

## **Board of Education Regular Meeting**

Thursday, July 11, 2024 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)
  - 4.5. Financial Report
5. Public Comment
6. Administrative Reports
  - 6.1. Superintendent's Report
    - 6.1.1. Highway #2 Palmyra Area R-Cut Project Update
    - 6.1.2. Parent, Patron, and Alumni Survey Feedback and Discussion
    - 6.1.3. Enrollment Option Policy #5006 Update Discussion
  - 6.2. Administrative Team Report
7. Discussion Items- Committee Reports
  - 7.1. Budget Committee
8. Policy Review
  - 8.1. Policy #8346 Updated Procedures for Public Comment
9. Action Items
  - 9.1. Presentation, discussion, and or official action to approve the **2024-2025** High School Student Handbook.
  - 9.2. Presentation, discussion, and or official action to approve the **2024-2025** Bennet Elementary Student Handbook.
  - 9.3. Presentation, discussion, and or official action to approve the recent required legislative policies.
  - 9.4. Presentation, discussion, and or official action to approve an updated change to the **2024-2025** School District Calendar.
  - 9.5. Presentation, discussion, and or official action to approve **Policy #5416** Student Fees and Appendix
  - 9.6. Presentation, discussion and or official action to reaffirm Board of Education Policy Review Parental and Family Engagement **Policy # 6400**
  - 9.7. Presentation, discussion, and or official action to approve the update to Policy #8346 Updated Procedures for Public Comment
  - 9.8. Presentation, discussion and or official action to approve the updates to Enrollment Option Policy #5006.
10. Board of Education Development

- 10.1. Board Self Assessment Summary
- 11. Closed Session
  - 11.1. Convene Closed Session
  - 11.2. Reconvene Meeting from Closed Session
  - 11.3. Approval of any action deemed necessary as a result of the closed session
- 12. Topics for Next Month's Agenda
- 13. Adjournment

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Chairperson

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Superintendent

## **Board of Education Special (CMAR) Meeting**

Monday, June 10, 2024 6:30 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 6:34 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 special meeting to order at **6:30 p.m.**
- Board President Desh led the board, staff members, and 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:*** *An updated copy of the Open Meetings Act poster will be distributed to public entities for public distribution sometime during the summer of 2024.*
  - *Until the posters arrive, the attached document will be displayed in the meeting room to accommodate the current changes.*
  - ***The changes are reflected in the currently posted materials: revised April 2024.***

### 3. Construction Manager Progress Report

- Please note: A building tour of the Palmyra west addition was conducted instead of the monthly written report.
- Items discussed at the meeting is listed below:
  - **Construction Progress at Bennet Elementary School**
  - **Construction Progress at Palmyra Jr. / Sr. High School.**
    - A document sharing highlights of the CMAR presentation was discussed during this portion of the meeting.
    - ~~A document summarizing this discussion will be attached to this agenda item after the meeting.~~
    - *Pictures of the current construction progress at both buildings were shared at the meeting.*
- ***Meeting Update: The discussion revolved around aspects of the PHS building tour.***

### 4. Action Items No further discussion.

4.1. Presentation, discussion, and or official action concerning the construction projects at Bennet Elementary and Palmyra Junior/Senior High School, including change orders, construction change directives, payment applications from contractors, and reports, information, and other recommendations by the Project Architect and Owner's Representative (CMAR). Motion to approve the attached construction claims as presented. This motion, made by Dee Moore and seconded by Josh Penterman, Passed.  
 Brandon Desh: Abstain, Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Dee Moore: Yea, Josh Penterman: Yea

- Please note: The *"pending"* items have been analyzed and verified for the best overall quality and cost-effectiveness.
  - Brandon Desh abstained from voting on the Benesch invoice.

### 5. Closed Session

- No closed session occurred during this meeting.

### 6. Next Regular Meeting

- The next regular board meeting will be **Monday, June 10th, 2024, beginning at 7:00 p.m.** at Palmyra High School in the media center.

- The next CMAR special board meeting will be **Thursday, July 11th, 2024, beginning at 6:30 p.m.** at Palmyra High School in the media center.
  - Please note that the July meeting has been moved to **Thursday, July 11th**, to accommodate the short week caused by the 4th of July holiday.

#### 7. Adjournment

- The meeting was adjourned at **6:47 p.m.**

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Chairperson

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Superintendent

## **Board of Education Regular Meeting**

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### **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 6:57 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.**
- The Pledge of Allegiance was conducted at the CMAR special board meeting earlier in the evening.

### 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:*** *An updated copy of the Open Meetings Act poster will be distributed to public entities for public distribution sometime during the summer of 2024.*
  - *Until the posters arrive, the attached document will be displayed in the meeting room to accommodate the current changes.*
  - ***The changes are reflected in the currently posted materials: revised April 2024.***

### 3. Staff and Student Presentations

- No staff or student presentations are scheduled during June and July.
  - These staff and student presentations will start again at the beginning of the **2024-2025** school year.

4. Consent Agenda Motion to approve the consent agenda as presented. 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.

#### 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)

#### 4.5. Financial Report

### 5. Public Comment

- Public Comment was provided by Darin Corder of Bennet, Nebraska.
- Public Comment was provided by Jan Svoboda of Bennet, Nebraska

### 6. Administrative Reports

#### 6.1. Superintendent's Report **Highlighted Topics from the Superintendent's Report:**

- **Facility Usage Sample Documents Discussion:**
  - Sample documents were discussed to develop and implement a District OR-1 Facility Usage Agreement for the high school community fitness center. This item will be discussed with the administrative staff before the July board meeting and a document will be shared at the regular board meeting for approval consideration.
- **Staff Kudos:**
  - Special congratulations to Michelle Paxton (FCS Teacher at the High School) and Mr. Thomas McChristian (Sixth Grade Teacher at Bennet) for their recent accomplishments.
- **Student Fees Clarification:**

- The following fees were clarified at the meeting:
  - **Student Activity Fee:** \$30.00
  - **Event Admission:**
    - \$6.00 for adult
    - \$4.00 for students
- All other fees will remain the same.
- *A public hearing on the district **Student Fee Policy (#5416)** will be held before the **Thursday, July 11th, 2024**, regular Board of Education meeting.*
- **Preschool:**
  - **Personnel and Operational Update:** No certified preschool staff were added to accommodate the discussed changes.
  - **Selection:** A policy document clarifying updated preschool selection criteria was discussed and will be an action item later in the agenda.
  - **Tuition Discussion:** The discussion included a recommendation that half-day tuition would remain at **\$150.00** per month and full-day tuition would be **\$300.00** per month.
- **2022 Bond: 3rd Issuance Update**
  - Proceeds and Repository Discussion revolved around rates of return.
    - This is also an action item later in the agenda.
- **District Communication Audit**
  - ***Parent and Patron Survey Update:*** Mr. Hart shared a brief summary of results from the recent Parent and Patron Survey. Action steps developed in alignment with the results of the study will be presented at the August 2024 Board of Education meeting.
  - ***Upcoming Focus Groups:*** Focus groups are scheduled for **Thursday, June 20th** at Palmyra High School. These focus groups allow for more in-depth analysis of the survey results.
  - ***Upcoming Student Survey:*** A survey will be administered to all students in 4th-12th grade when school resumes in the fall.
- **Nebraska Rural Community Schools Association (NRCSA) Member Spotlight for District OR-1 Schools:**
  - District OR-1 was highlighted in the June edition of the NRCSA newsletter. Special thanks to Mrs. Cassie Wemhoff for helping put together this information for the publication.
- **Math Curriculum Update:**
  - Ms. Walter provided an update on the purchase of a new math curriculum. Staff training and instructional implementation of the material will occur this school year.
- **Personnel Update**
  - Ms. Walter shared an update on her transition to this new position.
  - **Classified Staff** (Paras, Drivers, Food Service, Office, etc.). Update: We continue to look for high-quality paraprofessionals, food service workers, custodians, and bus drivers.
  - **Certified Staff Update:** All certified positions have been filled.
- **2024-2025 Budget Planning Update:**

- Mr. Hart provided information about the current budget and the projected **2024-2025** district budget.
- **Board Retreat Summary:**
  - Board members provided a summary of the board retreat held on **Monday, June 3rd, 2024** at Transformation Marketing in Panama, Nebraska.
- **Student Handbook Update**
  - **Preschool** - This document is up for approval this month
  - **Elementary School:** This document will be up for approval at the July board meeting.
  - **PHS:** This document is up for approval in July after the Student Fees public hearing.
- **Staff Handbook Update**
  - Certified Staff:
    - This document will be for approval in July.
  - Classified Staff:
    - This document will be on the board agenda for approval in July.
- **Building Projects Update:**
  - This update was summarized from the CMAR building tour of PHS that occurred earlier in the evening.
- **Summer Enrichment Update:**
  - Ms. Walter provided an update on summer enrichment.
- **MTSS:**
  - Ms. Walter provided an update on the district MTSS (Multi-Tiered Systems of Support) system.
- **Other items as needed:**
  - Mr. Hart passed out a document regarding NDOT improvements for designated Otoe County bridges.

## 6.2. Administrative Team Report Highlights from the Admin Report:

- **High School Parking Update:**
  - Parking will remain the same for the start of the school year.
- **Committee Meetings:**
  - Behavior, MTSS, and Data committees will continue to meet this summer with both buildings to make changes, implement new ideas, and evaluate data from statewide testing and district assessments.
- **Math Curriculum Update:**
  - The Math Curriculum chosen was McGraw Hill. This curriculum will be implemented at both buildings starting in August.
- **Summer Enrichment:**
  - Summer Enrichment started **Monday, June 3rd**. We have 96 students enrolled. Summer Enrichment continues through June 20th and ends with a field trip to the movie theater.
  - Numbers are lower this year due to having summer school at both locations and not accepting late registration due to construction.
- **Multicultural Report:**

- Multicultural reports indicate compliance with 100% of staff under Rule 16.004.11. A binder of specific classroom activities is in the office.

## 7. Discussion Items- Committee Reports

### 7.1. Americanism and Multicultural Reports

- In compliance with the State Board of Education Rule 10 and LB 79-719, our schools have successfully completed all multicultural education requirements for the **2023-2024** school year.

### 7.2. District Activities Committee

- Committee members summarized the meeting which occurred on **Thursday, May 23rd, 2024** at PHS.

### 7.3. District Wellness Committee

- District Wellness Committee Members summarized the meeting which was held on **Wednesday, June 5th, 2024 at PHS.**

## 8. Policy Review

- Additional policies and new legislative mandates will be reviewed at the **Thursday, July 11th, 2024** regular board meeting.

## 9. Action Items

- After board member discussion, *Riverstone Bank* was chosen as the depository for the third issuance of the 2022 bond.
  - Riverstone Bank had the most competitive rate of the three options considered for this task.

9.1. Presentation, discussion, and or official action to approve the depository for the third issuance of the 2022 General Obligation Bonds. Motion to approve Riverstone Bank. This motion, made by Tim Cheney and seconded by Josh Penterman, Passed.

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

- After board member discussion, **Riverstone Bank** was chosen as the depository for the third issuance of the 2022 bond.

9.2. Presentation, discussion, and or official action to approve the updated District OR.1 Preschool Selection Criteria Policy. Motion to approve as discussed. 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.
  - These changes will take effect with the **2024-2025** school year.

9.3. Presentation, discussion, and or official action to determine the tuition for preschool at Bennet Elementary School Motion to approve as discussed. 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

- The board approved the following rates for tuition which will be in effect for the **2024-2025** school year.
  - **Part-Time: \$150.00**
  - **Full-Time: \$300.00**

9.4. Presentation, discussion, and or official action to approve the 2024-2025 Pre-School Student Handbook. Motion to Approve the 2024-2025 Bennet Elementary Pre-School Handbook. 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.

9.5. Presentation, discussion, and or official action to approve the 2024-2025 Bennet Elementary Student Handbook. Motion to table the 2024-2025 Bennet Elementary Student Handbook. This motion, made by Tim Cheney and seconded by Dee Moore, Tabled.

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

- This agenda item was "tabled" until the **Thursday, July 11th, 2024** board meeting.
- No further discussion.

9.6. Presentation, discussion, and or official action to update food service student prices for the 2024-2025 school year. Motion to approve Food Service Prices for 2024-2025. 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

- No further discussion.

9.7. Presentation, discussion, and or official action to approve a calendar change to the 2024-2025 School District Calendar. Motion to approve the updated changes to the 2024-2025 school calendar. 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 No further discussion.

Specific changes are listed below:

- **Tuesday, March 25th, 2025**, is now a regular school day for all students and staff.

- **Monday, March 31st, 2025**, is now a no-school day for students. This will be a staff development day for staff as this is the MUDECAS Conference Music event and PHS will host the event.
- **Monday, August 12th, 2024**, is now the first day of school for all students K-12.
- **Tuesday, August 13th, 2024**, is now the first day of Preschool.

\*Upon additional Facility Committee recommendations, the first day of school for students will be **Monday, August 12th, 2024**.

*Please note: The updated calendar will be distributed to families and community patrons via the district website and social media channels and placed in the July 2024 district newsletter.*

9.8. Presentation, discussion, and or official action to reschedule the Monday, July 8th, 2024 board meetings Motion to approve changing the Monday, July 8th, 2024 Board meetings to Thursday, July 11th,, 2024. This motion, made by Dean Busch and seconded by Tim Cheney, Passed.

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

- No further discussion.
  - This board notice will be publicized as normal in the usual locations.

9.9. Presentation, discussion, and or official action to purchase an additional school bus. Motion to approve as discussed. This motion, made by Tim Cheney and seconded by Josh Penterman, Passed.

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

- Additional discussion involved capacity, type of fuel, and safety restraints.
- No further discussion

#### 10. Board of Education Development

- Board President Dsh sent out the Google Form link for board members to complete a board self-assessment survey.
- No further discussion.

#### 11. Closed Session

- No closed session occurred during the meeting.

#### 12. Topics for Next Month's Agenda

- No further discussion.

13. Adjournment The meeting was adjourned at: **8:28 p.m.**

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Chairperson

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Superintendent

**Designated Bill Summary**  
**Superintendent Report: Regular Board Meeting:**  
**Date: Thursday, July 11, 2024**

**From:** Michael Hart

**Re:** Designated Bill Summary Report for BOE meeting

- Next month's **regular** board meeting is scheduled for **Monday, August 12, 2024, 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, August 12, 2024, at 6:30 p.m.** at Palmyra High School in the media center.

**A. Consent Agenda Expenditures**

**Depreciation Fund Claims:**

- None this month.

**Bond Fund Claims:**

- **Kutak Rock LLP - \$12,830.00**
- **BOK Financial - \$750.00**

**Special Building Claims:**

**Total Claims: None**

**2022 Construction Account Claims**

Al's Johns	Invoice # 89056	\$105.00
Al's Johns	Invoice # 88785	\$105.00
Al's Johns	Invoice # 86530	\$150.00
Amazon - Bennet Elementary Office Desk	1XWV-9PGP-9FYC	\$479.99
Amazon- Flexible Seating	13QL-9K1T-66W4	\$220.95
Amazon: Network Security Equipment	1LGV-9PCR-7CH6	\$2,224.18
Benesch	Invoice # 285507	\$1,475.50
BIC Construction	Invoice #012	\$1,443,959.16
Cheney Welding	Invoice #992	\$10,400.00
Churchich Recreation	Invoice # F2024-1150	\$10,500.00
Clark & Enersen	Invoice #22	\$14,795.11
Cornhusker State Industries	Invoice #1433607	\$7,020.00
Jung Electric	Invoice #3746	\$585.00
KCAV - Smartboards	Invoice #45324	\$68,054.78
SEI- Palmyra High School: Door Access	Invoice #869411	\$16,575.00
SEI: Bennet Elementary Electronic Door Access	Invoice #869400	\$9,137.00
Sam's Club - TV's and Equipment		\$3,464.90
<b>Total Construction Claims for this period:</b>	<b>Total:</b>	<b>\$1,589,251.57</b>

**Designated Bill Summary**  
**Superintendent Report: Regular Board Meeting:**  
**Date: Thursday, July 11, 2024**

**General Fund Claims:**

**Total General Fund Claims: \$101,126.47 with an additional credit card payment of \$1,111.64 This expense was for professional development, bus travel to Oklahoma = **\$102,238.11** total claims.**

- **Access Systems Leasing: \$2,521.68** - Copiers at the elementary and high school
- **Auto Glass Nation: \$302.50** - bus window fix
- **Casey's: \$1,311.71** – Bus and vehicle fuel expenses.
- **Craig Resources - \$5,989.14** - Contracted Special Education Nursing Services
- **Diversified Drug Testing: \$190.00** - Student services and bus expenses for the federal clearing house.
- **Educational Service Unit #4: \$5,363.65** - Professional development and contracted services
- **Facility Advocates: \$2,488.50** - Elem and HS HVAC fixes
- **H&S Plumbing & Heating: \$7,639.07** - January Freeze invoice
- **Haag, Jared: \$2,000.00** - Moving stipend
- **Midwest Bus Repair: \$2,011.13** - Bus Maintenance or Repairs
- **Midwest Synthetic Turf Professionals: \$3,000.00** - Grooming of the football field
- **Midwest Tennis and Track: \$2,350.00** - Track fix
- **National Bus Sales: \$12,116.46** - Bus A/C Repairs in Tulsa, OK
- **Nebraska City Utilities: \$11,125.88** – Utilities
- **Palmyra Activity: \$100.00** - summer school reimbursement
- **Shepard Gym Floors: \$3,850.00** - HS gym floors maintenance
- **Software Unlimited: \$7,850.00** - Accounting/Payroll software
- **Southwest Auto: \$1,479.45** - Bus repairs
- **Timeclock Plus: \$2,256.00** - Payroll digital time clock software
- **Village of Bennet: \$2,171.86** - Water, electricity, and sewer bill
- **Village of Palmyra: \$1,611.00** – Water and sewer bill. Please note: This is an increase due to recent watering at the Olson Complex.

