** Policy #8153
 - **Meetings:** At least twice a year -- one where public testimony is accepted:
 - **Members:** Jaimi Calfee, Dean Busch, and Dee Moore
- **Transportation/Facilities Committee:**
 - **Purpose:** Discuss and analyze the transportation and facility needs of the district, as well as vehicle replacements and maintenance proposals.
 - **Meetings:** At least quarterly; more frequently when needed:
 - **Members:** Dean Busch and Tim Cheney
- **Finance/Budget Committee:**
 - **Purpose:** Studies financial documents of the district, as well as finance and facilities proposals.
 - **Meetings:** At least quarterly; more frequently when needed
 - **Members:** Josh Penterman and Tim Cheney
- **Policy and Government Relations Committee:**
 - **Purpose:** Reviews proposed policy revisions and adoptions and makes recommendations to the full Board. Participates in government relations activities, such as NASB legislative meetings, visiting with senators, and testifying before the legislature if needed.
 - **Meetings:** As needed and potentially more frequent during legislative session
 - **Members:** Brandon Desh, Josh Penterman, and Dee Moore
- **Strategic Planning Committee:**
 - **Purpose:** Serve on the district strategic planning committee (when in the SP process) and report meeting progress back to the full board.
 - **Meetings:** As needed during the strategic planning process
 - **Members:** Brandon Desh, Tim Cheney, and Dee Moore
- **School Improvement Steering Committee:**
 - **Purpose:** *Assist in the SIP goal-setting process.*
 - **Meetings:** *As needed during the school accreditation and goal setting process.*
 - **Members:** Jaimi Calfee and Dee Moore
- **Administration Review Committee:**
 - **Purpose:** Completes the annual evaluation of the Superintendent, with input from the Board as a whole.
 - **Meetings:** 1-3 times prior to the Superintendent's evaluation.
 - **Member:** Board President
- **Foundation for Knowledge:**
 - **Purpose:** Serves as the BOE representative on the *Foundation for Knowledge* Board.
 - **Meetings:** As needed
 - **Member:** Jaimi Calfee
- **Proposed Adjunct Committees:** As needed

InstructionControversial Issues

Controversial issues exist where there are sharp differences of opinion concerning an idea or a line of action. In order that students may develop intelligent attitudes and understandings concerning significant aspects of living, they should be afforded opportunities within the classroom to deal with such issues to the extent appropriate for their level of maturity and the educational mission of the District.

In considering such issues, it shall be the purpose of our schools to provide students the opportunity:

1. To study controversial issues concerning which the students, at their level of maturity, should have begun to form an opinion or to seek information about.
2. To have access to all relevant, educationally appropriate information, including the materials that circulate freely in the community.
3. To study under competent instruction in an atmosphere of freedom from bias and prejudice.
4. To form, and in an appropriate manner and in appropriate forum, to express the students' own judgments on controversial issues.
5. To recognize that reasonable compromise is often an important facet in decision making in our society.
6. To respect the opinions of others.

Date of Adoption: February 13, 2017

Date of Review: November 8, 2021

Internal Board Policies - OrganizationStanding Committee on American Civics

It shall be the policy of District OR-1 Public Schools that the Committee on American Civics shall consist of three members appointed by the Board President. The Committee shall meet at least twice per year. One of the responsibilities of this committee will be to examine recommended social studies textbooks and report findings based on this examination to other members of the Board of Education. The Committee shall take all other steps to ensure compliance with Nebraska law.

It shall further be the policy of District OR-1 Public Schools that the Committee on American Civics shall review all major proposals prepared by the superintendent of schools and instructional staff for adoption of new textbooks, development of new instructional programs, revision of existing instructional programs, modification of established graduation requirements, and other related matters. After the review is completed, the Committee on Curriculum and Americanism will make a recommendation to the full Board of Education about approval or adoption of the matter under consideration.

Legal Reference: Neb. Rev. Stat. § 79-724
 Neb. Rev. Stat. § 79-520
 LB 399 (2019)

Date of Adoption: January 17, 2017
Date of Review: February 8, 2021
Date of Review: August 8, 2022

Date of Revision: June 10, 2019

DISTRICT OR-1 POLICY REVIEW SCHEDULE: 2023

Updated July 10, 2023

Policy Review Schedule for the 2023 calendar year

<u>Policy Series</u>	<u>Topic</u>	<u>Date of Last Review</u>	<u>New Review Date</u>	<u>Status</u>
1000	Community Relations	April 11, 2022	April 10, 2023	Completed
2000	Administration	April 11, 2022	April 10, 2023	Completed
3000	Business Operations	April 11, 2022	April 10, 2023	Completed
4000	Personnel	July 11, 2022	*August 14, 2023	Scheduled
5000	Students	July 11, 2022	*August 14, 2023	Scheduled
6000	Instruction	November 14, 2022	November 13, 2023	Scheduled
7000	New Construction	November 14, 2022	November 13, 2023	Scheduled
8000	Internal Board Policies	February 14, 2022	February 13, 2023	Scheduled
9000	Bylaws of the Board	February 14, 2022	February 13, 2023	Scheduled

* Rescheduled as of July 10, 2023 to accommodate recent enacted laws, legislative requirements and pending NDE/State/ Federal mandates:



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District OR-1 Student Personal Electronic Devices

Final for distribution

(Cell phones, headphones, earbuds, smartwatches, etc.)
Guidelines and Procedures for the **2023-2024** School Year
Updated. August 9th.2023

These guidelines and procedures are being implemented this year to help maximize instructional time, reduce the number of outside distractions for students during the school day, standardize communication, and enhance student and staff safety. Other Nebraska school districts have also implemented similar guidelines and procedures and seen positive results. More specific information about these guidelines and procedures will be shared with all students during the first week of school.

Rationale for Change:

Recent studies have shown that excessive cell phone and social media use are causing a mental health crisis for children. These studies resulted in the U.S. Surgeon General releasing an advisory in May about the negative effects of social media on teens' mental health. Experts agree that children and teens need clear cut rules and limitations when it comes to using digital devices and social media platforms.

Bennet Elementary School:

- The expectation remains that all elementary students (K-5) will keep personal electronic devices turned off and kept in their backpacks during the school day.
- It is recommended these devices stay at home as the school is not responsible for the loss of personal items brought to school.
- If a personal electronic device is confiscated from a student at school, the device will be sent to the main office secretary and the building principal will talk with the student and communicate with the parent or guardian about a plan to retrieve the device.
- Parents or guardians who need to communicate immediate information with their student during school hours can continue to contact the elementary school office at (402) 782-3535 and a message will be shared with the student as soon as possible.

Palmyra Junior / Senior High School

- Students may use their personal devices before and after school and during lunch in the lunchroom.
- All personal electronic devices must be out of sight and completely silenced or powered off during passing periods, during the instructional period, and in the classroom. This includes the hallways, common areas, gym, locker room, weight room, music room, etc.
- Smartwatches may be worn, but cannot be used for communication purposes. If a violation occurs with a smartwatch, students will be asked to remove them to follow the digital device procedures.
- Earbuds and headphones will not be allowed in the classroom. If headphones are required for the completion of an assignment, they will be provided by the teacher.
- Students who need to have electronic devices in order to monitor health conditions will continue to follow their individualized plans. These conditions need to be documented and verified through parents or guardians and the school nurse.
- If an electronic device is seen during the instructional period or passing period, the staff member will follow this procedure:
 - The staff member will confiscate the phone or electronic device and the device will be sent to the main office.
 - The phone or electronic device will stay in the office for at least the rest of the school day and the student will NOT be able to retrieve their phone or electronic device

District OR-1 Student Personal Electronic Devices

Final for distribution

(Cell phones, headphones, earbuds, smartwatches, etc.)

Guidelines and Procedures for the **2023-2024** School Year

Updated. August 9th.2023

until a parent has been contacted and a plan to retrieve the device has been developed with a parent or guardian to retrieve the phone.

- *Please note: If the student does not comply with this request and refuses to turn over the device, this interaction becomes a student disciplinary issue for refusal to comply and not following directions.* Consequences for refusal to comply and not following directions will be administered in alignment with the Student Code of Conduct.
- The teacher will contact the office and the device will be held in the main office for the remainder of the day and the incident will be logged as an electronic device infraction.
- Parents will be contacted about the process for returning the phone to the student.
- Students who need to contact parents/guardians for emergency reasons during the school day may request to use the phone in the school office.
- Parents/guardians who need to communicate immediate information with their student during school hours may contact the school office and a message will be shared with the student as soon as possible.
- Please note that the school is not responsible for the loss of student personal items brought to school.
- Students also have the opportunity and choice to leave their electronic device at home, in their vehicle, or to place the electronic device in their school locker during the school day.

Digital Hall Passes (Palmyra Junior/Senior High School)

- Palmyra High School will also be utilizing a “digital hall pass” system for student requests to leave class during instructional time.
- The “digital hall pass” system is designed to maximize instructional time, efficiently increase communication between staff, and enhance school safety.
- Staff will be training students how to use the “digital hall pass” system with their Chromebooks during the first week of school.
- To begin the school year, each student will be allowed three student-initiated passes per day to go to the restroom, library, office, nurse, counselor or other classrooms. These passes are in addition to before and after school time, lunch, and passing periods.
- Teachers, at their discretion, may allow student passes beyond the three pass limit based on extenuating circumstances (student medical condition, etc.).
- The main office may provide passes to individuals with identified and documented medical concerns.
- In an emergency (trouble breathing, significant injury, etc.), students may leave the room immediately and the teacher will notify the office/nurse of the situation.
- If a student doesn’t have their Chromebook, a staff member can create a digital pass at the request of the student.
- Paper passes will also be used when appropriate and as needed.

District OR-1 Student Personal Electronic Devices

Final for distribution

(Cell phones, headphones, earbuds, smartwatches, etc.)
Guidelines and Procedures for the **2023-2024** School Year
Updated. August 9th.2023

District OR-1 Common Questions Regarding Electronic Device Practices at Palmyra / Junior / Senior High School

Can my child bring his cell phone to school?

- Yes. It simply cannot be used by a student or seen by any staff member during instructional time as indicated in the identified personal electronic devices guidelines and procedures.

What happens if someone sees my child using their phone in an unauthorized way and time during the school day?

- The staff member will either confiscate the phone or send the student to the office to turn in the phone.
- The phone or electronic device will stay in the office for at least the rest of the school day and the student will NOT be able to retrieve their phone or electronic device until a parent has been contacted and a plan to retrieve the device has been developed with a parent or guardian to come to school and retrieve the phone.

Can my child use their phone during lunch?

- Yes, at Palmyra Junior/Senior High School. Students will be permitted to use their phones during lunch time in the lunchroom area. However, students are encouraged to minimize screen time on their phones as this is a great time to not only eat, but connect in person with their classmates, or even perhaps make a new friend.

How will I be able to communicate with my child during the day if needed?

- Your child will have constant access to their Chromebook and can access email during the school day. Also, parents and guardians can directly contact the office and have a message delivered to the student. If parents or guardians would like to talk directly to their child, please call the school office and staff will get the child out of class to return or take the call.

The school uses the Band app. How will my child be able to get those notifications?

- Coaches and sponsors during the school day can communicate those changes in real time with their participants via school announcements, in person meetings, or via email.
- The Band app can also be accessed through the student's Chromebook as well.

What if my child needs their cell phone or electronic device to complete a homework assignment?

- No homework assignment should require the use of a cell phone. If another device is required, teachers will communicate this information in advance to both students and parents.
- If a student does not have access to the required device, a plan will be created to make sure the student can still complete the assignment and receive full credit.

District OR-1 Student Personal Electronic Devices

Final for distribution

(Cell phones, headphones, earbuds, smartwatches, etc.)

Guidelines and Procedures for the **2023-2024** School Year

Updated. August 9th.2023

What about extra curricular activities? Will kids get their phones back before getting on the bus (especially if they are traveling to away events) for games, field trips, activities, etc?

- Yes, students will be permitted to use their phones on the bus and other school transportation. All school rules concerning behavior and interactions, etc. still apply on school sponsored trips and transportation.

If a phone or electronic device is confiscated, what happens if a parent can't come to the school during building hours to retrieve it?

- Parents will need to make arrangements with the office. There is someone in the office by 7:00 a.m. most mornings and if someone needs to stay late, arrangements can be made to pick up the device in an alternate location within the school.
- If no one is available to stay, arrangements will need to be made to pick up the device the following day. Parents with this concern should take precautions to ensure their student understands these guidelines, procedures and associated consequences.

Won't email now become a distraction instead of the phones?

- While it is true that students will still be able contact their parents, peers, etc. through email, this mode of communication is monitored for student safety through a district approved filtering system and what students say to each other is recorded and documented.
- We will continue to model and teach appropriate messaging to our students to minimize concerns, but the largest distraction and safety concern to our students is unfiltered, inappropriate, and unauthorized content. Games, Tik Toks, Youtube videos, and social media platforms like SnapChat, X, Instagram, etc. provide the largest distraction for our students.

Will students have access to Youtube, Instagram, etc. through their Chromebooks at school?

- The school has purchased software called LineWise that will allow teachers to essentially “lock out” everything on the internet except where the teacher wants the students to go. For example, if a teacher wants students to watch a Youtube video on the Gettysburg Address, they can “unlock” the weblink for that site and the students will have access to only that Youtube link.
- Certain websites will always be “unlocked” such as Canvas, Powerschool, the school website, etc. as they are district approved sites.
- If students are able to somehow work around school filtering systems or find themselves on unauthorized platforms, we will be able to still monitor those interactions in order to help keep our students as safe as possible.

Policy # 1101 Student Access
Exhibit “A” – List of Approved “Youth Organizations”
Updated August 14, 2023

- *District OR-1 will allow the approved “youth organizations” listed below to present information to students during non-instructional time.*
- *District OR-1 will make a good faith effort to schedule a mutually agreeable date, time, and location for each organization to present information to our students.*
- *Please note: Representatives from each approved youth organization must clear a district approved background check before presenting to students.*

Current List of Approved “Youth Organizations”

1. Agricultural Hall of Fame
2. Air Force Sergeants Association
3. American Academy of Arts and Letters
4. American Chemical Society
5. American Council of Learned Societies
6. American Ex-Prisoners of War
7. American GI Forum of the United States
8. American Gold Star Mothers
9. American Historical Association
10. American Hospital of Paris
11. American Legion
12. American National Theater of Academy
13. American Society of International Law
14. American Symphony Orchestra League
15. American War Mothers
16. AMVETS (American Veterans)
17. Army and Navy Union of the United States of America
18. Aviation Hall of Fame
19. Big Brothers—Big Sisters of America
20. Blinded Veterans Association
21. Blue Star Mothers of America
22. Board of Fundamental Education
23. Boy Scouts of America
24. Boys and Girls Clubs of America
25. Catholic War Veterans of the United States of America
26. Civil Air Patrol
27. Congressional Medal of Honor Society of the United States of America
28. Corporation for the Promotion of Rifle Practice and Firearms Safety
29. Daughters of Union Veterans of the Civil War 1861–1865
30. Disabled American Veterans
31. 82nd Airborne Division Association
32. Fleet Reserve Association
33. Former Members of Congress

34. Foundation of the Federal Bar Association
35. Frederick Douglas Memorial and Historical Association
36. Future Farmers of America
37. General Federation of Women's Clubs
38. Girl Scouts of the United States of America
39. Gold Star Wives of America
40. Help America Vote Foundation
41. Italian American War Veterans of the United States
42. Jewish War Veterans of the United States of America
43. Jewish War Veterans, U.S.A., National Memorial
44. Korean War Veterans Association
45. Ladies of the Grand Army of the Republic
46. Legion of Valor of the United States of America
47. Little League Baseball
48. Marine Corps League
49. The Military Chaplains Association of the United States of America
50. Military Officers Association of America
51. Military Order of the Purple Heart of the United States of America
52. Military Order of the World Wars
53. National Academy of Public Administration
54. National Academy of Sciences
55. National Conference of State Societies, Washington, District of Columbia
56. National Conference on Citizenship
57. National Council on Radiation Protection and Measurements
58. National Education Association of the United States
59. National Fallen Firefighters Foundation
60. National Federation of Music Clubs
61. National Film Preservation Foundation
62. National Fund for Medical Education
63. National Mining Hall of Fame and Museum
64. National Music Council
65. National Recording Preservation Foundation
66. National Safety Council
67. National Ski Patrol System
68. National Society, Daughters of the American Colonists
69. The National Society of the Daughters of the American Revolution
70. National Society of the Sons of the American Revolution
71. National Tropical Botanical Garden
72. National Woman's Relief Corps, Auxiliary to the Grand Army of the Republic
73. The National Yeomen
74. Naval Sea Cadet Corps
75. Navy Club of the United States of America
76. Navy Wives Clubs of America
77. Non Commissioned Officers Association of the United States of America

78. Paralyzed Veterans of America
79. Pearl Harbor Survivors Association
80. Polish Legion of American Veterans, U.S.A.
81. Reserve Officers Association of the United States
82. Retired Enlisted Association
83. Society of American Florists and Ornamental Horticulturists
84. Sons of Union Veterans of the Civil War
85. Theodore Roosevelt Association
86. 369th Veterans' Association
87. United Service Organizations
88. United States Capitol Historical Society
89. United States Olympic and Paralympic Committee
90. United States Submarine Veterans of World War II
91. Veterans of Foreign Wars of the United States
92. Veterans of World War I of the United States of America
93. Vietnam Veterans of America
94. Women's Army Corps Veterans' Association

Community RelationsUse of School Facilities: Student Groups

1. Access by Youth Organizations. The District will allow, upon request, a representative of a recognized youth organization to provide: (1) oral or written information to students regarding the youth organization and how such youth organization furthers the educational interests and civic involvement of students in a manner consistent with good citizenship; and (2) services and activities to any student who is a member of such youth organization. A “recognized youth organization” is limited to those group listed in 36 U.S.C. Subtitle II, Part B. Each requesting youth organization will be permitted to provide information at school at least once during each school year. The administration will make a good faith effort to find a mutually agreeable date, time, and location for each requesting youth organization, though the administration shall have the ultimate authority to select the date, time, and location for any requesting youth organization. Under no circumstances will any requesting youth organization be permitted to provide oral information to students during instructional time, unless previously approved by the Superintendent or Superintendent’s designee. Every representative from a requesting youth organization must submit to, at the organization’s cost, a background check. The Superintendent or Superintendent’s designee may refuse to allow an individual to be on school grounds if the individual's background check discloses a prior felony conviction or if, in the Superintendent’s discretion, the background check otherwise reveals concerns about student safety. Nothing in this Paragraph preempts or undermines any provision of the District’s Parental Involvement Policy.

2. Equal Access to Student Groups. In the event any of the secondary schools (grades 6-12) have a limited open forum as defined in the Equal Access Act, such school(s) shall not deny equal access or a fair opportunity to, or discriminate against, any students who wish to conduct a meeting within that limited open forum on the basis of the religious, political, philosophical, or other content of the speech at such meetings. A limited open forum for this purpose exists if the secondary school grants an offering to or opportunity for one or more non-curriculum related student groups to meet on school premises during noninstructional time.

All such student meetings at school are subject to the following requirements:

- a. the meeting must be voluntary and student-initiated;
- b. there must be no sponsorship of the meeting by the school or its agents or employees;
- c. employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
- d. the meeting must not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- e. non-school persons may not direct, conduct, control, or regularly attend activities of the student group.

The administration shall in all respects maintain the District in compliance with the Equal Access Act.

3. Equal Access to Outside Groups Meeting at School. If the District provides an opportunity for one or more outside youth or community groups to meet on school premises or in school facilities before or after school hours, the District shall make that opportunity available to other similarly situated groups. The administration shall in all respects maintain the District in compliance with the Equal Access Act.

Legal Reference: 20 U.S.C. Section 4071-4074 (Equal Access Act)
20 U.S.C. Sec. 7905 (Boy Scouts of America Equal Access Act) & 34
CFR Part 108
LB 705, § 126.

Date of Adoption: May 8, 2017
Date of Revision: August 14, 2023

Community Relations

Title IX - Discrimination

District OR-1 Public Schools, in response to federal and state regulations for Title IX of the Education Amendments of 1972 - Prohibiting Sex Discrimination in Education, hereby adopts and re-affirms the following policy:

- 1) The Board of Education affirms its intent to comply with provisions of Title IX regulation implementing the Education Amendments of 1972 - Prohibiting Sex Discrimination in Education.
- 2) The publication of this statement re-affirms the District's efforts to comply with the Title IX regulations to inform citizens of non-discriminatory practices in the dissemination process.
- 3) The Board of Education hereby affirms its intent to adopt and publish grievance procedures providing for prompt and equitable resolution of written complaints. Such guidelines shall be developed as part of the administrative procedures, and such forms as needed shall be developed and made available to the public.
- 4) The Board of Education will implement specific and continuing steps to notify the public of its intent for compliance with nondiscriminatory practices. Self-evaluation and a continual assessment of the educational program will be implemented through regular administrative procedures.
- 5) Pursuant to this intent the Board of Education, as of this date, appoints the board policy committee to address these issues, as needed.

Legal Reference: Title IX

Date of Adoption: May 8, 2017

Date of Revision: August 14, 2023

Community Relations**Community Relations****Title IX--Procedure For Informal/Formal Hearing**

In accordance with Title IX, the Board of Education of District OR-1 Public Schools, hereby re-affirms the following procedures for handling complaints alleging a violation of Title IX, a federal law which prohibits sex discrimination in any educational program receiving federal financial assistance.

Procedure:

- 1) A written complaint must be presented to the Superintendent, or the Superintendent's designated representative(s) on a form available at the school office.
- 2) The Superintendent or the designated representative(s) may request an informal conference to present information relative to the complaint, or to request further information relative to the specific nature of the complaint.
- 3) If the complaint is not resolved in the first informal conference an informal hearing will be arranged at the convenience of both parties.
- 4) The Superintendent or the designated representative(s) will plan the details of the hearing based upon the nature of the complaint and the number of persons involved. This hearing will be conducted by a Hearing Officer designated by the Superintendent or by the Board of Education.
- 5) The complainant will be notified in writing of the time and place of the hearing.
- 6) Witnesses and/or advisors may be called by either party within limits established by the Hearing Officer.
- 7) Upon completion of this hearing, the Hearing Officer will make a report in writing to the Superintendent within ten (10) school days of conclusion of the hearing, with a copy to the complainant. The Superintendent shall within five (5) school days determine whether to accept the recommended action of the Hearing Officer and notify the complainant of the Superintendent's decision. The complainant shall within five (5) school days notify the Superintendent whether the complainant accepts the decision; failure to identify any points of the decision with which the complainant does not agree shall be considered to be acceptance of the decision or the points with which the complainant has not identified disagreement.
- 8) If the above process does not resolve the complaint, an appeal may be made to the Board of Education through the Superintendent by filing a notice of appeal with the Superintendent within ten (10) school days of the Superintendent's notification.

Legal Reference: Title IX

Date of Adoption: May 8, 2017

Date of Revision: August 14, 2023

Personnel - All EmployeesDrug and Substance Use and Abuse

It is the policy of the District OR-1 Public School District to eliminate the influence of drugs, alcohol and other chemicals within the school environment and to educate students against the usage of drugs, alcohol and illegal substances. The District will implement regulations and practices which will ensure compliance with laws relating to drugs and alcohol, including: the Drug-Free Workplace Act and the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto.

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 school district recognizes that the use, possession, or being under the influence of illicit drugs or alcohol constitutes a hazard to the positive development of students and employees and a substantial interference with school purposes.

1. The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. Employees are also prohibited from possessing, using or distributing illicit drugs or alcohol, or being under the influence of illicit drugs or alcohol, on any district property or district sponsored event. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol in the work place or on duty time shall be a violation of the drug-free workplace.
2. 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.
3. As a condition of employment, employees will abide by the District's drug-free workplace policies and notify the Superintendent or designee in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction.
4. Disciplinary sanctions, up to and including termination of employment and referral for prosecution, will be imposed upon employees who violate the aforementioned standards of conduct. Sanctions for violation thereof may include the requirement that the employee complete an appropriate rehabilitation program, reprimands, and non-renewal, cancellation, or termination of contract of employment.
5. Employees shall be advised through employee publications about drug and alcohol counseling and rehabilitation and reentry programs that are available.

6. Employees shall be furnished with a paper or digital copy of this policy.

This policy supplements and is in addition to all other policies, regulations, practices, procedures and contractual provisions regarding or related to the improper or unlawful possession, use, or distribution of illicit drugs and alcohol.

Section 2 Alcohol and Drug Testing

The District will implement regulations and practices which will insure compliance with the Omnibus Transportation Employee Testing Act of 1991, the Moving Ahead for Progress in the 21st Century (MAP-21) Act, and all regulations and rules promulgated pursuant to such Acts. Employees in "safety-sensitive" positions, as defined by the Act and regulations promulgated thereunder, including employees whose position requires a commercial driver's license (CDL), shall be tested for alcohol and controlled substances as required by law. (See attached Appendix "1"). Refusal to submit to such pre-employment testing, or testing positive, shall disqualify an applicant from employment. Reasonable suspicion, random, post-accident, return-to-duty, and follow-up testing shall also be conducted. Employees who test positive shall be immediately removed from safety-sensitive positions and shall be removed from employment.

Legal Reference: 41 U.S.C. §§701 to 707
49 U.S.C. §§5331(b) and 31306; 49 CFR Part 382

Date of Adoption: March 13, 2017
Date of Revision: August 14, 2023

4009 - APPENDIX 1

**CONTROLLED SUBSTANCES AND ALCOHOL USE AND TESTING:
FEDERAL REGULATIONS, [NAME] PUBLIC SCHOOLS' COMPLIANCE POLICIES
AND PROCEDURES, AND EDUCATIONAL MATERIALS**

The U.S. Department of Transportation (DOT) and the Federal Highway Administration (FHWA) have issued regulations requiring that individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs) be tested for controlled substances and alcohol and not engage in controlled substances use or alcohol misuse. Information concerning those regulations, [Name] Public Schools policies and procedures, and educational materials relating to controlled substances use and alcohol misuse is set forth as follows:

(A) The persons designated by District OR-1 Public Schools to answer employee questions about these materials are:

Superintendent of Schools
Secondary Principal
High School Activities Director

(B) The categories of employees who are subject to the provisions of the federal controlled substances and alcohol use and testing regulations are:

Individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs), including bus drivers and distribution and maintenance employees who are subject to driving commercial motor vehicles.

(C) The term "safety-sensitive functions" means:

- (1) All time waiting to be dispatched, unless the driver has been relieved from duty;
- (2) All time inspecting equipment or inspecting, servicing, or conditioning any commercial motor vehicle (i.e., a vehicle in excess of 26,000 pounds GVWR or designed to carry 16 or more passengers, including the driver) at any time;
- (3) All driving time (i.e., time spent at the controls of a commercial motor vehicle in operation);
- (4) All time, other than driving time, in or upon any commercial motor vehicle;
- (5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
- (6) All time spent performing the driver requirements of 49 CFR §§392.40 and 392.41 relating to accidents;
- (7) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

(D) **Employee conduct that is prohibited by the federal controlled substances and alcohol use and testing regulations includes:**

1. **Alcohol concentration.**
No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.
2. **Alcohol possession.**
No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol.
3. **On-duty use.**
No driver shall use alcohol while performing safety-sensitive functions.
4. **Pre-duty use.**
No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. **Use following an accident.**
No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.
6. **Refusal to submit to a required alcohol or controlled substances test.**
No driver shall refuse to submit to a post-accident alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, or a follow-up alcohol or controlled substances test.
7. **Controlled substances use.**
No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.
8. **Controlled substances test.**
No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances.

(E) **The circumstances under which an employee will be tested for alcohol and/or controlled substances pursuant to the federal regulations include:**

1. **Pre-employment testing.**
Prior to the first time a driver performs safety-sensitive functions, the driver shall undergo testing for alcohol and controlled substances. No safety-sensitive functions are to be performed unless the driver has been administered an alcohol test with a result indicating an alcohol concentration less than 0.04, and has received a controlled substances test result from the medical review officer indicating a verified negative test result.

2. Post-accident testing.

- (a) As soon as practicable following an accident involving a commercial motor vehicle, each surviving driver:
- (1) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or
 - (2) Who receives a citation under State or local law for a moving traffic violation arising from the accident shall undergo a test for alcohol and controlled substances.
- (b) (1) *Alcohol tests.* Shall be administered within two hours following the accident unless such cannot reasonably be done, and not more than eight hours following the accident.
- (2) *Controlled substance tests.* Shall be administered within 32 hours following the accident.
- (c) A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit to testing. The driver shall be permitted to leave the immediate scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care, but shall otherwise remain readily available for testing.

3. Random testing.

- (a) Drivers shall be subject to random testing. The minimum annual percentage rate for random alcohol testing should be 25 percent of the average number of driver positions, or such minimum annual percentage rate as established from time to time by the FHWA. The minimum annual percentage rate for random controlled substance testing shall be 50 percent of the average number of driver positions.
- (b) The selection of drivers for random alcohol and controlled substances testing shall be made by a scientifically valid method. Under the selection process used, each driver shall have an equal chance of being tested each time selections are made.
- (c) The random alcohol and controlled substances tests shall be unannounced and the dates for administering random alcohol and controlled substances tests shall be spread reasonably throughout the calendar year.
- (d) Each driver who is notified of selection for random alcohol and/or controlled substances testing shall proceed to the test site immediately; provided, however, that if the driver is performing a safety-sensitive function at the time of notification, the driver shall cease to perform the safety-sensitive function and proceed to the testing site as soon as possible.

4. Reasonable suspicion testing.

- (a) A driver shall submit to an alcohol test when the employer has reasonable suspicion to believe that the driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations (except for possession of alcohol).
- (b) Under federal law, notwithstanding the absence of a reasonable suspicion alcohol test, a driver is prohibited from reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol and must not perform or continue to perform safety-sensitive functions, until:

- (i) An alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or
- (ii) Twenty-four hours have elapsed following the determination that there is reasonable suspicion to believe that the driver has violated the prohibitions concerning the use of alcohol.

5. **Return-to-duty testing.**

(a) Alcohol. If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning alcohol and has not been terminated, the driver shall undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.

(b) Controlled Substances. If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning controlled substances, and has not been terminated, the driver shall undergo a return-to-duty controlled substances test with a result indicating a verified negative result for controlled substances use.

6. **Follow-up testing.**

Following a determination that a driver is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the driver shall, if still employed, be subject to unannounced follow-up alcohol and/or controlled substances testing as directed by a substance abuse professional in accordance with the provisions of federal regulations.

Random, reasonable suspicion, and follow-up alcohol testing shall be conducted only when the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing safety-sensitive functions.

(F) The procedures that will be used to test for the presence of alcohol and controlled substances, to protect the employee and the integrity of the testing processes, to safeguard the validity of the test results, and to ensure that those results are attributed to the correct employee include:

The procedures outlined in 49 CFR 40, concerning procedures for Transportation Workplace Drug and Alcohol Testing Program, will be followed. This includes use of a "split sample" approach for drug testing and chain of custody procedures including documentation of screening aliquots.

(G) An employee is required to submit to alcohol and controlled substances tests administered pursuant to the federal regulations.

(H) A "refusal to submit" to an alcohol or controlled substance test includes:

Refuse to submit (to an alcohol or controlled substances test) means that a driver (1) Fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing, (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing, or (3) engages in conduct that clearly obstructs the

testing process. A failure to remain readily available for post-accident testing, or to notify the employer of the need for such testing, or to proceed to the test site immediately for random testing, may be deemed by the employer to constitute a refusal to submit.

The consequences for refusing to submit to an alcohol or controlled substances test are as follows: A driver who has refused to submit to a required alcohol or controlled substance test is subject to the same consequences as a driver who has tested positive on an alcohol (concentration of 0.04 or greater) or controlled substances test.

(I) The consequences under the federal regulations for employees who have violated the federal regulations relating to controlled substances and alcohol use and testing include:

The driver shall be removed from and not permitted to perform safety-sensitive functions. The driver shall be referred for evaluation by a substance abuse professional for a determination of what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances abuse.

Before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by the federal regulations, the driver shall, if still employed, undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 if the conduct involved alcohol, or a controlled substances test with a verified negative result if the conduct involved a controlled substance.

In addition, each driver identified as needing assistance in resolving problems associated with alcohol misuse or controlled substance use, if still employed,

- (i) Shall be evaluated by a substance abuse professional to determine that the driver has properly followed any rehabilitation program prescribed, and
- (ii) Shall be subject to unannounced follow-up alcohol and controlled substances tests administered by the employer following the driver's return to duty.

The driver may also be subject to the penalty provisions of 49 U.S.C. § 521(b).

(J) The consequences under the federal regulations for employees found to have an alcohol concentration of 0.02 or greater but less than 0.04 include: Removal from safety-sensitive functions for a period of not less than 24 hours following administration of the test.

(K) Information to assist employees in avoiding alcohol misuse and controlled substances use, signs and symptoms of an alcohol or a controlled substances problem, and available methods of intervening when such a problem is suspected: Information will be made available by the counselor to employees upon request.

Date of Adoption: March 13, 2017
Date of Revision: August 14, 2023

Personnel - All EmployeesProfessional Boundaries Between Employees and Students**Definitions:**

Grooming means building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place;

Personal communication system means a device or software that provides for communication between two or more parties and is capable of receiving, displaying, or transmitting communication. Personal communication system includes, but is not limited to, a mobile or cellular telephone, an email service, or a social media platform;

School employee means a person nineteen years of age or older who is employed by a public, private, denominations, or parochial school approved or accredited by the State Department of Education. Neb. Rev. Stat. § 28-720. School employee also includes any person who is contracted with, or otherwise paid by the district and who has access to or interaction with students including all student teachers or interns.

Sexual contact has the same meaning as in section 28-318;

Sexual penetration has the same meaning as in section 28-318; and

Student teacher or intern has the same meaning as in section 79-875.

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of this policy or any violation of professional boundaries is misconduct and will likely result in disciplinary action.

In addition, a violation of employee and student boundaries is also a violation of standards of professional conduct which could result in the revocation of a certificated educator's certificate or permit. 92 Nebraska Administrative Code Chapter 27.

Such violations could also result in a referral to the Nebraska Department of Health and Human Services and law enforcement.

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.

Prohibited Activity:

Engaging in any relationship that involves sexual contact or sexual penetration with a student while the student attends the school where the employee works and for one year after the student graduates or otherwise ceases enrollment.

The following is a non-exclusive list of actions that will be regarded as a violation of the professional boundaries that all employees are expected to maintain with all students. In addition, repeatedly engaging in any of these activities or a combination of these activities are examples of grooming as defined in this policy.

1. Communication with students through any method not approved or not designated by the school district including social networking apps or websites and texting, or other instant messaging, one-on-one with any students.
2. Communication with students on any matters or subjects that do not pertain to school or school-related activities. School or school related activities include student homework, in class activities, school sponsored sports or clubs or any other school-sponsored activity.
3. Engaging in any kind of behavior or communication that could be reasonably construed as a sexual advance or respond in any positive manner to a student's sexual advance.
4. Being alone with a student anywhere where all doors to such room are closed.
5. Showing a student any inappropriate or sexually suggestive material that is not part of classroom lesson or curriculum known to appropriate school authorities.
6. Telling jokes with sexual themes or subject matter.
7. Invading a student's physical privacy. One example would be walking in on a student changing in a locker room or bathroom when the employee has no duty to be there.
8. Intruding on a student's personal physical space in any manner that makes a student uncomfortable.
9. Initiating unwanted physical contact.
10. Treating one student differently from other students either by providing privileges or failing to enforce school policy or other disciplinary action.
11. Discussing an educator's private personal matters with a student and inquiring about a student's private personal matters when no basis for concern about the student's health or safety.
12. Providing rides to a student in an employee's personal vehicle without the express written permission of a student's parent or guardian and permission from an administrator unless another school employee is in the vehicle.
13. Meeting with a student outside of school for any reason other than a school sponsored activity or event.
14. Having a student in an employee's home without a student's parent or appropriate chaperone.
15. Giving or receiving gifts to or from one student. A gift to a class or the same gift to a group of students is not prohibited.
16. Consuming alcohol in the presence of any student when the student's parent or

guardian is not present or consuming illegal drugs in the presence of students at any time.

17. Providing alcohol or illegal or unauthorized drugs or medications to a student under any circumstances.
18. Any other behavior with could exploit the unique position of trust and authority between a student and employee.

Exceptions to these prohibitions may include:

1. Communicating with your own child or another student with whom there is personal relationship that exists independent of that child being a student at the same school where the employee works such as when the student is a relative, neighbor or fellow member of a group or organization outside of the school or school sponsored setting when such communications pertain to such a group or organization.
2. An emergency or concern for that student's immediate health or safety.
3. A singular chance encounter at a public place provided the encounter provided there is no additional violation of this policy

Except in the case of a true emergency, or an unplanned chance encounter, employees must obtain permission in writing from his or her administrator prior to engaging in such communication.

Permissible methods to communicate with students outside of school:

The Superintendent or Superintendent's designee will circulate to staff the District-approved apps or social media sites that employees may use to communicate with student regarding educationally related topics.

In addition, employees may utilize:

1. Text messages that include at least one other adult and a student. The adult may either be the student's parent or guardian or another school employee.
2. Use of social media through a district approved social media account as a coach or supervisor of a school sponsored club or activity. However, even approved social media communication must abide by the standards of professional conduct and must be professional in nature and in the best interest of the school district.
3. Use of the school district email system.

Allowing students to view an educator's social media postings is not a preferred method of communication. Educators are responsible for any social media postings that is viewed by students when such posting violates the standards of professional conduct.

Permissible ways to engage with students when the employee has concerns about the student's well-being:

1. Contact the guidance counselor and ensure the student's parent or guardian is aware of your concerns.
2. Contact the student's parents or guardian if the concern is not with the parent or guardian.
3. If you believe the student is in immediate danger, contact the Nebraska Department of Health and Human Services child abuse hotline or contact law enforcement.

Reporting Violations:

If any school employee violates this policy or has reason to believe another employee has violated this policy, the employee is required to make a report to the superintendent within 24 hours. The school employee also has an obligation to report to the Nebraska Health and Human Services and the Nebraska Department of Education.

The most serious violations shall be reported immediately. The Superintendent shall also ensure a report is made to the Nebraska Department of Education, the Nebraska child abuse and neglect hotline and law enforcement authorities as required by law and notify the school Board President. If the superintendent is the alleged violator or fails to take appropriate steps, the School Board President shall be notified by the school employee.

Students who feel his or her boundaries have been violated or know of another student whose boundaries have been violated may report to any school employee he or she is comfortable to confide in. That school employee will then have an obligation to report as identified above.

Reprisal or retaliation for good faith reports made by students or school employees is itself a violation and is prohibited.

Records retention:

School employees are required to maintain copies of any communication exchanged with students via a personal communications system. Such copies must be maintained pursuant to district records retention policies and schedules. The records may be kept electronically or in hard copy or any format easily retrievable by the employee upon request. Any employee who is unable to produce copies of such communications for any reason will be in violation of this policy.

FERPA and Confidentiality:

School employees are encouraged to consult their school's policy on confidentiality of personally identifiable student information before posting any information regarding student or student activities online.

Legal Reference: Neb. Rev. Stat. Sec. 79-879

Date of Adoption: July 12th 2021

Date of Revision: August 14, 2023

Students

Full-time and Part-time Enrollment

Full-time Enrollment

Students must be enrolled in **District OR-1 Public Schools** on a full-time basis. Full-time basis is defined as attending classes for the full instructional day within the public school system.

Exceptions are permitted only for:

1. enrolled students attending another state accredited institution such as a vocational-technical school or a college or university for school credit;
2. enrolled students taking the limited number of credits needed to graduate in the school year;
3. enrolled students in need of modified school attendance as an accommodation for a disability or similar unique circumstance;
4. enrolled students receiving special education services where the student's IEP requires a modified schedule, or non-enrolled students receiving special education services or other legally mandated services required to be provided to eligible resident children under state and federal laws and regulations;
5. students from other school districts participating in programs offered by the District pursuant to an interlocal agreement or other arrangement approved by the School Board; and
6. non-public school students in accordance with the policies and procedures set forth in this policy.

Part-Time Enrollment of Non-Public School Students

The School Board shall allow the part-time enrollment of students who are residents of the school district and who are also enrolled in a private, denominational, or parochial school or in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements. Such students are referred to herein as "non-public school students."

The School Board establishes the following guiding principles for enrollment of non-public school students:

- (1) The primary school for a non-public school student is the student's private, denominational, parochial or home school.
- (2) Enrollment of a non-public school student in [Name] Public Schools is allowed for the purpose of providing enhanced educational opportunities not otherwise available to the non-public school student. It is not to supplant programming of the student's primary school.
- (3) Non-public school students are not to be given priority over full-time students.
- (4) Non-public school students are to be enrolled only in programs or courses that are educationally appropriate for the student.
- (5) Enrollment of non-public school students is not to negatively affect the educational services to be provided to full-time students.

The School Board establishes the following specific policies and procedures for enrollment of non-public school students. In the event the specific policies and procedures require interpretation or do not fully resolve an issue, the above established guiding principles are to be considered.

A. Non-Public School Student Enrollment Application Procedures.

1. Application. Parent or guardian must submit an Application of Non-Public School Student for Part-Time Enrollment to the principal of the school the student desires to attend.
2. Deadline for Applications. The application must be received by August 1st preceding the school year the student wishes to enroll.
 - a. Change of Residence Exception: The application deadline for a student who becomes a resident of the District after the school year has commenced is: 20 calendar days after the student becomes a resident of the District. The principal may delay enrollment until the next following quarter or semester starts, or at such other time as determined to be educationally appropriate.
 - b. High School Course Exception: The application deadline for a student who desires to enroll in a second semester high school course is December 1st.
3. Action on Applications. The principal will review the application and will notify the parent of the approval or denial of the application within 2 weeks of receipt of the application or 2 weeks prior to the start of school or 2 weeks prior to the start of the next semester, whichever is later.
4. Appeals. The parent or guardian may appeal the principal's action to deny their application. Any such appeal must be submitted to the Superintendent within 14 calendar days from the date of the principal's action. The appeal shall be in writing and shall be decided on the basis of the written submission. The Superintendent may request the parent or guardian to provide further explanation or information and the appeal may be denied in the event the parent or guardian fails to fully respond on a timely basis. The Superintendent shall decide the appeal within 10 calendar days of the submission of the appeal. The Superintendent may make a decision later than the 10 days in the event good reason for delay exists. Good reason includes but is not limited to the Superintendent being unable to gather the information the Superintendent determines necessary to make the decision within the decision period.
5. Annual Applications. Part-time enrollment is determined annually. Application must be made each school year. There will be no guarantee that enrollment will be continued from one year to the next.

B. Non-Public School Student Admission

1. Admission Requirements. Students must meet the normal admission requirements. This includes the requirements that the student: be a resident of the District, be of school attendance age and not have graduated or have received a GED.
2. Admission Process. Students must complete the normal enrollment process and forms required by the District and/or the building for enrollment of all children. This includes the requirements relating to: birth certificates, immunizations, physical examinations, and visual evaluations.

C. Non-Public School Student Enrollment Standards

1. Maximum Enrollment. Students may not enroll in more than 2 middle school or high school courses during any one semester. Elementary students may not enroll in programming of greater than 90 minutes of instruction each day.
2. Capacity Limits. Enrollment will ordinarily be subject to capacity limits. Any grade level, program, or course which has been determined to be at capacity for option enrollment purposes will not ordinarily not be available for non-public school students.
3. Integrated Courses. Students must meet prerequisite requirements to be enrolled in a course by appropriate credits earned through an accredited program. The principal may on a discretionary basis allow prerequisite requirements to be satisfied where the student provides reasonable indications that the academic criteria have been met, such as results from achievement tests or other indications of adequate preparation.
4. Educationally Appropriate Programs and Courses. Students will not be allowed to enroll in programs or courses which the school administration determines to not be educationally appropriate for the student. Determination of whether a program or course is educationally appropriate will be made based on the standards the District uses for making academic placement decisions.
5. Selection of Courses. Subject to Paragraphs 1 through 4 of this Paragraph C, and all other applicable provisions of this Policy, non-public school students may select their courses.

D. Non-Public School Student Policies

1. General Standard. Non-public school students who are enrolled part-time

are to be subject to the same standards as full-time enrolled students except where appropriate to reflect their part-time status.

2. Building assignment. Students must enroll in the attendance center that serves the student's residence, provided that the administration reserves the authority to make a different attendance center assignment. A student may request assignment to an attendance center other than that of the student's residence under the intra-district transfer procedures.
3. No Partial Part-Time Enrollment. Students must apply for enrollment and attend the entire school year for which enrollment is made or, for high school courses, for the full length of the course. Once enrolled, part-time students will be required to participate in all activities, programs, and tests related to the program or course for which the student is enrolled, including as applicable State or District-wide assessments, as full-time students.
4. Student Conduct Policies. Students enrolled on a part-time basis shall be required to follow all school policies that apply to other students at any time the part-time student is present on school grounds or at a school-sponsored activity or athletic event. This includes the District's student conduct policies. Students enrolled on a part-time basis shall be subject to discipline, including suspension or expulsion, for violation of student conduct rules.
5. Attendance. Students enrolled on a part-time basis are not exempt from the compulsory attendance laws or from the District's attendance policies. Students who engage in excessive absenteeism as defined in Board policy are to be reported under the truancy laws.
6. Presence on School Grounds. Students enrolled on a part-time basis are to be present on school grounds during the school day only at the times required for their attendance in the program or course in which they are enrolled. Exceptions may be made in the discretion of the principal or the principal's designee. Students must sign in and out of the school by following the building level procedure. Students are responsible for being aware of any changes in the school schedule during inclement weather or for other reasons.
7. Transportation. Students enrolled on a part-time basis are not entitled to transportation or transportation reimbursement, unless otherwise required by law. Full-time students will be given first consideration for parking on the high school campus.
8. Academic Honors. Students enrolled on a part-time basis will not be eligible to graduate or receive a diploma from the District or receive

academic honors (for example, class rank and honor roll) except to the extent the student meets all requirements of the District's policies for such, including attainment of minimum credits and semesters of attendance.

9. Extracurricular Activities. Any student who is a resident of the District and who is enrolled in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements may participate in any of the District's extracurricular activity programs to the same extent and subject to the same requirements, conditions, and procedures as a full-time student in the District. The District's Activities Director will coordinate with the student's parent or guardian to secure assurances of compliance with these expectations. Any student covered by this subsection must enroll in five credit hours through the District in any semester. There shall be no preference given to any student participating in any extracurricular activity based off their status as a full-time or part-time student. Part-time students will be expected to comply with the same or similar expectations as full-time students to participate in any activity, including team rules. Participation in activities that are subject to the bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws.

Legal Reference: Neb. Rev. Stat. Sec. 79-2,136 and Sec. 79-526
LB 705, § 75
Title 92, Nebraska Administrative Code, Chapter 10

Date of Adoption: June 12, 2017
Date of Revision: August 14, 2023

StudentsOption EnrollmentA. Process and Time Lines to Option In

For a student to attend District OR-1 Public Schools as an option enrollment student, the student's parent or legal guardian must submit an application to the Board of Education of the District OR-1 Public School District between September 1 and March 15 for enrollment during the following and subsequent school years (the "application period").

Upon receipt of an application, the Superintendent or the Superintendent's designee shall provide the resident school district with the name of the applicant on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

Provisions for Waiver of Application Deadline (Choose one or modify as desired):**Option 1 (Waiver unless at capacity):**

The application deadline will be waived by the School Board for applications to option into the District OR-1 Public School District, provided that the application contains a release approval from the resident district and satisfies any other requirements of law. Further, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level or school building or in any special education programs operated by this School District which have been determined by the School Board to be at capacity in accordance with the capacity standards (Appendix "1"), and no waiver of the deadline shall be made for such an application regardless of whether such capacity determinations are declared invalid for any reason.

Option 2 (Limited Deadline Waiver):

The application deadline will **not** be waived by the School Board for applications to option into the District OR-1 Public School District, except in the following circumstances:

1. **Siblings**: The application deadline will be waived where the application is for a student who is the sibling of a student attending District OR-1 Public Schools as of the time the application is filed, provided the application is filed at least 30 days prior to the semester in which first enrollment is sought. A "sibling" for this purpose means a child who resides in the same household on a permanent basis with a student who is currently attending District OR-1 Public Schools and who has the same natural or adoptive parent or who is a stepbrother or stepsister.
2. **Kindergarten**: The application deadline will be waived where the application is for a student who is seeking to enroll and attend the Kindergarten grade level provided the application was filed on or before June 1 prior to the first semester of the next school year.
3. **Release Approval**: For the foregoing exceptions, the application must contain a release approval from the resident district.

4. Other Conditions: The waiver of the deadline in the above circumstances does not require acceptance of the application, as such applications may be rejected for reasons other than late filing.
5. Capacity: For the foregoing exceptions, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level or school building or in any special education programs operated by this School District which have been determined by the School Board to be at capacity in accordance with the capacity standards (Appendix “1”), and no waiver of the deadline shall be made for such an application regardless of whether such capacity determinations are declared invalid for any reason.
6. Capacity for Late Filed Applications: Where an application is filed for enrollment in the same school year in which enrollment is sought, the “projected enrollment” determinations made pursuant to paragraph D shall be replaced with the “actual enrollment” as of the first day of school for the year of application, as determined by the Superintendent or the Superintendent’s designee, but only in the event such actual enrollment is higher than the projected enrollment. Actual enrollment shall include all students in attendance and all students registered to attend (even if not in actual attendance on the first day).

B. Rejection of Applications; Reasons

1. Capacity: An option enrollment application shall be rejected in the event the capacity of a program, class, grade level, or school building or the availability of appropriate special education programs operated by the School District would be exceeded by acceptance of the application, and an option enrollment application shall be rejected in the event the application is for enrollment in a program, class, grade level, or school building which has been declared unavailable to option students due to lack of capacity.
2. Timeliness: An option enrollment application shall be rejected in the event the application is not filed on a timely basis and the filing deadline has not been waived.
3. Previous Option Enrollment: An option enrollment application shall be rejected in the event the student has previously filed an option enrollment application for enrollment in any School District and has had such application accepted, unless a statutory exception to the “one-time” rule is applicable to the student’s circumstance.
4. Other Reasons: An option enrollment application may be rejected in the event the Superintendent, the Superintendent’s designee, or the School Board determines: The application is not submitted on a form prescribed by the State Department of Education, is not completely and accurately filled in, is not received within the time required by law, or any additional information requested to be supplied is not

supplied to the School District within the time lines indicated; or in the event acceptance of the application is not required by law. Matters which are legally prohibited from being considered as standards for acceptance or rejection of applications (including “previous academic achievement, athletic or extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings” and further including, without limitation, race, national origin, and gender) shall not be considered as reasons for acceptance or rejection.

C. Priority of Acceptance

Priority shall be accorded in the following order: (1) first, to those applications required to be given priority by law, (2) second, to those with a sibling in attendance at District OR-1 Public Schools, with priority within this group being given to those who had earliest filed applications, and (3) third to those without an option student sibling in attendance at District OR-1 Public Schools, with priority within this group to those who had earliest filed applications.

Filing date determinations are made by the Superintendent, or the Superintendent’s designee. In the event applications within a group are received at the same or substantially the same time, priority as between such same-date applications shall be determined on the basis of random drawing.

D. Determination of Capacity

The School Board will determine and set, on an annual basis, the maximum number of option enrollment applications the School District will accept in any program, class, grade level or school building or in any special education programs operated by this School District, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this School District will contract based on existing contractual arrangements, and availability of appropriate special education programs, and may declare a program, class or school unavailable to option students due to lack of capacity. Such determinations may be made in the form of an Appendix “1” to this Policy. The determination and declaration made for any school year shall continue in effect for the next and subsequent school years unless otherwise determined and/or declared.

E. Releases for Options Out

Provisions for Release (Choose one or modify as desired):

Option 2 (Release unless Expulsion is Pending):

A request for release of a resident student of the District OR-1 Public School District who submits an enrollment option application after March 15 or any other statutory deadline will be granted unless the release shall not be granted if the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

Option 2 (Release Conditions):

A request for release of a resident student of the District OR-1 Public School District who submits an enrollment option application after March 15 or any other statutory deadline will be granted only on the following conditions:

1. **Kindergarten**: A release will be granted where the application is for a student who is seeking to enroll and attend the Kindergarten grade level provided the application was filed on or before June 1 prior to the first semester of the next school year.
2. **Siblings**: A release will be granted where the application would allow the student to attend the same school as a sibling, provided the application is filed at least 30 days prior to the semester in which first enrollment is sought. A “sibling” for this purpose means a child who resides in the same household on a permanent basis with a student who is currently enrolled in the option district and who has the same natural or adoptive parent or who is a stepbrother or stepsister.
3. **Educational Programming**: A release will be granted where the needs of the student require the District to obtain additional staffing or equipment and it is in the best interests of the District and the student to enroll in the option district. The determination of whether this condition is met shall be made by the Superintendent or the Superintendent’s designee.
4. **No Pending Expulsion**: The deadline shall not be waived if the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

The Superintendent or the Superintendent’s designee is hereby authorized to execute such releases on behalf of the School Board and the School District, subject to subsequent ratification by the School Board.

F. Notification of Acceptance or Rejection

In the case of an application to option enroll into the District OR-1 Public School District, the Superintendent or the Superintendent’s designee shall notify, in writing, the parent or legal guardian of the student and the resident school district whether the application is accepted or rejected on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

If an option enrollment application or a request for release is rejected by the District OR-1 Public School District, the Superintendent or the Superintendent’s designee shall provide written notification to the parent or guardian stating the reasons for the rejection and the process for appealing such rejection to the State Board of Education. Such notification shall be sent by certified mail.

G. Applications Subsequent to Relocations or Mergers

An option enrollment application does not require a release and shall be accepted or rejected within forty-five days after filing in the following circumstances:

1. the student relocated to a different resident school district after February 1, or
2. the student's option school district merged with another district effective after February 1, and
3. the application is for attendance during the immediately following and subsequent school years.

H. Status of Option Student

A student who is admitted under the enrollment option program shall be treated as a resident student, and in such regard shall be required to provide such enrollment information and documentation as is required for enrollment of other students (e.g., certified birth certificate and evidence of physical examination, visual evaluation and immunization), shall be required to be enrolled on a full-time basis, and shall be required to adhere to student conduct rules. The building assignment for an option student, as well as classroom and grade level assignments, shall be determined by the administration.

An option student shall not be entitled to transportation except as required by law. Transportation or transportation reimbursement will be provided in the following circumstances:

1. The District OR-1 Public School District may, upon mutual agreement with the parent or legal guardian of an option student, provide transportation to the option student on the same basis as provided for resident students. The school district may charge the parents of each option student transported a fee sufficient to recover the additional costs of such transportation.
2. Option students who qualify for free lunches are eligible for either free transportation or transportation reimbursement from the option school district.
3. For option students receiving special education services, the transportation services required in the student's Individualized Education Plan shall be provided by the resident school district.

I. Information Regarding Schools, Programs, Policies and Procedures.

As part of the option enrollment program, the administration shall make information about the District OR-1 Public Schools and its school, programs, policies and procedures available to all interested persons and shall have a copy of the option enrollment policy and regulations available at each school building.

Legal Reference: Neb. Rev. Stat. §§ 79-232 to 79-246

Date of Adoption: March 13, 2017

Date of Review: July 15, 2019

StudentsStudent Discipline

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

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary *not to exceed 24 an additional 48 hours* following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering

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

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.

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

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
 - a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
 - b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
 - c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
 - d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
 - e. Head wear including hats, caps, bandannas, and scarves.
 - f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
 - g. Clothing or jewelry that is gang related.
 - h. Visible body piercing (other than ears).

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines,

the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

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

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

2. Academic Integrity.

- a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

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

- b. Definitions: The following definitions provide a guide to the standards of academic integrity:
- (1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
- (a) Tests (includes tests, quizzes and other examinations or academic performances):
- (i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student

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informs other students in a later section of the questions that appear on the test.

- (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
 - (iii) Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.
 - (iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
 - (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- i) Use of Another’s Paper: Copying another student’s paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
 - (ii) Re-use of One’s Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
 - (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work

does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

- (iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
 - (v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
- (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
- (2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
- (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
 - (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
- (3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

- c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
 - (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
 - (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Electronic Devices

a. Philosophy and Purpose.

The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

b. Definitions.

- (1) "Electronic devices" include, but are not limited to, cell phones, music devices, 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:

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- (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
 - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
 - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.
- c. Possession and Use of Electronic Devices.
- (1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.
 - (2) Students may be 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
- d. Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
- (3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
 - (4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).
- d. Violations
- (1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on

assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) “sexting;” or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the 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 parent/guardian in a consistent and orderly way.

(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 brought to the main school office. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

- E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:
1. 1st Offense: Student will be confronted and directed to cease.
 2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
 3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.
- If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.
- F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:
1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
 2. Students in the hallway during class time must have a pass with them.
 3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
 4. Students are expected to bring all books and necessary materials to class. This includes study halls.
 5. Assignments for all classes are due as assigned by the teacher.
 6. Students are not to operate the mini-blinds or the windows.
 7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
 8. Students are to be in their seats and ready for class on the tardy bell.
 9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
 10. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
 11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
 12. Snow handling is prohibited.

G. Law Violations

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

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

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

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

Date of Adoption: March 13, 2017

Date of Revision: June 10, 2019

Date of Review: July 12, 2021

Date of Revision: August 14, 2023

StudentsAlternative Education Programs or Plans For Expelled Students

In the event action is being taken to expel a student from this school district, the Administration may offer the student an alternative school, class, or educational program (hereinafter referred to as an "alternative program"); or (2) the development of a plan of behavior modification, educational objects, and financial resources and community programs available to meet the behavioral and educational objects, and monthly reviews to assess the student's progress toward meeting the specified goals and objects. An expelled student may not be required to attend the alternative program.

A. ALTERNATIVE EDUCATION PROGRAM:

The Superintendent or Superintendent's designee is hereby granted the authority to arrange and plan for a student's alternative educational program, based on the available resources and student's individual circumstances.

B. EDUCATION PLAN PROGRAM:

If the administration elects not to provide an alternative education program, or if a student declines to participate in the alternative education program, the following procedures shall be followed:

(1) A conference shall be called by a school administrator and held to assist the district in the development of a plan with the participation of a parent or a legal guardian, the student, a school representative, and a representative of either a community organization with a mission of assisting young people or a representative of an agency involved with juvenile justice.

(2) The plan shall be in writing and adopted by a school administrator and presented to the student and the parent or legal guardian.

(3) The plan shall:

(a) Specify guidelines and consequences for behaviors which have been identified as preventing the student from achieving the desired benefits from the educational opportunities provided,

(b) Identify educational objectives that must be achieved in order to receive credits toward graduation,

(c) Specify the financial resources of the community programs available to meet both the educational and behavioral objects identified, and

d) Require the student to attend monthly reviews in order to assess the student's progress toward meeting the specified goals and objectives.

The school district shall submit such plan on the form "Section 79-266(2) Plan" attached to this policy as Appendix "1".

Legal Reference: Neb. Rev. Stat. Sec. 79-266
NDE Rule 17

Date of Adoption: March 13, 2017

Date of Revision: August 14, 2023

SECTION 79-266(2) PLAN

Student: _____

Date and Participants: _____

(List parent or legal guardian, school representative, and community or agency representative)

(a) Guidelines and Consequences for Behaviors

The student has been recommended for expulsion for conduct as specified in correspondence and memoranda recently provided to the student and the student's parents or guardian. This conduct has had the effect of preventing the student from achieving the desired benefits from the educational opportunities provided. The student is expected to conform his conduct to the school rules for which he has been recommended for expulsion and all other established school rules. Further disciplinary measures, including possible future expulsions, can result from future violations of such behavioral guidelines and expectations.

(b) Educational Objectives

In order to graduate, the student needs to receive the credits listed in Attachment "A", subject to future modifications in graduation requirements.

(c) Financial Resources and Community Programs Available

The financial resources and community programs available to meet the educational and behavioral objectives identified in this plan include school resources (e.g., upon return from the recommended expulsion, counseling with the school counselor, and meetings with the school administration and teachers) and community organizations which assist young people (e.g., civic organizations, local college and university programs, and community college programs).

(d) Monthly Reviews & Other

During the period of the expulsion, the student shall be required to attend monthly reviews with the Principal or designee to assess the student's progress toward meeting the specified goals and objectives. The student shall be responsible for contacting the named school official to schedule the monthly meetings. (Attach separate sheet for any additional information or terms of plan).

Dated this _____ day of _____, 20___, adopted by the school administrator after a conference held to assist the district in the development of the plan with the participation of a parent or legal guardian, the student, a school representative, and a representative of either a community organization with a mission of assisting young people or a representative of an agency involved in juvenile justice, and presented to the student and parent or legal guardian at the conference prior to the student being expelled in accordance with law.

Adopted by _____
[Administrator]

Attachments: Attachment "A" (academic credits needed to graduate or other, if applicable)

StudentsGraduation

To participate in commencement exercises or receive a District OR-1 Public Schools diploma a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions. Students who graduate from [Name] Public Schools must accumulate 230 hours. The total graduation requirements must include the following core curriculum:

English	45	Semester Hours
Science	30	Semester Hours
Math	30	Semester Hours
Social Studies	40	Semester Hours
(American History and American Government and one other Social Studies course)		
Physical Education	10	Semester Hours
Business	10	Semester Hours
Required	180	Semester Hours
Electives	50	Semester Hours

In addition, every student must complete at least one five-credit high school course in personal finance or financial literacy prior to graduation.

Legal Reference: Neb. Rev. Stat. Sec. 79-729
Neb. Rev. Stat. Sec. 79-3003
NDE Rule 10

Date of Adoption: March 13, 2017
Date of Revision: August 14, 2023

Students

Naloxone in School

The Board hereby permits the storage, administration, and implementation of naloxone (also known as Narcan) in school, so long as such storage, administration, and implementation complies with all legal requirements and the best interests of student health.