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount	Cost Center	Cost Center Description
Account Number		Detail Description		Amount	Cost Center ID	
Checking Account ID		Fund Number		GENERAL FUND		
01 2610 431 001	142474	ABC TERMITE & PEST CONTROL	07/11/2024	119.00		
		HS Upkeep of Building		119.00		
01 2610 431 003	144934	ABC TERMITE & PEST CONTROL	07/11/2024	94.00		
		Elem Upkeep of Building		<u>94.00</u>		
Total		ABC TERMITE & PEST CONTROL		213.00		
	36874993	Access Systems Leasing	07/11/2024			2,521.68
01 1100 440 001		HS Copier Lease		1,260.84		
01 1100 440 003		Elem Copier Lease		<u>1,260.84</u>		
Total		Access Systems Leasing		2,521.68		
	I-35195	AUTO GLASS NATION	07/11/2024			302.50
01 2730 431 000		BUS & VEHICLE SERVICING & MAINTENANCE	2002G3500	302.50		2002 CHEVY G3500 VIN # 1GBHG31R221222585
Total		AUTO GLASS NATION		<u>302.50</u>		
	JUNE2024 MILEAGE	BUDDENBERG, EMILY	07/11/2024			15.41
01 2151 333 003		Sped Speech Elem MILEAGE PAID TO STAFF		15.41		
Total		BUDDENBERG, EMILY		<u>15.41</u>		
	DN046 - JULY 2024	CASEY'S BUSINESS MASTERCARD	07/11/2024			1,311.71
01 2710 626 000		Bus Gas and Oil		1,000.00		
01 2650 626 000		Vehicle Gasoline		<u>311.71</u>		
Total		CASEY'S BUSINESS MASTERCARD		1,311.71		
	072024 DOT EXAM SR	COMPLETE CHIROPRACTIC & WELLNESS CENTER	07/11/2024			80.00
01 2710 890 000		Bus Misc. Expenses		80.00		
	072024 DOT EXAM TC	COMPLETE CHIROPRACTIC & WELLNESS CENTER	07/11/2024			80.00
01 2710 890 000		Bus Misc. Expenses		<u>80.00</u>		
Total		COMPLETE CHIROPRACTIC & WELLNESS CENTER		160.00		
	7-11759-04	CRAIG RESOURCES INC	07/11/2024			2,307.96
01 2131 320 002		MS SPED CONTRACED NURSING SERVICES		2,307.96		
	7-11759-07	CRAIG RESOURCES INC	07/11/2024			2,311.20
01 2131 320 002		MS SPED CONTRACED NURSING SERVICES		2,311.20		
	7-12048-14	CRAIG RESOURCES INC	07/11/2024			1,369.98
01 2131 320 002		MS SPED CONTRACED NURSING SERVICES		1,369.98		
Total		CRAIG RESOURCES INC		<u>5,989.14</u>		
	1430914	DAS State ACCTG-Central Finance	07/11/2024			267.63
01 2224 530 000		Internet Service		<u>267.63</u>		
Total		DAS State ACCTG-Central Finance		267.63		
	FE4159-0	DIETZE MUSIC HOUSE	07/11/2024			17.04
01 1100 610 001 2 103		HS VOCAL SUPPLIES		17.04		
	FE4159-1	DIETZE MUSIC HOUSE	07/11/2024			9.84

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Cost Center ID	Cost Center Description
01 1100 610 001 2 103		HS VOCAL SUPPLIES		<u>9.84</u>
Total	DIETZE MUSIC HOUSE			26.88
01 2710 890 000	000164DQ	DIVERSIFIED DRUG TESTING LLC	07/11/2024	190.00
Total	DIVERSIFIED DRUG TESTING LLC	Bus Misc. Expenses		<u>190.00</u> 190.00
01 2330 317 000	10721	EDUCATIONAL SERVICE UNIT #4	07/11/2024	437.50
		District Legal Services		437.50
01 2410 330 001	10747	EDUCATIONAL SERVICE UNIT #4	07/11/2024	30.00
		HS Principal Professional Development		30.00
01 6408 591 000	660501 - JUNE 15 24	EDUCATIONAL SERVICE UNIT #4	07/11/2024	4,896.15
01 6408 591 003		EARLY CHILDHOOD SERVICES ESU/DISTRICT		217.65
01 1200 591 001		PREK PURCHASED SERVICE FROM ESU/DISTRICT		108.82
01 1200 591 003		HS SPED DIRECTOR		870.60
01 2151 591 001		ELEM SPED DIRECTOR		979.43
01 2151 591 003		HS AUDIOLOGY SERVICE FROM ESU/DISTRICT		396.18
01 6408 591 000		ELEM AUDIOLOGY SERVICES ESU/DISTRICT		396.18
01 6408 591 003		PREK PURCHASED SERVICE FROM ESU/DISTRICT		44.02
01 6408 591 003		PREK PURCHASED SERVICE FROM ESU/DISTRICT		44.02
01 6408 591 000		PREK PURCHASED SERVICE FROM ESU/DISTRICT		91.68
01 6408 591 000		EARLY CHILDHOOD SERVICES ESU/DISTRICT		91.68
01 2141 591 003		ESU PSYCHOLOGY SERVICES		<u>1,655.89</u>
Total	EDUCATIONAL SERVICE UNIT #4			5,363.65
01 2224 530 000	20541	EDUCATIONAL SERVICE UNIT #6	07/11/2024	599.78
		Internet Service		599.78
01 1200 330 001	20566	EDUCATIONAL SERVICE UNIT #6	07/11/2024	40.00
01 1200 330 001		Sped HS Professional Development		20.00
Total	EDUCATIONAL SERVICE UNIT #6	Sped HS Professional Development		<u>20.00</u> 639.78
01 2610 610 001	386690	EGAN SUPPLY CO	07/11/2024	654.59
Total	EGAN SUPPLY CO	HS Custodian Supplies		<u>654.59</u> 654.59
01 2620 431 003	59644	ELECTRONIC CONTRACTING COMPANY	07/11/2024	87.00
		Elem Repairs & Maintenance		87.00
01 2620 431 001	59645	ELECTRONIC CONTRACTING COMPANY	07/11/2024	87.00
Total	ELECTRONIC CONTRACTING COMPANY	HS Repairs & Maintenance		<u>87.00</u> 174.00
01 1100 643 000	PFPT000035	ESUCC Cooperative Purchasing WEB/CLOUD BASED SOFTWARE	07/11/2024	270.60

**Board Report - Detail**

Posted - All; Batch Description 2 Records Selected; Fund Number 01

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount	Cost Center ID	Cost Center Description
Account Number		Detail Description		Amount		
Total	ESUCC Cooperative Purchasing			<u>270.60</u>		
01 2620 431 001	2258	FACILITY ADVOCATES HS Repairs & Maintenance	07/11/2024	1,587.50		1,587.50
01 2620 431 003	2262	FACILITY ADVOCATES Elem Repairs & Maintenance	07/11/2024	<u>901.00</u>		901.00
Total	FACILITY ADVOCATES			<u>2,488.50</u>		
01 1100 580 001	434C400012782	FAIRFIELD BY MARRIOTT FAIRFIELD INN & SUITES HS Teacher Travel Expenses	07/11/2024	<u>134.95</u>		134.95
Total	FAIRFIELD BY MARRIOTT FAIRFIELD INN & SUITES			<u>134.95</u>		
01 1100 643 001	ACTION1240701- 3285-5	FastSpring	07/11/2024			2,160.00
01 1100 643 001		WEB/CLOUD BASED SOFTWARE		1,080.00		
01 1100 643 003		WEB/CLOUD BASED SOFTWARE		1,080.00		
Total	FastSpring			<u>2,160.00</u>		
01 1100 643 000	INV002480	FES -FOUNDATION FOR EDUCATIONAL SERVICES WEB/CLOUD BASED SOFTWARE	07/11/2024	<u>2,152.00</u>		2,152.00
Total	FES -FOUNDATION FOR EDUCATIONAL SERVICES			<u>2,152.00</u>		
01 2620 431 001	7272232	fireSPK, Inc. HS Repairs & Maintenance	07/11/2024	<u>120.00</u>		120.00
Total	fireSPK, Inc.			<u>120.00</u>		
01 2510 890 000	JULY2024 PAYFLEX	FIRST CONCORD BENEFITS Superintendent Secretary Misc. Expenses	07/11/2024	100.00		100.00
Total	FIRST CONCORD BENEFITS			<u>100.00</u>		
01 2410 580 001	JULY12024 - GENERAL	FIRST STATE BANK - VISA CREDIT CARD	07/01/2024			1,111.64
01 2410 580 001		HS Principal Travel Expenses		20.95		
01 2130 330 000		HS Principal Travel Expenses		21.59		
		HEALTH SERVICES		485.00		
		PROFESSIONAL DEVELOPMENT				
01 2710 626 000		Bus Gas and Oil		65.66		
01 2710 626 000		Bus Gas and Oil		69.69		
01 2710 580 000		TRAVEL EXPENSES		107.00		
01 2650 626 000		Vehicle Gasoline		36.75		
01 2650 626 000		Vehicle Gasoline		53.41		
01 2710 626 000		Bus Gas and Oil		165.51		
01 1200 330 001		Sped HS Professional Development		86.08		
Total	FIRST STATE BANK - VISA CREDIT CARD			<u>1,111.64</u>		
01 2510 382 001	36072	FORTICALL HS Telephone	07/11/2024	70.09		140.18

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount	Cost Center ID	Cost Center Description
01 2510 382 003		Elem Telephone		70.09		
	38292	FORTICALL	07/11/2024			281.40
01 2510 382 001		HS Telephone		140.70		
01 2510 382 003		Elem Telephone		<u>140.70</u>		
Total	FORTICALL			421.58		
	007754	FRONTIER COOPERATIVE	07/11/2024			130.00
01 2610 610 001		HS Custodian Supplies		130.00		
	007784	FRONTIER COOPERATIVE	07/11/2024			130.00
01 2610 610 001		HS Custodian Supplies		<u>130.00</u>		
Total	FRONTIER COOPERATIVE			260.00		
	24-004-1	H & S PLUMBING & HEATING	07/11/2024			7,639.07
01 2620 431 001		HS Repairs & Maintenance		<u>7,639.07</u>		
Total	H & S PLUMBING & HEATING			7,639.07		
	072024	Haag, Jared	07/11/2024			2,000.00
01 2410 890 003	MOVINGEXPE	Elem Principal Misc. Expenses		<u>2,000.00</u>		
Total	Haag, Jared			2,000.00		
	102599	HOLIDAY INN KEARNEY	07/11/2024			124.95
01 2130 580 000		NURSE TRAVEL EXPENSES		<u>124.95</u>		
Total	HOLIDAY INN KEARNEY			124.95		
	INV826069	KURITA AMERICA INC	07/11/2024			440.36
01 2610 431 003		Elem Upkeep of Building		440.36		
	INV830681	KURITA AMERICA INC	07/11/2024			462.38
01 2610 431 003		Elem Upkeep of Building		<u>462.38</u>		
Total	KURITA AMERICA INC			902.74		
	072024 WASTE PERMIT	LINCOLN-LANCASTER COUNTY HEALTH DEPT.	07/11/2024			240.00
01 2610 431 003		Elem Upkeep of Building		<u>240.00</u>		
Total	LINCOLN-LANCASTER COUNTY HEALTH DEPT.			240.00		
	52362977	MATHESON-TRI-GAS INC	07/11/2024			74.15
01 1100 610 001		HS General Supplies		<u>74.15</u>		
Total	MATHESON-TRI-GAS INC			74.15		
	IN24210	Meininger Fire Protection, Inc	07/11/2024			240.00
01 2610 431 001		HS Upkeep of Building		240.00		
	IN24211	Meininger Fire Protection, Inc	07/11/2024			185.00
01 2610 431 003		Elem Upkeep of Building		<u>185.00</u>		
Total	Meininger Fire Protection, Inc			425.00		
	34972	MENARDS	07/11/2024			335.90
01 2610 610 001		HS Custodian Supplies		335.90		
	35390	MENARDS	07/11/2024			93.46
01 1100 610 001		HS General Supplies		<u>93.46</u>		
Total	MENARDS			429.36		
	INV-42334	Midwest Bus Repair	07/11/2024			2,011.13

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**Board Report - Detail**

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Cost Center ID	Cost Center Description
01 2730 431 000		BUS & VEHICLE SERVICING & MAINTENANCE	2012CHBUS	VIN # 1GB3G2BL3C1169427
Total	Midwest Bus Repair			<u>2,011.13</u>
	FG24PA-01	MIDWEST SYNTHETIC TURF PROFESSIONALS, LLC	07/11/2024	3,000.00
01 2630 431 001		CARE & UPKEEP OF FB FIELD		<u>3,000.00</u>
Total	MIDWEST SYNTHETIC TURF PROFESSIONALS, LLC			3,000.00
	4925	MIDWEST TENNIS & TRACK CARE & UPKEEP OF FB FIELD	07/11/2024	2,350.00
01 2630 431 001				<u>2,350.00</u>
Total	MIDWEST TENNIS & TRACK			2,350.00
	23436	NATIONAL BUS SALES	07/11/2024	12,116.46
01 2730 431 000		BUS & VEHICLE SERVICING & MAINTENANCE		12,565.09
01 2730 431 000		BUS MAINTENANCE - NO TAX		<u>(448.63)</u>
Total	NATIONAL BUS SALES			12,116.46
	INV-26296	NAVIGATE 360, LLC	07/11/2024	742.64
01 1100 643 000		WEB/CLOUD BASED SOFTWARE		<u>742.64</u>
Total	NAVIGATE 360, LLC			742.64
	1546 JUNE 2024	NEBRASKA CITY UTILITIES	07/11/2024	83.88
01 2610 621 001		HS Utilities		83.88
	3273 JUNE 2024	NEBRASKA CITY UTILITIES	07/11/2024	3,744.90
01 2610 621 003		Elem Utilities		3,744.90
	3321 JUNE 2024	NEBRASKA CITY UTILITIES	07/11/2024	6,524.96
01 2610 621 001		HS Utilities		6,524.96
	39368 JUNE 2024	NEBRASKA CITY UTILITIES	07/11/2024	30.45
01 2610 621 001		HS Utilities		30.45
	43577 JUNE 2024	NEBRASKA CITY UTILITIES	07/11/2024	30.20
01 2610 621 001		HS Utilities		30.20
	43679 JUNE 2024	NEBRASKA CITY UTILITIES	07/11/2024	114.64
01 2610 621 001		HS Utilities		114.64
	44277 JUNE 2024	NEBRASKA CITY UTILITIES	07/11/2024	48.24
01 2610 621 001		HS Utilities		48.24
	44718 JUNE 2024	NEBRASKA CITY UTILITIES	07/11/2024	505.62
01 2610 621 001		HS Utilities		505.62
	96622 JUNE 2024	NEBRASKA CITY UTILITIES	07/11/2024	42.99
01 2610 621 001		HS Utilities		<u>42.99</u>
Total	NEBRASKA CITY UTILITIES			11,125.88
	2024-2025 HS PRINC	NEBRASKA COUNCIL OF SCHOOL ADMIN.	07/11/2024	685.00
01 2410 810 001		HS Principal Dues and Fees		685.00
	81926	NEBRASKA COUNCIL OF SCHOOL ADMIN.	07/11/2024	340.00
01 1100 330 001		HS Professional Development		340.00
	82018	NEBRASKA COUNCIL OF SCHOOL ADMIN.	07/11/2024	657.00
01 1100 330 001		HS Professional Development		300.00
01 1100 330 001		HS Professional Development		15.00
01 1100 330 001		HS Professional Development		42.00
01 2410 330 001		HS Principal Professional Development		300.00

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Account Number		Detail Description		Amount		
Total	NEBRASKA COUNCIL OF SCHOOL ADMIN.			<u>1,682.00</u>		
01 2900 610 001 0 001	0000259901	NEVCO SPORTS, LLC	07/11/2024			529.36
Total	NEVCO SPORTS, LLC	Athletics		<u>529.36</u>		
01 2310 810 000	MEM 148 72024	NRCSA	07/11/2024			850.00
Total	NRCSA	BOE Dues and Fees		<u>850.00</u>		
01 6408 320 000	06022024-	O'Neil, Jan	07/11/2024			2,433.04
01 6408 320 003	06272024 PT	IDEA Part B Birth-4 Pre-diagnosis		1,500.95		
01 2171 320 003		PREK PROFESSIONAL		20.25		
		EDUCATIONAL SERVICES				
		Physical Therapy Elem Contracted		911.84		
Total	O'Neil, Jan	Service		<u>2,433.04</u>		
01 2510 890 000	2022157469	ONE SOURCE THE BACKGROUND CHECK	07/11/2024			67.50
Total	ONE SOURCE THE BACKGROUND CHECK	COMPANY		<u>67.50</u>		
01 8000 913 000	072024 REIMB	PALMYRA ACTIVITY FUND	07/11/2024			100.00
Total	PALMYRA ACTIVITY FUND	FUND TRANSFERS TO		<u>100.00</u>		
		ACTIVITIES FUND				
01 2330 317 000	105	Perry, Guthery, Hasse & Gessford, P.C., L.L.O.	07/11/2024			635.25
Total	Perry, Guthery, Hasse & Gessford, P.C., L.L.O.	District Legal Services		<u>635.25</u>		
01 2510 440 000	3319228908	PITNEY BOWS GLOBAL FINANCIAL SERVICES LL	07/11/2024			142.53
Total	PITNEY BOWS GLOBAL FINANCIAL	Superintendent Copier/Mail Lease		<u>142.53</u>		
01 2510 531 003	06162024	PURCHASE POWER	07/11/2024			289.99
Total	PURCHASE POWER	Elem Postage		<u>289.99</u>		
01 2620 431 001	PALMYRA	Shepard Gym Floors	07/11/2024			3,850.00
Total	Shepard Gym Floors	HS Repairs & Maintenance		<u>3,850.00</u>		
01 2510 315 000	20240628-096	SOFTWARE UNLIMITED, INC.	07/11/2024			7,850.00
Total	SOFTWARE UNLIMITED, INC.	Accounting and Auditing Services		<u>7,850.00</u>		
01 2730 431 000	162819	Southwest Auto	07/11/2024			158.00
		BUS & VEHICLE SERVICING &	2013FORD	158.00	VIN #1FBNE3BL3DDA64813	

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**Board Report - Detail**

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount	Cost Center	Cost Center Description
Account Number		Detail Description		Amount		
		MAINTENANCE	ID			
	162820	Southwest Auto	07/11/2024			248.40
01 2650 431 000		Vehicle Repairs & Maintenance	248.40	2010TRAIL	VIN #2891005897	
	162826	Southwest Auto	07/11/2024			158.00
01 2650 431 000		Vehicle Repairs & Maintenance	158.00	2007CHRY	WAGON VIN# 2A4GP44R27R	
	162835	Southwest Auto	07/11/2024			662.55
01 2650 431 000		Vehicle Repairs & Maintenance	662.55	2000PONTI	MONTANA VIN #	
				A	1GMDX03E3YD166680	
	162908	Southwest Auto	07/11/2024			252.50
01 2650 431 000		Vehicle Repairs & Maintenance	252.50	1995GMCP	1995 GMC 4WD PU VIN #	
				U	1GTGK24K7SZ538435	
Total	Southwest Auto			<u>1,479.45</u>		
	950843	Teacher Innovations, Inc.	07/01/2024			459.00
01 1100 643 000		WEB/CLOUD BASED SOFTWARE	459.00			
Total	Teacher Innovations, Inc.			<u>459.00</u>		
	INV00349366	TIMECLOCK PLUS, LLC	07/11/2024			2,256.00
01 2510 610 000		CENTRAL OFFICE SUPPLIES	2,256.00			
Total	TIMECLOCK PLUS, LLC			<u>2,256.00</u>		
	1000618894	TK ELEVATOR CORPORATION	07/11/2024			256.77
01 2620 431 001		HS Repairs & Maintenance	256.77			
Total	TK ELEVATOR CORPORATION			<u>256.77</u>		
	SI-24-023734	UNITE PRIVATE NETWORKS LLC	07/11/2024			2,142.06
01 2230 382 001		HS Distant Learning Connection	1,071.03			
01 2230 382 003		Elem Distant Learning Connection	1,071.03			
Total	UNITE PRIVATE NETWORKS LLC			<u>2,142.06</u>		
	82567	VILLAGE OF BENNET	07/11/2024			2,171.86
01 2610 621 003		Elem Utilities	36.56			
01 2610 410 003		Elem Water & Sewer	28.50			
01 2610 410 003		Elem Water & Sewer	884.80			
01 2610 410 003		Elem Water & Sewer	24.00			
01 2610 410 003		Elem Water & Sewer	948.00			
01 2610 610 003		Elem Custodian Supplies	250.00			
Total	VILLAGE OF BENNET			<u>2,171.86</u>		
	107003 - JULY2024	VILLAGE OF PALMYRA	07/11/2024			26.00
01 2610 410 001		HS Water & Sewer	26.00			
	230001 - JULY2024	VILLAGE OF PALMYRA	07/11/2024			26.00
01 2610 410 001		HS Water & Sewer	26.00			
	257001 - JULY2024	VILLAGE OF PALMYRA	07/11/2024			154.50
01 2610 410 001		HS Water & Sewer	154.50			
	274001 - JULY2024	VILLAGE OF PALMYRA	07/11/2024			26.00
01 2610 410 001		HS Water & Sewer	26.00			
	286002 - JULY2024	VILLAGE OF PALMYRA	07/11/2024			1,378.50
01 2610 410 001		HS Water & Sewer	1,378.50			

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Cost Center ID	Cost Center Description
Total	VILLAGE OF PALMYRA			<u>1,611.00</u>
01 2310 540 000	30406143	VOICE NEWS	07/11/2024	17.97
		BOE Advertising		17.97
01 2310 540 000	30406568	VOICE NEWS	07/11/2024	11.98
		BOE Advertising		11.98
01 2310 540 000	30406569	VOICE NEWS	07/11/2024	10.48
		BOE Advertising		10.48
01 2310 540 000	30406570	VOICE NEWS	07/11/2024	221.07
		BOE Advertising		221.07
01 2310 540 000	30406571	VOICE NEWS	07/11/2024	68.37
		BOE Advertising		68.37
01 2310 540 000	30406701	VOICE NEWS	07/11/2024	12.48
		BOE Advertising		12.48
01 2310 540 000	30406702	VOICE NEWS	07/11/2024	11.98
		BOE Advertising		11.98
Total	VOICE NEWS			<u>354.33</u>
01 2610 431 001	1823380T059	WASTE CONNECTIONS OF NEBRASKA	07/11/2024	1,045.35
		HS Upkeep of Building		<u>1,045.35</u>
Total	WASTE CONNECTIONS OF NEBRASKA			<u>1,045.35</u>
01 2130 333 000	JUNE2024 MILEAGE	WILSON, CHRISTINE	07/11/2024	277.38
		HEALTH MILEAGE PAID TO STAFF		277.38
Total	WILSON, CHRISTINE			<u>277.38</u>
01 2610 621 001	397221	WOODRIVER ENERGY LLC	07/11/2024	1,524.62
		HS Utilities		223.55
01 2610 621 003		Elem Utilities		426.56
01 2610 621 001		HS Utilities		<u>874.51</u>
Total	WOODRIVER ENERGY LLC			<u>1,524.62</u>
Fund Number				<u>102,238.11</u>
Checking Account ID				<u>102,238.11</u>

July Bills \$ 102,238.11  
 June Payroll \$ 588,467.83  
 Total: \$ 690,705.94













1259870





**Expenditure Report by Function/Object -  
Summary**

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Regular; Processing Month 07/2024; Fund Number 01

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
Grand Total:	9,342,400.00	102,238.11	7,643,887.68	83.06	1,698,512.32	0.00	116,198.48	1,582,313.84

Regular; Beginning Month 06/2024; Processing Month 06/2024; Fund Number 01, 02, 03,  
05, 06, 07, 08, 09, 13, 14, 16

**Fund: 01 GENERAL FUND**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
<b>Current Assets</b>					
01 101	CASH IN BANK	3,905,963.59	624,209.29	724,264.92	3,805,907.96
01 900	Cash County Treasurer	936,674.53	0.00	0.00	936,674.53
	Total: Current Assets	4,842,638.12	624,209.29	724,264.92	4,742,582.49
<b>Current Liabilities</b>					
01 450	PAYROLL DEDUCTION PAYABLE	15,545.13	467.98	1,183.68	16,260.83
01 451	FICA PAYABLE	(1,695.24)	65,065.85	65,065.85	(1,695.24)
01 452	FIT PAYABLE	(201.72)	29,573.80	29,573.80	(201.72)
01 453	INSURANCE PAYABLE	(3,229.24)	103,767.99	103,832.12	(3,165.11)
01 454	RETIREMENT PAYABLE	(10,823.34)	78,589.42	78,589.42	(10,823.34)
01 455	SIT PAYABLE	0.00	14,111.47	14,111.47	0.00
	Total: Current Liabilities	(404.41)	291,576.51	292,356.34	375.42
<b>Fund Balance</b>					
01 704	Fund Balance - Regular Unspent	4,843,042.53	725,044.75	624,209.29	4,742,207.07
	Total: Fund Balance	4,843,042.53	725,044.75	624,209.29	4,742,207.07
<b>Revenue</b>					
01 1100	LOCAL PROPERTY TAXES	4,248,501.64	1,851.13	184,829.58	4,431,480.09
01 1115	CARLINE TAX	1,266.44	0.00	0.00	1,266.44
01 1120	In-Lieu 1957 Levy Tax	72.99	0.00	0.00	72.99
01 1125	MOTOR VEHICLE TAXES	313,040.90	0.00	35,336.94	348,377.84
01 1140	Interest Levied Tax	10,693.60	0.00	160.05	10,853.65
01 1190	OTHER TAXES	2,324.65	0.00	0.00	2,324.65
01 1312	SUMMER SCHOOL TUITION	4,150.00	0.00	150.00	4,300.00
01 1370	PRESCHOOL TUITION & FEES	15,900.00	50.00	0.00	15,850.00
01 1510	INTEREST ON INVESTMENTS	2,078.07	0.00	415.04	2,493.11
01 1800	REC PROGRAM - COMMUNITY SERVICES	26,382.58	0.00	0.00	26,382.58
01 1910	RENTAL OF SCHOOL FACILITY, EQUIP, PROPERTY	270.00	0.00	0.00	270.00
01 1911	LOCAL LICENSE FEES	5,960.24	0.00	965.65	6,925.89
01 1920	EDUCATION QUEST FOUNDATION	2,988.35	522.16	0.00	2,466.19
01 1990	OTHER LOCAL RECEIPTS	988.10	0.00	0.00	988.10
01 2110	COUNTY FINES & LICENSE FEES	11,520.41	0.00	0.00	11,520.41
01 2130	OTHER COUNTY RECEIPTS	903.25	0.00	0.00	903.25
01 2210	ESU RECEIPTS	0.00	0.00	820.00	820.00
01 3110	STATE AID	1,534,176.00	0.00	170,468.00	1,704,644.00
01 3120	SPED SCHOOL AGE	655,457.00	0.00	122,567.00	778,024.00
01 3125	SPED TRANSPORTATION	0.00	0.00	16,903.00	16,903.00
01 3130	HOMESTEAD EXEMPTION	65,836.26	77.02	22,103.48	87,862.72
01 3131	PROPERTY TAX CREDIT	403,050.05	0.00	0.00	403,050.05
01 3180	PRO-RATE MOTOR VEHICLE	7,295.27	0.00	3,075.32	10,370.59
01 3400	STATE APPORTIONMENT	129,328.90	0.00	2,074.56	131,403.46
01 3535	PAYMENTS FOR HIGH ABILITY LEARNERS	7,187.00	0.00	0.00	7,187.00
01 3551	CAREER EDUCATION REVENUE	7,500.00	0.00	0.00	7,500.00
01 3990	OTHER STATE RECEIPTS	237.14	0.00	0.00	237.14
01 4418	IDEA PARTK B PEAK PROJECTS	702.00	0.00	0.00	702.00
01 4421	IDEA PART B - BIRTH-21	2,686.00	0.00	0.00	2,686.00
01 4422	IDEA PRESCHOOL	2,017.00	0.00	0.00	2,017.00
01 4423	IDEA PROPORTIONATE	841.00	0.00	0.00	841.00
01 4505	TITLE 1 PART A - CARRY OVER	37,487.00	0.00	0.00	37,487.00
01 4509	Title II, Part A ESSA Princ & Teach	1,385.50	0.00	0.00	1,385.50
01 4516	IDEA PRESCHOOL BASE/IDEA ENROL POVERTY	4,920.00	0.00	0.00	4,920.00

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**Fund: 01 GENERAL FUND**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
01 4518	IDEA ENROLLMENT/POVERTY	126,922.00	0.00	0.00	126,922.00
01 4521	IDEA PART B PROPORTIONATE	3,806.00	0.00	0.00	3,806.00
01 4525	CARL PERKINS - FED VOCATIONAL&APPLIED TECH	6,241.88	0.00	0.00	6,241.88
01 4530	OTHER FEDERAL RECEIPTS	21.10	0.00	0.00	21.10
01 4708	MEDICAID REIMBURSEMENT SPED	3,571.35	0.00	1,169.23	4,740.58
01 4709	MEDICAID ADMIN ACTIVITIES (MAAPS)	9,589.29	0.00	4,333.43	13,922.72
01 4969	TITLE IV, PART A	10,000.00	0.00	0.00	10,000.00
01 5301	INSURANCE ADJUSTMENTS	0.00	0.00	43,275.45	43,275.45
01 5690	OTHER NON-REVENUE RECEIPTS	574.00	0.00	0.00	574.00
<b>Total: Revenue</b>		<b>7,667,872.96</b>	<b>2,500.31</b>	<b>608,646.73</b>	<b>8,274,019.38</b>

**Expenditure**

01 1100 111 001	HS Teacher Salary	818,720.73	89,979.34	0.00	908,700.07
01 1100 111 002	MS TEACHER SALARIES	114,476.28	12,834.97	0.00	127,311.25
01 1100 111 003	Elem Teacher Salary	915,543.21	102,533.93	1,670.41	1,016,406.73
01 1100 112 001	HS Para	35,736.35	1,210.15	1,210.15	35,736.35
01 1100 112 003	Elem Para	68,799.86	2,985.92	198.46	71,587.32
01 1100 113 001	HS Sub Teacher Salary	44,027.75	3,481.25	0.00	47,509.00
01 1100 113 002	MS SALARIES OF SUBSTITUTE TEACHERS	777.50	0.00	0.00	777.50
01 1100 113 003	Elem Sub Teacher Salary	30,321.75	4,979.00	0.00	35,300.75
01 1100 120 001	HS COMMUNITY COACH/ACTIVITY SPONSOR	16,303.18	386.42	0.00	16,689.60
01 1100 122 001	Instructional Aide	533.50	0.00	0.00	533.50
01 1100 130 001	Overtime - Classified	2,922.98	24.08	0.00	2,947.06
01 1100 130 003	Overtime - Classified	625.04	27.16	0.00	652.20
01 1100 151 001	HS Coach/Gate/Sponsor - Teacher/Prof. Staff	77,522.44	7,951.16	0.00	85,473.60
01 1100 151 002	MS Coach/Gate/Sponsor - Teacher/Prof. Staff	13,735.36	1,504.64	0.00	15,240.00
01 1100 151 003	ELEM Coach/Gate/Sponsor - Teacher/Prof. Staff	3,005.19	333.91	0.00	3,339.10
01 1100 152 001	HS PARA COACH/ACTIVITY SPONSOR	3,105.00	0.00	0.00	3,105.00
01 1100 153 001	HS Coach/Gate/Sponsor - Substitute Teacher	4,135.00	0.00	0.00	4,135.00
01 1100 153 002	MS Coach/Gate/Sponsor - Substitute Teacher	1,232.00	0.00	0.00	1,232.00
01 1100 210 001	HS CLERICAL/PARA INSURANCE	456.04	27.26	0.00	483.30
01 1100 210 003	Elem Clerical INSURANCE	39.42	5.33	0.00	44.75
01 1100 211 001	HS Teacher, BCBS, Life, Vision, Dental	229,668.18	24,459.29	0.00	254,127.47
01 1100 211 002	MS TEACHER BCBS, LIFE, VISION, DENTAL INSRU	44,419.13	4,970.61	0.00	49,389.74
01 1100 211 003	Elem Teacher BCBS, Life, Vision, Dental	329,570.16	37,560.64	929.35	366,201.45
01 1100 212 001	HS PARA INSURANCE	1,613.22	0.00	0.00	1,613.22
01 1100 212 003	Elem PARA INSURANCE	3,427.35	0.00	0.00	3,427.35
01 1100 213 001	HS SUBSTITUTE MEDICAL INS	1,020.25	38.00	0.00	1,058.25
01 1100 213 002	SUBSTITUTE MEDICAL INS	96.78	0.00	0.00	96.78
01 1100 213 003	ELEM SUBSTITUTE MEDICAL INS	1,158.82	246.22	0.00	1,405.04
01 1100 220 001	HS Clerical FICA	1,486.05	31.40	0.07	1,517.38
01 1100 220 003	Elem Clerical FICA	46.49	2.07	0.17	48.39
01 1100 221 001	HS Teacher FICA	68,518.25	7,613.90	118.68	76,013.47
01 1100 221 002	MS TEACHER/PROFESSIONAL FICA	9,463.44	1,100.84	42.13	10,522.15
01 1100 221 003	Elem Teacher FICA/MEDICARE	69,478.66	7,964.77	296.89	77,146.54
01 1100 222 001	HS PARA FICA	2,957.42	92.58	92.58	2,957.42