The Superintendent is hereby delegated the authority to develop rules and regulations to handle and administer naloxone in the event of a suspect opioid overdose, or in other emergency situations that require prompt attention.

Legal Reference:	Neb. Rev. Stat. § 28-470
Date of First Review:	July 10, 2023
Date of Adoption:	August 14, 2023

Students**Anti-Bullying Policy**

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The school district shall review the anti-bullying policy annually.

Legal Reference:

Neb. Rev. Stat. § 79-2137
Student Discipline Act, Neb. Rev. Stat. §§ 79-254 to
79-29
NDE February 2003 State Board Action; Reaffirmed
December 2005

Date of Adoption: March 13, 2017

Date of Revision: August 14, 2023

StudentsCollection of Information Relating to Dyslexia

The District will collect and maintain the following information relating to dyslexia during each school year:

- (1) Testing for a specific learning disability in the area of reading, including tests that identify characteristics of dyslexia and the results of such tests;
- (2) The number of students identified as having a reading issue, including dyslexia, pursuant to the assessment administered under the Nebraska Reading Improvement Act and Policy 6213;
- (3) The number of students identified in Paragraph (2) that have shown growth on the measure used to identify the reading issue; and
- (4) All other data required by law and/or the District's special education obligations.

By July 1st of each year, the District will provide the Nebraska State Department of Education with information collected about dyslexia, as requested by the Department.

Any student or parent/guardian with questions or concerns about dyslexia are encouraged to contact the District's Director of Special Education.

Legal Reference: LB 298 (2023)
Date of First Review: July 10, 2023
Date of Adoption: August 14, 2023

InstructionAssessments—Academic Content Standards

The Board of Education adopts the academic content standards of the State Board of Education (“State Board”). The adoption of the academic content standards includes the:

Language Arts standards that were adopted by the State Board in September, 2021;
Mathematics standards that were approved by the State Board in September, 2022;
Science standards that were adopted by the State Board in September, 2017; and
Social Studies standards that were adopted by the State Board in November, 2019.

Unless other action is taken, the Board of Education adopts the standards of the State Board as such standards are subsequently adopted or amended by the State Board.

The administration shall be responsible for implementing assessments on the state standards in accordance with the procedures established by the State Board and the Department of Education, including conducting assessments in the same subject areas and the same grade levels as established in the state standards, and the reporting of scores and sub-scores.

This policy does not supersede the existing standards adopted by the Board of Education except as set forth herein.

Legal Reference: Neb. Rev. Stat. Sections 79-760 to 79-760.05

Date of Adoption: February 17, 2017

Date of Revision: August 14, 2023

InstructionInitiations, Hazing, Secret Clubs and Outside Organizations

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.

Legal Reference: Neb. Rev. Stat. Sections 79-2,101 to 79-2,102 Student Discipline Act,
 Neb. Rev. Stat. Sections 79-254 to 79-296
 Neb. Rev. Stat. Sections 28-311.06 to 28-311.07

Date of Adoption: February 13, 2017

Date of Revision: August 14, 2023

InstructionArtificial IntelligenceIntroduction

District OR-1 Public Schools acknowledges that artificial intelligence continues to emerge as a resource that may assist students with future technology and different ways of learning. However, artificial intelligence also poses a challenge to delineate the responsible use of artificial intelligence with student plagiarism. As a result, the Board of Education adopts this Policy to specifically address how the District will address academic honesty and integrity regarding a student's use of artificial intelligence.

Permissible Uses of Artificial Intelligence in School Assignments

Students may use artificial intelligence or related platforms when any of the following occurs:

1. The student receives advance permission from the teacher for the given assignment or project; or
2. The teacher's classroom rules or expectations established artificial intelligence as a permissible resource for students to access.

Any student with questions about the use of artificial intelligence should contact their teacher in advance of using artificial intelligence to assist with any assignment. It is the responsibility of each student to understand the permissible use (if any) of artificial intelligence in a given class or a particular assignment. Students must be fully forthright and honest about their use of artificial intelligence to assist with any school assignment.

Impermissible Uses of Artificial Intelligence in School Assignments

Unless otherwise permitted by this Policy, students may not use artificial intelligence or related platforms to assist or complete any assignment, project, test, or other school-related task. The impermissible use of artificial intelligence may subject the student to discipline in accordance with the District's plagiarism policy and academic dishonesty rules.

First Review Reading: July 10, 2023

Date of Adoption: August 14, 2023

InstructionSpecial Education

District OR-1 Public Schools adopts this special education policy with the intent that the policy maintains the District's compliance with all applicable laws affecting special education services and programs. The Superintendent or designees shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines and procedures related to this policy in all respects.

The District will abide by all state and federal laws relating to special education. The District's special education policy and regulations, guidelines and procedures related to this policy are to be interpreted so as to be in compliance with such laws. In the event of changes in law, the school administration shall be authorized to implement modifications of practice to comply with such changes (whether the changes impose more or less stringent procedural or substantive requirements) until such time as amended policies are adopted by the Board of Education. References herein to 92 NAC 51 citations are made to Rule 51 as in effect on the date of the adoption of these policies. In the event of renumbering or other revisions to Rule 51, the policy shall be interpreted and implemented consistent with such renumbering or revisions.

1. Free Appropriate Public Education

A free appropriate public education shall be made available to all children with disabilities residing in the District, including children with disabilities who have been suspended or expelled, from date of verification through the school year in which the child is no longer eligible or the student reaches twenty-one (21) years of age, whichever occurs earlier. An Individualized Education Plan ("IEP") will be created for each such child that will enable the student to make progress appropriate in light of the student's unique circumstances.

Legal Reference: 92 NAC 51-004.01 through 004.03A and 007.07C2 through 007.07C6

2. Full Educational Opportunity Goal

The District shall take steps to ensure that its children with verified disabilities, through the age of twenty-one, have available to them the variety of educational programs and services available to children without disabilities in the areas served by the District, including art, music, industrial arts, family consumer science education, and vocational education.

Legal Reference: 92 NAC 51-004.11A

3. Child Find

All children from birth to age twenty-one (21) with disabilities residing in the District, including children with disabilities who are homeless or are wards of the state or attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, will be identified, located and evaluated. A practical method shall be developed and implemented by the administration to determine which children with disabilities are currently receiving needed special education and related services. The District will implement multiple methods to provide parents, guardians, and community members with information regarding how to refer a child for an evaluation and the identification process and

will publish an annual notice of any significant activity that is designed to identify, locate, or evaluate children to publicly notify parents, guardians, or appointed surrogates. The District's child find process will be consistent with Federal and Nebraska regulations. Legal Reference: 92 NAC 51-006.01 through 006.01A2

4. Pre-Referral Interventions

For a school age student, a general education student assistance team (SAT) or a comparable problem solving team shall be used prior to referral for multidisciplinary team evaluation. The SAT or comparable problem solving team shall utilize and document problem solving and intervention strategies to assist the teacher in the provision of general education. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation shall be completed. A referral shall include information from the SAT or comparable problem solving team, meeting the requirements of 92 NAC 51-006.01B and a listing of the members of the SAT or comparable problem solving team.

Legal Reference: 92 NAC 51-006.01B

5. Disability Verification and Eligibility

Eligibility for services will be determined by a multidisciplinary team based on the results of a comprehensive evaluation. The multidisciplinary team will identify whether a child is eligible for special education services based on the disability categories identified by Nebraska and Federal regulations. The multidisciplinary team will rule out the determinant factor is due to a lack of appropriate instruction in reading or math or due to lack of English proficiency. The team will prepare a written report documenting all evaluation findings in accordance with Federal and Nebraska requirements that will be provided to the parent, guardian, or appointed surrogate. When a child is not eligible for services, the multidisciplinary team will determine if general education interventions or strategies are needed.

Legal Reference: 92 NAC 51-006.03; 92 NAC 51-006.04B through 006.04N;

6. Individualized Education Program (IEP)

An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007 by teams that will include all roles identified within Federal and Nebraska rules. Any draft of an IEP that is developed will not be considered final until it is reviewed and revised based on the team, including the parent, guardian, or appointed surrogate, input, and consensus. The district will make reasonable efforts to obtain informed consent from the parent, guardian, or appointed surrogate for special education placement on the IEP form before services are initiated. Revocation of consent for services must be documented by the parent, guardian, or appointed surrogate in writing.

Legal Reference: 92 NAC 51-007

7. Least Restrictive Environment

To the maximum extent appropriate, children with disabilities, through the age of twenty-one, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled. Placement for a student with a disability will be based upon a completed IEP developed by a group of persons, including the parent, guardian, or appointed surrogate, knowledgeable about the child, the meaning of the evaluation data, and the placement options. Special classes, separate schooling, or other removal of children with disabilities from

the regular educational environment will occur only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily (the “Least Restrictive Environment Rules”). The District will ensure that a continuum of alternative placements is available to meet the needs of children with disabilities, particularly those in disproportionate groups, for special education and related services.

Legal Reference: 92 NAC 51-008.01

8. Procedural Safeguards

Children with disabilities and their parents, guardians, or appointed surrogates shall be afforded the required procedural safeguards. Parents, guardians, and appointed surrogates will be given a copy of their procedural safeguards annually or upon initial referral or parental (parent, guardian, or appointed surrogate) request for evaluation; upon request by a parent, guardian, or appointed surrogate; upon receipt by the school district or approved cooperative of the first occurrence of the filing of a complaint under 92 NAC 51-009.11 and the first occurrence of filing a special education due process case under 92 NAC 55; and in accordance with the discipline procedures in 92 NAC 51-016.

Legal Reference: 92 NAC 51-009.01 through 009.07; 009.10 through 009.12; 009.14, 006.07

9. Disciplinary Removal of Children with Disabilities

School personnel may remove a child with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension as long as those removals do not constitute a change of placement. The District defines a change of placement as it is defined under 92 NAC 51-016. The school district will ensure that school personnel appropriately consider unique circumstances on a case-by-case basis when determining whether a change in placement has occurred. Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the school district, the parent, and relevant members of the student’s IEP shall conduct a manifestation determination pursuant to 92 NAC 51-016. If the conduct which gave rise to the violation of the school code is determined to be a manifestation of the student’s disability, any change of placement for the student will only be made by a student’s IEP team. For disciplinary changes in placement that would exceed ten (10) consecutive school days, if the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child’s disability, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures that would be applied to children without disabilities.

Legal Reference: 92 NAC 51-016

10. Evaluation, Identification, and Reevaluation Procedures

Children with disabilities shall be evaluated, identified, and reevaluated by a team of multidisciplinary qualified professionals in accordance with 92 NAC 51-006. The MDT of a child suspected of having a specific learning disability shall include the additional requirements in accordance with 92 NAC 51-006.04K. The District will make reasonable efforts to obtain written permission for evaluation in accordance with Federal and Nebraska rules. Revocation for consent for evaluation must be documented by the parent, guardian, or appointed surrogate in writing.

The documented results of the evaluation will be provided to parent, guardian, or appointed surrogate and included in student files. All evaluation components will be at district expense. The District will utilize a variety of assessment instruments to ensure district teams have access to appropriate measures to complete evaluations. The district will follow any publisher guidelines for assessments and will not use outdated or culturally inappropriate tools.

The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. The parent, guardian, or appointed surrogate will be given written notice of the District's decision to either move forward with the Independent Educational Evaluation or to initiate a hearing to determine the appropriateness of the evaluation. If the District agrees to move forward with the evaluation, locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent, guardian, or appointed surrogate from obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent, guardian, or appointed surrogate with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation.

Legal Reference: 92 NAC 51-006

11. Confidentiality of Personally Identifiable Information

A system of safeguards will be implemented to protect the confidentiality of student records and information in accordance with law.

Legal Reference: 92 NAC 51-003.16, 003.20, 009.03 through 009.03M3

12. Transition of Children from Part C to Preschool Programs

Children participating in early intervention programs under Part C of the IDEA (early intervention services) will be appropriately evaluated, identified, and have services under Part B of the IDEA by age 3 in a manner consistent with 92 NAC 52-008. Children receiving early intervention services under Part C of the IDEA may continue to receive Part C services, upon parental consent, until the August 31st following the child's third birthday. The District will participate in transition planning conferences arranged by the designated lead agency.

Legal Reference: 92 NAC 52-008

13. Children in Nonpublic Schools

To the extent consistent with the number and location of children with disabilities in the District who are enrolled by their parents, guardians, or appointed surrogates in nonpublic elementary and secondary schools in the District, provision will be made for the participation of those children in the programs assisted or carried out under Part B of the IDEA (services for school-aged children) by providing them with special education and related services.

Legal Reference: 92 NAC 51-012.08 and 015

14. Personnel Standards and Personnel Development

Personnel providing special education or related services to children with disabilities shall be appropriately and adequately prepared and trained in accordance with IDEA requirements and

the District will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide such services.

Legal Reference: 92 NAC 51-010

15. Accessibility of IEP and Responsibility to Implement

A child's IEP shall be accessible to each regular education teacher, special education teacher, related service provider, and other service provider who is responsible for the IEP's implementation. Each of the aforementioned providers shall be informed of his or her specific responsibilities related to implementing the child's IEP, and the specific accommodations, modifications, and supports that must be provided for the child in accordance with the IEP. All providers who are responsible for the implementation of a child's IEP are expected to implement the child's IEP according to its terms.

16. Participation in and Reporting of State and District Wide Assessments

All children with disabilities shall be included in all general state and district wide assessment programs, including assessments described under section 612(a)(16)(A) of the IDEA with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. The District will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments.

Legal Reference: 92 NAC 51-004.05

17. Suspension and Expulsion Rates

The District will examine data, including data disaggregated by race/ethnicity, gender, LEP status, and disability category, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities.

Legal Reference: 92 NAC 51-004.06E

18. Access to Instructional Materials

As part of any printed instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of printed instructional materials, the District will enter into a written contract with the publisher of the printed instructional materials to:

- A. Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Material Access Center, electronic files containing the contents of the printed instructional materials using the National Instructional Materials Accessibility Standard, or
- B. Purchase instructional materials from the publisher that are produced in, or may be rendered in specialized formats.

Legal Reference: 92 NAC 51-004.15

19. Over-Identification and Disproportionality

Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized for the evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child's native language or mode of communication, unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child. All District special education

provisions will be equitably available to all children regardless of race, ethnicity, language, location, transience, income level, and access to medical care.

Legal Reference: 92 NAC 51-006.02C

20. Prohibition on Mandatory Medication

Children shall not be required to obtain a prescription for a controlled substance as a condition of attending school, receiving an evaluation to determine whether a child has a disability or the nature and extent of special education and related services the child needs, or receiving special education services.

Legal Reference: 92 NAC 51-004.11D; 21 U.S.C. §812(c)

21. Transportation

Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law to access academic, related services, and nonacademic services and activities as determined by the child's IEP. Except when a parent is transporting only his or her child, the District shall require that the driver and vehicle meet the standards required by 92 NAC 91 and 92.

Legal Reference: 92 NAC 51-014.01 through 014.02

22. Surrogates

A surrogate will be appointed, and other action taken to ensure the rights of children with a disability as required by law. The surrogate may represent the child in all matters related to the identification, evaluation, and educational placement of a child and the provision of a free appropriate public education to the child.

Legal Reference: 92 NAC 51-009.10

23. Early Intervention Services – Consent

When a parent refuses to provide consent under 92 NAC 52, a meeting will be held or offered to explain to the parents how their failure to consent affects the ability of their child to receive services under 92 NAC 52.

Legal Reference: 92 NAC 52

Legal Reference: 34 CFR Parts 300, 303 and 304
Neb. Rev. Stat. Sec. 79-1110 to 79-1167
92 NAC 51, 52 and 55

Date of Adoption: February 13, 2017

Date of Revision: August 14, 2023

InstructionFirearm Policy

It shall be the policy of **District OR-1 Public Schools** to undertake all reasonable efforts to prohibit the unlawful possession, the knowingly and intentionally selling, attempting to sell, providing, loaning, delivering, or in any other way transferring the possession of a firearm to a juvenile, and to prevent the unlawful possession of a firearm, including concealed firearms, in a school, on school grounds, in a school owned vehicle, or at a school sponsored activity or athletic event.

This policy shall not apply to the issuance of firearms to or possession by members of the Armed Services of the United States, active or reserve, National Guard of the State, or reserve officers training corp, peace officers, off duty cops, or other duly authorized law enforcement officers when on duty or training or when contracted by a school to provide school security or school event contract services. Further, nothing in this policy shall be construed to require school action when a firearm is lawfully possessed by a person receiving instruction, or instruction under the immediate supervision of an adult instructor, or as to firearms contained within a private vehicle operated by a non-student adult when the firearm is not loaded, is encased, and is either in a locked firearm rack that is on a motor vehicle or is in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied or otherwise fastened with no part of a firearm exposed.

Any unlawful use or possession of a firearm, including concealed firearms, as described in this policy and as described by statute shall as soon as is reasonably possible be reported to an appropriate peace officer. Nothing in this policy shall be construed to prevent the district from carrying out regular disciplinary procedures as have been adopted by the Board of Education or as otherwise authorized by law.

Legal Reference: Neb. Rev. Stat. Sec. 28-1204.04

Date of Adoption: February 13, 2017

Date of Revision: August 14, 2023

InstructionSeizure Safe Schools

Each school building will have a “seizure action plan” if the following criteria are met: (1) at least one student in that building has been identified as having a seizure disorder; and (2) that student’s parent or guardian and health care provider have worked with the school to develop a seizure action plan.

Every building with a seizure action plan will have at least one employee who has met the training requirements necessary to administer or assist with the self-administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms.

In accordance with state law, except in the case of an emergency, prior to the administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms by a school employee, a student's parent or guardian must:

1. Provide the school with a written authorization to administer the medication at school;
2. Provide a written statement from the student's health care practitioner containing the following information:
 - a. The student's name;
 - b. The name and purpose of the medication;
 - c. The prescribed dosage;
 - d. The route of administration;
 - e. The frequency that the medication may be administered; and
 - f. The circumstances under which the medication may be administered.
3. Provide the medication to the school in its unopened, sealed package with the intact label affixed by the dispensing pharmacy; and
4. Collaborate with school employees to create a seizure action plan.

If permitted by the student's seizure action plan, a student shall be allowed to possess the supplies, equipment, and medication necessary to treat a seizure disorder in accordance with such seizure action plan.

Any authorization provided by a parent or guardian shall be effective only for the school year in which it is provided and shall be renewed each following school year.

Legal Reference: Neb. Statute 79-3201 to 3207

Date of First Review: July 10, 2023

Date of Adoption: August 14, 2023

InstructionBehavioral Points of Contact

The Superintendent is delegated the authority to designate one or more behavioral awareness and health points of contact for each school building in the District. The behavioral awareness and health point of contact may be an administrator, nurse, psychologist, or another appropriate staff member. Each behavioral awareness and health point of contact will be trained in behavioral awareness and health and have knowledge of community service providers and other resources that are available for the students and families in the District. The District will maintain or have access to a registry of local mental health and counseling resources for students and parents.

The points of contact will be listed on the District's website and in the student handbook.

The Superintendent shall report the designated behavioral awareness and health points of contact to the Nebraska State Department of Education each year when requested by the Department.

In addition, all District employees who interact with students, as determined by the Superintendent, shall receive at least one hour of behavioral and mental health training with a focus on suicide awareness and prevention training each year. The Superintendent or designee shall be responsible for coordinating this training.

Legal Reference: Neb. Rev. Stat. § 79-11,159
LB 705, § 4 (2023)

Date of Review/ First Reading: July 10, 2023
Date of Adoption: August 14, 2023

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, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

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

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

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

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

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

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon 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 [Name] 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 subject to the following minimum consequences.

o Where the participant is considered to have a positive test result as set forth in Policy # 5306, the consequences of such a positive test defined in Policy # 5306 shall govern

Consequences for Violations Not Related to Positive Drug Tests:

- First Violation: 30 consecutive calendar days of no activities involvement.
- Consequences for any violations of the district drug policy also may include disciplinary action by coaches or sponsors specific to activity and participant conduct expectations.
- Second or Subsequent Offense: One calendar year of no activities involvement.

Reduction for Self-Reporting:

If the student has self-reported, the first violation shall be reduced to 15 consecutive calendar 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:

1. First Violation: 30 consecutive calendar 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 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.

Section 3 **Attendance**

Student participants are expected to meet the following attendance expectations:

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

2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.

3. On the day of a contest, performance or other activity, be in attendance for the 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.

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.

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

Date of Adoption: March 13, 2017

Date of Current Changes: August 14, 2023

2023-2024 TEACHER (CERTIFIED STAFF) HANDBOOK PALMYRA DISTRICT OR-1

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District OR-1 Teacher Handbook 2023-2024 School Year

FOREWORD

Section 1: **Intent of Handbook**

Welcome to District OR-1! This handbook is intended to be used by teachers and other certificated staff to provide general information about District OR-1 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 your employment, including your employment contract, the negotiated agreement between the District OR-1 and the District OR-1 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 **2023-2024** and subsequent school years unless replaced by a later edition.

Section 2: **Information About District OR-1**

District OR-1 was formed in 1965 when the K-12 school districts of Bennet and Palmyra joined together to become one. Until this year, the Jr.-Sr. High School in Palmyra housed students in grades 6-12 and the Bennet Elementary School housed students in grades PreK-5. Beginning with the 2023-2024 school year, sixth grade students will also be attending school at the Palmyra Site. This change was precipitated by the increased student enrollment at Bennet Elementary and building space limitations at the elementary. For 2023-2024 and beyond, the Palmyra building will be grades (6-12) and the elementary site at Bennet will be grades (Pre-K - 5).

Foreword

Students attending the schools of District OR-1 come from the communities of Bennet, Douglas, Palmyra, surrounding rural areas, and from districts that are contiguous to District OR-1 via the option enrollment program.

Due to the district's close proximity to the metropolitan areas of the state, the labor force is diversified and the majority of the residents commute to nearby larger communities to work. The majority of employment opportunities are in the areas of managerial, professional, technical, sales, and administrative support.

The student population has grown at a rapid rate over the last several years to a projected enrollment of 705 students (district wide) for the 2023-2024 school year. With the southeastern expansion of the city of Lincoln and the construction of the South Beltway, growth in the student population in the next few years is projected to continue at a steady rate.

The total valuation of District OR-1 has increased for the past ten years in spite of the fact that Lincoln continues to annex property affiliated with the district on the southeastern outskirts of the city. Much of the valuation increase has come in the form of new residential properties. With a decline in the availability of building lots in Lincoln, a significant number of properties located within District OR-1 have recently been platted and are under development.

Section 3: **School Mission Statement**

The mission of District OR-1 is "Together, we prepare our students to successfully meet the challenges of the future". Our governing principles are as follows:

- Model and reinforce a sense of self-respect and respect for others
- Provide equal opportunity for each student to develop his/her potential
- Seek and integrate educationally sound innovations into the curriculum
- Provide a safe learning environment

District OR-1 endeavors to provide 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 learnings 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 support 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

Foreword

- 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 learnings 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	Contact Information
Dean Busch	deanbusch4or1@gmail.com
Jaimi Calfee - Vice President	moebabbs@aol.com
Tim Cheney	tcheneyor1@gmail.com
Brandon Desh - President	deshfor1@gmail.com
Dee Moore	moore4or1@gmail.com
Josh Penterman	pentermanor1@gmail.com

Foreword

Section 5: Administrative Staff

Name	Position
Michael Hart	Superintendent
Heath Johnson	Secondary Principal
Linde Walter	Elementary Principal
Aaron Hoeft	Activities Director

Section 6 Certified Staff

Name	Department	Grades
Taylor Black	Elementary	Pre-School
Brittany Eisenhauer	Elementary	Pre-School
Casandra Hohensee	Elementary	Birth-3/Sped Teacher
Rebecca Dvorak	Elementary	K
Angela Nitzsche	Elementary	K
Carrie Wusk	Elementary	K
Rachel Bohling	Elementary	1
Kristi Field	Elementary	1
Rachael Petska	Elementary	1
Gina Christensen	Elementary	2
Caitlin Peterson	Elementary	2
Taylor Suhr	Elementary	2
Katie Anderson	Elementary	3
Caroline Reed	Elementary	3
Dana Christensen	Elementary	3
Dominique Dowding	Elementary	4
Stacy Sullivan	Elementary	4
Braston Maibaum	Elementary	4
Thomas McChristian	Elementary	5

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Jennifer Borg	Elementary	5
Cody Pester	Elementary	5
Abigail Swartzendruber	Title I	K-5
Jennifer Hanger	Technology	K-5
Zachary Wemhoff	Physical Education	K-5
Chrissy Garris	ART and Learning Loss	K-5
Brianne Lahmon	Special Education	Pre-K-5
Abby Eastep	Special Education	K-5
Karen Redd	Special Education	K-12
Austin Lahmon	Guidance Counselor	K-5
Beth McCreight	Vocal Music	K-12
John Furrow	Instrumental Music	5-12
Burke Brown	Business/Technology Director	K-12
Kloreace Linke	School Psychologist	K-12
Matt Smidt	Media Specialist	K-12
Amy Buchanan	Speech Pathology	K-12
Jiree Wilson	Speech Pathology	K-12
Emily Buddenberg	Speech Language/Deaf Ed.	PK-12
Amanda Malone	Jr. - Sr. High School	6
Mikayla Batman	Jr. - Sr. High School	6
Cassidy Buescher	English	7-12
Ryan Pollock	English	7-12
Michelle Irvine	Family & Consumer Science	7-12
Grant Fritsch	Industrial Technology	7-12
Jeff Panko	Industrial Technology	7-12
Liz Beach	AG	7-12
Kari Lottman	Math	7-12
Michael Davidson	Math	7-12

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Madison Hanau	Science	7-12
Jon Davenport	Science	7-12
Andrew Conn	Business Education	7-12
Travis Reed	Social Studies	7-12
Mark Kotik	Social Studies	7-12
Rebecca Gill Rose	Spanish	7-12
Jennifer Ferretti	Special Education	6-12
Andrew Weils	Special Education	6-12
Jennifer Whyman	Special Education	6-12
Jordan Linke	Physical Education	7-12
Sarah Swartzendruber	Art	6-12
Kori Vodicka	Counselor	6-12
Lisa Dowding	Sped Teacher	ASPIRE Academy

Foreword

Section 7 Classified Staff

Name	Building	Position
Cathy Fick		Bus Driver
Steve Robb		Bus Driver
Clayton Maahs		Bus Driver
Ted Cisneros		Bus Driver
Randy David		Bus Driver
Vicki Hillman		Bus Driver
Todd Calfee		Bus Driver
Tamara Simpson		Bus Driver
Randy Holdsworth		Bus Driver
	K-12	Occupational Therapist
Lisa Phillips	District Office	Business Manager
Cassie Wemhoff	District Office	Payroll/HR
Jane Powell	Jr.-Sr. High School	Main Office Secretary
Kristi Norman	Elementary	Mian Office Secretary
Christine Wilson	Elementary/Jr.-Sr. High School	Nurse
Steve Meyer	Jr.-Sr. High School	Head Custodian
Ted Cisneros	Jr.-Sr. High School	Custodial
Scott Willeford	Elementary	Custodial
TBD	Elementary/Jr.-Sr. High School	Substitute Teacher
Julie Hendricks	Jr.-Sr. High School	Substitute Teacher
Emily Purvis	Elementary	Sign Language Interpreter
Kim Hartwick	Preschool	Paraeducator
Karis King	Preschool	Paraeducator
Tiffany Craig	Preschool	Paraeducator
Chelsey Georges	Preschool	Paraeducator

Foreword

Lisa Stedman	Elementary	Paraeducator
Meghan Stephens	Elementary	Paraeducator
Erin Watson	Elementary	Paraeducator
Taylor Belew	Elementary	Paraeducator
Macee Rae	Elementary	Paraeducator
Kaleb Kempkes	Elementary	Paraeducator
Lacey Tyndall	Elementary	Paraeducator/REC
Selina Hiatt	Elementary	ASPIRE Paraeducator/Substitute
Shonna Rulla	Elementary	REC Supervisor
Kelly Jones	Elementary	Library Paraeducator
Robert Fuller	Jr.-Sr. High School	Library Paraeducator
Elli Lamprecht	K-12	Food Service Director
Carolyn Smith	Jr.-Sr. High School	HS Kitchen Supervisor
Dona Balderson	Jr.-Sr. High School	Food Service
TBD	Jr.-Sr. High School	Food Service
TBD	Jr.-Sr. High School	Food Service
TBD	Elementary	Food Service
Dewaine Knutson	Elementary	Food Service
TBD	Elementary	Food Service
TBD	Elementary	Food Service

*** For other staff contacts, please visit the school's webpage.
Article 1 – SCHOOL CALENDAR AND SCHEDULES**

Article 1 - School Calendar and Schedules

Section 1 School Calendar

DISTRICT OR-1 PUBLIC SCHOOLS																						
CALENDAR 2023-2024. Updated 6.12.2023																						
August 2023								August 2023								January 2024						
SU	M	T	W	TH	F	SA		8-Aug	Start of Fall Practice		SU	M	T	W	TH	F	SA					
		1	2	3	4	5		Aug 7-11	District Staff Development: 8:00 a.m. - 4:00 p.m.			1	2	3	4	5	6					
6	7	8	9	10	11	12		14-Aug	First Day of School (Grades K-12)		7	8	9	10	11	12	13					
13	14	15	16	17	18	19		15-Aug	First Day of Preschool		14	15	16	17	18	19	20					
20	21	22	23	24	25	26		September 2023							21	22	23	24	25	26	27	
27	28	29	30	31				4-Sep	NO SCHOOL -Labor Day		28	29	30	31								
19 Teacher Days								19-Sep	Dismiss @ 1:00 P.M. P-T conf. 2:00-8:00 P.M.		20 Teacher Days											
14 Student Days								20-Sep	Collab. PD/WD - No School for students		19 Student Days											
								October 2023														
September 2023								13-Oct	End of First quarter		February 2024											
SU	M	T	W	TH	F	SA		16-Oct	Start 2nd Quarter		SU	M	T	W	TH	F	SA					
					1	2		20-Oct	Fall Break; NO SCHOOL						1	2	3					
3	4	5	6	7	8	9		November 2023							4	5	6	7	8	9	10	
10	11	12	13	14	15	16		13-Nov	Start Winter Practice		11	12	13	14	15	16	17					
17	18	19	20	21	22	23		14-Nov	Teacher Inservice No School		18	19	20	21	22	23	24					
24	25	26	27	28	29	30		22-Nov	NO SCHOOL Thanksgiving Break		25	26	27	28	29							
20 Teacher Days								23-Nov	NO SCHOOL Thanksgiving Break		20 Teacher Days											
19 Student Days								24-Nov	NO SCHOOL Thanksgiving Break		19 Student Days											
								December 2023														
October 2023								20-Dec	End of Second Quarter: Dismiss @ 1:00 P.M.		March 2024											
SU	M	T	W	TH	F	SA		21-Dec	Winter Vacation December 21-January 3		SU	M	T	W	TH	F	SA					
1	2	3	4	5	6	7		22-26-Dec	Five day moratorium period est. by NSAA							1	2					
8	9	10	11	12	13	14		January 2024							3	4	5	6	7	8	9	
15	16	17	18	19	20	21		1-3-Jan	Winter Vacation		10	11	12	13	14	15	16					
22	23	24	25	26	27	28		3-Jan	Collab PD/WD - No School for Students		17	18	19	20	21	22	23					
29	30	31						4-Jan	School Resumes, Start 3rd Quarter		24	25	26	27	28	29	30					
21 Teacher Days								15-Jan	No School - Martin Luther King Day		31											
21 Student Days								February 2024							18 Teacher Days							
								6-Feb	Dismiss @ 1:00 P.M. P-T conf. 2:00-8:00 P.M.		17 Student Days											
								9-Feb	NO SCHOOL Winter Break													
November 2023								21-Feb	Collab PD/WD - No School for Students		April 2024											
SU	M	T	W	TH	F	SA		29-Feb	Start of Spring Practice		SU	M	T	W	TH	F	SA					
			1	2	3	4		March 2024								1	2	3	4	5	6	

Article 1 - School Calendar and Schedules

5	6	7	8	9	10	11		1-Mar	NO SCHOOL Spring Break		7	8	9	10	11	12	13				
12	13	14	15	16	17	18		7-Mar	End of Third Quarter		14	15	16	17	18	19	20				
19	20	21	22	23	24	25		8-Mar	NO SCHOOL Spring Break		21	22	23	24	25	26	27				
26	27	28	29	30				11-Mar	Collab PD/WD - No School for Students		28	29	30								
19 Teacher Days								12-Mar	Start 4th Quarter		21 Teacher Days										
18 Student Days								28-Mar	Dismiss @ 1:00 P.M. Begin Easter Break		20 Student Days										
								29-Mar	NO SCHOOL: Easter Break												
December 2023								April 2024							May 2024						
SU	M	T	W	TH	F	SA		1-Apr	NO SCHOOL: Easter Break		SU	M	T	W	TH	F	SA				
					1	2		17-Apr	Collab PD/WD - No School for Students					1	2	3	4				
3	4	5	6	7	8	9					5	6	7	8	9	10	11				
10	11	12	13	14	15	16					12	13	14	15	16	17	18				
17	18	19	20	21	22	23		11-May	High School Graduation		19	20	21	22	23	24	25				
24	25	26	27	28	29	30		15-May	Elementary End of 2nd Semester Reg. Dismissal		26	27	28	29	30	31					
31								16-May	End 2nd Sem. -1:00 Dismissal H.S. :NS: Elem.Transition Day												
14 Teacher Days								17-May	Teacher Work Day		13 Teacher Days										
14 Student Days								Note:	Early dismissal times are 1:00 p.m. Elementary		11 Elem/12 HS Student Days										
93 Teacher Days First Semester									students riding the buses will be dismissed at 12:45 p.m.		92 Teacher Days Second Semester										
86 Student Days First Semester											87 Student Days Second Semester										
								173 Student Days													
								185 Teacher Days													
								Legend for Colors													
								Regular Dismissal for High School Students													
								Elementary Students: End of Second Semester													
								Vacation Days													
								Parent Teacher Conferences													
								Early Dismissal: 1:00 p.m. HS / No School for elementary													
								Professional Development Day for Staff: No school for students													
								Board Approved: 6.12.2023													

Article 1 - School Calendar and Schedules

Section 2 **Daily Schedule**

Jr.-Sr. High School

First Bell	8:10
Period 1	8:15 – 9:05
Period 2	9:08 – 9:58
Period 3	10:01 – 10:51
Period 4	10:54 – 11:44
Period 5	11:47 – 12:58
Period 6	1:01 – 1:51
Period 7	1:55 – 2:44
Period 8	2:47 – 3:41

Section 3 **Shortened Schedule**

Jr.-Sr. High School

First Bell	8:10
Period 1	8:15 – 8:48
Period 2	8:51 – 9:24
Period 3	9:27 – 9:59
Period 7	10:02 – 10:34
Period 8	10:37 – 11:09
Period 4	11:12 – 11:44
Period 5	11:47 – 12:58
Period 6	1:01 – 1:33

Section 4 **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. The information is broadcast regularly by radio and television stations.

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.** In some instances, schools will be open, but certain services may be canceled (bus transportation, kindergarten, student activities). Some staff may be designated as being required to come to school even in the event of a school closing.

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

Article 1 - School Calendar and Schedules

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 will be notified and parents will be notified via 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. You 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. District OR-1 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 for an Emergency Exit system, Tornado Warning System, and Critical Incident Response. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of an emergency exit alert or tornado warning, you should implement the school's established safety procedures.

Section 5 **Contract Days**

Teachers are contracted for 185 contract days for the school year (hereinafter referred to as the "contract year"). Such contract days shall be serviced by individual teachers on varying schedules as established by the Board of Education and administration.

Section 6 **Make-Up Days**

In the event teachers are not required to report for duty due to inclement weather conditions or other circumstances 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.

Article 1 - School Calendar and Schedules

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 Employment

A teacher is employed by District OR-1 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.

On or after March 15 of each school year a teacher may be requested to accept employment for the next school year and shall be required to signify such acceptance on or before April 1 or such other date after March 15 as may be designated in the notice. It is important for teachers to respond to the request to signify acceptance as a failure to signify acceptance of employment by the designated date 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 May 15 or after the teacher has signified acceptance of employment for the next school year, 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. §79-829.

Section 2 Assignments

The professional duties to be performed by a teacher with the District shall be subject to assignment by the Superintendent of the District 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 such "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

Article 2 – Employment, Compensation and Benefits

the program of the school district is an integral part of the overall educational program of the school 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.

Section 3 **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.

Section 4 **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 policy.

Section 5 **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. Changes in a teacher's placement on the salary schedule shall be governed by the provisions of the negotiated agreement. 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 a school year.

Salary Payments. Salary is payable over twelve equal installments. Teachers will be paid on the 15th of the month, or the last preceding school day, if the 15th falls on a vacation or week-end day. In emergency cases exceptions may be made, subject to the approval of the Board. In no case shall the Board 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.

Article 2 – Employment, Compensation and Benefits

Section 6 **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 the agreed schedule placement on a per diem basis for such teacher's extended time.

Section 7 **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 an 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 is attached to this handbook as Appendix "A."

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 you a right to purchase individual coverage if you have 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.

Section 8 **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.

Section 9 **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.

Materials necessary for instruction are provided by the District. 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

Article 2 – Employment, Compensation and Benefits

Athletic 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 10 **403(b) Salary Reduction Agreements**

The District has suspended participation in investment programs under Internal Revenue Code Section 403(b).

Section 11 **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 “B” to this handbook.

Any non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees must be paid for each hour worked in excess of 40 hours in a workweek. The regular workweek 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 1 1/2 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 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

Article 2 – Employment, Compensation and Benefits

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 – ABSENCES FROM WORK

Section 1 Paid Leave - Sick and Personal Leaves

Paid Leaves

1. *Paid Leaves Available.* District OR-1 makes the following forms of paid leaves available to certificated employees: Sick Leave, Bereavement Leave and Personal Leave.
2. *Nature of Paid Leave.* Paid leave is available to employees when the following specific conditions are met: (1) the employee is currently employed by the District; (2) the paid leave day is taken on a day the employee would otherwise be expected to be at work; and (3) the employee has met the conditions that are applicable to the type of paid leave that has been requested.
3. *Leave Year.* The leave year for paid leaves is the District's fiscal year.
4. *Leave Days.* Paid leave days are provided based on the same number of hours the employee is scheduled to work on the day the leave is taken. For example, if an employee is scheduled to work 6 hours on a day that sick leave is used, the use of the sick leave on that day constitutes the use of 1 full sick day. Paid leave days may not be used in increments of less than one-half day unless otherwise specified or approved.
5. *Carry-over and Accumulation.* Unused sick leave may be carried over from one leave year to the next succeeding leave year to a maximum of 45 sick leave days. Once the maximum is accumulated, no further sick leave days will be available or granted for the ensuing leave year or years 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 days to the maximum of 45 days.
6. The school year will continue to have the excess days available for use, but will not be given any additional sick leave days until their unused days are less than the maximum of 45, and then only to the extent necessary to restore the total number of available sick leave days to the maximum of 45 days in a leave year.

Article 3 – Absences from Work

Section 2 Payroll Deductions for Absences in Excess of Paid Leave

Should a teacher be absent from work in excess of the teacher’s accumulated sick leave or other paid leaves called for in the negotiated agreement, the teacher’s salary and fringe benefits (including the cost of premiums for group health insurance) may be reduced by the day or days of work missed on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school years as the denominator; e.g. one day missed = 185th of total salary and fringe benefits.

Section 3 Unpaid Leaves

District OR-1 complies with laws that require leaves to be allowed without loss of pay, such as for FMLA leaves, military service and jury duty. 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) may be subject to reduction for the day or days of work missed.

Discretionary Leave of Absence

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

Section 4 Jury Duty Leave

An employee who is summoned for jury service must promptly notify the employee’s 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 jury service. The school district may at its discretion reduce salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty.

If an employee reports for jury duty in the morning and is then dismissed from jury duty for the remainder of the day, the employee is to report for work and resume duties for the balance of the day, except as may be otherwise arranged by the employee’s immediate supervisor.

Legal Reference:	§ 25-1640
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Employee Assistance Program (EAP)

The school district recognizes that its staff may need some help at times in dealing with personal difficulties and that problems in their personal lives can affect their job performance. To help staff face and deal with personal difficulties, the district offers an Employee Assistance Program. This program is intended to assist staff in obtaining help to resolve problems in a confidential manner. However, staff must remember that they bear the responsibility to seek assistance and to resolve the problem.

Article 3 – Absences from Work

The Employee Assistance Program can address a wide range of problems. Family, marital, legal, medical, drug and emotional problems are all covered, although some limitations do apply. All full-time staff are eligible to participate in the Program at no cost to the employee. The “EAP” programs provide confidential, short-term counseling for staff, and their dependents at no cost in most cases. Staff and eligible family members may make an appointment by contacting the provider. Contact information is available in staff work rooms or upon request.

Section 5 Family and Medical Leave Act

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 your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your 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 servicemember during a 12-month period. A covered servicemember 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 servicemember medically unfit to perform his or her duties for which the servicemember 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, your health coverage under a "group health plan" will be maintained on the same terms as if you had continued to work. Upon return from FMLA

Article 3 – Absences from Work

leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

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

Eligibility Requirements. You are eligible if you have been employed with District OR-1 for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of District OR-1 within 75 miles of your 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 you from performing the functions of your 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 regimen 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. You 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. You 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. You may choose or District OR-1 may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the District's normal paid leave policies.

Employee Responsibilities. You 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 you 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. You also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. You 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

Article 3 – Absences from Work

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 you may 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.wagehour.dol.gov

To submit a request for use of FMLA, or to make arrangements for payment of benefits while on an FMLA leave, contact Michael Hart, Superintendent at (402) 780-5327.

Section 6 Military and Family Military Leave

Military leave and family military leave will be granted to the extent required by state and federal law.

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

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, and consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the school district. For leaves of less than 5 days, the employee is to notify the Superintendent of the leave request as soon as practicable.

Family military leave under the FMLA will be provided in accordance with that law and subject to the provisions of the Board policy pertaining to FMLA leave.

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Legal Reference:	Neb. Rev. Stat. §§ 55-160 to 55-166 Neb. Rev. Stat. §§ 55-501 to 55-507 29 U.S.C. §§ 2611, et seq.; 29 CFR Part 825 (FMLA) 38 U.S.C. §§ 4301 to 4333; 20 CFR Part 1002 (USERRA)
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Section 7 Adoption Leave

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as an employee is permitted to take a leave of absence upon the birth of the employee’s child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the employee for purposes of adoption. The employee shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Superintendent as early as possible.

Legal Reference:	§ 48-234
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Section 8 Subpoena to Testify Leave

An employee must promptly notify the employee’s immediate supervisor when the employee receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

In the event the subpoena involves a job-related matter in which the employee is testifying on behalf of the school district, the absence will be treated similar to a 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 or a family member or friend of the employee is a party to the legal proceeding, unless the employee’s involvement in the legal matter is solely due to actions taken in connection with the employee’s work duties, the actions of the employee were not inappropriate, and the school district is not an opposing party in the legal matter.

Section 9 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 before 6 p.m.

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When voting leave is available, an employee will be entitled to be absent from work on Election Day for such period of time as will, when considering the employee’s non-working 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.

Legal Reference:	§ 32-922
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Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 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 eight hours on site, including lunch break (30-minute lunch), except that duty-free lunch time 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 eight hours. Staff may leave the building earlier when called to a professional meeting.

Certificated employees are required to serve on the playground, lunchroom, bus duty 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 of Schools, principals, department heads and team leaders, except those meetings which are designated for optional attendance.

Section 2 Arrival to Duty Assignments

Full-time teachers have a designated on-site work day of eight hours. Elementary school teachers are to be in the building no later than 8:00 AM, to be in their classroom no later than 8:10 AM, and to remain on duty until 4:00 PM. Secondary school teachers are to be in the building by no later than 8:00 AM, to be in their classroom no later than 8:10 AM, and to remain on duty until 4:00 PM. Certificated employees other than teachers are expected to meet the same guidelines for entry to the building, being in their assigned duty area, and duty departure time.

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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.

Section 3 **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 with the Principal's office.

Teachers may not leave school during duty hours without approval of the Principal. If the absence has been approved, the teacher must check out with the Principal's office when leaving, and check back in with the Principal's office upon return. Teachers who need to leave during the school day for reasons 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.

Section 4 **Lesson Plans**

Teachers will prepare written lesson plans which cover at least three days of advance instruction. The plans must be in the plan book. Please keep the plan book, including lesson plans, class rosters, etc. in the top right hand drawer of the teacher's desk. If that is not possible, the plan book should be kept in a place in which the plan book will be readily available in the teacher's absence.

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

Section 5 **Daily Class Record Books**

Every teacher is required to keep a complete and easily understandable written record of the attendance and achievement of every student in a class record book (sometimes referred to as the grade book). This class record book must be kept current and include the following minimum information in a readily understandable fashion:

1. The names and any assigned student numbers of all students enrolled in the class at the beginning of the semester.
2. The name and date of entry for each student who enrolls after the semester opens.
3. The date of withdrawal for each student who withdraws from the class previous to the close of the semester—dropouts or early withdrawals.
4. A complete record of the attendance of each student enrolled showing:

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- A. Days on which the student was tardy.
 - B. Days on which the student was absent, with a differentiation between excused and unexcused absences.
5. A complete report of all recorded grades for each student. There is no minimum requirement for the frequency of recorded grades (or for the giving of written lessons or examinations). Be sure that you test frequently enough and that you record grades 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 teacher's class record book 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 class record book constitute a source of original entry for information which may be needed in the absence of the teacher, teachers are required to deliver the teachers' class record books to the Principal at the close of the school year for filing in the permanent records. Teachers who return to District OR-1 and who wish to refer to the previous year's class record book may request the return of the class record book. Such books shall again be brought to the office for permanent filing when the teacher is finished with them, or at the close of the current term.

Section 6 **Classroom and School Procedures**

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

1. **Bulletin Boards**
Each teacher shall be responsible for completing an appropriate bulletin board regarding curriculum related matters in their primary classroom. Bulletin boards should be changed periodically during each school year.
2. **Text Book and Room Inventory**
All school purchased materials must be inventoried with the building bookkeeper or secretary. 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 the condition of the textbook on the inventory sheet and keep this sheet. When a book is turned in, again note its condition, and if the book shows abuse (other than normal wear) assess a fine that you consider is fair. Insist that students put covers on their books by the end of the first week after receiving them.
3. **Use of Cell Phones**
Teachers shall not use personal cell phones for any non-school purpose during instructional time. Teachers may have cell phones on their person or in close proximity during the school day, but the phones should be on silent mode to

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reduce distractions.

Teachers are not to use wireless cell phones or otherwise engage in distracted driving while transporting students. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies.

Use of Teacher Aides

Teacher aides provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A teacher aide must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Teacher aides 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 calculating grades and recording grades. Teacher aides are to work only on their assigned work days and within their assigned work day. If the teacher desires the aide to work hours other than the assigned work hours or assigned work day, contact the administration for approval.

4. 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.

5. 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.

6. Requisition of Equipment and Supplies

Books and supplies which are needed for instruction should be requested through the Principal's office. No equipment or supplies ordered through the District may be directed to the personal use of a teacher or another District employee.

7. E-mail

Each teacher will be assigned a school email address for purposes of intra-school and inter-school email correspondence. Teachers should check for email throughout the day, and should timely respond to emails which require a response,

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but should avoid checking and responding to emails 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 and this handbook.

8. **Teacher Mailbox**
Each teacher will be assigned a mailbox located in the office or work 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 mail boxes are to be limited to communications regarding school business.
9. **Teachers Meetings**
Teachers' meetings will be held as deemed appropriate. **ALL** teachers are expected to be present for the meetings, unless they are absent from school for good cause or have made prior arrangements.
10. **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

Section 7 **Supervision of Students**

Proper supervision of students is an important responsibility for teachers and other adults responsible for our students. Teachers and other adults responsible for student supervision are expected to meet the four "P's" for student supervision and safety.

Proper Supervision

- Report to all duty assignments on time.
- Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- Be vigilant while supervising students. Never leave your classroom unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be

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supervising are doing.

- If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your 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).
- Be careful with touching students. Use of corporal punishment is prohibited at District OR-1. 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.
- Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

2. **Proper Instructions**

- 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.
- 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.
- When you go over safety rules with students, note it in your written records (e.g., your lesson plan book or daily reports).
- Review playground and classroom safety rules with students at least once each semester and note when you do it in your written records. Also, if any students are absent when you review the rules, contact the student(s) to review the same information and also note that contact in your written records.

3. **Proper Maintenance of Buildings, Grounds, and Equipment**

- Conduct periodic inspections of equipment under your control or in your area of supervision.
- 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.
- Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

4. **Proper Warnings**

- If you have knowledge of a hazard that can likely cause injury, take steps to

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warn other staff and students. Tell the office so additional warnings may be given.

Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- 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
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

Student Searches

Office administration should also be contacted before performing searches of students or their belongings. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Student Rights

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. 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 8 **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.

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1. 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 for the principal.
2. It is important to document student behavior in your classroom, calls to parents, referrals, and/or communications with a student.
3. If, after attempts to improve student behavior, the problems continue, talk to the student's counselor or the Principal about possible alternatives in discipline procedures. Be attentive and respond to "bullying."
4. If a student continues to cause problems, inform the 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's and teacher's stories are different. Be prepared to provide documentation.
5. Follow up on any referral. The student may not go to the principal or the counselor when sent. The administrator or attendance coordinator will inform the teacher of the consequences.
6. 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 counselor if you have questions as to the procedure.
7. 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.
8. Read and understand the student handbook and the student conduct rules of the District.
9. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
10. 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.

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Section 9 **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 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. School 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 10 **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:

1. Placed in a situation that endangers his or her life or physical or mental health;
2. Cruelly confined or cruelly punished;
3. Deprived of necessary food, clothing, shelter, or care;
4. Left unattended in a motor vehicle if such minor child is six years of age or younger;
5. Sexually abused; or
6. 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 to inform their principal or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report for a teacher. 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, you 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

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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 you.

Section 11 Curriculum – Assessments

1. State Assessments.

District OR-1 has adopted an assessment plan and has aligned the curriculum with the state approved content standards. The assessment plan includes a schedule and procedures for assessing success in achieving state standards.

Teachers are to clearly articulate the learning targets and align instruction to the learning targets within each of the content standards. Teachers are to give students instruction on the content prior to students being assessed on each content standard in order to provide learning opportunities for all students.

The assessments are to be conducted in accordance with the assessment plan schedule. Teachers are to conduct the assessments in a manner that assures it accurately assesses whether or not students are meeting the targets outlined by the content standards.

Assessment results are to be reported by the teachers in the manner and within the time directed by the administration or designee. The assessment data is to be used to meet state standards, to provide students and parents with information about student progress, to enhance school improvement planning, and to improve instruction. The assessment data is to be evaluated by teachers to monitor student learning and to improve instruction or terminate ineffective teaching practices to ensure students are being given the opportunity to meet the standards.

2. Achieving Valid Assessments.

Educators are responsible for maintaining the integrity of the assessments to ensure that assessments provide a valid measure of student progress and accomplishments. Educators are not to engage in any practice that may result in assessment results that do not reflect student learning, knowledge, skills or abilities in the area assessed.

For purposes of this policy, student assessments include both “standardized assessments” (including state assessments, norm referenced tests, and evaluations conducted for special education eligibility) and “coursework assessments” (e.g., classroom tests, quizzes, and other evaluative tools used to assign grades).

The following specific assessment expectations and rules apply:

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- a. Integrity of the Assessment Instrument. The integrity of the assessment instrument is to be maintained.
 - i. Standardized Assessments. Standardized assessment instruments are not to be made available to students at any time before the student takes the assessment. The assessment instrument is to be maintained in a secure manner.
 - ii. Coursework Assessments. Coursework assessment instruments are to be periodically modified to keep the assessments current and prevent students from effectively using “test banks.” For coursework assessments that are given on a repeat basis to students at different times (e.g., a test that is given to students throughout the school day), the educator is to remind students to not share the content of the assessment with students who will be taking the assessment later.

- b. Teaching for Success on Assessments.

It is appropriate for educators to prepare students to do well on assessments. This is to be accomplished in a manner that assures the assessment accurately reflects the student’s knowledge, and not simply test preparation.

- i. Teach the Content. Educators are to prepare students to do well on assessments by teaching the subject content. Educators are not to “teach to the test” by teaching based solely on the content of the assessment. The content is to be taught to the students over an appropriate amount of time prior to the assessment. “Cramming” assessment content just before the assessment is to be taken is not appropriate. Review of content previously taught is appropriate.
 - ii. Practice Tests. Educators are to prepare students by teaching test taking skills independent of the subject matter being assessed. Educators are not to conduct reviews (drills) using earlier (no longer published) versions of the same test, using alternate (parallel) forms of the same published test, or using actual items from the current form of a standardized test that will be administered to students. Educators are not to conduct reviews (drills) using items of identical format (for example, multiple choice) to the exclusion of other formats.
- c. Conditions for Successful Assessments.
 - i. Communications. Educators are to communicate to students and parents when assessments will be administered, the purpose of the assessment and how the assessment results will be used. Educators are to motivate

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students to do their best on assessments. Educators are to read and be familiar with assessment administration directions in advance and communicate the rules to students accurately and clearly.

- ii. Climate. Educators are to have sufficient assessment materials available (e.g., No. 2 pencils, if needed). The classroom is to be arranged to allow comfortable seating. Distractions are to be eliminated. Educators in nearby classrooms are to be informed that the assessment is to be administered so noises from neighboring classrooms are kept at a minimum. Activities or arrangements are to be made for students who finish early so such students do not cause a distraction to other students still taking the assessment.
 - iii. Security. Educators are to monitor students while administering assessments to ensure students are complying with standards of academic integrity. Students who violate standards of academic integrity are to be reported to the administration.
- d. Full Participation. Educators are to make efforts to have all eligible students take the assessments. The educator should develop a list of students who will be exempted from assessment and the reason for the exemption and submit the list for review and approval by the Principal.
- e. Assistance During Assessments.
- i. Standardized Assessments. Educators are not to provide assistance to students while a standardized assessment is being administered except as provided for in a student’s 504 Plan or IEP. This includes giving “hints,” giving extra time, reading the tests to students or defining or pronouncing words for students, allowing students access to instructional material related to the content of the assessment (e.g., displaying a map during a social studies assessment) or allowing students access to mechanical aids (e.g., calculators).
 - ii. Coursework Assessments. For coursework assessments, students may be allowed access to instructional materials or mechanical aids only when all students being given the assessment are given the aids and use of the aids does not hinder the students from learning the content of the lesson.
- f. Student Answers. Assessments are to reflect the students’ work as submitted by the students. During the assessments, educators are to monitor students to make sure directions are being followed (e.g., students are using a No. 2 pencil on all “bubble” sheet assessments and completely erase mistaken answers and extra marks on “bubble” sheet assessments). Educators are not to change answers on a

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student's assessment sheet or otherwise participate in the submission of false or misleading assessment results.

Violations of the rules and expectations set forth in this policy will be considered to be a breach of the District's standard of ethics and may result in disciplinary consequences. Educators are to report suspected violations of the expectation to the administration. The administration is to investigate and appropriately respond to violations of the expectations.

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Professional Ethics Standards

District OR-1 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 sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities.

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- 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.

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:

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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.

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- 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.

Section 2 **Evaluations**

Evaluations of teachers will be conducted in accordance with the District’s evaluation policy. 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.

Section 3 **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.

- A. Notification of Arrest, etc.

Employees must notify Superintendent by the next business day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
 - a. The maximum penalty for the crime equals or exceeds six months incarceration;
 - b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
 - c. Conviction would impact performance of employee’s job responsibilities, including offenses that:
 - i. Would impact the responsibility to be a role model for students or relations with other employees of District OR-1;
 - ii. Would impact the employee’s ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives students; or

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- iii. Would impact the employee’s Commercial Driver’s License if the employee’s job requires that the employee have a CDL.
- d. The arrest or the alleged criminal activity occurred while the employee was on duty, on property of District OR-1, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.

- 2. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee’s position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the employee’s position.
- 3. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an “inconclusive” determination that occurred at any time. Current employees must give such disclosure within ten days following adoption of this Policy. As a condition of employment, applicants for employment must give such disclosure prior to commencement of employment. Any hiring made without such disclosure shall be subject to being immediately revoked in the event the required disclosure was not given.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee’s confidential criminal background file.

Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination.

B. Civility

All employees shall behave with civility, fairness and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with District OR-1. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

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Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, and email messages.

Any employee aware of another employee’s uncivil behavior shall report the conduct to the employee’s immediate supervisor or to the Superintendent. There will be no retaliation against a person for making the report.

C. Visitors to Employees

Employees are not to have visitors while on duty other than as appropriate for the performance of their duties except on a short-term basis and only with permission of the Superintendent or designee. Included in the definition of visitors are family members of the employee. Employees are responsible for ensuring that their visitors follow posted procedures for being on District OR-1’ property. Employees are not to bring their children to work with them in lieu of taking them to childcare.

D. Tobacco

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

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. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Legal Reference:	§§ 71-5716 to 71-5734
Date of Adoption:	

E. Complaints or Concerns of Employees

Employees are to inform District OR-1 of any complaints or concerns about the operations of District OR-1 using the established chain of command (immediate supervisor, next higher level supervisor, etc.) on all matters that require administrative attention; that is, on all matters or issues that their job responsibilities require them to report to a supervisor.

It is important to the efficient and successful operation of District OR-1 and a duty of all of the District’s employees to share any such complaints or concerns in a responsible, professional

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manner such as to: (1) not disrupt the proper functioning of their office, department, or position, (2) not undermine the authority of their co-workers, supervisors, or superiors, (3) maintain close working relationships with their co-workers, supervisors, and superiors, and (4) ensure that all applicable laws and regulations are followed. All employee official communications must be accurate, demonstrate sound judgment, and promote District OR-1' mission. Employees must ensure that all applicable laws and regulations are followed by District OR-1 and its employees. In the event an employee becomes aware of any such non-compliance, the employee is to report such to the employee's immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of District OR-1.

Employees are to use the appropriate complaint or grievance mechanism for matters involving discrimination or harassment or other established mechanism specific to the nature of the complaint or concern.

District OR-1 will not tolerate unlawful retaliation against an employee for engaging in legally protected activity. A protected activity includes an employee's act of opposing an unlawful practice prohibited by employment discrimination or other laws that protect the conduct in question. Any act of unlawful retaliation by a supervisor or other employee may result in serious disciplinary action up to and including termination. Any employee may file a complaint with the Administrator or appropriate Coordinator if the employee feels that they have experienced unlawful retaliation in any form.

Section 4 **Relationships**

It is important for teachers to maintain an effective working relationship with the administration and all co-workers, including other teachers and classified 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 policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

STAFF CONDUCT WITH STUDENTS

The Board expects all staff members, including teachers, coaches, counselors, administrators, and others to maintain the highest professional, moral, and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in and outside of the educational setting; and consistency with the educational mission of the schools.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or

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supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

Unacceptable Conduct

Examples of unacceptable conduct by staff members include but are not limited to the following:

- Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment By Employees;
- Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
- Associating with students in any situation or activity that includes the presence of drugs or that could be considered sexually suggestive;
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;
- Sending students on personal errands;
- Sexual banter, allusions, jokes, or innuendos with students;
- Asking a student to keep a secret;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students with terms of endearment, pet names, or otherwise in an overly familiar manner; and
- Being alone with individual students by closing a room door except when dealing with issues of health by appropriate personnel;
- Inviting or allowing students to visit the staff member's home;
- Maintaining personal contact with a student outside of school by phone, email, Instant Messenger or Internet chat rooms, social networking websites, or letters (beyond homework or other legitimate school business);
- Exchanging personal gifts (beyond the customary student teacher gifts); and/or
- Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school sponsored events or except as participants in organized community activities.

Students and/or their parents/guardians are strongly encouraged to notify the principal if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to notify the principal or superintendent if they become aware of a situation that may constitute a violation of this policy.

Staff violations of this policy may result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Health

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and Human Services and/or law enforcement in accordance with the Board's policy on Child Abuse Reporting.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of familial relationships between employees and their children who are students in the District.

Section 5 **Professional Attire**

It is important for teachers to project a professional image to students, parents and co-workers. Appropriate attire and grooming is 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. The administration may establish more detailed guidelines for individual teachers should that be necessary.

Section 6 **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:

1. The teacher may not arrange to provide private tutoring for any child enrolled in the teacher's class.
2. The teacher is not to provide private tutoring in a school building.
3. The teacher is not to provide private tutoring during duty time.
4. 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.

Section 7 **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.

Section 8 **Safe Transportation**

When driving a school vehicle or transporting students, teachers are to abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants.

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When transporting students, teachers are not to use cell phones or otherwise engage in distractions. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies.

Section 9 Best Practices for Guiding Staff in Use of Social Media

Social media is defined as any form of online publication or presence that allows end users to engage in multi-directional conversations in or around the content on a website. A large percentage of Internet traffic is centered around the use of social media. Social media includes but is not limited to: Facebook, Instagram, Tik Tok, Snapchat, Twitter, Meta, YouTube, blogs, wikis, social bookmarking, document sharing and email.

District OR-1 Schools recognizes that many employees use social media in their daily interactions with family, friends and colleagues and the personal use of social media is a choice and right of the employee. While free speech affords general protection for individuals who want to participate in social media, courts have ruled that school districts can discipline employees if their speech, including online postings, disrupts school operations or causes harm to others. The lines between public and private, personal and professional are blurred in the digital world and by virtue of being a part of the District OR-1 community or by identifying yourself as an employee online, you are now connected to colleagues, students, parents and the greater school community. Whether or not you have a disclaimer or use a different user name, you will always be identified as working for and sometimes representing District OR-1 in what you do and say online. Always write in the first person and make it clear that you are speaking for yourself and not on behalf of the district.