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**Fund: 01 GENERAL FUND**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
01 1100 222 003	Elem Para FICA	5,134.72	228.42	15.18	5,347.96
01 1100 223 001	HS Substitute Teacher FICA	3,701.43	266.39	0.13	3,967.69
01 1100 223 002	SUBSTITUTE TEACHER FICA	150.44	0.00	0.00	150.44
01 1100 223 003	Elem Substitute Teacher FICA	2,279.84	380.87	11.25	2,649.46
01 1100 230 001	HS CLERICAL/PARA RETIREMENT	258.79	6.80	0.00	265.59
01 1100 230 003	ELEM CLERICAL/PARA RETIREMENT	45.96	1.99	0.00	47.95
01 1100 231 001	HS Teacher Retirement	65,314.94	7,197.87	0.00	72,512.81
01 1100 231 002	HS Teacher Retirement	9,406.25	1,053.95	0.00	10,460.20
01 1100 231 003	Elem Teacher Retirement	67,244.63	7,560.80	122.77	74,682.66
01 1100 232 001	HS Para RETIREMENT	1,913.34	88.95	88.95	1,913.34
01 1100 232 003	Elem PARAEDUCATOR RETIREMENT	5,013.40	204.88	0.00	5,218.28
01 1100 233 001	HS SUBSTITUTE TEACHER RETIREMENT	2,199.77	141.41	0.00	2,341.18
01 1100 233 002	SUBSTITUTE TEACHER RETIREMENT	90.01	0.00	0.00	90.01
01 1100 233 003	Elem SUBSTITUTE TEACHER RETIREMENT	1,052.75	114.30	0.00	1,167.05
01 1100 237 001	HS Increase Retirement Contributions	24,144.28	2,557.06	30.59	26,670.75
01 1100 237 002	Increase Retirement Contributions	3,271.37	362.45	0.00	3,633.82
01 1100 237 003	ELEM Increase Retirement Contributions	25,287.61	2,710.78	42.22	27,956.17
01 1100 281 001	HS Teacher CASH-IN-LIEU MED Ins	10,250.00	1,250.00	0.00	11,500.00
01 1100 281 003	Elem Teacher CASH-IN-LIEU MED INSURANCE	6,075.00	675.00	0.00	6,750.00
01 1100 290 001	OTHER BENEFITS	3.29	0.00	0.00	3.29
01 1100 290 003	OTHER BENEFITS	0.08	0.00	0.00	0.08
01 1100 291 001	HS Teacher LTD	6.30	0.00	0.00	6.30
01 1100 320 001	HS Services/Assessments	8,154.00	0.00	0.00	8,154.00
01 1100 330 001	HS Professional Development	1,220.66	30.00	0.00	1,250.66
01 1100 330 003	Elem Professional Development	1,204.50	0.00	0.00	1,204.50
01 1100 333 001	HS Mileage	1,410.12	235.17	0.00	1,645.29
01 1100 333 003	Elem Mileage	635.09	253.26	0.00	888.35
01 1100 440 001	HS Copier Lease	12,507.91	1,260.84	0.00	13,768.75
01 1100 440 003	Elem Copier Lease	12,673.45	1,260.84	0.00	13,934.29
01 1100 520 001	STUDENT INSURANCE	925.00	0.00	0.00	925.00
01 1100 565 001	SENCAP	1,794.00	0.00	0.00	1,794.00
01 1100 580 001	HS Teacher Travel Expenses	0.00	0.00	0.00	0.00
01 1100 591 001	HS Purchased Service ESU/District	37.50	0.00	0.00	37.50
01 1100 610 001	HS General Supplies	42,253.48	570.44	0.00	42,823.92
01 1100 610 001 2 101	HS ART SUPPLIES	3,524.03	0.00	0.00	3,524.03
01 1100 610 001 2 102	HS INSTRUMENTAL SUPPLIES	8,726.05	0.00	0.00	8,726.05
01 1100 610 001 2 103	HS VOCAL SUPPLIES	5,598.49	0.00	0.00	5,598.49
01 1100 610 002	MS GENERAL SUPPLIES	696.50	0.00	0.00	696.50
01 1100 610 003	Elem General Supplies	28,045.51	118.39	0.00	28,163.90
01 1100 610 003 1 301	ELEM ART SUPPLIES	1,528.61	0.00	0.00	1,528.61
01 1100 610 003 1 302	ELEM MUSIC SUPPLIES	1,793.15	0.00	0.00	1,793.15
01 1100 643 000	WEB/CLOUD BASED SOFTWARE	3,320.64	4,245.00	0.00	7,565.64
01 1100 643 001	WEB/CLOUD BASED SOFTWARE	0.00	0.00	0.00	0.00
01 1100 643 003	WEB/CLOUD BASED SOFTWARE	0.00	0.00	0.00	0.00
01 1100 650 001	HS Technology Supplies	19,796.64	0.00	0.00	19,796.64
01 1100 650 003	Elem Technology Supplies	35,830.37	0.00	0.00	35,830.37
01 1100 735 001	HS Technology Software	38,058.31	0.00	0.00	38,058.31
01 1100 735 003	Elem Technology Software	17,683.26	0.00	0.00	17,683.26
01 1100 810 001	HS DUES AND FEES	275.00	0.00	0.00	275.00
01 1160 111 001	SALARIES OF TEACHERS/PROFESSIONAL STAFF	9,127.93	1,303.99	0.00	10,431.92

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**Fund: 01 GENERAL FUND**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
01 1160 111 003	Poverty Grant Teacher/Prof. Salaries	7,210.84	1,030.12	0.00	8,240.96
01 1160 112 003	Poverty Grant Para/Nurse Salary	58,260.70	4,794.73	0.00	63,055.43
01 1160 211 001	TEACHER BCBS, LIFE, VISION, DENTAL INSRU	3,159.36	454.90	0.00	3,614.26
01 1160 211 003	Poverty Grant Teacher/Prof Insurance	3,142.49	453.31	0.00	3,595.80
01 1160 221 001	TEACHER/PROFESSIONAL FICA	685.72	100.11	1.94	783.89
01 1160 221 003	Poverty Grant Teacher/Prof FICA	546.70	79.09	0.99	624.80
01 1160 222 003	Elem PARA FICA	4,456.91	366.80	0.00	4,823.71
01 1160 231 001	TEACHER RETIREMENT	668.57	95.51	0.00	764.08
01 1160 231 003	Poverty Grant Teacher/Prof. Retirement	530.00	75.71	0.00	605.71
01 1160 232 003	Poverty Elem PARAEDUCATOR RETIREMENT	3,609.23	267.45	0.00	3,876.68
01 1160 237 001	Increase Retirement Contributions	229.88	32.84	0.00	262.72
01 1160 237 003	Increase Retirement Contributions	1,427.05	118.01	0.00	1,545.06
01 1190 110 003	SALARY PARA/DRIVER	45,990.14	4,536.84	2,087.66	48,439.32
01 1190 111 003	SALARIES OF TEACHERS/PROFESSIONAL STAFF	42,178.88	4,529.19	1,108.35	45,599.72
01 1190 210 003	ECEP PARA/BUS INSURANCE	0.17	325.05	325.05	0.17
01 1190 211 003	ECEP TEACHER BCBS, LIFE, VISION, DENTAL INSRU	9,218.27	476.60	453.49	9,241.38
01 1190 220 003	ECEP NON-INSTRUCTIONAL FICA	3,518.24	347.08	159.71	3,705.61
01 1190 221 003	ECEP TEACHER/PROFESSIONAL FICA	3,388.79	366.87	85.40	3,670.26
01 1190 230 003	ECEP NON-INSTRUCTIONAL RETIREMENT	2,990.42	262.15	127.12	3,125.45
01 1190 231 003	ECEP TEACHER RETIREMENT	3,090.63	332.90	81.47	3,342.06
01 1190 237 003	ECEP Increase Retirement Contributions	2,097.13	204.65	71.74	2,230.04
01 1190 281 003	ECEP CASH-IN-LIEU MEDICAL INSURANCE	2,250.00	250.00	0.00	2,500.00
01 1190 610 003	ECEP GENERAL SUPPLIES	4,371.01	0.00	0.00	4,371.01
01 1200 111 001	Sped HS Teacher Salary	186,180.95	21,447.51	0.00	207,628.46
01 1200 111 003	Sped Elem Teacher Salary	132,953.74	16,029.78	720.90	148,262.62
01 1200 112 001	HS SPED PARAEDUCATORS SALARY	36,479.92	2,886.03	0.00	39,365.95
01 1200 112 003	Sped Elem Para Salary	53,383.73	4,087.95	0.00	57,471.68
01 1200 113 001	Sped HS Substitute Teacher Salary	5,129.00	0.00	0.00	5,129.00
01 1200 113 003	Sped Elem Substitute Teacher Salary	8,042.25	0.00	0.00	8,042.25
01 1200 210 001	HS SPED CLERICAL INSURANCE	10.71	1.19	0.00	11.90
01 1200 211 001	Sped HS Teacher Insurance	52,685.51	5,611.56	0.00	58,297.07
01 1200 211 002	MS SPED TEACHER BCBS, LIFE, VISION, DENTAL INSRU	542.00	0.00	0.00	542.00
01 1200 211 003	Sped Elem Teacher Insurance	34,443.68	4,998.55	514.76	38,927.47
01 1200 212 001	SPED PARA INSURANCE	4,376.68	479.93	0.00	4,856.61
01 1200 212 003	Elem Sped Para INSURANCE	0.00	0.00	0.00	0.00
01 1200 213 001	SUBSTITUTE MEDICAL INS	115.48	0.00	0.00	115.48
01 1200 213 003	SPED SUB MEDICAL INS	580.17	0.00	0.00	580.17
01 1200 221 001	Sped HS Teacher FICA	14,345.41	1,665.70	12.92	15,998.19
01 1200 221 003	Sped Elem Teacher FICA	10,307.59	1,251.84	69.45	11,489.98
01 1200 222 001	Sped HS Para FICA	2,611.80	205.92	7.09	2,810.63
01 1200 222 003	Sped Elem Para FICA	4,083.89	312.72	0.00	4,396.61
01 1200 223 001	Sped HS Sub Teacher FICA	387.10	0.00	0.00	387.10
01 1200 223 003	Sped Elem Sub Teacher FICA	588.69	0.00	0.00	588.69
01 1200 231 001	Sped HS Teacher Retirement	13,604.40	1,576.40	0.00	15,180.80
01 1200 231 003	Sped Elem Teacher Retirement	9,724.68	952.84	334.70	10,342.82
01 1200 232 001	Sped HS Para Retirement	2,600.99	212.12	0.00	2,813.11
01 1200 232 003	Sped Para Elem Retirement	3,853.28	285.88	0.00	4,139.16

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		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
01 1200 233 001	HS SPED SUB TEACHER RETIREMENT	45.74	0.00	0.00	45.74
01 1200 233 003	ELEM SPED SUB TEACHER RETIREMENT	274.12	0.00	0.00	274.12
01 1200 237 001	SPED HSIncrease Retirement Contributions	5,616.45	615.09	0.00	6,231.54
01 1200 237 003	SPED ELIncrease Retirement Contributions	4,783.47	426.02	115.10	5,094.39
01 1200 281 001	SPED HS Teacher CASH-IN-LIEU Med Ins	2,250.00	250.00	0.00	2,500.00
01 1200 281 003	ELEM SPED CASH-IN-LIEU MEDICAL INSURANCE	2,250.00	250.00	0.00	2,500.00
01 1200 320 001	Sped HS Contracted Service	0.00	7,905.60	0.00	7,905.60
01 1200 320 002	NURSE PROFESSIONAL EDUCATIONAL SERVICES	0.00	0.00	0.00	0.00
01 1200 330 001	Sped HS Professional Development	180.00	0.00	0.00	180.00
01 1200 330 003	Sped Elem Professional Development	75.00	0.00	0.00	75.00
01 1200 591 000	SPED DIRECTOR FOR DIST	811.11	0.00	0.00	811.11
01 1200 591 001	HS SPED DIRECTOR	7,565.98	911.02	0.00	8,477.00
01 1200 591 003	ELEM SPED DIRECTOR	9,235.24	1,024.90	0.00	10,260.14
01 1200 610 001	Sped HS Supplies	3,862.46	4.60	0.00	3,867.06
01 1200 610 001 0 104	ASPIRE SUPPLIES	76.02	0.00	0.00	76.02
01 1200 610 002	MS SPED GENERAL SUPPLIES	3.83	0.00	0.00	3.83
01 1200 610 003	Sped Elem Supplies	1,145.68	0.00	0.00	1,145.68
01 1200 650 001	TECHNOLOGY SUPPLIES	2,250.00	0.00	0.00	2,250.00
01 1200 650 003	TECHNOLOGY SUPPLIES	6,750.00	0.00	0.00	6,750.00
01 1200 735 001	Sped HS Computer Software	0.00	2,982.00	0.00	2,982.00
01 1291 610 003	SPED PRESCHOOL GENERAL SUPPLIES	1,249.44	0.00	0.00	1,249.44
01 1300 111 003	Summer School Teacher Salaries	0.00	589.68	0.00	589.68
01 1300 211 003	Summer School Teacher Insurance	0.00	234.09	0.00	234.09
01 1300 221 003	Summer School Teacher FICA	0.00	45.28	0.58	44.70
01 1300 231 003	Summer School Teacher Retirement	0.00	43.35	0.00	43.35
01 1300 237 003	SUMMER SCHOOL RET INC CONTR	0.00	14.91	0.00	14.91
01 1300 610 003	Summer School Supplies	420.80	323.29	0.00	744.09
01 2120 111 001	Counselor HS Salary	49,902.28	5,215.93	0.00	55,118.21
01 2120 111 003	Counselor Elem Salary	39,235.36	4,120.46	0.00	43,355.82
01 2120 211 001	Counselor HS Insurance	17,177.99	1,819.60	0.00	18,997.59
01 2120 211 003	Counselor Elem Insurance	18,140.59	1,813.21	0.00	19,953.80
01 2120 221 001	Counselor HS FICA	3,759.21	400.42	7.73	4,151.90
01 2120 221 003	Counselor Elem FICA	2,975.37	316.32	3.90	3,287.79
01 2120 231 001	Counselor HS Retirement	3,654.91	382.02	0.00	4,036.93
01 2120 231 003	Counselor Elem Retirement	2,873.07	302.86	0.00	3,175.93
01 2120 237 001	COUNSELOR Inc Retirement Contributions	1,257.03	131.39	0.00	1,388.42
01 2120 237 003	COUNSELOR INC RETIREMENT CONT	991.34	104.16	0.00	1,095.50
01 2120 330 001	Counselor Professional Development	25.00	125.00	0.00	150.00
01 2120 330 003	EMPLOYEE TRAINING & DEVELOPMENT SERVICES	0.00	125.00	0.00	125.00
01 2120 610 001	Counselor HS Supplies	1,021.74	0.00	0.00	1,021.74
01 2120 610 003	Counselor Elem Supplies	986.34	0.00	0.00	986.34
01 2130 330 000	HEALTH SERVICES PROFESSIONAL DEVELOPMENT	150.00	0.00	0.00	150.00
01 2130 333 000	HEALTH MILEAGE PAID TO STAFF	500.46	85.76	0.00	586.22
01 2130 580 000	NURSE TRAVEL EXPENSES	0.00	0.00	0.00	0.00

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**Fund: 01 GENERAL FUND**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
01 2130 610 000	GENERAL SUPPLIES	1,105.31	0.00	0.00	1,105.31
01 2131 320 002	MS SPED CONTRACED NURSING SERVICES	39,910.86	1,612.44	0.00	41,523.30
01 2141 111 003	SPED ELEM PSYCHOLOGY SALARY	50,627.97	5,625.33	0.00	56,253.30
01 2141 211 003	SPED ELEM PSYCH INSURANCE	20,449.51	2,283.14	0.00	22,732.65
01 2141 221 003	SPED ELEM PSYCH FICA	3,849.79	431.84	4.11	4,277.52
01 2141 231 003	SPED ELEM PSYCHOLOGY RETIREMENT	3,709.66	413.46	0.00	4,123.12
01 2141 237 003	SPED PSYCH INC RETIREMENT CONTRIBUTIONS	1,279.29	142.20	0.00	1,421.49
01 2141 330 003	SPED ELEM PSYCHOLOGY PROFESSIONAL DEVEL.	280.00	125.00	0.00	405.00
01 2141 591 003	ESU PSYCHOLOGY SERVICES	2,322.00	0.00	0.00	2,322.00
01 2141 610 003	SPED PSYCHOLOGY SUPPLIES	3,624.96	0.00	0.00	3,624.96
01 2141 810 003	SPED PSYCHOLOGY DUES AND FEES	230.00	0.00	0.00	230.00
01 2151 111 001	Sped Speech HS Salary	23,043.43	2,697.67	0.00	25,741.10
01 2151 111 003	Sped Speech Elem Salary	55,379.38	6,113.03	0.00	61,492.41
01 2151 211 001	Sped Speech HS Insurance	113.19	13.39	0.00	126.58
01 2151 211 003	Sped Speech ELEM Insurance	314.57	34.71	0.00	349.28
01 2151 221 001	Speech HS FICA	1,796.60	210.16	0.00	2,006.76
01 2151 221 003	Sped Speech Elem FICA	4,500.05	496.91	0.00	4,996.96
01 2151 231 001	Sped Speech HS Retirement	1,689.43	198.28	0.00	1,887.71
01 2151 231 003	Sped Speech Elem Retirement	4,059.14	449.31	0.00	4,508.45
01 2151 237 001	Sped Speech HS Salary	582.28	68.19	0.00	650.47
01 2151 237 003	Sped Speech Elem Inc Retirement Contr	1,399.42	154.53	0.00	1,553.95
01 2151 281 001	Sped Speech HS CASH-IN-LIEU MEDICAL INS.	360.00	40.00	0.00	400.00
01 2151 281 003	Sped Speech ElemCASH-IN-LIEU MEDICAL INS	3,240.00	360.00	0.00	3,600.00
01 2151 330 003	Sped Speech Elem Professional Developmen	1,459.80	0.00	0.00	1,459.80
01 2151 333 003	Sped Speech Elem MILEAGE PAID TO STAFF	487.10	259.96	0.00	747.06
01 2151 591 001	HS AUDIOLOGY SERVICE FROM ESU/DISTRICT	3,510.53	400.05	0.00	3,910.58
01 2151 591 003	ELEM AUDIOLOGY SERVICES ESU/DISTRICT	3,510.54	400.05	0.00	3,910.59
01 2151 610 003	Sped Speech Elem Supplies	374.08	0.00	0.00	374.08
01 2152 111 003	SALARIES OF TEACHERS/PROFESSIONAL STAFF	5,560.20	617.80	0.00	6,178.00
01 2152 211 003	TEACHER BCBS, LIFE, VISION, DENTAL INSRU	32.74	3.64	0.00	36.38
01 2152 221 003	TEACHER/PROFESSIONAL FICA	426.78	47.42	0.00	474.20
01 2152 231 003	TEACHER RETIREMENT	407.42	45.41	0.00	452.83
01 2152 237 003	Increase Retirement Contributions	140.52	15.62	0.00	156.14
01 2153 111 000	SALARIES OF TEACHERS/PROFESSIONAL STAFF	5,560.20	617.80	0.00	6,178.00
01 2153 211 000	TEACHER BCBS, LIFE, VISION, DENTAL INSRU	32.74	3.64	0.00	36.38
01 2153 221 000	TEACHER/PROFESSIONAL FICA	426.78	47.42	0.00	474.20
01 2153 231 000	TEACHER RETIREMENT	407.36	45.40	0.00	452.76
01 2153 237 000	Increase Retirement Contributions	140.46	15.61	0.00	156.07
01 2161 111 002	OT Services - Middle School	1,093.50	526.50	0.00	1,620.00
01 2161 111 003	Sped Occupational Therapy Elem Salary	26,036.68	3,118.50	0.00	29,155.18
01 2161 211 003	Sped Occupational Therapy Elem Insurance	25.83	0.00	0.00	25.83

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**Fund: 01 GENERAL FUND**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
01 2161 221 002	OT Services Middle School - FICA	83.64	40.27	0.00	123.91
01 2161 221 003	Sped Occupational Therapy Elem FICA	1,993.19	238.57	0.00	2,231.76
01 2161 231 003	Sped Occupational Therapy ElemRetirement	373.26	0.00	0.00	373.26
01 2161 237 003	Sped OT Inc. Retirement Contributions	131.04	0.00	0.00	131.04
01 2161 320 002	PROFESSIONAL EDUCATIONAL SERVICES	1,242.17	0.00	0.00	1,242.17
01 2161 320 003	SPED OT CONTRACTED SERVICES	2,173.84	0.00	0.00	2,173.84
01 2161 333 001	SPED HS OT MILEAGE	37.99	0.00	0.00	37.99
01 2161 610 001	HS OT SUPPLIES	129.90	0.00	0.00	129.90
01 2161 610 003	Sped Occupational Therapy Elem Supplies	967.17	0.00	0.00	967.17
01 2162 111 003	PreK OT Services	1,397.25	769.50	0.00	2,166.75
01 2162 221 003	OT Services PreK - FICA	106.91	58.87	0.00	165.78
01 2163 111 000	Birth-2 OT Services	60.75	0.00	0.00	60.75
01 2163 221 000	FICA	4.65	0.00	0.00	4.65
01 2171 320 002	MS PROFESSIONAL EDUCATIONAL SERVICES	3,917.07	0.00	0.00	3,917.07
01 2171 320 003	Physical Therapy Elem Contracted Service	25,847.70	2,112.92	0.00	27,960.62
01 2181 591 001	HS VISUALLY IMPAIRED SERVICES	6,952.80	709.20	0.00	7,662.00
01 2181 591 003	ELEM VISUALLY IMPAIRED SERVICES	1,710.00	0.00	0.00	1,710.00
01 2220 111 001	HS Library Teacher Salary	24,629.96	2,736.67	0.00	27,366.63
01 2220 111 003	Elem Library Salary	24,630.03	2,736.67	0.00	27,366.70
01 2220 112 001	HS Library Para Salary	11,152.00	2,132.00	0.00	13,284.00
01 2220 112 003	Elem Library Para Salary	19,757.59	1,375.66	0.00	21,133.25
01 2220 211 001	HS Library BCBS, Vision, Life, Dental	134.51	14.95	0.00	149.46
01 2220 211 003	Elem Library BCBS, Vision, Life, Dental	134.63	14.97	0.00	149.60
01 2220 221 001	HS Library FICA	1,977.09	219.67	0.00	2,196.76
01 2220 221 003	Elem Library FICA	1,977.21	219.69	0.00	2,196.90
01 2220 222 001	HS Library Para FICA	853.12	163.09	0.00	1,016.21
01 2220 222 003	Elem Library PARA FICA	1,511.43	105.24	0.00	1,616.67
01 2220 231 001	HS Library Retirement	1,804.66	201.14	0.00	2,005.80
01 2220 231 003	Elem Library Retirement	1,804.72	201.15	0.00	2,005.87
01 2220 232 003	Elem Library PARAEDUCATOR RETIREMENT	1,448.18	101.11	0.00	1,549.29
01 2220 237 001	Library Inc Retirement Contributions	622.30	69.17	0.00	691.47
01 2220 237 003	Elem Lib Inc Retirement Contributions	1,121.79	103.95	0.00	1,225.74
01 2220 281 001	HS Libaray Teacher CASH-IN-LIEU Med Ins	1,125.00	125.00	0.00	1,250.00
01 2220 281 003	Elem Library Teacher CASH-IN-LIEU Med In	1,125.00	125.00	0.00	1,250.00
01 2220 610 001	HS Library Supplies	4,518.79	0.00	0.00	4,518.79
01 2220 610 003	Elem Library Supplies	7,922.45	0.00	0.00	7,922.45
01 2220 640 003	Elem Library Books/Periodicals	(24.99)	0.00	0.00	(24.99)
01 2224 530 000	Internet Service	7,470.21	867.41	0.00	8,337.62
01 2230 352 001	Network Wiring	37.50	0.00	0.00	37.50
01 2230 382 001	HS Distant Learning Connection	3,668.54	430.87	0.00	4,099.41
01 2230 382 003	Elem Distant Learning Connection	3,668.54	430.87	0.00	4,099.41
01 2310 270 000	Workers Compensation	23,350.33	0.00	0.00	23,350.33
01 2310 330 000	BOARD PROFESSIONAL DEVELOPMENT	1,274.00	0.00	0.00	1,274.00
01 2310 520 000	BOE Insurance	84,509.58	0.00	0.00	84,509.58
01 2310 540 000	BOE Advertising	5,084.29	631.66	0.00	5,715.95
01 2310 810 000	BOE Dues and Fees	5,607.00	0.00	0.00	5,607.00
01 2310 890 000	BOE Misc. Expenses	5,279.00	0.00	0.00	5,279.00

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**Fund: 01 GENERAL FUND**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
01 2320 105 000	Superintendent Salary	111,375.00	12,375.00	0.00	123,750.00
01 2320 215 000	Superintendent BCBS, Vision, Life, Denta	20,892.06	2,321.34	0.00	23,213.40
01 2320 225 000	Superintendent FICA	8,455.70	950.01	10.49	9,395.22
01 2320 235 000	Superintendent Retirement	8,182.85	909.56	0.00	9,092.41
01 2320 237 000	Superintendent Inc Retire Contributions	2,503.66	312.82	0.00	2,816.48
01 2320 330 000	Superintendent Professional Development	1,065.00	300.00	0.00	1,365.00
01 2320 580 000	Superintendent Travel	164.95	0.00	0.00	164.95
01 2320 610 000	SUPERINTENDENT OFFICE SUPPLIES	125.98	0.00	0.00	125.98
01 2330 317 000	District Legal Services	10,550.35	746.00	0.00	11,296.35
01 2410 110 001	HS Principal Secretary Salary	24,743.41	3,213.40	0.00	27,956.81
01 2410 110 003	Elem Principal Secretary Salary	23,557.22	2,201.37	0.00	25,758.59
01 2410 111 001	HS Principal Salary	78,374.97	8,708.33	0.00	87,083.30
01 2410 111 003	Elem Principal Salary	78,374.97	8,708.33	0.00	87,083.30
01 2410 210 001	HS Secretary Principal Insurance	3,411.79	426.63	0.00	3,838.42
01 2410 210 003	Elem Secretary Principal Insurance	3,423.96	432.23	0.00	3,856.19
01 2410 211 001	HS Principal Insurance	21,912.98	2,329.22	0.00	24,242.20
01 2410 211 003	Elem Principal Insurance	7,773.30	863.70	0.00	8,637.00
01 2410 220 001	HS Secretary Principal FICA	1,760.94	245.84	16.54	1,990.24
01 2410 220 003	Elem Secretary Principal FICA	1,684.57	168.42	14.85	1,838.14
01 2410 221 001	HS Principal FICA	5,972.49	668.52	4.91	6,636.10
01 2410 221 003	Elem Principal FICA	6,013.71	668.53	0.34	6,681.90
01 2410 230 001	HS Secretary Principal Retirement	1,812.72	236.18	0.00	2,048.90
01 2410 230 003	Elem Secretary Principal Retirement	1,725.48	161.81	0.00	1,887.29
01 2410 231 001	HS Principal Retirement	5,742.58	640.06	0.00	6,382.64
01 2410 231 003	Elem Principal Retirement	5,742.80	640.06	0.00	6,382.86
01 2410 237 001	HS Principal Inc Retirement Contribution	2,381.08	301.36	0.00	2,682.44
01 2410 237 003	Elem Principal Inc Retire Contributions	2,575.88	275.77	0.00	2,851.65
01 2410 330 001	HS Principal Professional Development	30.00	425.00	0.00	455.00
01 2410 330 003	Elem Principal Professional Development	145.00	125.00	0.00	270.00
01 2410 580 001	HS Principal Travel Expenses	0.00	0.00	0.00	0.00
01 2410 610 001	HS Principal Supplies	651.39	0.00	0.00	651.39
01 2410 610 003	Elem Principal Supplies	5,233.70	0.00	0.00	5,233.70
01 2410 810 001	HS Principal Dues and Fees	385.00	0.00	0.00	385.00
01 2410 810 003	Elem Principal Dues and Fees	385.00	0.00	0.00	385.00
01 2410 890 003	Elem Principal Misc. Expenses	0.00	0.00	0.00	0.00
01 2510 110 000	BUSINESS MANAGER/HR/PAYROLL SALARY	58,202.23	6,844.97	0.00	65,047.20
01 2510 210 000	Superintendent Secretary Insurance	236.36	27.58	0.00	263.94
01 2510 220 000	Superintendent Secretary FICA	4,468.14	525.51	0.00	4,993.65
01 2510 230 000	Superintendent Secretary Retirement	4,265.78	503.11	0.00	4,768.89
01 2510 237 000	Super Secretary Inc Retire Contributions	1,470.65	173.01	0.00	1,643.66
01 2510 310 000	Employee Assistant Program	2,889.00	0.00	0.00	2,889.00
01 2510 315 000	Accounting and Auditing Services	7,038.00	0.00	0.00	7,038.00
01 2510 330 000	EMPLOYEE TRAINING & DEVELOPMENT SERVICES	1,121.00	0.00	0.00	1,121.00
01 2510 382 001	HS Telephone	1,886.54	0.00	0.00	1,886.54
01 2510 382 003	Elem Telephone	842.25	0.00	0.00	842.25
01 2510 440 000	Superintendent Copier/Mail Lease	593.13	0.00	0.00	593.13
01 2510 531 001	HS Postage	2,012.72	0.00	0.00	2,012.72
01 2510 531 003	Elem Postage	494.48	241.00	0.00	735.48
01 2510 580 000	TRAVEL EXPENSES	995.58	0.00	0.00	995.58