Employees, parents, and students reflect a diverse set of customs, values and points of view. Be respectful of the opinions of others in your posts or comments. You are responsible for the content you post. Consider the words used to tag content in a social bookmarking site. Consider the avatar you select. Do your tags, descriptions, and your image portray you in a professional manner? Your online content should reflect the same standards of professionalism, honesty, respect and consideration that you use in and expect in face-to-face communication, and that it reflects a professional image that does not disrupt school business or impair the district's or employee's capacity to maintain the respect of students and parents/guardians or impair the employees ability to serve as a role model for children.

Article 6 – ACADEMIC MATTERS

Section 1 Purpose and Goals of Academic Achievement

The District OR-1 Board of Education is committed to providing a quality education for all District OR-1 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.

Section 2 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.

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.

Section 3 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 the administration.

Section 4 Measuring and Reporting Academic Achievement

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. It is recommended that the teacher record at least two grades per week. It is generally preferable to give numerical grades for tests, quizzes, and daily work. **GRADES MUST BE RECORDED FOR ALL CURRICULAR AREAS.**

Recording Grades. Each teacher shall record grades in the Daily Class Record. A sufficient number of grades must be recorded in the grade book to justify all quarter and semester grades

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for each student. Please keep consistent and complete records. Teachers must be able to support and justify the grades that each individual student earns.

Grade Scales. 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.

STUDENT EVALUATION SCALE: The grade scales to be used for reporting student progress in grades **6-12** are as follows:

A	94 - 100	Excellent
B	85 - 93	Good
C	77 - 84	Satisfactory
D	70 - 76	Needs Improvement
F	Below 70	No Credit
INC	Incomplete	No Credit

The preceding grade scales are expected to be used according to the following guidelines:

1. No other grade scales are to be used on official records or reports.
2. "Failing," "unsatisfactory" or equivalent terms indicate that student performance does not meet the minimum requirements established for the course. A final mark of "failing" or "unsatisfactory" in a credit-bearing course means that credit hours will not be granted.
3. The mark given at the end of each reporting period is considered an evaluation of the pupil's status at the time (for example, the final mark in a semester course is an evaluation of the pupil's status as of the close of the semester; not an average of two nine-week marks).
4. Teachers may exercise professional judgment in distributing marks. Marks are not expected to be distributed on a normal curve.

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

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semester would be a couple of examples. If a student is excessively absent from a class for any particular reason, a teacher may request reduced credit. All cases of reduced credit should be recorded on a "Reduced Credit/Error Summary" form and be approved by the Principal.

Transfer Grades. A student transferring into District OR-1 at the 15 to 18 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.

Parent –Teacher Communication. Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by letter, telephone, e-mail or personal conference.

Commendation Reports. In an attempt to improve relations between the school and home, staff are asked to contact parents with positive progress reports, regarding students who are doing exceptionally well in school as well as those who are performing poorly. Too frequently parents are contacted only when there is something negative to report.

Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and utilize a student planner where necessary as a communication tool. Certified staff who may need additional support in communicating with parents should contact their building principal or guidance counselor.

Reports to Parents. Grades and credit are assigned on a quarter (9 weeks) or semester basis (18 weeks). Reports are made available to parents at the close of each nine weeks during the school year; the reporting periods are referred to as first quarter, first semester, third 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 close of the semester represents an evaluation of all the work done during the entire 18 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

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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 made available 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. Please encourage parents to discuss their student-centered problems with you and give them all possible assistance.

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.

Section 5 **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, quarterly Parent-Teacher conferences will be scheduled and held during the school year. Teacher attendance at Parent-Teacher conferences is mandatory. A teacher may only be excused from attendance at Parent-Teacher conferences in writing by the Superintendent. The schedule setting forth the dates and times for the Parent-Teacher conferences for the school current school year is as established by the adopted school calendar:

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.

Article 7 – 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 workplace. 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 level 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 workplace 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.

As a condition of employment teachers 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 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.

Section 2 Smoke and Tobacco-Free Workplace

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

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. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

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 teacher found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

Article 7 - Use of School Facilities and Equipment

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:

1. 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;
2. The frame or receiver of any object described in the preceding example;
3. Any firearm muffler or silencer;
4. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
5. Any bludgeon, sand club, metal knuckles, or throwing star;
6. 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;
7. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun; and
8. 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.
9. 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.
10. 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 a teacher's personal possession, as well as in a teacher's motor vehicle, desk, locker, briefcase, backpack, or purse.

Section 4 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.

Article 7 - Use of School Facilities and Equipment

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

1. 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.
2. 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.
3. 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, color, national origin, religion, disability, age, sex, or other protected category. Further, teachers are prohibited from placing such information on the Internet.
4. 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.
5. Teachers will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
6. Teachers will not disclose their passwords and account names to anyone or attempt to ascertain or use anyone else's password and account name.
7. Teachers will not attempt to login to the system as a system administrator.
8. Teachers understand that the intended use of all computer equipment is to meet instructional objectives.
9. Teachers will not waste or take supplies, such as paper, printer ribbons, toner, etc. that are provided by the District.
10. Teachers will not use the network for financial gain or for any commercial or illegal activity.
11. 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.
12. 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.
13. The Internet will be supplied for your use on an "as is, as available" basis. The District does not imply or expressly warrant that any information you access will be valuable or fit for a particular purpose or that the system will operate error free.

Article 7 - Use of School Facilities and Equipment

14. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
15. The District reserves the right to refuse posting of files, and to remove files.
16. 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.
17. The computer system is not a public forum. It is provided for the limited purpose of advancing the District's mission.
18. 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 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.

Section 5 Use of School Facilities

Teachers will be issued keys to the school. Teachers are expected to not lose their keys and to not allow others to have access to or to use their keys. 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 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 administration.

Section 6 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, report it to the Principal. If

Article 7 - Use of School Facilities and Equipment

you learn that a student has damaged school property or equipment, or if you 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 on school telephones must be made from the office. You will need to promptly log long distance calls and be responsible for any charges which are for personal use.

Section 8 **Visitors**

Teachers 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 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.

Section 9 **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 you 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.

Section 10 **Security of Desks and Lockers**

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.

Article 7 - Use of School Facilities and Equipment

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.

Section 11 **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 may be used in locations as deemed appropriate by the Superintendent.

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.

Recording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted or (2) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

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 school's policy to follow the federal copyright law. Teachers are reminded that, when using school equipment and when performing school duties, 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

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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.” Teachers should seek assistance from administration if there are any questions regarding what may be copied.

Lost and Found

Teachers 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. 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 Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries and workplace conditions. A representative from each bargaining group plus representatives appointed by administration serve on the committee. If you have a desire to serve on the committee, you should contact the President of the teachers’ association. 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:

1. 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.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).

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3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. 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.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
9. Wear seatbelts when in vehicles where provided.
10. 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. 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.

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 Principal immediately. In the event the injury involves a student, the teacher responsible for the student either as 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.

Article 8 – STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination

District OR-1 does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected category 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 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 in the U.S. Department of Education (OCR)
One Petticoat Lane
1010 Walnut Street, 3rd Floor, Suite 320
Kansas City, Missouri 64106
(816) 268-0550; Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

The U.S. Equal Employment Opportunity Commission (EEOC)
Gateway Tower II
400 State Avenue, Suite 905
Kansas City, KS 66101
(800) 669-4000; TTY: (800) 669-6820; Fax (913) 551-6957

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

Article 8 – State and Federal Programs

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 the coordinator is: District OR-1, 425 F Street, P.O. Box 130, Palmyra, Nebraska 68418, (402) 780-5327.

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	High School 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

Elimination of Discrimination

District OR-1 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

Purpose: District OR-1 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, District OR-1 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, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's

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sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected category 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 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 District OR-1. 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.

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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.

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:

1. 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.
2. 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.
3. 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.
4. 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 with the Complainant or a longer period is reasonably necessitated by the circumstances. 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.
5. 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. The Complainant shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period.
6. In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within ten (10) days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. Upon receipt of the request for reconsideration, the Coordinator shall promptly forward the request for reconsideration and all evidence received by the Coordinator in connection with the Complaint to a third person for review (either an administrator or other employee of the District, or members of the Board of Education or Committee of the Board).
7. A decision on the request for reconsideration shall be made within ten (10) days after the request for reconsideration was filed unless the Board or Committee of

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the Board is the reviewer, in which event the decision shall be made within thirty (30) days of the filing of the request for reconsideration, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances.

Section 5 Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and family members 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.

Section 6 Disclosure of Student Information to Military Recruiters and Colleges

Federal law requires the District to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and family members and secondary students have the right to request that the school 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 consent. Employees are expected to follow these requirements.

Section 7 Disclosure of Staff Qualifications

At the beginning of each school year, upon the request of a parent, if the District receives Title I funding, the District will notify the parent of information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

- (A) Whether the student's teacher—
 - (i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - (ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - (iii) is teaching in the field of discipline of the certification of the teacher.
- (B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Section 8 Student Privacy Protection

Federal law requires the District 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 of the ESSA and related Board policy, as follows:

1. 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;

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2. 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 and family members 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).
3. Instructional materials—permit parents and family members 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 you receive such a request, direct the parent to contact your building principal and also inform the building principal yourself about the request to get instructions.
4. 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.

Section 9 Parental and Family Involvement

General - Parental/Community Involvement in Schools

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:

1. 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 contacts where warranted by the student’s academic and behavioral needs;
2. make textbooks, completed tests and other curriculum materials available for review by parents and family members upon request;
3. permit parents and family members access to their child’s records according to law and school policy;
4. 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 attendance be

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- educationally appropriate and not disruptive to the educational program;
5. assure that testing occurs to assure proper measurement of each child's educational progress and achievement;
6. permit parents and family members to excuse their child from testing, classroom instruction and other school experiences when possible and educationally appropriate;
7. notify parents and family members of student surveys in accordance with district policy, obtain parental 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
8. encourage parents and family members to express their concerns, share their ideas and advocate for their child's education.

Title I Parental and Family Involvement

The District has a separate policy established pursuant to federal law relating to parental and family 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 have 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.

Section 10 Homeless Students

Federal law 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.

Section 11 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 12 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.

**RECEIPT OF 2023-2024 TEACHER (CERTIFIED STAFF) HANDBOOK
OF DISTRICT OR-1**

This signed receipt acknowledges receipt of the **2023-2024** Teacher (Certified Staff) Handbook of District OR-1. 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.

Date: _____

Teacher's Signature

Return to:

Michael Hart, Superintendent
District OR-1
425 F Street
PO Box 130
Palmyra, NE 68418

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of the District OR-1 community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, District OR-1 asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by District OR-1, and I understand and will abide by those district guidelines and conditions for the use of the facilities of District OR-1 and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold District OR-1, any of its employees, or any institution providing network access to District OR-1 responsible for the performance of the system or the content of any material accessed through it.

Employee's Name _____

Employee's Signature _____ Date: _____

Return to:

Michael Hart, Superintendent
District OR-1
425 F Street
PO Box 130
Palmyra, NE 68418

District OR-1 Guidance for Field Trips and Extended Co-Curricular Trips
Updated: June 10, 2022

Please Note: This information will be included in the staff handbooks and this information will be covered with coaches at the beginning of each school year or sports season.

- Field trips require careful planning and oversight. Administrative and parent/guardian approval, appropriate supervision, and sufficient preparation must be considered during the planning process. Educational field trips should have a purpose and be appropriate for the age and maturity level of the group. Field trips that are planned for the purpose of entertainment alone will not be approved. Field trips that are planned as rewards will be considered and approved on a “case by case” basis. Students are not allowed to ride in private transportation with other students and their families. On all field trips and extended field trips, only District OR-1 students may participate and the discipline code, and rules and regulations of the school district shall be in effect from the departure until return.

EDUCATIONAL SCHOOL-SPONSORED FIELD TRIPS:

- Educational school-sponsored field trips may be considered a part of the curriculum when such events contribute to the achievement of educational goals of the school district. Field trips normally will be conducted within the school day and transportation will be provided by the school district only for trips that are curriculum related. Permission slips are not needed unless the field trip is an overnight or out-of-state trip as parental permission for day field trips is signed at the time of student registration.

ACTIVITIES BEYOND THE STATE LEVEL OF COMPETITION:

- The school district will not fund competitive or participatory activities for students beyond the level of state competition without approval of the Superintendent or designee. When approval is granted for an extended field trip involving competition or participation beyond the State level, the participating organization and the district will collaborate about cost sharing. Examples of activities beyond the State level of competition or participation may include career or technical competitions, National Quiz Bowl, National Mock Trial, National FCCLA, National FFA, etc. These costs may include transportation, room and board, cost of substitutes and all additional expenses deemed appropriate by the Superintendent or designee.
- In order to avoid unexpected financial burden to families and reduced participation by students, there must be sufficient advance notification of planned participation by an organization beyond the State level. Consideration of the request may be denied if sufficient notice is not provided as determined by the Superintendent or designee.

OUT-OF-STATE, OVERNIGHT AND CO-CURRICULAR FIELD TRIPS

- Out-of-State, overnight and all co-curricular club and organization field trips must be planned well in advance and receive prior written permission from the High School Principal and

Activities Director. All student groups requesting travel must file an extended Field Trip Request Form with the building prior to anticipated travel. Such a form must be approved by the Principal and Activities Director before parents and students are notified. In authorizing such extended field trips, the Principal and Activities Director shall consider:

- The educational benefits of the activity;
- The potential or actual loss of instructional time;
- The overall financial plan including the cost and who will bear the cost, how the funds will be raised and what plan the organization has to assist with the expenses for students who may not be able to pay the entire expense of the trip;
- The frequency of the organization's request for extended travel;
- The overall supervision plan for the extended travel; and
- The inherent risks or dangers of the activity and other relevant factors.

The Superintendent or designee shall inform the Board of all approved out-of-state, overnight or co-curricular field trips. After the field trip has been approved, the teacher or sponsor shall notify parents/guardians of the purpose of the trip. Written parent permission is required for all extended field trips.

TRIPS NOT SPONSORED BY THE SCHOOL DISTRICT:

- District OR-1 Public Schools are not responsible for non-school sponsored trips. Any staff member who arranges or is involved in arranging a trip that is not school sponsored has the responsibility to clearly communicate in all meetings, publications and postings, that the school district is not responsible for the trip.
- A field trip is privately sponsored if no school funds are used, the school/district is not named in promotional materials, and the field trip does not occur during school hours. Examples of non-school sponsored trips include international trips arranged by a travel company using school district staff to help arrange the trip, international trips arranged by a teacher taking students abroad during the summer, out-of-state trips taken by a club sports team where the team is coached by a student's high school coach or teacher, and out-of-state or international trips for band or orchestra students that are arranged by a booster club.
- All arrangements for such trips, including cost, travel, supervision, safety and rules are the responsibility of the group or person making the trip available to the students or staff. District OR-1 Public Schools have no responsibility for such trips. Any questions regarding whether a trip is school sponsored should be referred to the Principal or Activities Director.

Updated: June 10, 2022

District OR-1 Extended Field Trip Request Form

Sponsors should complete this form when requesting an extended field trip. Please note: This is longer than a day trip.

1. Provide a description of the trip, including title, destination, and how it relates to the curriculum and way in which curriculum benefits:
2. Who will be participating (e.g. team members, club members, etc.)?
3. Anticipated number of students:
4. Sponsors: Names, addresses, phone numbers
5. Describe any costs to sponsors:
6. Cost per student: (Provide breakdown costs for transportation, lodging, registration, etc.)
7. What costs are students responsible for?
8. What provisions have been made for students who cannot afford to participate?
9. Tour or travel agency, if applicable (attach copy of the contract):
10. Itinerary: attach dates, times, cities, countries, hotels, residences, and form of transportation for each day from the time of departure to return:
11. Insurance underwriter for tour or travel agency (if applicable attach)
12. Name of airline if applicable:
13. Name of person completing this form:

Activities Director signature of approval: _____

Date: _____

Superintendent or designee signature of approval: _____

Date: _____

Staff Guidance for Field Trips

Supervision of students at all times

- Ensure supervision of students by an adult at all times. Remember the rule of thumb about supervision - if you cannot see the students, you are not supervising them. Staff and chaperones must exercise close control over the students. Students on field trips can become overly excited and want to explore on their own.
- Establish a process for regular accounting for all students and staff, both periodically and when activities change (such as before boarding the bus to return). Determine what adequate supervision is during overnight stays (how frequently to check the room, etc.)

Determine how many and what kinds of chaperones are needed throughout the trip

- Determine what supervision (what kind and how many) is needed. Establish the proper ratio of supervisors to students based on a case-by-case evaluation of each field trip.
- Base the number of chaperones on an evaluation considering the number of students, age and maturity of the students, types of activities, facilities, duration of trip, type of transportation, and safety considerations (such as emergency procedures).
- There should be a minimum of two adults supervising a field trip. Recommended minimum supervision ratios (adults to students) are as follows: elementary school age – 1:10; middle/high school age – 1:20. The building administrator and sponsor should agree upon the ratio for each field trip.
- More and/or specifically qualified chaperones/staff may be needed for higher-risk activities, overnight stays (gender-specific), activities involving water, out of country travel (speak the language), and those including behaviorally, physically or mentally challenged students.
- If the field trip is part of a classroom educational experience, sporting event, or sponsored club, at least one staff member is needed.
- For supervision purposes, each bus should have at least one staff member or chaperone other than the driver.

Volunteer chaperone selection

- Ensure that all volunteer chaperones are:
 - At least 21 years old
 - Screened using the district volunteer and background check protocols
 - Physically able to do the job
 - Able to work well with students

Chaperone responsibilities and training

- One of the duties owed to students in school and on field trips is proper supervision. The main purpose of supervision is to help protect students from injury or diminish the risk of student injury. Adults do not automatically have the skills necessary to appropriately supervise students. Teach chaperones applicable school district policies and procedures and their duties and responsibilities. Proper supervision has these basic components:
- **Presence and attentiveness**
 - Being with students at all times and keeping students easily in sight. (If one of the chaperones cannot see the students, the students are not being properly supervised.)
 - Not becoming distracted from duties
 - Being physically able to participate in the activity as needed
- **Student behavior monitoring and intervention**

- Being knowledgeable of and consistently enforcing school rules and policies
 - Restricting students from leaving the group, from roughhousing, horseplay or other inappropriate behavior
 - Taking appropriate action when rules are not followed, or a student is in danger.
- **Hazard surveillance and intervention**
 - Being risk-conscious (prioritizing attention into the areas where accidents are most likely to occur)
 - Checking the areas visited, and appropriately addressing hazards
 - Responding appropriately to emergencies
 - Handling emergencies that occur properly to reduce potential injury and damage.
 - Familiarize chaperones with field trip specific emergency procedures, how to get assistance, and whom to contact in the event of an emergency. Review any medical concerns with the staff and chaperones so they are informed of medical issues before an emergency occurs.

Providing food on field trips

- Be sure to specify how food and drink will be provided with the itinerary
- If meals, snacks and/or drinks are provided on a field trip, they can be provided in several ways:
- **Brought from home by the students**
 - For day trips, students may bring bag lunches that do not require refrigeration. These lunches need to be safely stored during transport. Most field trip locations have specific areas for large groups to eat lunch, and many have special rules for this area. These rules should be identified and communicated with parents/guardians.
- **Provided by the school and taken on the trip**
 - Make arrangements in conjunction with food services. Safely store food and drink during transport. Be aware of students with food allergies and special dietary requirements. Stay away from food or drinks that require refrigeration as these need special preparations.
 - Food service personnel must be provided with a list of students prior to the departure for the trip who will be served lunch to ensure dietary needs are met and appropriate meal charges are administered.
- **Provided by the facility the group is visiting or cooked by the group at the facility**
 - Some facilities are equipped with kitchens. The school may have a choice of menu items. Be aware of students with food allergies and special dietary requirements. If students and school staff will prepare food, state food handling certification is required.
- **Provided by stopping at restaurants**
 - If the plan is to stop en route, choose the restaurant prior to the trip and inform parents/guardians of the choice. Students must be supervised while eating, and while moving to and from the restaurant. Let students know where they should keep money for the meal.

Overnight field trips - lodging

- **Arrangements**
 - Once approval for the trip has been secured by administration, sponsors will coordinate lodging and sleeping accommodations for the students and chaperones with central office personnel.
 - Make sure chaperones and room assignments are gender- specific, and roommates are close in age.

- A general rule of thumb to maximize student safety is 2-3 students per room and one student per bed. This means that a 3rd student could be added to a room if a rollout bed or sleeper sofa is available.
- Extenuating circumstances may dictate an adjustment in room capacities (hotel is sold out, siblings in the same room, etc.) but those changes need to be communicated to the Activities Director and approved in writing with the parent, the student, and the activity sponsor prior to the commencement of the activity.
- **Supervision**
 - Special consideration should be given to the number of chaperones on an overnight trip. Additional chaperones may be needed. Ensure students have supervision at all times while on a school sponsored field trip.
 - If chaperones will not sleep in the same rooms as students, discuss how students will be supervised in their rooms, such as a room check every 30 minutes until the students are asleep.
- **Inspection**
 - If possible, inspect the proposed housing before deciding to use the facility. In lieu of inspection, obtain recommendations from an approved travel agency or another school that has used the facility.
- **Providing information to parents/guardians**
 - Communicate housing information, including the name(s), address(es), telephone number(s), and cost(s) of the proposed housing unit(s) to both parents/guardians and students. Be sure to specify the housing and sleeping arrangements in the Field Trip Description with Itinerary.

Handling emergencies on field trips

One of the duties owed to students is prompt and appropriate emergency medical care. Types of emergencies that can occur on a field trip:

- Lost or missing student
- Medical emergencies, including serious injuries
- Natural disasters, such as inclement weather
- Abduction of a student
- Physically dangerous acts, illegal acts, overt defiance, or serious disciplinary problems (breaking school rules)

Actions to take when an accident occurs, and a student is hurt:

- Never fail to give aid (err on the side of caution)
- Due to the possibility of neck and spinal injury, do not move the student

Access to student health information

- Obtain student health information (medical conditions, medications, allergies, etc.) related to potential needs on the field trip. Medical emergency cards/information/permission for treatment for each student must accompany the group with a copy kept at the school.
- Distribution of medications
- At least one staff member on the trip must be trained to distribute prescribed medications according to school district procedures and how to properly secure medications on the trip. Over-the-counter medications (Ibuprofen, Kaopectate, Tylenol, Benadryl, Tums, etc.) also require a district medication form signed by both parent and physician and the medication must be properly labeled by the parent.

Parental information and consent

- Inform parents in writing about planned field trip activities, hazards and risks. Provide a way that parents can ask questions about the trip. For more involved field trips such as out of state or overnight stays, provide a more formal opportunity for questions, such as an informational meeting for parents/guardians. Discuss applicable information regarding the proposed trip, including the following:
 - Purpose of the trip and relation to the curriculum or activity program
 - Budget and fundraising
 - Proposed detailed daily student itinerary
 - Arrangements for chaperones
 - Proposed travel arrangements
 - Proposed room and sleeping arrangements
 - Proposed housing arrangements
 - Proposed eating arrangements
 - Rules of conduct for students
 - Reminder that district policies apply, including the prohibition on drug or alcohol use
 - Parent information and permission requirements
 - Fees and spending money
 - Emergency procedures
 - Potential personal safety risks
 - Information related to foreign travel, including immunizations required, passports, laws related to drugs (including prescription drugs), and appropriate conduct in a foreign country
 - Keep records of dates of meetings, number in attendance, and handouts/information given

District policies apply

Ensure parents, students and chaperones understand that district policies and procedures pertaining to pupil conduct, discipline, and rights apply to pupils while on field trips, and that parents will be responsible for getting the student back home if the student breaks the rules. Rules on field trips are the same as required of students within the school confines. Students violating school conduct rules on a field trip are subject to the same disciplinary action as would apply if they were on school property.

Related documents

Ensure necessary documents are received by the parent/guardian, returned to the school, and permission/emergency forms are reviewed by the school before the trip. Information sent to parents/guardians should include at least the following:

- A letter from the school about the field trip
- Field trip details and itinerary, listing means of transportation and housing arrangements (if applicable)
- Things for a student to bring and not bring on the trip, including type of clothing needed
- Field trip permission form (informed consent)
- Health information/emergency contacts/permission for emergency treatment form

Transportation

- As field trips are off school grounds, transportation is normally needed. This can be provided using a variety of forms. Listed below are transportation options and issues related to each.

District School Bus

- This is the preferred means for transportation for several reasons: it is the safest means of transportation, it is the easiest way to supervise many students, school bus drivers are trained school employees, and using district-owned and operated school buses keeps the money used for transportation in the school district.
- Use the district procedures to request this transportation.

Other District Vehicles

- For smaller groups, such as small clubs and teams, a smaller vehicle may be requested from the Activities Director.
- Parents or designated adults may drive school vehicles or pull school trailers or equipment trailers that are used for school purposes with clearance and approval from the Activities Director after filling out a driver approval form and submitting a valid Nebraska Driver’s License. No students or children may ride with the parent or designated adult in the school vehicle being used for these purposes.

Charter Bus

- If school buses are not available, a recognized charter bus service can be used.
- If this option is selected, the sponsor must get a certificate of insurance naming the school district as an additional insured on the bus company’s liability insurance policy.

Parent Provided Transportation

- A parent/guardian may elect to transport their student to and/or from the field trip. If the student is transported via means other than arranged by the school, the parent/guardian must release the District from any and all liability that may arise as a result of this alternate means of transportation.
- Use the approved district form for this purpose. For some non-curricular events (such as clubs), the school may require students to provide their own transportation to and from the activity. To reduce liability to the school district in the event of a loss during parent provided transportation, school staff should take no role in such arrangements.

I have read the rules and regulations regarding activity trips and understand this information.

Staff Signature: _____

Date: _____

AD/ Administrator Signature: _____

Date: _____

2023-2024
Classified Employees
Handbook
Palmyra District OR-1

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Receipt of Handbook

FOREWORD

Section 1 Intent of Handbook

Welcome to District OR-1. This handbook is intended to be used by classified employees to provide general information about the District 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 “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 your employment, including your employment contract 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 adopted after this handbook, 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 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 **2023-2024** and subsequent school years unless replaced by a later edition.

Section 2 Information About District OR-1

District OR-1 was formed in 1965 when the K-12 school districts of Bennet and Palmyra joined together to become one. Until this year, the Jr.-Sr. High School in Palmyra housed students in grades 6-12 and the Bennet Elementary School housed students in grades Pre K-5. Beginning with the 2023-2024 school year, sixth grade students will also be attending school at the Palmyra Site. This change was precipitated by the increased student enrollment at Bennet Elementary and building space limitations at the elementary. For 2023-2024 and beyond, the Palmyra building will be grades (6-12) and the elementary site at Bennet will be grades (Pre-K - 5).

Students attending the schools of District OR-1 come from the communities of Bennet, Douglas, Palmyra, surrounding rural areas, and from districts that are contiguous to District OR-1 via the option enrollment program.

Foreword

Due to the district's close proximity to the metropolitan areas of the state, the labor force is diversified and the majority of the residents commute to nearby larger communities to work. The majority of employment opportunities are in the areas of managerial, professional, technical, sales, and administrative support.

The student population has grown at a rapid rate over the last several years to a projected enrollment of 705 students (district wide) for the 2023-2024 school year. With the southeastern expansion of the city of Lincoln and the construction of the South Beltway, growth in the student population in the next few years is projected to continue at a steady rate.

The total valuation of District OR-1 has increased an average of eight percent per year for the past ten years in spite of the fact that Lincoln continues to annex property affiliated with the district on the southeastern outskirts of Lincoln. Much of the valuation increase has come in the form of new residential properties. With a decline in the availability of building lots in Lincoln, a significant number of properties located within District OR-1 have recently been platted and made ready for development. It appears likely that the growth in valuation due to the development of residential properties will create a corresponding growth in student population.

Section 3 **School Mission Statement**

The mission of District OR-1 is "Together, we prepare our students to successfully meet the challenges of the future."

Our governing Principles are as follows:

- Model and reinforce a sense of self-respect and respect for others
- Provide equal opportunity for each student to develop his/her potential
- Seek and integrate educationally sound innovations into the curriculum
- Provide a safe learning environment

District OR-1 endeavors to provide 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 satisfy this mission 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:

Foreword

- Is based on state standards 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	Contact Information
Dean Busch	deanbusch4or1@gmail.com
Jaimi Calfee	moebabbs@aol.com
Tim Cheney	cheneyor1@gmail.com
Brandon Desh: Board President	deshfor1@gmail.com
Dee Moore	moore4or1@gmail.com
Josh Penterman	pentermanor1@gmail.com

Foreword

Section 5 Administrative Staff

Name	Position
Mike Hart	Superintendent
Heath Johnson	Secondary Principal
Linde Walter	Elementary Principal
Aaron Hoeft	Activities Director

Section 6 Certified Staff

Name	Department	Grades
Brittany Eisenhauer	Elementary	Pre-School
Taylor Black	Elementary	Pre-School
Casandra Hohensee	Elementary	Birth-3/Sped Teacher
Rebecca Dvorak	Elementary	K
Angela Nitzsche	Elementary	K
Carrie Wusk	Elementary	K
Rachel Bohling	Elementary	1
Kristi Field	Elementary	1
Rachael Peska	Elementary	1
Gina Christensen	Elementary	2
Caitlin Peterson	Elementary	2
Taylor Suhr	Elementary	2
Katie Anderson	Elementary	3
Dana Christensen	Elementary	3
Caroline Reed	Elementary	3
Dominique Dowding	Elementary	4
Stacy Sullivan	Elementary	4
Braston Maibaum	Elementary	4
Jennifer Borg	Elementary	5

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Thomas McChristian	Elementary	5
Cody Pester	Elementary	5
John Furrow	Instrumental Music	5-12
Abigail Swartzendruber	Title I	K-5
Jennifer Hanger	Elementary	K-5
Brianne Lahmon	Special Education	K-5
Zachary Wemhoff	Physical Education	K-5
Karen Redd	Special Education	K-12
Abby Eastep	Special Education	K-5
Emily Buddenberg	Speech Language/Deaf Ed.	PK-12
Austin Lahmon	Counselor	K-5
Amanda Malone	Jr. - Sr. High School	6
Mikayla Batman	Jr. - Sr. High School	6
Beth McCreight	Vocal Music	K-12
Kori Vodicka	Counselor	6-12
Cassidy Buescher	English	7-12
Ryan Pollock	English	7-12
Michelle Irvine	Family & Consumer Science	6-12
Michael Jorgensen	Industrial Technology	6-12
Kari Lottman	Math	7-12
Michael Davidson	Math	7-12
Madison Hanau	Science	7-12
Jon Davenport	Science	7-12
Andrew Conn	Business Education	7-12
Travis Reed	Social Studies	7-12
Mark Kotik	Social Studies	7-12
Rebecca Gill Rose	Spanish	7-12
Jennifer Ferretti	Special Education	6-12

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Andrew Weils	Special Education	6-12
Jen Whyman	Special Education	6-12
Elizabeth Beach	Vocational Agriculture	7-12
Jordan Linke	Physical Education	6-12
Sarah Swartzendruber	Art	6-12
Burke Brown	Business/Technology	K-12
Kloreace Linke	School Psychologist	K-12
Matt Smidt	Librarian/Media	K-12
Amy Buchanan	Speech Pathology	K-12
Jiree Wilson	Speech Pathology	K-12
Lisa Dowding	Sped Teacher	ASPIRE Academy

Foreword

Section 7 Classified Staff

Name	Building	Position
Cathy Fick		Bus Driver
Steve Robb		Bus Driver
Clayton Maahs		Bus Driver
Ted Cisneros		Bus Driver
Randy David		Bus Driver
Vicki Hillman		Bus Driver
Todd Calfee		Bus Driver
Tamara Simpson		Bus Driver
Randy Holdsworth		Bus Driver
Liz Pohlen	K-12	Occupational Therapist
Lisa Phillips	District Office	Business Manager
Cassie Wemhoff	District Office	Payroll/HR
Jane Powell	Jr.-Sr. High School	Main Office Secretary
Kristi Norman	Elementary	Main Office Secretary
Christine Wilson	Elementary/Jr.-Sr. High School	Nurse
Steve Meyer	Jr.-Sr. High School	Head Custodian
Ted Cisneros	Jr.-Sr. High School	Custodial
Scott Willeford	Elementary	Custodial
TBD	Elementary/Jr.-Sr. High School	Substitute Teacher
Julie Hendricks	Jr.-Sr. High School	Substitute Teacher
Emily Purvis	Elementary	Sign Language Interpreter
Kim Hartwick	Preschool	Paraeducator
Karis King	Preschool	Paraeducator
Tiffany Craig	Preschool	Paraeducator
Chelsey Georges	Preschool	Paraeducator
Lisa Stedman	Elementary	Paraeducator

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Todd Calfee	Elementary	Paraeducator
Erin Watson	Elementary	Paraeducator
TBD	Elementary	Paraeducator
Lacey Tyndall	Elementary	Paraeducator/REC
Deb Wood	Elementary	Paraeducator/REC
TBD	Elementary	Paraeducator/REC
Shonna Rulla	Elementary	REC Supervisor
Kelly Jones	Elementary	Library Paraeducator
Robert Fuller	Jr.-Sr. High School	Library Paraeducator
Elli Lamprecht	K-12	Food Service Director
Carolyn Smith	Jr.-Sr. High School	HS Kitchen Supervisor
Dona Balderson	Jr.-Sr. High School	Food Service
TBD	Jr.-Sr. High School	Food Service
TBD	Jr.-Sr. High School	Food Service
TBD	Elementary	Food Service
Dewaine Knutson	Elementary	Food Service
TBD	Elementary	Food Service
TBD	Elementary	Food Service

For other staff contacts, please visit the school's webpage.