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**Fund: 01 GENERAL FUND**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
01 2510 610 000	CENTRAL OFFICE SUPPLIES	2,470.22	0.00	0.00	2,470.22
01 2510 810 000	DUES AND FEES	1,271.04	0.00	0.00	1,271.04
01 2510 890 000	Superintendent Secretary Misc. Expenses	3,963.94	327.00	0.00	4,290.94
01 2610 110 001	HS Custodian Salary	59,014.07	7,452.03	0.00	66,466.10
01 2610 110 003	Elem Custodian Salary	36,937.10	4,845.62	0.00	41,782.72
01 2610 130 001	OVERTIME for Custodial	495.49	393.97	0.00	889.46
01 2610 130 003	OVERTIME for Custodial	141.05	0.00	0.00	141.05
01 2610 210 001	HS Custodian Insurance	4,796.75	702.31	0.00	5,499.06
01 2610 210 003	Elem Custodian Insurance	110.66	5.48	0.00	116.14
01 2610 220 001	HS Custodian FICA	4,411.93	600.24	23.72	4,988.45
01 2610 220 003	Elem Custodian FICA	2,827.44	370.70	0.80	3,197.34
01 2610 230 001	HS Custodian Retirement	3,861.95	576.69	0.00	4,438.64
01 2610 230 003	Elem Custodian Retirement	2,717.62	356.15	0.00	3,073.77
01 2610 237 001	HS Custodian In Retire Contributions	1,332.19	198.33	0.00	1,530.52
01 2610 237 003	Elem Custodian Inc Retirement Contributi	937.26	122.49	0.00	1,059.75
01 2610 290 001	HS Custodian LTD	128.07	15.88	0.00	143.95
01 2610 290 003	Elem Custodian LTD	129.57	14.91	0.00	144.48
01 2610 333 001	MILEAGE PAID TO STAFF	58.96	0.00	0.00	58.96
01 2610 410 001	HS Water & Sewer	8,313.03	1,743.00	0.00	10,056.03
01 2610 410 003	Elem Water & Sewer	5,564.35	701.64	0.00	6,265.99
01 2610 431 001	HS Upkeep of Building	9,843.86	0.00	0.00	9,843.86
01 2610 431 003	Elem Upkeep of Building	12,223.10	390.00	0.00	12,613.10
01 2610 520 001	HS Building Insurance	36,903.57	0.00	0.00	36,903.57
01 2610 520 003	Elem Building Insurance	36,903.57	0.00	0.00	36,903.57
01 2610 610 001	HS Custodian Supplies	27,117.26	14.86	0.00	27,132.12
01 2610 610 003	Elem Custodian Supplies	15,493.38	88.17	0.00	15,581.55
01 2610 621 001	HS Utilities	92,165.14	5,925.53	0.00	98,090.67
01 2610 621 003	Elem Utilities	51,526.16	3,813.24	0.00	55,339.40
01 2620 420 001	HS Cleaning Service	23,725.00	3,010.00	0.00	26,735.00
01 2620 420 003	Elem Cleaning Service	61,544.00	4,344.00	0.00	65,888.00
01 2620 431 001	HS Repairs & Maintenance	38,844.32	1,279.70	0.00	40,124.02
01 2620 431 003	Elem Repairs & Maintenance	29,831.84	0.00	0.00	29,831.84
01 2620 440 001	HS Rentals of land, building, equip	6,290.72	0.00	0.00	6,290.72
01 2620 610 000	GENERAL SUPPLIES	3,100.00	0.00	0.00	3,100.00
01 2620 720 003	Elem Building Improvements	3,215.00	0.00	0.00	3,215.00
01 2630 431 001	CARE & UPKEEP OF FB FIELD	9,034.11	0.00	0.00	9,034.11
01 2650 431 000	Vehicle Repairs & Maintenance	8,229.38	89.00	0.00	8,318.38
01 2650 610 000	Vehicle Supplies	286.83	0.00	0.00	286.83
01 2650 626 000	Vehicle Gasoline	0.00	0.00	0.00	0.00
01 2650 890 000	Other Vehicle Expenses	28.00	0.00	0.00	28.00
01 2660 340 000	Security Service	550.00	0.00	0.00	550.00
01 2660 610 000	Security Supplies	331.15	0.00	0.00	331.15
01 2710 110 000	Bus Driver Regular Ed Salary	138,654.80	14,873.28	1,269.24	152,258.84
01 2710 150 000	Phone Stipend	240.00	80.00	0.00	320.00
01 2710 210 000	Bus Driver Regular Ed Insurance	824.82	164.56	0.00	989.38
01 2710 220 000	Bus Driver Regular Ed FICA	10,644.91	1,137.88	97.34	11,685.45
01 2710 230 000	Bus Driver Regular Ed Retirement	7,351.51	808.01	93.28	8,066.24
01 2710 237 000	Bus Increase Retire Contributions	2,555.86	277.90	32.10	2,801.66
01 2710 330 000	BUS PROFESSIONAL DEVEOPMENT	3,775.00	0.00	0.00	3,775.00
01 2710 520 000	Bus Insurance	25,781.95	0.00	0.00	25,781.95
01 2710 580 000	TRAVEL EXPENSES	0.00	0.00	0.00	0.00
01 2710 610 000	BUS SUPPLIES	4,642.50	0.00	0.00	4,642.50

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		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
01 2710 626 000	Bus Gas and Oil	56,552.15	4,206.04	0.00	60,758.19
01 2710 732 000	Bus Replacement	0.00	49,800.00	0.00	49,800.00
01 2710 890 000	Bus Misc. Expenses	11,370.00	190.00	0.00	11,560.00
01 2712 110 000	Bus Driver Sped Salary	20,024.72	1,269.24	0.00	21,293.96
01 2712 112 000	PARAEDUCATORS SALARY	5,354.77	358.16	0.00	5,712.93
01 2712 112 003	Bus Driver Sped Salary	2,485.23	210.83	0.00	2,696.06
01 2712 220 000	Bus Driver Sped FICA	1,531.89	97.10	0.00	1,628.99
01 2712 222 000	PARA FICA	409.62	27.40	0.00	437.02
01 2712 222 003	PARA FICA	190.13	16.13	0.00	206.26
01 2712 230 000	Bus Driver Sped Retirement	1,468.69	93.28	0.00	1,561.97
01 2712 232 000	PARAEDUCATOR RETIREMENT	95.63	0.00	0.00	95.63
01 2712 232 003	PARAEDUCATOR RETIREMENT	182.68	15.49	0.00	198.17
01 2712 237 000	SPED Bus Inc Retire Contributions	539.33	32.10	0.00	571.43
01 2712 237 003	Increase Retirement Contributions	62.83	5.33	0.00	68.16
01 2712 610 000	GENERAL SUPPLIES	1,735.00	0.00	0.00	1,735.00
01 2720 111 000	Transportation Monitoring Services	2,594.97	288.33	0.00	2,883.30
01 2720 211 000	TEACHER BCBS, LIFE, VISION, DENTAL INSUR	865.09	96.51	0.00	961.60
01 2720 221 000	TEACHER/PROFESSIONAL FICA	196.93	22.13	0.25	218.81
01 2720 231 000	TEACHER RETIREMENT	190.13	21.19	0.00	211.32
01 2720 237 000	Increase Retirement Contributions	65.59	7.29	0.00	72.88
01 2730 431 000	BUS & VEHICLE SERVICING & MAINTENANCE	58,311.31	3,287.13	0.00	61,598.44
01 2900 610 001 0 001	Athletics	1,000.00	0.00	0.00	1,000.00
01 2900 610 001 0 003	Music	2,603.25	0.00	0.00	2,603.25
01 2900 610 001 0 012	National Honor Society	385.00	0.00	0.00	385.00
01 2900 610 001 0 028	Drama	2,000.00	0.00	0.00	2,000.00
01 2900 610 001 2	Commencement	514.22	322.50	0.00	836.72
01 3100 110 000	Food Service Salary	0.00	12,456.54	12,456.54	0.00
01 3100 130 000	OVERTIME for Food Services	0.00	0.00	0.00	0.00
01 3100 210 000	NON - INSTRUCTIONAL INSURANCE	0.00	1,061.31	1,061.31	0.00
01 3100 220 000	Food Service FICA	0.00	953.24	953.24	0.00
01 3100 230 000	Food Service Retirement	0.00	840.39	840.39	0.00
01 3100 237 000	Food Service Inc Retire Contributions	0.00	289.03	289.03	0.00
01 3100 290 000	Food Service LTD	0.00	0.00	0.00	0.00
01 3300 110 003	Rec Program Salary	25,762.52	1,572.08	0.00	27,334.60
01 3300 210 003	Rec Program Insurance	771.56	76.05	0.00	847.61
01 3300 220 003	Rec Program FICA	1,939.90	120.25	3.50	2,056.65
01 3300 230 003	Rec Program Retirement	1,888.04	115.55	0.00	2,003.59
01 3300 237 003	REC Inc Retirement Contributions	651.08	39.73	0.00	690.81
01 3300 610 003	Rec Program Supplies	5,053.61	0.00	0.00	5,053.61
01 3300 890 003	Rec Program Misc. Expenses	2,010.44	0.00	0.00	2,010.44
01 3535 113 003	HAL Sub	77.75	0.00	0.00	77.75
01 3535 223 003	SUBSTITUTE TEACHER FICA	5.95	0.00	0.00	5.95
01 3535 610 000	HAL Supplies	1,325.00	0.00	0.00	1,325.00
01 3540 110 003	Preschool Para/Bus Driver/Custodian Sala	10,916.62	2,549.19	1,748.61	11,717.20
01 3540 111 003	Preschool Teacher/Principal Salary	27,484.90	2,955.60	0.00	30,440.50
01 3540 211 003	Preschool Teacher/Principal Insurance	10,911.47	1,210.89	1.57	12,120.79
01 3540 220 003	Preschool Para/Bus Driver/Custodian FICA	835.13	195.03	133.78	896.38
01 3540 221 003	Preschool Teacher/Principal FICA	2,096.03	245.50	20.15	2,321.38
01 3540 230 003	Preschool Para/BD/custodian RETIREMENT	776.92	151.33	92.49	835.76
01 3540 231 003	Preschool Teacher/Principal Retirement	2,012.43	217.25	0.00	2,229.68

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**Fund: 01 GENERAL FUND**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
01 3540 237 003	Preschool Inc Retire Contributions	962.66	126.76	31.80	1,057.62
01 3540 281 003	Preschool Teacher CASH-IN-LIEU MED. INS	0.00	250.00	250.00	0.00
01 3551 610 001	CAREER EDUCATION SUPPLIES	7,162.84	69.99	0.00	7,232.83
01 6200 111 003	Title 1 Teacher Salary	35,713.49	3,968.16	0.00	39,681.65
01 6200 211 003	Title 1 Teacher Insurance	7,566.40	779.60	0.00	8,346.00
01 6200 221 003	Title 1 Teacher FICA	2,741.76	304.64	0.00	3,046.40
01 6200 231 003	Title 1 Teacher Retirement	2,616.93	291.67	0.00	2,908.60
01 6200 237 003	Title 1 Inc Retirement Contributions	902.44	100.31	0.00	1,002.75
01 6200 610 003	Title 1 Supplies	4,359.11	0.00	0.00	4,359.11
01 6310 111 000	SALARIES NCLB TITLE II A	1,053.00	0.00	0.00	1,053.00
01 6310 211 000	TEACHER BCBS, LIFE, VISION, DENTAL INSRU	399.50	0.00	0.00	399.50
01 6310 221 000	TEACHER/PROFESSIONAL FICA NCLB TITLE IIA	79.92	0.00	0.00	79.92
01 6310 231 000	RETIREMENT NCLB TITLE II A	77.31	0.00	0.00	77.31
01 6310 237 000	Increase Retirement Contributions	26.58	0.00	0.00	26.58
01 6406 111 003	IDEA Preschool Teacher Salary	0.00	0.00	0.00	0.00
01 6406 112 003	PARAEDUCATORS SALARY	3,339.65	0.00	0.00	3,339.65
01 6406 211 003	IDEA Preschool Teacher Insurance	0.00	0.00	0.00	0.00
01 6406 221 003	IDEA Preschool Teacher FICA	0.00	0.00	0.00	0.00
01 6406 222 003	PARA FICA	255.47	0.00	0.00	255.47
01 6406 231 003	IDEA Preschool Teacher Retirement	0.00	0.00	0.00	0.00
01 6406 232 003	PARAEDUCATOR RETIREMENT	241.98	0.00	0.00	241.98
01 6406 237 003	Increase Retirement Contributions	84.41	0.00	0.00	84.41
01 6408 111 000	IDEA BIRTH-4 TEACHER SALARY	24,274.24	4,307.52	0.00	28,581.76
01 6408 111 003	SALARIES OF TEACHERS/PROFESSIONAL STAFF	23,087.64	738.90	0.00	23,826.54
01 6408 112 000	ECH PARAEDUCATORS SALARY	139.52	0.00	0.00	139.52
01 6408 112 003	IDEA ENROLLMENT/POVERTY PARA SALARY	20,546.95	1,409.33	0.00	21,956.28
01 6408 211 000	IDEA BIRTH-4 TEACHER INSURANCE	4,632.79	926.55	0.00	5,559.34
01 6408 211 003	TEACHER BCBS, LIFE, VISION, DENTAL INSRU	2,751.83	302.32	0.00	3,054.15
01 6408 221 000	IDEA BIRTH-4 TEACHER FICA	1,853.69	330.68	1.96	2,182.41
01 6408 221 003	TEACHER/PROFESSIONAL FICA	1,768.46	56.72	0.37	1,824.81
01 6408 222 000	ECH PARA FICA	10.67	0.00	0.00	10.67
01 6408 222 003	IDEA ENROLLMENT/POVERTY PARA FICA	1,571.85	107.82	0.00	1,679.67
01 6408 231 000	IDEA BIRTH-4 TEACHER RETIREMENT	1,779.07	316.60	0.00	2,095.67
01 6408 231 003	TEACHER RETIREMENT	1,681.60	54.30	0.00	1,735.90
01 6408 232 000	ECH PARAEDUCATOR RETIREMENT	10.26	0.00	0.00	10.26
01 6408 232 003	IDEA ENROLLMENT/POVERTY PARA RETIREMENT	1,505.77	103.59	0.00	1,609.36
01 6408 237 000	Increase Retirement Contributions	616.87	108.88	0.00	725.75
01 6408 237 003	Increase Retirement Contributions	1,102.21	54.30	0.00	1,156.51
01 6408 320 000	IDEA Part B Birth-4 Pre-diagnosis	9,732.29	1,388.98	0.00	11,121.27
01 6408 320 003	PREK PROFESSIONAL EDUCATIONAL SERVICES	3,963.43	263.25	0.00	4,226.68
01 6408 591 000	EARLY CHILDHOOD SERVICES ESU/DISTRICT	2,722.66	363.87	0.00	3,086.53
01 6408 591 003	PREK PURCHASED SERVICE FROM ESU/DISTRICT	1,864.40	249.99	0.00	2,114.39
01 6418 111 000	SALARIES OF TEACHERS/PROFESSIONAL STAFF	336.00	0.00	0.00	336.00
01 6418 211 000	TEACHER BCBS, LIFE, VISION,	114.37	0.00	0.00	114.37

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**Fund: 01 GENERAL FUND**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
	DENTAL INSRU				
01 6418 221 000	TEACHER/PROFESSIONAL FICA	25.57	0.00	0.00	25.57
01 6418 231 000	TEACHER RETIREMENT	24.70	0.00	0.00	24.70
01 6418 237 000	Increase Retirement Contributions	8.49	0.00	0.00	8.49
01 6421 210 001	NON - INSTRUCTIONAL INSURANCE	148.98	0.00	0.00	148.98
01 6421 210 003	NON - INSTRUCTIONAL INSURANCE	287.70	0.00	0.00	287.70
01 6421 220 001	NON-INSTRUCTIONAL FICA	40.36	0.00	0.00	40.36
01 6421 220 003	NON-INSTRUCTIONAL FICA	59.43	0.00	0.00	59.43
01 6421 230 001	NON-INSTRUCTIONAL RETIREMENT	36.77	0.00	0.00	36.77
01 6421 230 003	NON-INSTRUCTIONAL RETIREMENT	55.08	0.00	0.00	55.08
01 6421 237 001	Increase Retirement Contributions	13.36	0.00	0.00	13.36
01 6421 237 003	Increase Retirement Contributions	19.68	0.00	0.00	19.68
01 6421 330 001	EMPLOYEE TRAINING & DEVELOPMENT SERVICES	530.00	0.00	0.00	530.00
01 6421 330 003	EMPLOYEE TRAINING & DEVELOPMENT SERVICES	780.00	0.00	0.00	780.00
01 6700 111 000	SALARIES OF TEACHERS/PROFESSIONAL STAFF	1,477.13	0.00	0.00	1,477.13
01 6700 211 000	TEACHER BCBS, LIFE, VISION, DENTAL INSRU	231.90	0.00	0.00	231.90
01 6700 221 000	TEACHER/PROFESSIONAL FICA	112.90	0.00	0.00	112.90
01 6700 231 000	TEACHER RETIREMENT	81.70	0.00	0.00	81.70
01 6700 237 000	Increase Retirement Contributions	28.09	0.00	0.00	28.09
01 6700 580 000	TRAVEL EXPENSES	1,006.25	0.00	0.00	1,006.25
01 6700 610 001	CARL PERKINS SUPPLIES	2.00	0.00	0.00	2.00
01 6998 610 000	MENTAL HEALTH GENERAL SUPPLIES	8,013.49	4,017.80	0.00	12,031.29
01 6998 610 001	ESSER III GENERAL SUPPLIES	23,600.00	0.00	0.00	23,600.00
01 6998 610 003	ESSER III GENERAL SUPPLIES	7,137.38	0.00	0.00	7,137.38
01 6998 640 001	ESSER III	32,599.84	0.00	0.00	32,599.84
01 6998 732 000	VEHICLE EXPENSES	38,989.00	0.00	0.00	38,989.00
01 8000 900 000	Fund Transfer to Depr. OTHER ITEMS	0.00	0.00	0.00	0.00
01 8000 912 000	FUND TRANSFERS TO LUNCH FUND	712.70	15,732.55	0.00	16,445.25
01 8000 913 000	FUND TRANSFERS TO ACTIVITIES FUND	0.00	0.00	0.00	0.00
	Total: Expenditure	6,834,667.69	737,594.62	30,612.74	7,541,649.57
	Total: 01	24,187,816.89	2,380,925.48	2,280,090.02	25,300,833.93

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**Fund: 02 Depreciation**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
<b>Current Assets</b>					
02 101	CASH	208,502.13	41.82	50,006.00	158,537.95
Total:	Current Assets	208,502.13	41.82	50,006.00	158,537.95
<b>Fund Balance</b>					
02 704	FUND BALANCE	208,502.13	50,006.00	41.82	158,537.95
Total:	Fund Balance	208,502.13	50,006.00	41.82	158,537.95
<b>Revenue</b>					
02 1510	INTEREST ON INVESTMENTS	650.34	0.00	41.82	692.16
02 5301	INSURANCE ADJUSTMENTS	7,850.00	0.00	0.00	7,850.00
Total:	Revenue	8,500.34	0.00	41.82	8,542.16
<b>Expenditure</b>					
02 2590 810 000	DUES AND FEES	18.00	6.00	0.00	24.00
02 2900 732 000	Bus Replacement	132,149.00	50,000.00	0.00	182,149.00
Total:	Expenditure	132,167.00	50,006.00	0.00	182,173.00
Total:	02	557,671.60	100,053.82	50,089.64	507,791.06

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**Fund: 03 Unemployment**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
<b>Current Assets</b>					
03 101	CASH	20,060.30	4.62	0.00	20,064.92
03 106	SAVINGS CERTIFICATES	20,000.00	0.00	0.00	20,000.00
Total:	Current Assets	40,060.30	4.62	0.00	40,064.92
<b>Fund Balance</b>					
03 704	FUND BALANCE	40,060.30	0.00	4.62	40,064.92
Total:	Fund Balance	40,060.30	0.00	4.62	40,064.92
<b>Revenue</b>					
03 1510	INTEREST ON INVESTMENTS	506.60	0.00	4.62	511.22
Total:	Revenue	506.60	0.00	4.62	511.22
Total:	03	80,627.20	4.62	9.24	80,641.06

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**Fund: 05 Activity Fund**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
<b>Current Assets</b>					
05 101	CASH	196,754.35	21,082.36	18,039.77	199,796.94
Total:	Current Assets	196,754.35	21,082.36	18,039.77	199,796.94
<b>Fund Balance</b>					
05 704 0001	ATHLETICS	21,094.31	3,535.35	271.15	17,830.11
05 704 0002	ANNUAL	4,284.57	0.00	0.00	4,284.57
05 704 0003	MUSIC	0.00	0.00	0.00	0.00
05 704 0004	ELEMENTARY UNIT	12,854.73	0.00	66.50	12,921.23
05 704 0005	STUDENT COUNCIL	6,863.10	81.30	0.00	6,781.80
05 704 0006	FFA	17,772.86	762.56	500.00	17,510.30
05 704 0007	HIGH SCHOOL UNIT	1,574.00	68.40	0.00	1,505.60
05 704 0008	LIFE SKILLS	463.01	0.00	0.00	463.01
05 704 0009	FCCLA	1,601.72	238.10	100.00	1,463.62
05 704 0010	MISC ACCOUNT	5,533.05	0.00	445.00	5,978.05
05 704 0011	ART CLUB	949.65	325.43	0.00	624.22
05 704 0012	NATIONAL HONOR SOCIETY	1,040.21	0.00	0.00	1,040.21
05 704 0013	SPEECH	243.38	0.00	0.00	243.38
05 704 0014	1ST GRADE	677.58	0.00	0.00	677.58
05 704 0015	BOYS BASKETBALL	1,578.81	1,200.00	300.00	678.81
05 704 0016	CONCESSIONS	5,205.35	284.20	0.00	4,921.15
05 704 0017	GIRLS BASKETBALL	1,448.02	0.00	0.00	1,448.02
05 704 0019	INTEREST	949.03	0.00	15.69	964.72
05 704 0020	VIDEO BOARD FUND	3,073.44	0.00	12,500.00	15,573.44
05 704 0021	HS TRACK	1,925.72	0.00	0.00	1,925.72
05 704 0022	FIELDS SCHOLARSHIP	4,063.80	0.00	0.00	4,063.80
05 704 0023	CROSS COUNTRY	852.82	0.00	0.00	852.82
05 704 0024	INDUSTRIAL ARTS SHOP	1,510.05	0.00	0.00	1,510.05
05 704 0025	LIBRARY	1,019.10	0.00	5.00	1,024.10
05 704 0026	PARTY GROUP	769.76	0.00	0.00	769.76
05 704 0027	CLASS OF 2024	386.75	0.00	0.00	386.75
05 704 0028	MUSICAL/DRAMA	12,836.00	0.00	0.00	12,836.00
05 704 0029	WRESTLING	1,746.03	0.00	300.00	2,046.03
05 704 0030	GENERAL FUND REIMBURSEMENT	(60.90)	100.00	60.90	(100.00)
05 704 0031	ELEM STUDENT COUNCIL	1,173.72	0.00	50.11	1,223.83
05 704 0032	WEIGHTS	1,050.86	0.00	0.00	1,050.86
05 704 0033	VOLLEYBALL ACCOUNT	5,255.53	684.94	0.00	4,570.59
05 704 0034	IMPREST FUND	2,000.00	0.00	0.00	2,000.00
05 704 0035	BENNET BOOSTERS	0.00	0.00	0.00	0.00
05 704 0036	CHEERLEADING	8,109.08	3,364.00	4,147.88	8,892.96
05 704 0037	BENNET BACK-PACK PROGRAM	1,346.83	0.00	0.00	1,346.83
05 704 0038	CLASS OF 2023	0.00	0.00	0.00	0.00
05 704 0039	FAMILY PASSES	8,955.00	0.00	0.00	8,955.00
05 704 0040	STUDENT FEES	7,630.96	0.00	0.00	7,630.96
05 704 0041	QUIZ BOWL	560.08	0.00	0.00	560.08
05 704 0042	JR HIGH BASKETBALL	236.00	0.00	0.00	236.00
05 704 0043	PANTHER STORE	10,928.00	0.00	0.00	10,928.00
05 704 0047	NATIONAL BREAST CANCER FOUNDATION	0.00	0.00	0.00	0.00
05 704 0048	CHESS CLUB	286.16	0.00	0.00	286.16
05 704 0049	SHOW CHOIR	845.35	0.00	0.00	845.35
05 704 0050	CHROMEBOOK INSURANCE	19,217.32	3,285.00	35.00	15,967.32
05 704 0051	GOLF	644.40	0.00	0.00	644.40
05 704 0052	CIRCLE OF FRIENDS	1,379.13	0.00	0.00	1,379.13
05 704 0054	UNIFIED SPORTS	589.87	0.00	0.00	589.87

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<b>Fund: 05</b>	<b>Activity Fund</b>	<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
05 704 0055	FOOTBALL	5,271.57	3,952.00	85.00	1,404.57
05 704 0056	ASPIRE ACADEMY	3,860.98	158.49	16.13	3,718.62
05 704 0057	CHICK-FIL-A GRANT/PLAYGROUND	1,050.00	0.00	0.00	1,050.00
05 704 0058	CLASS OF 2025	1,964.83	0.00	2,184.00	4,148.83
05 704 0059	CLASS OF 2026	650.00	0.00	0.00	650.00
05 704 0060	CLASS OF 2027	491.58	0.00	0.00	491.58
05 704 0061	CLASS OF 2028	491.58	0.00	0.00	491.58
05 704 0062	CLASS OF 2029	509.57	0.00	0.00	509.57
<b>Total: Fund Balance</b>		<b>196,754.35</b>	<b>18,039.77</b>	<b>21,082.36</b>	<b>199,796.94</b>
<b>Revenue</b>					
05 1710 0001	ATHLETIC ADMISSIONS REVENUE	24,249.11	0.00	271.15	24,520.26
05 1710 0028	MUSICAL/DRAMA ADMISSIONS REVENUE	4,837.25	0.00	0.00	4,837.25
05 1790 0001	OTHER ACTIVITY REVENUE	34,677.20	0.00	0.00	34,677.20
05 1790 0002	ANNUAL REVENUE	1,840.00	0.00	0.00	1,840.00
05 1790 0003	MUSIC REVENUE	4,658.18	0.00	0.00	4,658.18
05 1790 0004	ELEMENTARY PRINCIPAL REVENUE	651.45	0.00	66.50	717.95
05 1790 0005	STUDENT COUNCIL REVENUE	3,363.50	0.00	0.00	3,363.50
05 1790 0006	FFA REVENUE	19,753.47	0.00	500.00	20,253.47
05 1790 0007	HIGH SCHOOL PRINCIPAL REVENUE	300.00	0.00	0.00	300.00
05 1790 0008	LIFE SKILLS REVENUE	302.50	0.00	0.00	302.50
05 1790 0009	FCCLA REVENUE	15,941.20	0.00	100.00	16,041.20
05 1790 0010	MISC ACCOUNT REVENUE	1,875.00	0.00	445.00	2,320.00
05 1790 0011	ART CLUB REVENUE	1,695.38	0.00	0.00	1,695.38
05 1790 0012	NATIONAL HONOR SOCIETY REVENUE	554.00	0.00	0.00	554.00
05 1790 0015	BOYS BASKETBALL HS REVENUE	5,520.20	0.00	300.00	5,820.20
05 1790 0016	CONCESSIONS REVENUE	30,747.35	0.00	0.00	30,747.35
05 1790 0017	GIRLS BASKETBALL HS REVENUE	1,774.50	0.00	0.00	1,774.50
05 1790 0019	INTEREST REVENUE	142.90	0.00	15.69	158.59
05 1790 0020	VIDEO BOARD FUND	0.00	0.00	12,500.00	12,500.00
05 1790 0021	HS TRACK	2,064.00	0.00	0.00	2,064.00
05 1790 0023	CROSS COUNTRY REVENUE	1,463.00	0.00	0.00	1,463.00
05 1790 0024	INDUSTRIAL ARTS SHOP REVENUE	637.35	0.00	0.00	637.35
05 1790 0025	LIBRARY REVENUE	0.00	0.00	5.00	5.00
05 1790 0027	CLASS OF 2024 REVENUE	500.00	0.00	0.00	500.00
05 1790 0028	MUSICAL/DRAMA REVENUE	4,554.00	0.00	0.00	4,554.00
05 1790 0029	WRESTLING REVENUE	934.00	0.00	300.00	1,234.00
05 1790 0030	GENERAL FUND REIMBURSEMENT REVENUE	26,699.45	0.00	60.90	26,760.35
05 1790 0031	ELEM STUDENT COUNCIL REVENUE	798.29	0.00	50.11	848.40
05 1790 0032	WEIGHTS REVENUE	1,049.08	0.00	0.00	1,049.08
05 1790 0033	VOLLEYBALL REVENUE	8,430.00	0.00	0.00	8,430.00
05 1790 0036	CHEERLEADING REVENUE	10,291.54	0.00	4,147.88	14,439.42
05 1790 0037	BENNET BACK-PACK PROGRAM REVENUE	400.00	0.00	0.00	400.00
05 1790 0038	CLASS OF 2023 REVENUE	(2,344.73)	0.00	0.00	(2,344.73)
05 1790 0039	FAMILY PASSES REVENUE	(713.00)	0.00	0.00	(713.00)
05 1790 0040	STUDENT FEES REVENUE	7,630.96	0.00	0.00	7,630.96
05 1790 0042	JR HIGH BASKETBALL REVENUE	146.00	0.00	0.00	146.00
05 1790 0043	PANTHER STORE	10,928.00	0.00	0.00	10,928.00
05 1790 0047	NATIONAL BREAST CANCER FOUNDATION REVENUE	12.13	0.00	0.00	12.13
05 1790 0048	CHESS CLUB	410.00	0.00	0.00	410.00
05 1790 0049	SHOW CHOIR REVENUE	1,928.79	0.00	0.00	1,928.79

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<b>Fund: 05</b>	<b>Activity Fund</b>	<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
05 1790 0050	CHROMEBOOK INSURANCE REVENUE	1,735.00	0.00	35.00	1,770.00
05 1790 0051	GOLF REVENUE	820.20	0.00	0.00	820.20
05 1790 0052	CIRCLE OF FRIENDS REVENUE	785.00	0.00	0.00	785.00
05 1790 0055	FOOTBALL	4,282.00	0.00	85.00	4,367.00
05 1790 0056	ASPIRE ACADEMY REVENUE	7,785.75	0.00	0.00	7,785.75
05 1790 0058	CLASS OF 2025	5,345.85	0.00	2,184.00	7,529.85
05 1790 0059	CLASS OF 2026	650.00	0.00	0.00	650.00
05 1790 0060	CLASS OF 2027	491.58	0.00	0.00	491.58
05 1790 0061	CLASS OF 2028	491.58	0.00	0.00	491.58
05 1790 0062	CLASS OF 2029	509.57	0.00	0.00	509.57
<b>Total: Revenue</b>		<b>251,598.58</b>	<b>0.00</b>	<b>21,066.23</b>	<b>272,664.81</b>
<b>Expenditure</b>					
05 2900 610 000 0 001	ATHLETIC EXPENSE	76,631.74	3,535.35	0.00	80,167.09
05 2900 610 000 0 002	ANNUAL EXPENSE	7,820.52	0.00	0.00	7,820.52
05 2900 610 000 0 003	MUSIC EXPENSE	5,067.41	0.00	0.00	5,067.41
05 2900 610 000 0 004	ELEMENTARY PRINCIPAL EXPENSE	829.09	0.00	0.00	829.09
05 2900 610 000 0 005	STUDENT COUNCIL EXPENSE	2,030.55	81.30	0.00	2,111.85
05 2900 610 000 0 006	FFA EXPENSE	15,325.00	762.56	0.00	16,087.56
05 2900 610 000 0 007	HIGH SCHOOL PRINCIPAL EXPENSE	843.02	68.40	0.00	911.42
05 2900 610 000 0 008	LIFE SKILLS EXPENSE	334.92	0.00	0.00	334.92
05 2900 610 000 0 009	FCCLA EXPENSE	15,449.02	238.10	0.00	15,687.12
05 2900 610 000 0 010	MISC. ACCOUNT EXPENSE	1,290.33	0.00	0.00	1,290.33
05 2900 610 000 0 011	ART CLUB EXPENSE	1,095.15	325.43	0.00	1,420.58
05 2900 610 000 0 012	NATIONAL HONOR SOCIETY EXPENSE	200.62	0.00	0.00	200.62
05 2900 610 000 0 015	BOYS BASKETBALL HS EXPENSE	4,997.08	1,200.00	0.00	6,197.08
05 2900 610 000 0 016	CONCESSION EXPENSE	26,013.19	284.20	0.00	26,297.39
05 2900 610 000 0 017	GIRLS BASKETBALL EXPENSE	1,656.87	0.00	0.00	1,656.87
05 2900 610 000 0 021	HS TRACK	1,927.12	0.00	0.00	1,927.12
05 2900 610 000 0 022	FIELDS SCHOLARSHIP EXPENSE	200.00	0.00	0.00	200.00
05 2900 610 000 0 023	CROSS COUNTRY	2,994.49	0.00	0.00	2,994.49
05 2900 610 000 0 024	INDUSTRIAL ARTS SHOP EXPENSE	43.12	0.00	0.00	43.12
05 2900 610 000 0 025	LIBRARY EXPENSE	140.00	0.00	0.00	140.00
05 2900 610 000 0 026	PARTY GROUP EXPENSE	23.03	0.00	0.00	23.03
05 2900 610 000 0 027	CLASS OF 2024	2,567.25	0.00	0.00	2,567.25
05 2900 610 000 0 028	MUSICAL/DRAMA EXPENSE	5,480.37	0.00	0.00	5,480.37
05 2900 610 000 0 029	WRESTLING EXPENSE	650.00	0.00	0.00	650.00
05 2900 610 000 0 030	GENERAL FUND REIMBURSEMENT EXPENSE	14,004.77	100.00	0.00	14,104.77
05 2900 610 000 0 031	ELEM STUDENT COUNCIL EXPENSE	865.85	0.00	0.00	865.85
05 2900 610 000 0 032	WEIGHTS EXPENSE	4,083.00	0.00	0.00	4,083.00
05 2900 610 000 0 033	VOLLEYBALL EXPENSE	10,443.29	684.94	0.00	11,128.23
05 2900 610 000 0 035	BENNET BOOSTERS EXPENSE	1,589.67	0.00	0.00	1,589.67
05 2900 610 000 0 036	CHEERLEADING EXPENSE	12,768.59	3,364.00	0.00	16,132.59
05 2900 610 000 0 042	JR HIGH BASKETBALL EXPENSE	50.00	0.00	0.00	50.00
05 2900 610 000 0 047	NATIONAL BREAST CANCER FOUNDATION EXPENS	12.14	0.00	0.00	12.14
05 2900 610 000 0 048	CHESS CLUB	123.84	0.00	0.00	123.84
05 2900 610 000 0 049	SHOW CHOIR EXPENSE	1,202.99	0.00	0.00	1,202.99
05 2900 610 000 0 050	CHROMEBOOK INSURANCE EXPENSE	28,219.30	3,285.00	0.00	31,504.30
05 2900 610 000 0 051	GOLF EXPENSE	713.80	0.00	0.00	713.80
05 2900 610 000 0 052	CIRCLE OF FRIENDS	384.88	0.00	0.00	384.88