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1 School Calendar

DISTRICT OR-1 PUBLIC SCHOOLS																				
CALENDAR 2023-2024. Updated 6.12.2023																				
August 2023							August 2023							January 2024						
SU	M	T	W	TH	F	SA	8-Aug	Start of Fall Practice	SU	M	T	W	TH	F	SA					
		1	2	3	4	5	Aug 7-11	District Staff Development: 8:00 a.m. - 4:00 p.m.		1	2	3	4	5	6					
6	7	8	9	10	11	12	14-Aug	First Day of School (Grades K-12)	7	8	9	10	11	12	13					
13	14	15	16	17	18	19	15-Aug	First Day of Preschool	14	15	16	17	18	19	20					
20	21	22	23	24	25	26	September 2023							21	22	23	24	25	26	27
27	28	29	30	31			4-Sep	NO SCHOOL -Labor Day	28	29	30	31								
19 Teacher Days							19-Sep	Dismiss @ 1:00 P.M. P-T conf. 2:00-8:00 P.M.	20 Teacher Days											
14 Student Days							20-Sep	Collab. PD/WD - No School for students	19 Student Days											
October 2023																				
September 2023							13-Oct	End of First quarter	February 2024											
SU	M	T	W	TH	F	SA	16-Oct	Start 2nd Quarter	SU	M	T	W	TH	F	SA					
					1	2	20-Oct	Fall Break; NO SCHOOL					1	2	3					
3	4	5	6	7	8	9	November 2023							4	5	6	7	8	9	10
10	11	12	13	14	15	16	13-Nov	Start Winter Practice	11	12	13	14	15	16	17					
17	18	19	20	21	22	23	14-Nov	Teacher Inservice No School	18	19	20	21	22	23	24					
24	25	26	27	28	29	30	22-Nov	NO SCHOOL Thanksgiving Break	25	26	27	28	29							
20 Teacher Days							23-Nov	NO SCHOOL Thanksgiving Break	20 Teacher Days											
19 Student Days							24-Nov	NO SCHOOL Thanksgiving Break	19 Student Days											
December 2023																				
October 2023							20-Dec	End of Second Quarter: Dismiss @ 1:00 P.M.	March 2024											
SU	M	T	W	TH	F	SA	21-Dec	Winter Vacation December 21-January 3	SU	M	T	W	TH	F	SA					
1	2	3	4	5	6	7	22-26-Dec	<i>Five day moratorium period est. by NSAA</i>						1	2					
8	9	10	11	12	13	14	January 2024							3	4	5	6	7	8	9
15	16	17	18	19	20	21	1-3-Jan	Winter Vacation	10	11	12	13	14	15	16					
22	23	24	25	26	27	28	3-Jan	Collab PD/WD - No School for Students	17	18	19	20	21	22	23					
29	30	31					4-Jan	School Resumes, Start 3rd Quarter	24	25	26	27	28	29	30					
21 Teacher Days							15-Jan	No School - Martin Luther King Day	31											
21 Student Days							February 2024							18 Teacher Days						
November 2023																				
November 2023							6-Feb	Dismiss @ 1:00 P.M. P-T conf. 2:00-8:00 P.M.	17 Student Days											
SU	M	T	W	TH	F	SA	9-Feb	NO SCHOOL Winter Break	April 2024											
			1	2	3	4	21-Feb	Collab PD/WD - No School for Students	SU	M	T	W	TH	F	SA					
5	6	7	8	9	10	11	29-Feb	Start of Spring Practice		1	2	3	4	5	6					
March 2024																				
March 2024							1-Mar	NO SCHOOL Spring Break	7	8	9	10	11	12	13					

Article 1 – School Calendar and Schedules

12	13	14	15	16	17	18		7-Mar	End of Third Quarter		14	15	16	17	18	19	20	
19	20	21	22	23	24	25		8-Mar	NO SCHOOL Spring Break		21	22	23	24	25	26	27	
26	27	28	29	30				11-Mar	Collab PD/WD - No School for Students		28	29	30					
19 Teacher Days								12-Mar	Start 4th Quarter		21 Teacher Days							
18 Student Days								28-Mar	Dismiss @ 1:00 P.M. Begin Easter Break		20 Student Days							
								29-Mar	NO SCHOOL: Easter Break									
December 2023								April 2024				May 2024						
SU	M	T	W	TH	F	SA		1-Apr	NO SCHOOL: Easter Break		SU	M	T	W	TH	F	SA	
					1	2		17-Apr	Collab PD/WD - No School for Students					1	2	3	4	
3	4	5	6	7	8	9					5	6	7	8	9	10	11	
10	11	12	13	14	15	16					12	13	14	15	16	17	18	
17	18	19	20	21	22	23		11-May	High School Graduation		19	20	21	22	23	24	25	
24	25	26	27	28	29	30		15-May	Elementary End of 2nd Semester Reg. Dismissal		26	27	28	29	30	31		
31								16-May	End 2nd Sem. -1:00 Dismissal H.S. :NS: Elem.Transition Day									
14 Teacher Days								17-May	Teacher Work Day		13 Teacher Days							
14 Student Days								Note:	Early dismissal times are 1:00 p.m. Elementary students riding the buses will be dismissed at 12:45 p.m.		11 Elem/12 HS Student Days							
93 Teacher Days First Semester											92 Teacher Days Second Semester							
86 Student Days First Semester											87 Student Days Second Semester							
								173 Student Days										
								185 Teacher Days										
								Legend for Colors										
								Regular Dismissal for High School Students										
								Elementary Students: End of Second Semester										
								Vacation Days										
								Parent Teacher Conferences										
								Early Dismissal: 1:00 p.m. HS / No School for elementary										
								Professional Development Day for Staff: No school for students										
								Board Approved: 6.12.2023										

Article 1 – School Calendar and Schedules

Section 2 Daily Schedule

Jr.-Sr. High School

First Bell	8:10
Period 1	8:15 – 9:05
Period 2	9:08 – 9:58
Period 3	10:01 – 10:51
Period 4	10:54 – 11:44
Period 5	11:47 – 12:58
Period 6	1:01 – 1:51
Period 7	1:55 – 2:44
Period 8	2:47 – 3:41

Shortened Schedule

Jr.-Sr. High School

First Bell	8:10
Period 1	8:15 – 8:48
Period 2	8:51 – 9:24
Period 3	9:27 – 9:59
Period 7	10:02 – 10:34
Period 8	10:37 – 11:09
Period 4	11:12 – 11:44
Period 5	11:47 – 12:58
Period 6	1:01 – 1:33

Section 3 Severe Weather and School Cancellations

The Superintendent 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. The information is broadcast regularly by radio and television stations.

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.** In some instances, schools will be open, but certain services may be canceled (bus transportation, kindergarten, student activities). Some staff may be designated as being required to come to school even in the event of a school closing.

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 will be notified and parents will be notified via media broadcast. Teachers will be responsible for remaining with students until all

Article 1 – School Calendar and Schedules

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. You 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. District OR-1 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 for an Emergency Exit system, Tornado Warning System, and Critical Incident Response. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of an emergency exit alert or tornado warning, you should implement the school's established safety procedures.

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 Employment

Classified employees are “at-will” employees, and may be terminated at any time by the school district.

Section 2 Assignments

The duties to be performed are subject to assignment by the administration and your supervisor. Job descriptions, where available, provide additional information about the position duties.

Employees are expected to devote full time during days of school to their work and to diligently and faithfully perform the assigned duties to the best of the employee’s ability.

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 Principal’s office of any changes in contact information (address/telephone). For a name change, provide your new social security card. Employees may contact the Principal to request a review of their personnel file.

Section 4 Grievances and Complaints

Employee grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy or this handbook.

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 when services are performed. Employees are paid on the 15th of the month, or the last preceding school day, if the 15th falls on a holiday or weekend. In emergency cases exceptions may be made, subject to the approval of the Board. Upon separation of employment, or upon fulfillment of the contract, employees may, at the option of the Board, be paid all salary due in one lump sum.

Section 6 Benefits

Classified staff employees are provided sick leave in proportion to their full-time equivalency. Year around classified staff employees are provided LTD and group life insurance at the employee’s expense. The cost of LTD premiums will be added to the employee’s income. All classified staff employees are eligible to participate in the district’s section 125 plan. Employees shall make annual fringe benefit elections by September 1 of each school year. Should an employee fail to make such an 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 to you or will be made available upon request from the Superintendent’s office.

Article 2 – Employment, Compensation and Benefits

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 you a right to purchase individual coverage if you have 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.

Section 7 **Payroll and Payroll Deductions**

Wages/salary and benefits are paid in accordance with the individual employment contracts and negotiated agreement, if any. Payroll deductions shall be made in accordance with law and the negotiated agreement, if any.

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 between two or more work sites. Claims for reimbursement should be submitted to the employee's immediate 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.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the employee's immediate supervisor or, if the expense relates to an activity, by the Athletic 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.

Reimbursable mileage or other reimbursement expenses will be considered separate from compensation and be paid at the time of the next monthly payroll after sufficient support documentation is provided.

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 Athletic 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 "D" to this handbook.

Article 2 – Employment, Compensation and Benefits

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. Those who are “non-exempt” are eligible for overtime.

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.

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.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1 1/2 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 1 1/2 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 – ABSENCES FROM WORK

Section 1 Absence Procedures

Requesting Leave. Leave requests should be made as soon as practicable under the circumstances. An employee who wants to use available leave 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 advance notice be given depending on the nature of the employee's duties or the need to schedule a substitute.

Giving Notice of Unscheduled Absences. An employee who is unable to request 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 report the need to take a sick or bereavement leave, employees are to contact their building administrator or direct supervisor before 6:30 a.m. Before the end of the day on the first day of the absence, and on each subsequent day of absence, the employee is to report to their building administrator or direct supervisor whether the employee will be able to return to work on the next duty day. For sick or bereavement leave occurring in circumstances where the need for the leave can be determined in advance, the employee is to make a report of the need to take the leave as soon as possible.

Returning from Absences

1. *Justification for Absences Taken Without Prior Approval.* If an employee is absent without advance 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.
2. *Establishing Fitness for Duty.* Employees must present a written statement from their physician or health care provider to their supervisor when absent for any period of time because of injury requiring care from a physician or health care provider, or absent from work for 10 days or more due to a personal health condition. The statement is to clearly verify that the employee is mentally and physically able to return to duty. This statement is to be presented in person to the employee's supervisor 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.

Article 3 – Absences From Work

Section 2 **Paid Leave - Sick and Personal Leaves**

Employees are provided with paid sick and personal leaves (professional leaves, bereavement leaves, etc.) in accordance with their employment contract and Board policy. During such paid leaves, employees continue to receive their salary and fringe benefits.

The leaves provided by the District are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and will not be tolerated.

Requests for Leave

Advance reporting of the need to take a leave is important. A classified staff employee who becomes ill and is unable to work is to contact the employee's immediate supervisor before 7:00 A.M. Before the end of the school day on the first day of the sick leave, and on each subsequent day of absence, a report should be made to the employee's immediate supervisor as to whether the classified staff employee will be able to return to duty on the next duty day. For illnesses or medical situations where the need for the leave can be determined in advance, the classified staff employee is to make such advance reports of need for leave as possible.

For personal and other leaves, a Request for Leave form is to be submitted to the district office at least five school days prior to the leave, or such other advance notice as is practicable under the circumstances.

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

Bereavement leave is to be used for purposes of addressing issues related to the death and to attend funeral services. The taking of a bereavement leave without attending funeral services would be an abuse of bereavement leave, except in the case of the death of the employee's parent, child or spouse, where grief would be expected to impair the employee's ability to function at work.

Return from Leave

Upon return from leave, classified employees are to review information supplied by the substitute classified staff employee, if any, as to progress made in the classified staff employee's area of responsibility. The substitute should be contacted directly if the written information supplied is not adequate.

A classified staff employee 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 classified staff employee's physician or health care provider stating that the classified staff employee is physically able to return to duty. This statement is to be presented in person before the classified staff employee returns to duty in order that the present stage of convalescence can be observed and discussed.

Section 3 **Payroll Deductions for Absences in Excess of Paid Leave**

Should an employee be absent from work in excess of the employee's accumulated sick leave or other paid leaves, the employee's salary and fringe benefits (including the cost of premiums for group health insurance) shall be reduced by the day or days of work missed. In the case of

Article 3 – Absences From Work

hourly employees the reduction will be made on an hourly basis. In the case of salaried employees the reduction will be made on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school year as the denominator.

Section 4 Leaves of Absence

An employee may apply to the Board of Education for a leave of absence from the employee's duties. The Board of Education considers 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 as may be required under applicable state or federal laws.

Section 5 Unpaid Leaves

The District complies with laws that require leaves to be allowed, such as for FMLA leaves, military service and jury duty. Should an employee be absent from work in excess of the employee's available paid leaves, the absence will be an unpaid leave except as may be required by law. The employee's salary and fringe benefits (including the cost of premiums for group health insurance) may be subject to reduction for the day or days of work missed.

Section 6 Jury Duty Leave

An employee who is summoned for jury service must promptly notify the employee's 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 jury service. The District may at its discretion reduce salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty.

If an employee reports for jury duty in the morning and is then dismissed from jury duty for the remainder of the day, the employee is to report for work and resume duties for the balance of the day, except as may be otherwise arranged by the employee's immediate supervisor.

Section 7 Family and Medical Leave

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 your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your 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 servicemember during a 12-month period. A covered servicemember 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 servicemember medically unfit to perform his or her duties for which the servicemember 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, your health coverage under a “group health plan” will be maintained on the same terms as if you 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.

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

Eligibility Requirements. You are eligible if you have been employed with District OR-1 for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of the District within 75 miles of your 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

Article 3 – Absences From Work

you from performing the functions of your 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. You 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. You 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. You may choose or District OR-1 may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the District's normal paid leave policies.

Employee Responsibilities. You 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 you 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. You also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. You 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

Article 3 – Absences From Work

leave rights.

For additional information you may refer to FMLA poster (Appendix “B”) or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

www.wagehour.dol.gov

To submit a request for use of FMLA, or to make arrangements for payment of benefits while on an FMLA leave, contact Michael Hart, Superintendent, at 402-780-5327.

Section 8 Military and Family Military Leave

Military leave and family military leave will be granted to the extent required by state and federal law.

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

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, and consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the District. For leaves of less than 5 days, the employee is to notify the Superintendent of the leave request as soon as practicable.

Family military leave under the FMLA will be provided in accordance with that law and subject to the provisions of the Board policy pertaining to FMLA leave.

Section 9 Adoption Leave

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as an employee is permitted to take a leave of absence upon the birth of the employee’s child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the employee for purposes of adoption. The employee shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Superintendent as early as possible.

Section 10 Subpoena to Testify Leave

An employee must promptly notify the employee’s immediate supervisor when the employee receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

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 similar to a jury duty leave.

Article 3 – Absences From Work

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 or a family member or friend of the employee is a party to the legal proceeding, unless the employee's involvement in the legal matter is solely due to actions taken in connection with the employee's work duties, the actions of the employee were not inappropriate, and the District is not an opposing party in the legal matter.

Section 11 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 before 6 p.m.

When voting leave is available, an employee will be entitled to be absent from work on Election Day for such a period of time as will, when considering the employee's non-working 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.

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 Hours of Work & Meetings

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

Employees are required to attend meetings called by the administration or their supervisors, except those meetings which are designated for optional attendance.

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 the Principal or their supervisor.

Employees who leave the school during their designated lunch period must check out with the Principal's office. Employees who leave during their work hours for an approved absence must check out with the Principal's office or their supervisor 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 Principal's office or their supervisor 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 school procedures in the performance of their duties:

1. Use of Cell Phones. Employees are not to use personal cell phones for any non-school purpose during duty time.

Employees are not to use cell phones or otherwise engage in distracted driving while transporting students or using student vehicles. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies. Employees will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems are to be utilized by all occupants.

2. Checking Out of Equipment. All equipment must be checked out through the Principal's office. School equipment may be used only for school purposes. School equipment and other resources may be used for personal purposes only as authorized by Board policy or contract.

3. Requisition of Equipment and Supplies. Equipment, books and supplies that are needed for work duties should be requested through the Principal's office. No

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equipment or supplies ordered through the District may be directed to the personal use of an employee or another District employee.

4. E-mail. Employees may be assigned a school email address for purposes of intra-school and inter-school email correspondence. Employees should check for email throughout the duty day, and should timely respond to emails which require a response, but should avoid checking and responding to emails 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 and this handbook.
5. Employee MailBox. Employees may be assigned a mailbox. Employees should check for mail upon arrival, in the course of the school day, if possible, and upon departure. If something requires an answer employees are responsible for responding promptly. Employee mail boxes are to be limited to communications regarding school business.
6. Record Keeping. Duties of classified employees often involve keeping detailed records. Make sure to complete these records as directed by your supervisor.
7. Employees Meetings. Employees' meetings will be held as needed. **ALL** employees are expected to be present for the meetings, unless they are absent from school for good cause or have made prior arrangements.

Section 5 **Supervision of Students**

Proper supervision of students is an important responsibility. Employees responsible 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.

1. Proper Supervision

- Report to all duty assignments on time.
- Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- Be vigilant while supervising students. Never leave your students unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave students who you are supervising, request that another nearby staff member provide supervision for you, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.

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- If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your 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).
- Be careful with touching students. Touching students should be limited to that necessary to protect the student. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
- Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations.
- Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

2. Proper Instructions

- 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.
- 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.
- When you go over safety rules with students, note it in your written records.

3. Proper Maintenance of Buildings, Grounds, and Equipment

- Conduct periodic inspections of equipment under your control or in your area of supervision.
- 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.
- Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

4. Proper Warnings

- If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

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Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- 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
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

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.

Student Searches

Office administration should be contacted before performing searches of students or their belongings. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Student Rights

Treat students fairly and consistently without consideration of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition. Students who need special accommodations are to 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. Staff shall keep in confidence personally identifiable student or employee information that has been obtained in the course of service to the district, unless disclosure serves professional purposes, or is required by law.

Follow IEP and 504 Plans for the students for whom you are responsible. Be attentive and respond to “bullying.” Maintain the confidentiality of student records. Student record information should be shared only with other school staff with a need to know the information to perform their duties.

Section 6 Role of Para Educators

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

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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 calculating and recording grades. Para educators are to work only on their assigned workdays and within their assigned workday. If a teacher requests a para educator to work hours other than the assigned work hours or assigned workday, the 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. To ensure the proper care of our students, employees who are asked to take the medication training and administer medications shall do so.

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 nurse's office; with the exception of students who have a diabetes self-management or asthma self-management plan. 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 slips 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 are not to 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:

1. Placed in a situation that endangers his or her life or physical or mental health;
2. Cruelly confined or cruelly punished;
3. Deprived of necessary food, clothing, shelter, or care;
4. Left unattended in a motor vehicle if such minor child is six years of age or younger;
5. Sexually abused; or

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6. 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 that they intend to make a report. Administrative staff may sometimes choose to make the report for an employee. However, informing a Principal or supervisor does not end the employee's responsibility; employees 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, you 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 promptly interview the child. A counselor or an administrator will help you.

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. The school administration will consider your 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 the person who you have reported to does not make a report to the police or Child Protective Services, and you feel a report should be made, report the matter directly to the Superintendent.

Section 9 Best Practices for Guiding Staff in Use of Social Media

Social media is defined as any form of online publication or presence that allows end users to engage in multi-directional conversations in or around the content on a website. A large percentage of Internet traffic is centered around the use of social media. Social media includes but is not limited to: Facebook, Tik Tok, Instagram, Snapchat, Ning, Twitter, Second Life, YouTube, blogs, wikis, social bookmarking, document sharing and email.

District OR-1 Schools recognizes that many employees use social media in their daily interactions with family, friends and colleagues and the personal use of social media is a choice and right of the employee. While free speech affords general protection for individuals who want to participate in social media, courts have ruled that school districts can discipline employees if their speech, including online postings, disrupts school operations or causes harm to others. The lines between public and private, personal and professional are blurred in the digital world and by virtue of being a part of the District OR-1 community or by identifying yourself as an employee online, you are now connected to colleagues, students, parents and the greater school community. Whether or not you have a disclaimer or use a different user name, you will always be identified as working for and sometimes representing District OR-1 in what you do and say online. Always write in the first person and make it clear that you are speaking for yourself and not on behalf of the district. Employees, parents, and students reflect a diverse set of customs, values and points of view. Be respectful of the opinions of others in your posts or comments. You are responsible for the content you post. Consider the words used to tag content

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in a social bookmarking site. Consider the avatar you select. Do your tags, descriptions, and your image portray you in a professional manner? Your online content should reflect the same standards of professionalism, honesty, respect and consideration that you use in and expect in face-to-face communication, and that it reflects a professional image that does not disrupt school business or impair the district's or employee's capacity to maintain the respect of students and parents/guardians or impair the employee's ability to serve as a role model for children.

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Ethics Standards

District OR-1 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:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status.
3. 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.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
5. Shall not exploit school relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not sexually harass students, parents or school patrons, employees, or board members.
7. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
8. Shall report to the Superintendent any known violation of paragraphs 2 or 5 above.
9. 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:

1. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.

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2. 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.
3. 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:

1. 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.
2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
3. Shall neither offer nor accept gifts or favors that will impair judgment to be exercised in the course of employment.
4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
5. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
6. 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 employment practices, the employee:

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.
2. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
3. Shall give prompt notice to the employer of any change in availability of service.
4. Shall conduct job related business through designated procedures, when available, that have been approved by the employing agency.
5. Shall not assign to unqualified personnel, tasks for which an employee is responsible.
6. Shall permit no commercial or personal exploitation of his or her employment position.
7. Shall use time on duty and leave time for the purpose for which intended.

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Competent Performance

Employees must possess the abilities and skills necessary to accomplish the designated task.

Therefore, each employee shall:

1. Keep records for which he or she is responsible in accordance with law and policies of the school system;
2. Supervise others in accordance with law and policies of the District;
3. Recognize the role and function of community agencies and groups as they relate to the District and to his or her position, including but not limited to health and social services, employment services, community teaching resources, cultural opportunities, educational advisory committees, and parent organizations.

Each employee shall:

1. Utilize available materials and equipment necessary to accomplish the designated task;
2. Adhere to and enforce written and dated administrative policy of the District which has been communicated to the educator;
3. Use channels of communication when interacting with educators, community agencies, and groups, in accordance with policy.

Each supervisor shall:

1. Make reasonable assignment of tasks and duties in light of individual abilities and specialties and available personnel resources.

Communication Skills: In communicating with students and other employees, each employee, within the limits prescribed by his or her assignment and role, shall:

1. Utilize information and materials that are relevant to the designated task;
2. Use language and terminology which are relevant to the designated task;
3. Use language which reflects an understanding of the ability of the individual or group;
4. Assure that the designated task is understood;
5. Use feedback techniques which are relevant to the designated task;
6. Consider the entire context of the statements of others when making judgments about what others have said;
7. Encourage each individual to state his ideas clearly.

Management techniques: The employee shall:

1. Resolve discipline problems in accordance with law, board policy, and administrative regulations and policies;
2. Maintain consistency in the application of policy and practice;
3. Develop and maintain positive standards of conduct.

Human and Interpersonal Relationships: Employees shall possess effective human and interpersonal relations skills and therefore:

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1. Shall allow others who hold and express differing opinions or ideas to freely express such ideas;
2. Shall not knowingly misinterpret the statement of others;
3. Shall not show disrespect for or lack of acceptance of others;
4. Shall provide leadership and direction for others by appropriate example;
5. Shall offer constructive criticism when necessary;
6. Shall comply with reasonable requests and orders given by and with proper authority;
7. Shall not assign unreasonable tasks;
8. Shall demonstrate self-confidence and self-sufficiency in exercising authority.

Personal Requirements: Each employee within the scope of delegated authority shall:

1. Be able to engage in physical activity appropriate to the designated task except for temporary disability;
2. Be able to communicate so effectively as to accomplish the designated task;
3. Appropriately control his or her emotions;
4. Possess and demonstrate sufficient intellectual ability to perform designated tasks.

Contractual Obligations: Employees shall adhere fully to the terms of a contract or appointment.

Section 2 **Role Model**

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

Section 3 **Professional Boundaries**

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.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, emailing a message about a student's grades).
- Engaging in social-networking friendships with a student on Twitter, Instagram, Snapchat, Facebook, or other social networking site. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the

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employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children.

- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance – verbal, written, or physical – towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.

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- Going to the student’s home when the student’s parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of familial relationships between employees and their children who are students in the District.

Employees who observe or become aware of a violation of the foregoing expectations by other employees are to report the matter to the Principal or the Superintendent.

Section 4 **Relationships**

It is important for employees to maintain an effective working relationship with the administration and all co-workers. Employees 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 policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

Section 5 **Civility**

All employees shall behave with civility, fairness and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with the District. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, and email messages.

Any employee aware of another employee’s uncivil behavior shall report the conduct to the employee’s immediate supervisor or to the Superintendent. There will be no retaliation against a person for making the report.

Section 6 **Notification of Arrest, etc.**

Employees must notify Superintendent by the next business day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:

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- a. The maximum penalty for the crime equals or exceeds six months incarceration;
- b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
- c. Conviction would impact performance of employee’s job responsibilities, including offenses that:
 - i. Would impact the responsibility to be a role model for students or relations with other employees of the District;
 - ii. Would impact the employee’s ability to operate a motor vehicle if the employee’s work duties include driving; or
 - iii. Would impact the employee’s Commercial Driver’s License if the employee’s job requires that the employee have a CDL.
- d. The arrest or the alleged criminal activity occurred while the employee was on duty, on District property, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.

2. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee’s position.
3. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an “inconclusive” determination that occurred at any time. Current employees must give such disclosure within ten days following receipt of this handbook.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee’s confidential criminal background file.

Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination.

Section 7 **Evaluations**

Evaluations of employees will be conducted in accordance with the District’s evaluation 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 make themselves available

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for evaluation on request, to participate constructively and positively in the evaluation process, and to accept and implement constructive suggestions and improvement strategies developed by the administration.

Section 8 **Employee Complaints or Concerns**

Employees are to inform their supervisor or the Superintendent of any complaints or concerns about the operations of the District using the established chain of command (immediate supervisor, next higher level supervisor, etc.) on all matters that require administrative attention; that is, on all matters or issues that their job responsibilities require them to report to a supervisor.

It is important to the efficient and successful operation of the District and a duty of all employees to share any such complaints or concerns in a responsible, professional manner such as to: (1) not disrupt the proper functioning of their duties, (2) not undermine the authority of their co-workers, supervisors, or superiors, (3) maintain close working relationships with their co-workers, supervisors, and superiors, and (4) ensure that all applicable laws and regulations are followed. All official communications from employees must be accurate, demonstrate sound judgment, and promote the District's mission. Employees must ensure that all applicable laws and regulations are followed by the District and its employees. In the event an employee becomes aware of any such non-compliance, the employee is to report such to the employee's immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District.

Employees are to use the appropriate complaint or grievance mechanism for matters involving discrimination or harassment or other established mechanism specific to the nature of the complaint or concern.

The District will not tolerate unlawful retaliation against an employee for engaging in legally protected activity. A protected activity includes an employee's act of opposing an unlawful practice prohibited by employment discrimination or other laws that protect the conduct in question. Any act of unlawful retaliation by a supervisor or other employee may result in serious disciplinary action up to and including termination. Any employee may file a complaint with the Superintendent or appropriate Coordinator if the employee feels that they have experienced unlawful retaliation in any form.

Section 9 **Attire**

It is important for employees to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Employees are expected to maintain conservative and professional 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. The administration may establish more detailed guidelines for individual employees should that be necessary.

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Section 10 **Outside Employment**

Employees shall not perform duties 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 workplace. 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 workplace 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.

Section 2 Smoke and Tobacco-Free Workplace

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

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. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

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:

1. 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;
2. The frame or receiver of any object described in the preceding example;
3. Any firearm muffler or silencer;
4. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
5. Any bludgeon, sand club, metal knuckles, or throwing star;
6. 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;
7. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun;
8. 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. 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; and
9. 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.
10. 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. Such access is subject to the following computer acceptable use policy:

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources as made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District's technology resources is a privilege and not a right. The Superintendent or designee may develop appropriate user agreements and require that employees sign such user agreements as a condition of access to the technology resources.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Incidental or de minimis personal use is not prohibited by this provision. This exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time.

The exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for

personal use; or sending an e-mail related to one's own private consulting business.

- c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
 - 1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
 - 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 - 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 - 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 - 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
 - 6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 - 7. Users shall not engage in any form of vandalism of the technology resources.
 - 8. Users shall follow the generally accepted rules of network etiquette. The Administrator or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy or any applicable law. Without limitation, this means that technology resources may not be used:
 - 1. To access any material contrary to the District's Internet Safety Policy; or to create or generate any such material.
 - 2. To engage in unlawful harassment or discrimination, such as sending emails that contain sexual jokes or images.
 - 3. To engage in violations of employee ethical standards and employee standards of performance, such as sending emails that

are threatening or offensive or which contain abusive language; use of end messages on emails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending emails that divulge protected confidential student information to unauthorized persons.

4. To promote or tolerate violations of student conduct rules.
 5. To engage in illegal activity, such as gambling.
 6. In a manner contrary to copyright laws.
 7. In a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied 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. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters 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.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

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 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 the 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.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District’s computers or Internet system.

Sanctions. Violation of the policies and procedures concerning the use of the District's technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Section 5 Use of School Facilities

An employee who is issued school keys is expected to not lose their keys and to not allow others to have access to or to use their keys. Employees are permitted to have access to school facilities during non-school time provided such access is for work-related purposes and the Principal or supervisor has given permission for such access. 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.

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

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 you learn that a student has damaged school property or equipment, or if you 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.

Section 8 Visitors

Employees are not to have visitors while on duty other than as appropriate for the performance of their duties except on a short-term basis and only with permission of the Principal or supervisor. Included in the definition of visitors are family members of the employee. Employees are responsible for ensuring that their visitors follow procedures for being on District property, including checking in. Employees are not to bring their children to work 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 must not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or designee. Employees must 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 these restrictions will be considered to be willful insubordination.

Section 10 Security of Desks and Lockers

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 District 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 briefcase, 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. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a 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 building user and may also be provided to law enforcement agencies.

Recording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted or (2) the Superintendent or Superintendent’s designee. This prohibition applies to all persons, including staff, students and community members, regardless

of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Section 12 Bulletins and Web Page

Bulletin boards and electronic media (web page) and other communication devices are maintained for the purposes of conveying information about the District's activities and programs and for educational purposes related to such activities and programs. The District's communication devices are designated as non-public forums, meaning that the devices are not open for public use.

Information posted or displayed on the District's communication devices may not include political advertising, communications promoting particular religious beliefs, controversial topics or positions not consistent with the mission of the District, or communications that promote activities not suitable for school-age children.

Any website links on the District's web page that are permitted to be posted shall not be considered to be endorsed or sponsored by the District. The District makes no representations or warranties of any kind with regard to any such links.

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 and when performing school duties, 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.” Employees should seek assistance from administration if there are any questions regarding what may be copied.

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.

The District also has a safety committee to address employee accidents, injuries and workplace conditions. A representative from each bargaining group plus representatives appointed by administration serve on the committee. If you have a desire to serve on the committee, you should contact the President of the teachers’ association. Employees 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 for employees include the following:

1. 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.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. 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.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.

8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
9. Wear seatbelts when in vehicles where provided.
10. 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.
11. Do not engage in “horseplay.” Such conduct is a common cause of injuries and is not consistent with job duties. 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.

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.

Safe Driving

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 and are responsible for any injury or accident. Employees are to abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants. When transporting students or using a school vehicle, employees are not to use cell phones or otherwise engage in distracted driving. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies.

Accidents

Every accident which results in a personal injury must be reported to the Principal or supervisor immediately. In the event the injury involves a student, the employee who is responsible for the supervision of the student 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

District OR-1 does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, 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 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 (OCR) One Petticoat Lane 1010 Walnut St. 3 rd Floor, Suite 320 Kansas City, MO 64106 (816) 268-0550 (voice) Fax (816) 268-0599 669-6820 (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov .	The U.S. Equal Employment Opportunity Commission (EEOC) Gateway Tower II 400 State Avenue, Suite 905 Kansas City, MO 66101 (800) 669-4000; TDD: (800)
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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 the coordinator is: District OR-1, 425 F Street, Palmyra, NE 68418, (402) 780-5327:

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	High School Principal
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent Special Services Director for student matters
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

Policy of Non-Discrimination

The policy of District OR-1 is to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in admission, access, or treatment with regard to its programs and activities or with regard to employment. The District and its staff shall comply with all applicable state and federal laws prohibiting discrimination.

Decisions with regard to employment, discharge, compensation, and terms and conditions of employment shall not be made based on sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status. There shall be no discrimination against an applicant or employee because of membership or activity in an employee organization or because of protected free speech activities.

Preventing Harassment and Discrimination

District OR-1 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, and other employees, students or other persons is prohibited. In addition, the District will endeavor 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 sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status is prohibited. The following are general definitions of what might constitute prohibited harassment:

1. In general, verbal or physical conduct relating to a person's protected status constitutes harassment when the conduct unreasonably interferes with the person's work performance or creates an intimidating work, instructional or educational environment.
2. Age harassment 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.
3. Sexual harassment has been 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:
 - a. Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
 - b. Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
 - c. 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.

Grievance Procedures

1. Employees should initially report all instances of discrimination or harassment to their immediate supervisor. However, if the employee is uncomfortable in presenting the problem to the supervisor, or if the supervisor is the problem, the employee is encouraged to go to the next level of supervision.
2. If the employee's complaint is not resolved to his or her satisfaction within five to ten working days, or if the discrimination or harassment continues, please report your complaint to the Superintendent. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

3. The supervisor 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 or removal of offending students may be taken.
4. The person who makes the complaint shall not be threatened or retaliated against for alleging a violation of this anti-discrimination policy or for use of this grievance procedure.

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 by employees of alleged violations of the ADA or Section 504:

1. 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.
2. 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.
3. 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.
4. The Coordinator shall make a decision on the Complaint within 30 days of the filing of the Complaint, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances. 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.
5. The Complainant shall have 10 days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution. The Complainant shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period.
6. In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within 10 days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. Upon receipt of the request for reconsideration, the Coordinator shall promptly forward the request for reconsideration and all evidence received by the Coordinator in connection with the Complaint to a third person for review (either an administrator or other employee of the District, or members of the Board of Education or Committee of the Board).
7. A decision on the request for reconsideration shall be made within 10 days after

the request for reconsideration was filed unless the Board or Committee of the Board is the reviewer, in which event the decision shall be made within 30 days of the filing of the request for reconsideration, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances.

Section 5 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. Employees may have access to only those education records in which they have a legitimate educational interest, unless the parent has given written and dated consent for the access. An employee who violates this restriction shall be subject to disciplinary action up to and including termination. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

Section 6 Disclosure of Student Information to Military Recruiters and Colleges

Federal law requires the District 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 the school 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 consent. Employees are expected to follow these requirements.

Section 7 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 8 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.

**RECEIPT OF 2023-2024 CLASSIFIED EMPLOYEE HANDBOOK OF
DISTRICT OR-1**

This signed receipt acknowledges receipt of the **2023-2024** Classified Employee Handbook of District OR-1. This receipt acknowledges that I understand that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, 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.

Date: _____

Employee's Signature

Return to:

Michael Hart, Superintendent
District OR-1
425 F Street
PO Box 130
Palmyra, NE 68418

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of the District OR-1 community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, District OR-1 asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by District OR-1, and I understand and will abide by those district guidelines and conditions for the use of the facilities of District OR-1 and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold District OR-1, any of its employees, or any institution providing network access to District OR-1 responsible for the performance of the system or the content of any material accessed through it.

Employee's Name _____

Employee's Signature _____ Date: _____

Return to:

Michael Hart, Superintendent
District OR-1
425 F Street
PO Box 130
Palmyra, NE 68418

District OR-1 Guidance for Field Trips and Extended Co-Curricular Trips
Updated: June 10, 2022

Please Note: This information will be included in the staff handbooks and this information will be covered with coaches at the beginning of each school year or sports season.

- Field trips require careful planning and oversight. Administrative and parent/guardian approval, appropriate supervision, and sufficient preparation must be considered during the planning process. Educational field trips should have a purpose and be appropriate for the age and maturity level of the group. Field trips that are planned for the purpose of entertainment alone will not be approved. Field trips that are planned as rewards will be considered and approved on a “case by case” basis. Students are not allowed to ride in private transportation with other students and their families. On all field trips and extended field trips, only District OR-1 students may participate and the discipline code, and rules and regulations of the school district shall be in effect from the departure until return.

EDUCATIONAL SCHOOL-SPONSORED FIELD TRIPS:

- Educational school-sponsored field trips may be considered a part of the curriculum when such events contribute to the achievement of educational goals of the school district. Field trips normally will be conducted within the school day and transportation will be provided by the school district only for trips that are curriculum related. Permission slips are not needed unless the field trip is an overnight or out-of-state trip as parental permission for day field trips is signed at the time of student registration.

ACTIVITIES BEYOND THE STATE LEVEL OF COMPETITION:

- The school district will not fund competitive or participatory activities for students beyond the level of state competition without approval of the Superintendent or designee. When approval is granted for an extended field trip involving competition or participation beyond the State level, the participating organization and the district will collaborate about cost sharing. Examples of activities beyond the State level of competition or participation may include career or technical competitions, National Quiz Bowl, National Mock Trial, National FCCLA, National FFA, etc. These costs may include transportation, room and board, cost of substitutes and all additional expenses deemed appropriate by the Superintendent or designee.
- In order to avoid unexpected financial burden to families and reduced participation by students, there must be sufficient advance notification of planned participation by an organization beyond the State level. Consideration of the request may be denied if sufficient notice is not provided as determined by the Superintendent or designee.

OUT-OF-STATE, OVERNIGHT AND CO-CURRICULAR FIELD TRIPS

- Out-of-State, overnight and all co-curricular club and organization field trips must be planned well in advance and receive prior written permission from the High School Principal and Activities Director. All student groups requesting travel must file an extended Field Trip Request Form with the building prior to anticipated travel. Such a form must be approved by the Principal and Activities Director before parents and students are notified. In authorizing such extended field trips, the Principal and Activities Director shall consider:

- The educational benefits of the activity;
- The potential or actual loss of instructional time;
- The overall financial plan including the cost and who will bear the cost, how the funds will be raised and what plan the organization has to assist with the expenses for students who may not be able to pay the entire expense of the trip;
- The frequency of the organization's request for extended travel;
- The overall supervision plan for the extended travel; and
- The inherent risks or dangers of the activity and other relevant factors.

The Superintendent or designee shall inform the Board of all approved out-of-state, overnight or co-curricular field trips. After the field trip has been approved, the teacher or sponsor shall notify parents/guardians of the purpose of the trip. Written parent permission is required for all extended field trips.

TRIPS NOT SPONSORED BY THE SCHOOL DISTRICT:

- District OR-1 Public Schools is not responsible for non-school sponsored trips. Any staff member who arranges or is involved in arranging a trip that is not school sponsored has the responsibility to clearly communicate in all meetings, publications and postings, that the school district is not responsible for the trip.
- A field trip is privately sponsored if no school funds are used, the school/district is not named in promotional materials, and the field trip does not occur during school hours. Examples of non-school sponsored trips include international trips arranged by a travel company using school district staff to help arrange the trip, international trips arranged by a teacher taking students abroad during the summer, out-of-state trips taken by a club sports team where the team is coached by a student's high school coach or teacher, and out-of-state or international trips for band or orchestra students that are arranged by a booster club.
- All arrangements for such trips, including cost, travel, supervision, safety and rules are the responsibility of the group or person making the trip available to the students or staff. District OR-1 Public Schools have no responsibility for such trips. Any questions regarding whether a trip is school sponsored should be referred to the Principal or Activities Director.

Updated: June 10, 2022

District OR-1 Extended Field Trip Request Form

Sponsors should complete this form when requesting an extended field trip. Please note: This is longer than a day trip.

1. Provide a description of the trip, including title, destination, and how it relates to the curriculum and way in which curriculum benefits:
2. Who will be participating (e.g. team members, club members, etc.)?
3. Anticipated number of students:
4. Sponsors: Names, addresses, phone numbers
5. Describe any costs to sponsors:
6. Cost per student: (Provide breakdown costs for transportation, lodging, registration, etc.)
7. What costs are students responsible for?
8. What provisions have been made for students who cannot afford to participate?
9. Tour or travel agency, if applicable (attach copy of the contract):
10. Itinerary: attach dates, times, cities, countries, hotels, residences, and form of transportation for each day from the time of departure to return:
11. Insurance underwriter for tour or travel agency (if applicable attach)
12. Name of airline if applicable:
13. Name of person completing this form:

Activities Director signature of approval: _____

Date: _____

Superintendent or designee signature of approval: _____

Date: _____

Staff Guidance for Field Trips

Supervision of students at all times

- Ensure supervision of students by an adult at all times. Remember the rule of thumb about supervision - if you cannot see the students, you are not supervising them. Staff and chaperones must exercise close control over the students. Students on field trips can become overly excited and want to explore on their own.
- Establish a process for regular accounting for all students and staff, both periodically and when activities change (such as before boarding the bus to return). Determine what adequate supervision is during overnight stays (how frequently to check the room, etc.)

Determine how many and what kinds of chaperones are needed throughout the trip

- Determine what supervision (what kind and how many) is needed. Establish the proper ratio of supervisors to students based on a case-by-case evaluation of each field trip.
- Base the number of chaperones on an evaluation considering the number of students, age and maturity of the students, types of activities, facilities, duration of trip, type of transportation, and safety considerations (such as emergency procedures).
- There should be a minimum of two adults supervising a field trip. Recommended minimum supervision ratios (adults to students) are as follows: elementary school age – 1:10; middle/high school age – 1:20. The building administrator and sponsor should agree upon the ratio for each field trip.
- More and/or specifically qualified chaperones/staff may be needed for higher-risk activities, overnight stays (gender-specific), activities involving water, out of country travel (speak the language), and those including behaviorally, physically or mentally challenged students.
- If the field trip is part of a classroom educational experience, sporting event, or sponsored club, at least one staff member is needed.
- For supervision purposes, each bus should have at least one staff member or chaperone other than the driver.

Volunteer chaperone selection

- Ensure that all volunteer chaperones are:
 - At least 21 years old
 - Screened using the district volunteer and background check protocols
 - Physically able to do the job
 - Able to work well with students

Chaperone responsibilities and training

- One of the duties owed to students in school and on field trips is proper supervision. The main purpose of supervision is to help protect students from injury or diminish the risk of student injury. Adults do not automatically have the skills necessary to appropriately supervise students. Teach chaperones applicable school district policies and procedures and their duties and responsibilities. Proper supervision has these basic components:
 - **Presence and attentiveness**
 - Being with students at all times and keeping students easily in sight. (If one of the chaperones cannot see the students, the students are not being properly supervised.)
 - Not becoming distracted from duties
 - Being physically able to participate in the activity as needed
 - **Student behavior monitoring and intervention**
 - Being knowledgeable of and consistently enforcing school rules and policies
 - Restricting students from leaving the group, from roughhousing, horseplay or other inappropriate behavior

- Taking appropriate action when rules are not followed, or a student is in danger.
- **Hazard surveillance and intervention**
 - Being risk-conscious (prioritizing attention into the areas where accidents are most likely to occur)
 - Checking the areas visited, and appropriately addressing hazards
 - Responding appropriately to emergencies
 - Handling emergencies that occur properly to reduce potential injury and damage.
 - Familiarize chaperones with field trip specific emergency procedures, how to get assistance, and whom to contact in the event of an emergency. Review any medical concerns with the staff and chaperones so they are informed of medical issues before an emergency occurs.

Providing food on field trips

- Be sure to specify how food and drink will be provided with the itinerary
- If meals, snacks and/or drinks are provided on a field trip, they can be provided in several ways:
- **Brought from home by the students**
 - For day trips, students may bring bag lunches that do not require refrigeration. These lunches need to be safely stored during transport. Most field trip locations have specific areas for large groups to eat lunch, and many have special rules for this area. These rules should be identified and communicated with parents/guardians.
- **Provided by the school and taken on the trip**
 - Make arrangements in conjunction with food services. Safely store food and drink during transport. Be aware of students with food allergies and special dietary requirements. Stay away from food or drinks that require refrigeration as these need special preparations.
 - Food service personnel must be provided with a list of students prior to the departure for the trip who will be served lunch to ensure dietary needs are met and appropriate meal charges are administered.
- **Provided by the facility the group is visiting or cooked by the group at the facility**
 - Some facilities are equipped with kitchens. The school may have a choice of menu items. Be aware of students with food allergies and special dietary requirements. If students and school staff will prepare food, state food handling certification is required.
- **Provided by stopping at restaurants**
 - If the plan is to stop en route, choose the restaurant prior to the trip and inform parents/guardians of the choice. Students must be supervised while eating, and while moving to and from the restaurant. Let students know where they should keep money for the meal.

Overnight field trips - lodging

- **Arrangements**
 - Once approval for the trip has been secured by administration, sponsors will coordinate lodging and sleeping accommodations for the students and chaperones with central office personnel.
 - Make sure chaperones and room assignments are gender- specific, and roommates are close in age.
 - A general rule of thumb to maximize student safety is 2-3 students per room and one student per bed. This means that a 3rd student could be added to a room if a rollout bed or sleeper sofa is available.
 - Extenuating circumstances may dictate an adjustment in room capacities (hotel is sold out, siblings in the same room, etc.) but those changes need to be communicated to the Activities Director and approved in writing with the parent, the student, and the activity sponsor prior to the commencement of the activity.

- **Supervision**
 - Special consideration should be given to the number of chaperones on an overnight trip. Additional chaperones may be needed. Ensure students have supervision at all times while on a school sponsored field trip.
 - If chaperones will not sleep in the same rooms as students, discuss how students will be supervised in their rooms, such as a room check every 30 minutes until the students are asleep.
- **Inspection**
 - If possible, inspect the proposed housing before deciding to use the facility. In lieu of inspection, obtain recommendations from an approved travel agency or another school that has used the facility.
- **Providing information to parents/guardians**
 - Communicate housing information, including the name(s), address(es), telephone number(s), and cost(s) of the proposed housing unit(s) to both parents/guardians and students. Be sure to specify the housing and sleeping arrangements in the Field Trip Description with Itinerary.

Handling emergencies on field trips

One of the duties owed to students is prompt and appropriate emergency medical care. Types of emergencies that can occur on a field trip:

- Lost or missing student
- Medical emergencies, including serious injuries
- Natural disasters, such as inclement weather
- Abduction of a student
- Physically dangerous acts, illegal acts, overt defiance, or serious disciplinary problems (breaking school rules)

Actions to take when an accident occurs, and a student is hurt:

- Never fail to give aid (err on the side of caution)
- Due to the possibility of neck and spinal injury, do not move the student

Access to student health information

- Obtain student health information (medical conditions, medications, allergies, etc.) related to potential needs on the field trip. Medical emergency cards/information/permission for treatment for each student must accompany the group with a copy kept at the school.
- Distribution of medications
- At least one staff member on the trip must be trained to distribute prescribed medications according to school district procedures and how to properly secure medications on the trip. Over-the-counter medications (Ibuprofen, Kaopectate, Tylenol, Benadryl, Tums, etc.) also require a district medication form signed by both parent and physician and the medication must be properly labeled by the parent.

Parental information and consent

- Inform parents in writing about planned field trip activities, hazards and risks. Provide a way that parents can ask questions about the trip. For more involved field trips such as out of state or overnight stays, provide a more formal opportunity for questions, such as an informational meeting for parents/guardians. Discuss applicable information regarding the proposed trip, including the following:
 - Purpose of the trip and relation to the curriculum or activity program
 - Budget and fundraising
 - Proposed detailed daily student itinerary
 - Arrangements for chaperones
 - Proposed travel arrangements
 - Proposed room and sleeping arrangements

- Proposed housing arrangements
- Proposed eating arrangements
- Rules of conduct for students
- Reminder that district policies apply, including the prohibition on drug or alcohol use
- Parent information and permission requirements
- Fees and spending money
- Emergency procedures
- Potential personal safety risks
- Information related to foreign travel, including immunizations required, passports, laws related to drugs (including prescription drugs), and appropriate conduct in a foreign country
- Keep records of dates of meetings, number in attendance, and handouts/information given

District policies apply

Ensure parents, students and chaperones understand that district policies and procedures pertaining to pupil conduct, discipline, and rights apply to pupils while on field trips, and that parents will be responsible for getting the student back home if the student breaks the rules. Rules on field trips are the same as required of students within the school confines. Students violating school conduct rules on a field trip are subject to the same disciplinary action as would apply if they were on school property.

Related documents

Ensure necessary documents are received by the parent/guardian, returned to the school, and permission/emergency forms are reviewed by the school before the trip. Information sent to parents/guardians should include at least the following:

- A letter from the school about the field trip
- Field trip details and itinerary, listing means of transportation and housing arrangements (if applicable)
- Things for a student to bring and not bring on the trip, including type of clothing needed
- Field trip permission form (informed consent)
- Health information/emergency contacts/permission for emergency treatment form

Transportation

- As field trips are off school grounds, transportation is normally needed. This can be provided using a variety of forms. Listed below are transportation options and issues related to each.

District School Bus

- This is the preferred means for transportation for several reasons: it is the safest means of transportation, it is the easiest way to supervise many students, school bus drivers are trained school employees, and using district-owned and operated school buses keeps the money used for transportation in the school district.
- Use the district procedures to request this transportation.

Other District Vehicles

- For smaller groups, such as small clubs and teams, a smaller vehicle may be requested from the Activities Director.
- Parents or designated adults may drive school vehicles or pull school trailers or equipment trailers that are used for school purposes with clearance and approval from the Activities Director after filling out and a driver approval form and submitting a valid Nebraska Driver's License. No students or children may ride with the parent or designated adult in the school vehicle being used for these purposes.

Charter Bus

- If school buses are not available, a recognized charter bus service can be used.

- If this option is selected, the sponsor must get a certificate of insurance naming the school district as an additional insured on the bus company's liability insurance policy.

Parent Provided Transportation

- A parent/guardian may elect to transport their student to and/or from the field trip. If the student is transported via means other than arranged by the school, the parent/guardian must release the District from any and all liability that may arise as a result of this alternate means of transportation.
- Use the approved district form for this purpose. For some non-curricular events (such as clubs), the school may require students to provide their own transportation to and from the activity. To reduce liability to the school district in the event of a loss during parent provided transportation, school staff should take no role in such arrangements.

I have read the rules and regulations regarding activity trips and understand this information.

Staff Signature: _____

Date: _____

AD/ Administrator Signature: _____

Date: _____

NASB BOARD QUICKS

A MONTHLY E-UPDATE OF KEY DATES FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS



1,960,000 Nebraskans 324,000 Students 1,700 Locally Elected School Board Members 260 Member Districts/ESUs ONE NEBRASKA

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If you do not have an email and password to log in or have forgotten it, please contact NASB at 800-422-4572 for assistance.
All Dates & Locations Tentative & Subject to Change

Events & Networking - <https://members.nasbonline.org/events>



Your Monthly Board Agenda Update Video Links from NASB

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Area Membership Meeting - August 22 - Valentine

Area Membership Meeting - August 23 - Gering

Area Membership Meeting - August 24 - York

Area Membership Meeting - August 29 - North Platte



Area Membership Meeting - September 6 - Norfolk

Area Membership Meeting - September 13 - Kearney

Area Membership Meeting - September 19 - La Vista

Area Membership Meeting - September 20 - Fremont

Area Membership Meeting - September 27 - Nebraska City



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NASB BOARD QUICKS

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Labor Relations Conference - October 4-5 - Lincoln

New Board Member Workshop - November 1 - Kearney

State Education Conference - November 15-17 - Omaha

YOUR 2023 PLATINUM AFFILIATES

ALICAP

AMERICAN FIDELITY
a different opinion

BCDM
architects

Boyd Jones

BVH
ARCHITECTURE

**CLARK &
ENERSEN**

CMBA
ARCHITECTS

COMMUNITY
BUILDING SOLUTIONS

CROUCH
RECREATION

D|A DAVIDSON

filament
ESSENTIAL SERVICES

GLOBAL
ROOFING COMPANY

HAMILTON

HAUSMANN
construction

NEBRASKA
LIQUID
ASSET FUND

PIPER | SANDLER

prm
PUBLIC RISK
MANAGEMENT
INCORPORATED

RENAISSANCE
R

Sampson
Construction

SPARQ DATA
SOLUTIONS

WILKINS
ARCHITECTURE | DESIGN | PLANNING

If your business would like to become an Affiliate Member of NASB, please visit: <https://members.nasbonline.org/about-us/affiliate-members>



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NASB BOARD NOTES

A MONTHLY PUBLICATION FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS



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IT'S PINK POSTCARD SEASON

A WALK THROUGH ON TIMELINES FOR POSTCARD PRINTING & JOINT PUBLIC HEARINGS

A huge thank you to the Nebraska Association of County Officials (NACO) for putting all of this together
<https://nebraskacounties.org/services/education.html>



BY AUGUST 20

Certifications of Value are sent by Assessor. There are updated forms this year.



BY SEPTEMBER 4

County Clerks will designate date, time and location for joint public hearing, and publish notice of the hearing in a legal newspaper in or of general circulation in the county. County will post notice of the hearing on the home page of the county website if the county population is more than ten thousand. *NOTE: Labor Day falls on the 4th this year, please encourage your political subdivisions to turn in information by Friday, September 1st.*

Deadline for subdivisions to provide phone number and proposed tax request to County Assessor.

County Budget Prep Worksheets should be prepared by August 20th to populate new certification value. APA will have a tab on budget forms to calculate Real Growth % (same as last year except schools will look different for school bond exclusion). County Assessor will receive relevant information via email from the Political Subdivisions for the postcard. As a reminder: Political Subdivisions not headquartered in county will need to report to the assessor in all counties where their taxpayers are impacted by the tax request increase. It is the responsibility of the political subdivision to electronically submit information for the postcard to the county assessor(s) of all your taxpayers. Use the <https://nebraskacounties.org/directory.html> to find county assessor emails.

Recommended Data for the Postcard to be Electronically Submitted to the Assessor

- The location, date and time of the Public Hearing political subdivision is headquartered
- Contact person, phone number and email address of political subdivision
- Prior Year Total Taxable Value: Sum of all prior year certifications of taxable value
- Current Year Total Taxable Value: Sum of all current year certifications of taxable value
- Prior Year Total Real Property Value: Sum of all prior year certifications of taxable value
- Real Growth Value: Sum of all current year certifications of taxable value
- Prior Year Property Tax Request
- Current Year Property Tax Request
- Allowable Growth: Prior Year Property Tax Request multiplied by Allowable Growth Percentage

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<https://nebraskacounties.org/services/education.html>



Publication and Website Requirements. County Assessor will need to provide the County Clerk with a list of all political subdivisions and locations, date and time of hearings for publication. The Clerk will notify each participating political subdivision of the date, time, and location of the joint public hearing. Publication and website shall include the date, time, and location for the joint public hearing, a listing of and telephone number for each political subdivision that will be participating in the joint public hearing, and the amount of each participating political subdivision's property tax request. (include all joint public hearings that impact your county's taxpayers). Newspaper publication cost is not reimbursable. Each participating political subdivision shall also maintain a prominently displayed and easily accessible link on the home page of the political subdivision's website to the political subdivision's proposed budget, except that this requirement shall not apply if the political subdivision is a county with a population of less than ten thousand inhabitants, a city with a population of less than one thousand inhabitants, or, for joint public hearings prior to January 1, 2024, a school district.



NEW THIS YEAR

School Bond Exclusion - Property tax request means the total amount of property taxes requested to be raised for a political subdivision through the levy imposed pursuant to section 77-1601, excluding the amount to be levied for the payment of principal or interest on bonds issued or authorized to be issued by a school district.



SEPTEMBER 14 THROUGH 24 - JOINT PUBLIC HEARINGS HELD

County is responsible for organizing joint hearing (must be held after 6:00 PM). Each participating subdivision must designate one person to attend the joint public hearing and one elected official will be in attendance. Presentation(s) must be provided by a representative from each political subdivision about the increase in property tax request. Public must be allowed a reasonable amount of time to speak at joint public hearing. Meeting must be held before any participating subdivision files their adopted budget with the State Auditor. County may hold their regular budget meetings prior to the joint public hearing. The presentation shall include the following:

- The name of the political subdivision
- The amount of the property tax request
- The total assessed value of property differs from last year's total assessed value by [XX] Percent
- The tax rate which would levy the same amount of property taxes as last year, when multiplied by the new total assessed value of property, would be \$ [X.XXXX] per \$100 of assessed value
- The (name of political subdivision) proposes to adopt a property tax request that will cause its tax rate to be \$ [X.XXXX] per \$100 of assessed value
- Based on the proposed property tax request and changes in other revenue the total operating budget of (name of political subdivision) will exceed last year's by [XX] Percent
- To obtain more information regarding the increase in the property tax request, citizens may contact the (name of political subdivision) at (telephone number and email address of political subdivision).



NEW THIS YEAR

Hearing Date Requirements. *At least one elected official from each participating political subdivision shall attend the joint public hearing.* An elected official may be the designated representative from a participating political subdivision. The presence of a quorum or the participation of elected officials at the joint public hearing does not constitute a meeting as defined by section 84-1409 of the Open Meetings Act.

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Within 10 days of joint public hearing - County Clerk must provide a report to all participating subdivisions. The name(s) of the designated representative and the political subdivisions participating in the JPH. The real growth value and real growth percentage for each participating political subdivision. The amount each participating political subdivision seeks to increase its % in excess of the allowable growth %. The number of individuals who signed in to attend the joint public hearing. Name and address of individuals that spoke at the hearing, unless the address requirement is waived to protect the security of the individual. The name of any organization represented by each such individual. Name of participating subdivision that presented at the hearing. State Auditor has created a form and provided to County Clerks. State Auditor and NACO are requesting a copy of the report.



After the joint public hearing the governing body shall pass an ordinance or resolution to set the property tax request. The ordinance or resolution is due to the county clerk by October 15. The ordinance or resolution **MUST** include name of the political subdivision, amount of property tax request, the record vote of the governing body in passing the resolution or ordinance, and the following statements:

- "The total assessed value differs from last year's total assessed value by [XX] percent."
- "The tax rate which would levy the same amount of property taxes as last year, when multiplied by the new total assessed value of property, would be \$[0.XXXXX] per \$100 of assessed value."
- "The [NAME OF POLITICAL SUBDIVISION] proposes to adopt a property tax request that will cause its tax rate to be \$ [X.XXXX] per \$100 of assessed value."
- "Based on the proposed property tax request and changes in other revenue, the total operating budget of [NAME OF POLITICAL SUBDIVISION] will exceed last year's by [XX.XX] percent."



SEPTEMBER 30

Final day to file adopted budget to State Auditor

POSTCARD NOTIFICATION - JOINT PUBLIC HEARING NOTICE / COST SHARE

County Board selects printing company. For Counties that designate the State Print Shop, NACO will facilitate with software vendors and the state print shop will presort and mail. Last year there was a 24 to 48 hour turnaround. NACO will invoice counties for printing, presort and postage, using pulsar pink cardstock at an estimated cost of .45 cents a postcard. Cards must be sent to all affected tax-payers (Assessor) seven days prior to joint public hearing in their county. The initial cost for Postcards, Printing, and Postage will be paid from the County General Fund. Cost of Postcards will be divided proportionately among participating subdivisions. Example: Anonymous County (13,665 parcels) and City of Townsville (3,557 parcels) must be on the postcards. Assume the per unit cost for each postcard is .50 cents. The total cost for the County will be \$6,832.50 (13,665 x .50 cents). Townsville will reimburse County \$889.25 (3,557 x .25 cents). (The actual cost is estimated at .45 cents.) Counties that use MIPS Assessor software will receive a breakdown to assist with postcard reimbursement cost.

TRAINING, NETWORKING, ENGAGEMENT & EVENTS

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BOARD CALENDAR AGENDA ITEMS FOR YOUR MONTHLY MEETINGS

<https://members.nasbonline.org/board-leadership>



Each month, this space reflects recommended regular board meeting agenda items to include in the upcoming board meeting agenda.

Please contact Marcia at mherring@NASBonline.org if you have questions or recommendations for improving the Board Meeting Annual Calendar.

View the full calendar at: <https://members.nasbonline.org/board-leadership/resources>

AUGUST BOARD AGENDA ITEMS

In addition to routine agenda items, time sensitive topics include:

• POLICY REVIEW

- I. **Personnel Report.** On or before September 15 § 79-804
- II. **Federal Protection of Pupil Rights Amendment (PPRA).** Annual notice provided to parents of the policies regarding surveys of students, instructional materials, physical examinations, personal information used for marketing.
- III. **Federal Child Nutrition Programs.** If school districts participate in National School Lunch Programs the School Breakfast Program or the Special Milk Program, they must provide parents and the public information about free and reduced-price meals and/or free milk and must provide parents with an application form.
- IV. **Federal McKinney-Vento Homeless Assistance Act.** Requires public notice of the education rights of homeless students.
- V. **Federal Non-Discrimination.** Requires all recipients of federal funds to notify their students, parents, and others that they do not discriminate on the basis of race, color, national origin, sex, disability, and age, and if applicable, that they provide equal access to the Boy Scouts of America and other designated youth groups.
- VI. **Federal Individuals with Disabilities Education Act (IDEA).** Annual notice to parents of a child with a disability of the district's procedural safeguards. A notice must also be placed on the district's website. The notice must be easily understandable and in the native language of the parents.

• BUDGET

- I. **Collective Bargaining; Timelines.** On or before **September 15**, negotiations contract dispute decision; Boards may enter into collective bargaining agreements for periods not to exceed four years. § 48-811, § 48-816, and § 48-818
- II. **Collective Bargaining Timeline.** On or before September 1, of the year preceding the contract year in question, the certificated and instructional employees' collective-bargaining agent shall request recognition as bargaining agent. The governing board shall respond to such request not later than the following October 1 § 48-818.01
- III. ***Certification of District's Assessed Valuation Public Budget Hearing / Adopt Budget;** Due on or before September 20 § 13-508 § 79-1084, § 79-1085, § 79-1086, § 13-506, § 13-518
- IV. ***Board Adopted Budget.** On or before September 30, General Budget Adoption. The board shall file with, certify to the levying board, and file with the auditor a copy of the adopted budget statement together with the amount of the tax required to fund the adopted budget. § 13-508
- V. **Report to County Board.** On or before **September 30**, a [Class III school district boards] are required to report to the county board and the learning community coordinating council (if applicable) the entire revenue raised by taxation and all other sources for the previous fiscal year and a budget for the ensuing fiscal year. § 79-1084

****Review the full August Agenda on page 30 of the 2023 NASB Board Meeting Guide & Annual Board Calendar.**

CONTINUED ON PAGE 6

AT THE BOARD TABLE

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BOARD RETREAT

To support our members who did not have the opportunity to participate in the New Board Member Workshops consider a Board Retreat to engage with your newly elected board members as they continue to transition into their new role. Please contact Marcia Herring, NASB Director of Board Leadership at mherring@NASBonline.org or 402-817-0296 to schedule a board retreat or private sessions through Microsoft Teams to review the board role and responsibilities.

UPCOMING NASB BOARD LEADERSHIP EVENTS

NASB New Board Member Workshop - Wednesday, November 1, 2023

Join the NASB Board Leadership Team in Kearney for the opportunity to engage newly elected board members who did not have the opportunity to attend the NASB New Member Workshop this past December 2022. We are also including an invitation to all newly appointed board members. The agenda will include discussion and review of best practice board governance, meeting protocols, committee work, policy, Open Meetings Law, scenarios, goal planning, superintendent evaluation, and more. Stay tuned for more information regarding the registration details.

SUMMER IS FLYING BY...



Plan for the fall semester with One Source, your **NASB Endorsed Service Provider** for background screening.


The Background Check Company

onesourcebackground.com

NETWORK WITH PEERS AT THIS YEAR'S AREA MEETINGS

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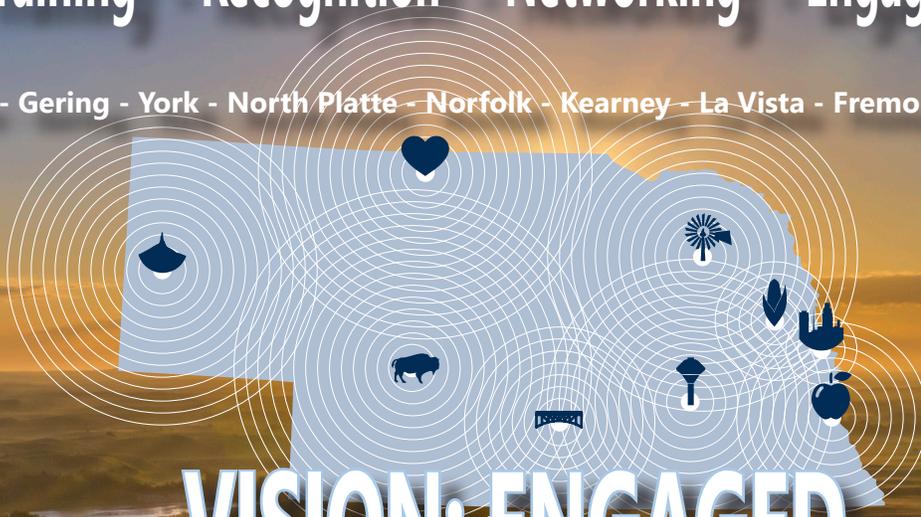
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<https://members.nasbonline.org/events/area-membership-meetings>

2023 AREA MEMBERSHIP MEETINGS

Training - Recognition - Networking - Engagement

Valentine - Gering - York - North Platte - Norfolk - Kearney - La Vista - Fremont - Nebraska City



VISION: ENGAGED

4:30 PM - REGISTRATION, NETWORKING & EXHIBITORS

5:00 PM - OPENING SESSION

5:35 PM - BREAK & EXHIBITORS

5:50 PM - TRAINING SESSIONS #1

6:30 PM - BREAK & EXHIBITORS

6:40 PM - TRAINING SESSIONS #2

7:25 PM - NETWORKING DINNER & AWARDS/RECOGNITION

15 AWARDS OF ACHIEVEMENT POINTS WILL BE EARNED FOR ATTENDING

SESSIONS INCLUDE:

VISION: ENGAGED - NAEP PEER DISCUSSION, PORTAL REVIEW, & TRAINING - POLICY: EVERYTHING BUT THE KITCHEN SINK
EFFECTIVELY ENGAGING YOUR COMMUNITY - BOARD GOVERNANCE ESSENTIALS
A LOOK AT THE PRESENTS & COAL THE LEGISLATURE LEFT US THIS YEAR - ALICAP'S SCHOOL SAFETY POOLING
IT'S THAT TIME OF YEAR! THE ANNUAL SUPERINTENDENT EVALUATION

REG
NOW!

LEARN MORE AND REGISTER NOW FOR THE MEETING NEAREST YOU AT:

<https://members.nasbonline.org/events/area-membership-meetings>

SEEING YOUR DISTRICT CLEARLY

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<https://members.nasbonline.org/programs-services/data-analytics>

There is a great deal of available data on your district, your community, and your county.

NASB's Data Analytics program offers data and analysis to school districts for the purposes of consolidation feasibility studies, student achievement, school improvement, curriculum revision, new program implementation, goal setting, or educational visioning.

Most of this is publicly available data, but organizing, analyzing, and displaying the data to examine particular aspects of your district can be intimidating. NASB can take your district's big questions, find appropriate data to help you answer them, and present it in an clear, understandable format.

Raw standardized test scores and simple percentile averages generally don't tell us much. The same large volumes of data are available for nearby or similarly sized districts and it is through the comparisons with them that data can often present a more meaningful picture. Looking at the information in relation to other districts often provides a much better perspective of a district's strengths and challenges. Demographic information is often similarly unclear without other districts' and communities' situations to compare yours against.

As you begin a new school year, this is a great time to focus on the big picture of where your district really stands.

TO LEARN MORE, CONTACT:

Jim Luebbe - 800-422-4572 - jluebbe@NASBonline.org

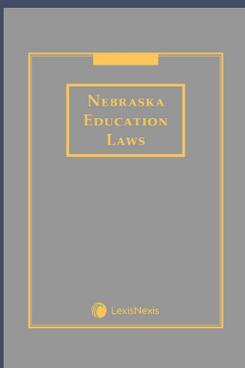


ORDER YOUR 2023 NEBRASKA EDUCATION LAWS BOOKS NOW

Each book and/or eBook is \$72 + \$8 shipping/handling + tax, if applicable.

Deadline to order is September 21, 2023

Email Lindsey Wooton at lwooton@NASBonline.org to place your order!



NASB PARTICIPATES IN NATIONAL FORUM ON ED POLICY

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<https://www.ecs.org/>

Earlier this month, NASB Executive Director, John Spatz, Association Executive Director and Director of Government Relations, Colby Coash, and NASB Past President Brad Wilkins participated in the annual National Forum on Education Policy put on by the Education Commission of the States (ECS), in Minneapolis.

ECS is a membership organization that partners with education policy leaders to address issues by sharing resources and expertise, and John serves a key role with this group, making sure Nebraska's school board members have a voice at the table.

Created over 50 years ago, ECS serves both the people who develop and implement education policy and the students who directly benefit. At the Forum, many issues of common interest were addressed, such as education workforce shortages and early childhood issues.

The organization is led by a Governor as its chair, the vice chair is a legislator, and the political party of the chair and vice chair positions alternate every two years. In Minneapolis we saw the former Governor of Arkansas, Asa Hutchinson, pass the gavel to the new Chair of ECS, Kansas Governor Laura Kelly.

ECS supports all 50 states and four territories – the District of Columbia, American Samoa, Puerto Rico and the Virgin Islands. Each state appoints seven commissioners who help guide the work of ECS, and their own state's education agendas. Commissioners also have the authority to approve amendments to bylaws and provide strategic information to ECS staff regarding state education policy issues.

The key role ECS plays is to bring education leaders together from different backgrounds, states, and political views at annual gatherings to provide opportunities to interact, learn and collaborate.

“ECS was a great opportunity to gain new perspectives on educational policy. All the innovation and creativity taking place in education definitely debunks the negative narrative that some would have us believe.” - Brad Wilkins, Ainsworth BOE & NASB Past President

In Nebraska the Education Commission of the States representatives are: Governor Jim Pillen; Commissioner of Education Brian Maher; Senators Lynn Walz, Kathleen Kauth, and LuAnn Linehan; John Spatz, Executive Director, NASB; & Mike Baumgartner, Executive Director of the Nebraska Coordinating Commission for Higher Education.

ECS is the trusted source for comprehensive knowledge and resources on hundreds of education policy issues. It is a non-partisan organization that provides research of both sides of issues along with what is happening on the issue in other areas. ECS gives policy makers the information they need in shaping policy in their state on critical educational issues. While covering the full spectrum of education policy, Education Commission of the States dives deeply into key issues impacting all states.

To learn more, visit their website at <http://www.ecs.org/>



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... ADVOCACY & GOVERNMENT RELATIONS

This year's Session is done, the work is not!

Now is a great time to engage your lawmaker while they are in the district. Reach out if NASB can help you make a connection. Advocacy starts at home!

Reminder, many bills passed this year will require a POLICY CHANGE by the board. Policies on option enrollment, dress code, and graduation requirements for example will require board review and/or action.

A number of Interim Hearings have been introduced on topics like Truancy, School Choice, Parental Involvement, SEL, Mandates, Security, Equalization, Consolidation, and more.

The first of these will be LR 147, an Interim study relating to parental involvement in public schools, held July 31. NASB has been invited to testify, and working with two members and their districts now to help share their stories!

Bookmark NASB's Bills Page at <https://nasb.envisiams.com/legislative-bills>

Your NASB Legislation Committee will meet in August to look over all proposals and priorities to move forward to this year's Delegate Assembly in November.

Call Colby & Matt with questions any time!

... BOARD LEADERSHIP

Check out "At the Board Table" on pages 5 & 6.

Marcia, Kari, Katie, Caden & Stacie

... SEARCH, STRENGTHS & AWARDS

AWARDS OF ACHIEVEMENT

Board members achieving new levels of success, and boards earning a Board Award, will be recognized at their local Area Membership Meeting.

Visit the Events page at www.NASBonline.org to register.

GALLUP STRENGTHSFINDER

Schedule a Gallup retreat for the district leadership team, staff, or board.

Who has Responsibility in their Top 5? I do. We take psychological ownership of what we say we will do. We are committed to stable values such as honesty and loyalty.

EDUCATION LEADERSHIP SEARCH SERVICE

Now is the time to contact us for information on the search process if you have a superintendent retiring in June of 2024.

Contact Shari at sbecker@NASBonline.org for these programs/services!

... ENERGY PURCHASING

Natural gas prices have climbed higher this summer on the strength of record-setting heat waves and the growing use of natural gas to power electric plants. Industry experts expect prices to remain strong in part due to Saudi Arabia's use of Aramco to cut oil production before oversupplies occur and decent world reserves that will limit all but extreme-event short term spikes. This may begin to create near- and mid-term volatility, a situation that allows CJUMP and NJUMP to find gas buying opportunities for our members.

Contact Jim to learn more!

... ALICAP & INSURANCE

Many thanks to all those who attended ALICAP's 2023 Summer Safety Workshops! We had a great turnout and very positive feedback! We appreciate everyone making the time in their busy summer.

Heads up! ALICAP's 23-24 billing statements will be mailed out around August 1st.

Thanks, Megan!

... MEMBER ENGAGEMENT

We are gearing up to see you all at Area Membership Meeting this Fall. Registration is open now!

Contact Sharon with any questions.

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... POLICY

As a part of LB705, the Legislature's 140 page 'Christmas Tree Bill,' schools need a new policy detailing their Behavioral Points of Contact. The troubled mental health of our students frequently leads to self-destructive acts and should be a huge concern to everyone. This new requirement is intended to assist the district with monitoring and improving student mental health in each school building and increasing family access to community health providers. The district's designated behavioral contacts shall be trained in behavioral awareness and have knowledge of community service providers and other resources for supporting students and their families.

Contact Jim to learn more!

... DATA ANALYTICS

With some changes coming in district funding, rapid changes appearing in student education and long-term teacher shortages, some boards may wish to consider the possibility of consolidation with neighboring districts. If your board is interested in gathering data to explore the consequences of a merger, NASB can provide a great deal of useful analysis relating to demographic trends, prospective levies, facilities, student achievement, and other factors worth considering. We make no recommendations since that is the responsibility of the boards involved, but we can provide the basis for constructive deliberations about your district's many options.

Contact Jim to learn more!

... TECHNOLOGY

Negotiations season is right around the corner! If you're looking for a refresher or a demonstration, reach out to Darion!

Nicole & Darion will be in Kearney at Administrator Days, July 26-27. Stop by the Sparq booth and say hello!

Welcome New Subscribers
Thayer Central Community Schools

Darion - dmiller@NASBonline.org
Nicole - nkobus@NASBonline.org
www.sparqdata.com



Paul Grieger
Managing Director,
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402-392-7986
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Cody Wickham
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Public Finance
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cwickham@dadco.com



Andy Forney
Senior Vice President,
Public Finance
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aforney@dadco.com

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- Lease-Purchase Financing
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YOUR NASB OFFICERS

<https://members.nasbonline.org/board-of-directors>



Kim Burry - President
Bayard



Sandy Noffsinger - President-Elect
Dundy County Stratton



Stacy Jolley - Vice President
Millard



Brad Wilkins - Past President
Ainsworth

YOUR NASB REGION DIRECTORS

<https://members.nasbonline.org/board-of-directors>



Region 1 - Neal Kanel
HTRS



Region 2 - Sarah Centineo
Bellevue



Region 3 - Renee Vokt
Elkhorn



Region 4 - Elizabeth Kumru
Ralston



Region 5 - Shavonna Holman
Omaha



Region 6 - Ricky Smith
Omaha



Region 7 - Tracy Casady
Omaha



Region 8 - Bob Rauner
Lincoln



Region 9 - Annie Mumgaard
Lincoln



Region 10 - Ed Swotek
Malcolm



Region 11 - Jim Vlach
Lyons-Decatur Northeast



Region 12 - Lisa Wagner
Central City



Region 13 - Marilyn Bohn
ESU 10



Region 14 - Steve Koch
Hershey



Region 15 - Joel Carlson
Cozad



Region 16 - Stephanie Summers
David City



Region 17 - Michelle Reikofski
Osmond



Region 18 - Susan Ernest
Leyton



Region 19 - Amanda McGill Johnson
Millard

YOUR NASB STAFF

<https://members.nasbonline.org/about-us/nasb-staff>

John Spatz
Executive Director



Makenzie Barry
ALICAP Data &
Financial Specialist



Shari Becker
Director of Education
Leadership Search Service



Matt Belka
Director of Marketing,
Communications & Advocacy



Megan Boldt
Associate Executive Director
Director of ALICAP



Craig Caples
Director of Technology



Abi Carlson
Event & Search Service
Associate



Colby Coash
Associate Executive Director
Dir. of Government Relations



Katie Coble
Board Leadership Associate



Sharon Endorf
Director of
Member Engagement



Caden Frank
Board Leadership Associate



Marcia Herring
Director of Board Leadership



Stacie Higgins
Board Leadership Associate



Sallie Horky
Chief Operating Officer



Rachel Horstman
Business Manager



Nicole Kraus
Events & Engagement
Associate



Kem Loecker
Executive Administrative
Assistant



Jim Luebbe
Director of Policy Services



Kari Stephens
Board Leadership Associate



Lindsey Wooton
Administrative Specialist



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YOUR 2023 PLATINUM & GOLD AFFILIATES



ACCOUNTING

Watts and Hershberger, P.C. - Jim Watts - 402-483-7512 - jw1cpa@aol.com - <https://gowh.com/> - (CPA, Accounting)

ARCHITECTS

BCDM Architects - Pat Carson - 402-384-6422 - pcarson@bcdm.net - www.bcdm.net - (Creating environments that form people) - PLATINUM LEVEL AFFILIATE

BVH Architecture - Cleve Reeves - 402-475-4551 - creeves@bvh.com - www.bvh.com - (We are a design-centered critical practice. We embrace a creative and collaborative process to design architecture that enhances the community in which it serves.) - PLATINUM LEVEL AFFILIATE

Clark & Enersen - Steve Miller - 402-477-9291 - steve.miller@clarkenersen.com - www.clarkenersen.com - (From the very beginning, partnership has defined us. We're continuing that tradition through our new brand by returning to our original name with a refreshed look.) PLATINUM LEVEL AFFILIATE

CMBA Architects - Jim Brisnehan - 308-384-4444 - brisnehan.j@cmbaarchitects.com - Troy Keilig - 308-384-4444 - keilig.t@cmbaarchitects.com - Courtney Koch - 308-384-4444 - koch.c@cmbaarchitects.com - www.cmbaarchitects.com - (Architecture, Master Planning, Interiors, Bond Assistance/Community Engagement) - PLATINUM LEVEL AFFILIATE

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ARCHITECTS (CONTINUED)

Carlson West Povondra Architects - Jamie Eckmann - 402-551-1500
jeckmann@cwparhitects.com - www.cwparhitects.com - (Architecture, planning, feasibility studies) - GOLD LEVEL AFFILIATE

DLR Group - Vanessa Schutte - 402-393-4100 - vschutte@dlrgroup.com
www.dlrgroup.com - (Architecture, engineering, Ed. facility planning)

Wilkins Architecture Design Planning - Jacob Sertich
jsertich@wilkinsadp.com - 308-237-5787 - www.wilkinsadp.com - Our success is based on a "yes, and..." approach. Our clients believe in us because we're collaborative, adaptive, innovative, and genuine. - PLATINUM LEVEL AFFILIATE

AWARDS & PLAQUES

Awards Unlimited - Tim Moravec - 402-474-0815
tmoravec@awardsunlimited.com - www.awardsunlimited.com
(Trophies, awards, plaques, etc.)

CONSTRUCTION SERVICES

BD Construction - Marsha Wilkerson - 308-234-1836
mwilkerson@bdconstruction.com - www.BDconstruction.com - (Construction Management at Risk and as Agent, Facility Planning, Site Selection, Pre-bond Community Education, Stakeholder Engagement) - GOLD LEVEL AFFILIATE

Boyd Jones Construction - Emily Bannick - 402-550-1808
ebannick@boydjones.biz - www.boydjones.biz - (Construction Management, Pre-Bond, Pre-Construction, Facility Evaluation, Early Stage Planning)
PLATINUM LEVEL AFFILIATE

Cheever Construction - Douglas Klute - 402-477-6745
dklute@cheeverconstruction.com - www.cheeverconstruction.com
GOLD LEVEL AFFILIATE

Global Roofing Company - Job LeRay - 800-257-3758
leray@globalroofingcompany.com - www.globalroofingcompany.com/
(Full service roofing company specializing in commercial, industrial, and multi-family re-roofing installations with a focus on flat, low sloped, and metal re-roofing applications.) - PLATINUM LEVEL AFFILIATE

Hausmann Construction - Ashley Abramson - 402-438-3230
ashleya@hausmannconstruction.com - https://hausmannconstruction.com/
PLATINUM LEVEL AFFILIATE

MCL Construction - Heather Fredrick - 402-339-2221
haf@mclconstruction.com - www.mclconstruction.com - (Navigating the entire construction process) GOLD LEVEL AFFILIATE

Project Control - Adam Hoebelheinrich - ahoebelheinrich@projectcontrol.com
Caleb Swanson - cswanson@projectcontrol.com - Justin Short
jshort@projectcontrol.com - Patti McAtee - pmcatee@projectcontrol.com
402-477-0487 - https://projectcontrol.com/ - (With over 1,000 completed school projects, Project Control provides public and private schools expertise in managing capital projects, from non-bond large capital improvement planning and budgeting, bond preparation, and facility assessments through design and construction to occupancy.) - GOLD LEVEL AFFILIATE

Sampson Construction, Co., Inc. - Bob Everitt - 402-434-5450
bob.everitt@sampson-construction.com - https://www.sampson-construction.com/
(With over six decades of professional construction expertise and knowledge, quality is an uncompromising standard.) - PLATINUM LEVEL AFFILIATE

CONSULTING

Akagi Consulting LLC - Mark Akagi - markakagi3@gmail.com

DATA SECURITY, VIDEO & COMMUNICATIONS

Filament Essential Services - Lisa Lewis - 402-479-6661 - lisal@fes.org
www.filamentservices.org - (SOCS websites+apps, Marketing/Branding/Video, Data. Filament Essential Services is a new division of FES)
PLATINUM LEVEL AFFILIATE

DESIGN BUILD

Ayars & Ayars, Inc. - Darl Naumann - 402-435-8600 - 402-570-9214
dnaumann@ayarsayars.com - www.ayarsayars.com - (Design-build leader focused on creating opportunities by building beneficial relationships, processes, and projects) - GOLD LEVEL AFFILIATE

ENERGY SERVICES

Community Building Solutions - Jacob Hurla - 785-580-3014
jhurla@communitybuildingsolutions.com - (Providing a cost-effective avenue for school districts to address outdated equipment, resolve comfort challenges, and reduce energy and maintenance costs. Serving underserved rural communities cost-effectively is the core of our mission.)
PLATINUM LEVEL AFFILIATE

Facility Advocates - Dave Raymond - 402-206-8777
draymond@facilityadvocates.com - www.facilityadvocates.com - (Building Construction & Energy Services) - GOLD LEVEL AFFILIATE

Navitas - Ryan Terry & Shane Alexander - 402-840-0370
salexandereds@gmail.com - rterry@navitas.us.com - https://navitas.us.com/
(Energy Savings, Building Construction, Energy Management, Guaranteed Results) - GOLD LEVEL AFFILIATE

TRANE - Matt Foertsch - 402-596-8007 - mfoertsch@trane.com
www.trane.com/omaha - (Building Construction & Energy Services. A global provider of indoor comfort syste) - GOLD LEVEL AFFILIATE

FINANCIAL SERVICES

D.A. Davidson & Co. - Paul Grieger - 402-392-7986 - pgrieger@dadco.com
Cody Wickham - 402-392-7989 - cwickham@dadco.com - Andy Forney
402-392-7988 - aforney@dadco.com - www.dadavidson.com - (Bonds/
Election Services, Lease Purchase) - PLATINUM LEVEL AFFILIATE

First National Capital Markets - Tobin Buchanan - 308-352-8328
tbuchanan@fnni.com - Carl Dietz - 308-289-3920 carldietz@fnni.com
www.fncapitalmarkets.com (Public Finance, Election Guidance)
GOLD LEVEL AFFILIATE

Nebraska Liquid Asset Fund - NLAFF - Barry Ballou - 402-705-0350
- balloub@pfmam.com - www.NLAFFpool.org - (Liquid Asset Fund, financing programs) - PLATINUM LEVEL AFFILIATE

Piper Sandler - Jay Spearman - 402-599-0307
jayspearman@psc.com - (Financing for Capital Construction Products, Bonds, Refunding Bonds, Notes, NASB Lease Purchase) - PLATINUM LEVEL AFFILIATE

FOOD SERVICE

Lunchtime Solutions - Susan Gracey - 402-984-4546
s.gracey@lunchtimesolutions.com - www.lunchtimesolutions.com
(Progressive Food Service Management) - GOLD LEVEL AFFILIATE

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FOOD SERVICE

Opaa! Food Management of Nebraska - Greg Frost - 816-210-9359
gfrost@opaafod.com - www.opaafod.com - (Contract Food Service Management)

FUNDRAISING

Omaha Public Schools Foundation - Toba Cohen-Dunning - 402-502-3003
toba.cohendunning@ops.org - <https://omahapublicschoolsfoundation.org>
(The Omaha Public Schools Foundation enriches students' lives by funding opportunities for success.) - Silver Level Affiliate

INSURANCE SERVICES

American Fidelity - Stacey Anderson - 402-432-2251
stacey.anderson@americanfidelity.com - www.americanfidelity.com/nebraska
(Solutions built for the education community) - PLATINUM LEVEL AFFILIATE

Blue Cross Blue Shield of Nebraska - Brett Young - 402-630-5117
brett.young@nebraskablue.com - www.nebraskablue.com
(Group health insurance) - GOLD LEVEL AFFILIATE

National Insurance Services - Megan Ware - 402-506-2170
mware@nisbenefits.com - www.nisbenefits.com
(Group LTD, Life, Vision, Special Pay Plans, HRA's)

Public Risk Management - Sheri Shonka - 402-884-3751
sheri.shonka@prnme.com - www.alicap.org - (ALICAP, Insurance services)
PLATINUM LEVEL AFFILIATE

LEGAL SERVICES

Mueller Robak, LLC - William Mueller - 402-434-3399
mueller@muellerrobak.com - (Lobby firm)

MENTORING

TeamMates Mentoring - Hannah Miller - 319-610-8538
hannah@teammates.org - www.teammates.org
(Together we transform lives) - Silver Level Affiliate

PLAYGROUND/SCOREBOARDS/SURFACING

Creative Sites, LLC - Julie Kutilek - 402-614-4606 - 800-266-1250
julie@creativesitesllc.com - (Playground equipment and site furnishings)
GOLD LEVEL AFFILIATE

Crouch Recreation - Eric Crouch - 402-496-2669 - eric@crouchrec.com
www.crouchrec.com - (Playgrounds, Shelters, Scoreboards, Safety Surfacing & Site Amenities Manufacturers Rep) - PLATINUM LEVEL AFFILIATE

Fisher Tracks, Inc. - Jordan Fisher - 800-432-3191 - 515-432-3191
jfisher@fishertracks.com - www.fishertracks.com - (Installation, Refurbishment & Design Build of All-Weather Running Tracks)

Outdoor Recreation Products - Don Wilson - 402-289-0400
don@outdoorrec.net - www.outdoorrecreationproducts.com
(We help consult and guide school districts in the best commercial grade playground equipment, shade, surfacing, site furnishings, and splash pads that fits their budget.) - GOLD LEVEL AFFILIATE

SAFETY & SECURITY SERVICES

One Source The Background Check Company - Neal Josten - 402-933-9999
njosten@onesourcebackground.com - www.onesourcebackground.com
(Employment, Volunteer, Contractor Screening) - GOLD LEVEL AFFILIATE

TECHNOLOGY CONSULTING

PRISM advisors - Jason Richards - 402-593-8911
jprichards@prism-advisors.com - www.prism-advisors.com
(PEOPLE, PROCESS & SYSTEMS. IT strategic planning and project management through RFP to implementation)

TECHNOLOGY/SOFTWARE

Hamilton - Megan Anderson - 402.694.5101
megan.anderson@hamiltontel.com - <https://hamiltontel.com/>
(Connecting Your World - Telecommunications and Technology Solutions)
PLATINUM LEVEL AFFILIATE

Renaissance - <https://www.renaissance.com/>
Valerie Vallejo - 480-329-0398 - valerie.vallejo@renaissance.com
Sparkle Oehlert - 928-514-2901 - sparkle.oehlert@renaissance.com
Mark Kessler - 503-616-6246 - mark.kessler@renaissance.com
(Continually innovating with bold, connected products ... Insights and actions for education) - PLATINUM LEVEL AFFILIATE

Sparq Data Solutions - Craig Caples - 402-423-4951
ccaples@sparqdata.com - www.sparqdata.com - (Paperless Board Meetings, Teacher Negotiations, Public Document Management, Document Imaging & Scanning) - PLATINUM LEVEL AFFILIATE

TRANSPORTATION

Cornhusker International - Russ Folts - 402-466-8461 ext 206
russ.folts@cornhuskerinternational.com - www.cornhuskerinternational.com
(With six locations across Nebraska, Cornhusker International offers your best choice in new and pre-owned School Buses, Compliant Activity Buses, plus full parts and service for all makes and models) - GOLD LEVEL AFFILIATE

Master's Transportation - Mariya Goodbrake - 800-783-3613
mgoodbrake@masterstransportation.com - www.masterstransportation.com
(Your trusted source for safe, reliable, and innovative group transportation solutions.) - GOLD LEVEL AFFILIATE



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