Regular; Beginning Month 06/2024; Processing Month 06/2024; Fund Number 01, 02, 03,  
 05, 06, 07, 08, 09, 13, 14, 16

<b>Fund: 05</b>	<b>Activity Fund</b>	<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
05 2900 610 000 0 054	UNIFIED SPORTS	410.92	0.00	0.00	410.92
05 2900 610 000 0 055	FOOTBALL	8,063.48	3,952.00	0.00	12,015.48
05 2900 610 000 0 056	ASPIRE ACADEMY	4,619.80	158.49	16.13	4,762.16
05 2900 610 000 0 058	CLASS OF 2025	3,381.02	0.00	0.00	3,381.02
	Total: Expenditure	264,547.23	18,039.77	16.13	282,570.87
	Total: 05	909,654.51	57,161.90	60,204.49	954,829.56

Regular; Beginning Month 06/2024; Processing Month 06/2024; Fund Number 01, 02, 03,  
05, 06, 07, 08, 09, 13, 14, 16

**Fund: 06 LUNCH FUND**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
<b>Current Assets</b>					
06 101	CASH	226,885.05	19,701.01	22,884.20	223,701.86
	Total: Current Assets	226,885.05	19,701.01	22,884.20	223,701.86
<b>Fund Balance</b>					
06 704	FUND BALANCE	226,885.05	22,884.20	19,701.01	223,701.86
	Total: Fund Balance	226,885.05	22,884.20	19,701.01	223,701.86
<b>Revenue</b>					
06 1510	INTEREST ON INVESTMENTS	187.69	0.00	17.85	205.54
06 1620	DAILY SALES OF BREAK/LUNCH/MILK	197,694.71	0.00	236.60	197,931.31
06 3150	STATE REIMBURSEMENT(OF NUTRITION PROG)	159,407.92	0.00	2,537.32	161,945.24
06 5200	TRANSFER OF FUNDS	0.00	0.00	15,941.21	15,941.21
06 5690	OTHER NON-REVENUE RECEIPTS	1,380.52	0.00	968.03	2,348.55
	Total: Revenue	358,670.84	0.00	19,701.01	378,371.85
<b>Expenditure</b>					
06 3100 110 000	SALARIES TO NON-INSTRUCTIONAL EMPLOYEES	143,714.42	12,456.54	0.00	156,170.96
06 3100 290 000	LUNCH PROGRAM EMPLOYEE BENEFITS	43,317.38	3,106.02	0.00	46,423.40
06 3100 431 000	Lunch Repairs and Maintenance	9,165.41	2,757.76	0.00	11,923.17
06 3100 570 000	LUNCH PROGRAM SUPPLIES AND MATERIALS	1,702.73	866.14	0.00	2,568.87
06 3100 610 000	LUNCH SUPPLIES	3,791.84	0.00	0.00	3,791.84
06 3100 630 000	LUNCH PROGRAM FOOD EXPENSES	204,598.45	3,467.51	0.00	208,065.96
06 3100 695 000	LUNCH PAYROLL TRANSFERS TO GENERAL FUND	14,041.62	0.00	0.00	14,041.62
06 3100 810 000	DUES AND FEES	0.00	230.23	0.00	230.23
06 3100 890 000	LUNCH PROGRAM MISC. EXPENSES	4,051.89	0.00	0.00	4,051.89
	Total: Expenditure	424,383.74	22,884.20	0.00	447,267.94
	Total: 06	1,236,824.68	65,469.41	62,286.22	1,273,043.51

Regular; Beginning Month 06/2024; Processing Month 06/2024; Fund Number 01, 02, 03,  
 05, 06, 07, 08, 09, 13, 14, 16

**Fund: 07 2021 REFINANCED (2016) A & B BONDS**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
<b>Current Assets</b>					
07 101	CASH	441,630.69	53,074.54	69,179.84	425,525.39
07 101 1300	CASH	750,783.69	0.00	0.00	750,783.69
07 900	Cash County Treasurer	387,458.36	0.00	0.00	387,458.36
	Total: Current Assets	1,579,872.74	53,074.54	69,179.84	1,563,767.44
<b>Fund Balance</b>					
07 704	FUND BALANCE	1,579,872.74	69,179.84	53,074.54	1,563,767.44
	Total: Fund Balance	1,579,872.74	69,179.84	53,074.54	1,563,767.44
<b>Revenue</b>					
07 1100	LOCAL PROPERTY TAXES	578,380.97	396.49	39,614.85	617,599.33
07 1115	CARLINE TAXES	3,009.63	0.00	0.00	3,009.63
07 1140	Interest Levied Tax	420.08	0.00	34.69	454.77
07 1510	INTEREST	1,183.02	0.00	89.37	1,272.39
07 3130	HOMESTEAD EXEMPTION	4,253.15	8.60	2,563.38	6,807.93
07 3131	PROPERTY TAX CREDIT	11,866.25	0.00	10,428.74	22,294.99
07 3180	PRO-RATE MOTOR VEHICLE	477.08	0.00	343.51	820.59
	Total: Revenue	599,590.18	405.09	53,074.54	652,259.63
<b>Expenditure</b>					
07 5000 830 000	DEBT-RELATED EXPENSES	6.00	0.00	0.00	6.00
07 5000 831 000	REDEMPTION OF PRINCIPAL	520,000.00	0.00	0.00	520,000.00
07 5000 832 000	INTEREST ON LONG-TERM DEBT	72,367.50	68,368.75	0.00	140,736.25
07 5000 833 000	BOND & OTHER RELATED COSTS	400.00	406.00	0.00	806.00
	Total: Expenditure	592,773.50	68,774.75	0.00	661,548.25
	Total: 07	4,352,109.16	191,434.22	175,328.92	4,441,342.76

Regular; Beginning Month 06/2024; Processing Month 06/2024; Fund Number 01, 02, 03,  
05, 06, 07, 08, 09, 13, 14, 16

**Fund: 08 Special Building Fund**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
<b>Current Assets</b>					
08 101	CASH - FARMER & MERCHANTS BANK	723,508.54	9,032.11	172.31	732,368.34
08 101 1400	CASH	3,914,172.07	0.00	0.00	3,914,172.07
08 101 1500	CASH	4,510,051.33	0.00	0.00	4,510,051.33
08 106	SAVINGS CERTIFICATES	50,000.00	0.00	0.00	50,000.00
08 900	Cash County Treasurer	31,536.74	0.00	0.00	31,536.74
Total: Current Assets		9,229,268.68	9,032.11	172.31	9,238,128.48
<b>Fund Balance</b>					
08 704	FUND BALANCE	9,229,268.68	172.31	9,032.11	9,238,128.48
Total: Fund Balance		9,229,268.68	172.31	9,032.11	9,238,128.48
<b>Revenue</b>					
08 1100	LOCAL PROPERTY TAXES	180,765.72	79.02	7,889.65	188,576.35
08 1115	CARLINE TAXES	14.75	0.00	0.00	14.75
08 1140	Interest Levied Tax	492.34	0.00	11.94	504.28
08 1510	INTEREST on CD'S AND INVESTMENTS	2,026.12	0.00	55.61	2,081.73
08 3130	HOMESTEAD EXEMPTION	2,854.18	3.29	943.62	3,794.51
08 3131	PROPERTY TAX CREDIT	8,520.75	0.00	0.00	8,520.75
08 3132	Personal Property Tax Credit	134.97	0.00	0.00	134.97
08 3180	PRO-RATE MOTOR VEHICLE	274.16	0.00	131.29	405.45
08 5200	FUND TRANSFERS	5,805,086.85	0.00	0.00	5,805,086.85
Total: Revenue		6,000,169.84	82.31	9,032.11	6,009,119.64
<b>Expenditure</b>					
08 2610 720 000	BUILDINGS	1,669,332.18	90.00	0.00	1,669,422.18
08 2610 810 000	DUES AND FEES	30.00	0.00	0.00	30.00
08 2610 890 000	OPERATION OF BUILDINGS MISC EXPENSES	9,816.00	0.00	0.00	9,816.00
08 4500 610 000	CONSTRUCTION GENERAL SUPPLIES	9,538.48	0.00	0.00	9,538.48
08 4500 720 000	CONSTRUCTION OF NEW BUILDINGS	4,625,219.17	0.00	0.00	4,625,219.17
08 4500 810 000	CONSTRUCTION DUES AND FEES	60.00	0.00	0.00	60.00
08 5000 833 000	BOND & OTHER DEBT RELATED COSTS	30,850.00	0.00	0.00	30,850.00
Total: Expenditure		6,344,845.83	90.00	0.00	6,344,935.83
Total: 08		30,803,553.03	9,376.73	18,236.53	30,830,312.43

Regular; Beginning Month 06/2024; Processing Month 06/2024; Fund Number 01, 02, 03,  
05, 06, 07, 08, 09, 13, 14, 16

**Fund: 09      Qualified Capital Purpose Fund**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
<b>Current Assets</b>					
09 101	CASH	245,454.85	5,379.09	8,787.90	242,046.04
	Total: Current Assets	245,454.85	5,379.09	8,787.90	242,046.04
<b>Other Assets</b>					
09 900	Cash County Treasurer	23,034.09	0.00	0.00	23,034.09
	Total: Other Assets	23,034.09	0.00	0.00	23,034.09
<b>Fund Balance</b>					
09 704	FUND BALANCE	268,488.94	8,787.90	5,379.09	265,080.13
	Total: Fund Balance	268,488.94	8,787.90	5,379.09	265,080.13
<b>Revenue</b>					
09 1100	LOCAL PROPERTY TAXES	113,145.21	47.19	4,711.59	117,809.61
09 1115	CARLINE TAXES	10.76	0.00	0.00	10.76
09 1125	MOTOR VEHICLE TAXES	44.44	0.00	0.00	44.44
09 1140	Interest Levied Tax	374.14	0.00	7.20	381.34
09 1510	INTEREST ON INVESTMENTS	165.81	0.00	18.46	184.27
09 3130	HOMESTEAD EXEMPTION	1,697.34	1.96	563.45	2,258.83
09 3131	PROPERTY TAX CREDIT	5,088.07	0.00	0.00	5,088.07
09 3180	PRO-RATE MOTOR VEHICLE	190.14	0.00	78.39	268.53
	Total: Revenue	120,715.91	49.15	5,379.09	126,045.85
<b>Expenditure</b>					
09 5000 831 000	REDEMPTION OF PRINCIPAL	130,000.00	0.00	0.00	130,000.00
09 5000 832 000	INTEREST ON LONG-TERM DEBT	9,741.25	8,538.75	0.00	18,280.00
09 5000 833 000	BOND & OTHER DEBT RELATED COSTS	200.00	200.00	0.00	400.00
	Total: Expenditure	139,941.25	8,738.75	0.00	148,680.00
	Total: 09	797,635.04	22,954.89	19,546.08	804,886.11

Regular; Beginning Month 06/2024; Processing Month 06/2024; Fund Number 01, 02, 03,  
05, 06, 07, 08, 09, 13, 14, 16

**Fund: 13      2022 Bond**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
<b>Current Assets</b>					
13 101	CASH	838,370.66	46,720.92	358,645.96	526,445.62
	Total: Current Assets	838,370.66	46,720.92	358,645.96	526,445.62
<b>Fund Balance</b>					
13 704	FUND BALANCE	838,370.66	358,645.96	46,720.92	526,445.62
	Total: Fund Balance	838,370.66	358,645.96	46,720.92	526,445.62
<b>Revenue</b>					
13 1100	LOCAL PROPERTY TAXES	977,527.73	404.71	40,404.85	1,017,527.87
13 1115	CARLINE TAXES	321.43	0.00	0.00	321.43
13 1140	Interest Levied Tax	2,638.16	0.00	65.46	2,703.62
13 1510	INTEREST ON INVESTMENTS	391.39	0.00	47.03	438.42
13 3130	HOMESTEAD EXEMPTION	16,616.40	19.37	5,558.17	22,155.20
13 3131	PROPERTY TAX CREDIT	50,191.41	0.00	0.00	50,191.41
13 3180	PRO-RATE MOTOR VEHICLE	1,662.32	0.00	645.41	2,307.73
	Total: Revenue	1,049,348.84	424.08	46,720.92	1,095,645.68
<b>Expenditure</b>					
13 5000 831 000	REDEMPTION OF PRINCIPAL	690,000.00	0.00	0.00	690,000.00
13 5000 832 000	INTEREST ON LONG-TERM DEBT	270,811.87	357,821.88	0.00	628,633.75
13 5000 833 000	BOND & OTHER DEBT RELATED COSTS	950.00	400.00	0.00	1,350.00
	Total: Expenditure	961,761.87	358,221.88	0.00	1,319,983.75
	Total: 13	3,687,852.03	764,012.84	452,087.80	3,468,520.67

Regular; Beginning Month 06/2024; Processing Month 06/2024; Fund Number 01, 02, 03,  
05, 06, 07, 08, 09, 13, 14, 16

**Fund: 14 RIVERSTONE BANK - CONSTRUCTION**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
<b>Current Assets</b>					
14 101	CASH	3,826,338.81	6,611,269.71	2,223,889.49	8,213,719.03
Total:	Current Assets	3,826,338.81	6,611,269.71	2,223,889.49	8,213,719.03
<b>Fund Balance</b>					
14 704	FUND BALANCE	3,826,338.81	2,223,889.49	6,611,269.71	8,213,719.03
Total:	Fund Balance	3,826,338.81	2,223,889.49	6,611,269.71	8,213,719.03
<b>Revenue</b>					
14 1510	INTEREST ON INVESTMENTS	280,661.82	0.00	15,177.06	295,838.88
14 5100	ISSUANCE OF BONDS	5,595,747.35	0.00	6,596,092.65	12,191,840.00
14 5200	FUND TRANSFERS	3,935,923.09	0.00	0.00	3,935,923.09
Total:	Revenue	9,812,332.26	0.00	6,611,269.71	16,423,601.97
<b>Expenditure</b>					
14 2610 720 000	BUILDINGS	9,900,165.52	2,223,889.49	0.00	12,124,055.01
Total:	Expenditure	9,900,165.52	2,223,889.49	0.00	12,124,055.01
Total:	14	27,365,175.40	11,059,048.69	15,446,428.91	44,975,095.04

Regular; Beginning Month 06/2024; Processing Month 06/2024; Fund Number 01, 02, 03,  
 05, 06, 07, 08, 09, 13, 14, 16

**Fund: 16 RIVERSTONE BANK - SPECIAL BUILDING**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
<b>Current Assets</b>					
16 101	CASH	39,631.35	2,223,889.49	2,246,695.20	16,825.64
	Total: Current Assets	39,631.35	2,223,889.49	2,246,695.20	16,825.64
<b>Fund Balance</b>					
16 704	FUND BALANCE	39,631.35	2,246,695.20	2,223,889.49	16,825.64
	Total: Fund Balance	39,631.35	2,246,695.20	2,223,889.49	16,825.64
<b>Revenue</b>					
16 8000	TRANSFERS	4,694,573.55	0.00	2,223,889.49	6,918,463.04
	Total: Revenue	4,694,573.55	0.00	2,223,889.49	6,918,463.04
<b>Expenditure</b>					
16 4500 610 000	GENERAL SUPPLIES	49,908.69	97,698.52	0.00	147,607.21
16 4500 720 000	BUILDINGS	4,605,033.51	2,148,996.68	0.00	6,754,030.19
	Total: Expenditure	4,654,942.20	2,246,695.20	0.00	6,901,637.40
	Total: 16	9,428,778.45	6,717,279.89	6,694,474.18	13,853,751.72



# **MIDWEST**

*SYNTHETIC TURF PROFESSIONALS*

*"DO WHAT'S RIGHT, NOT WHAT'S EASY"*

## Grooming Report

### 2024



# MIDWEST

## SYNTHETIC TURF PROFESSIONALS

6/17/24  
Date & Time

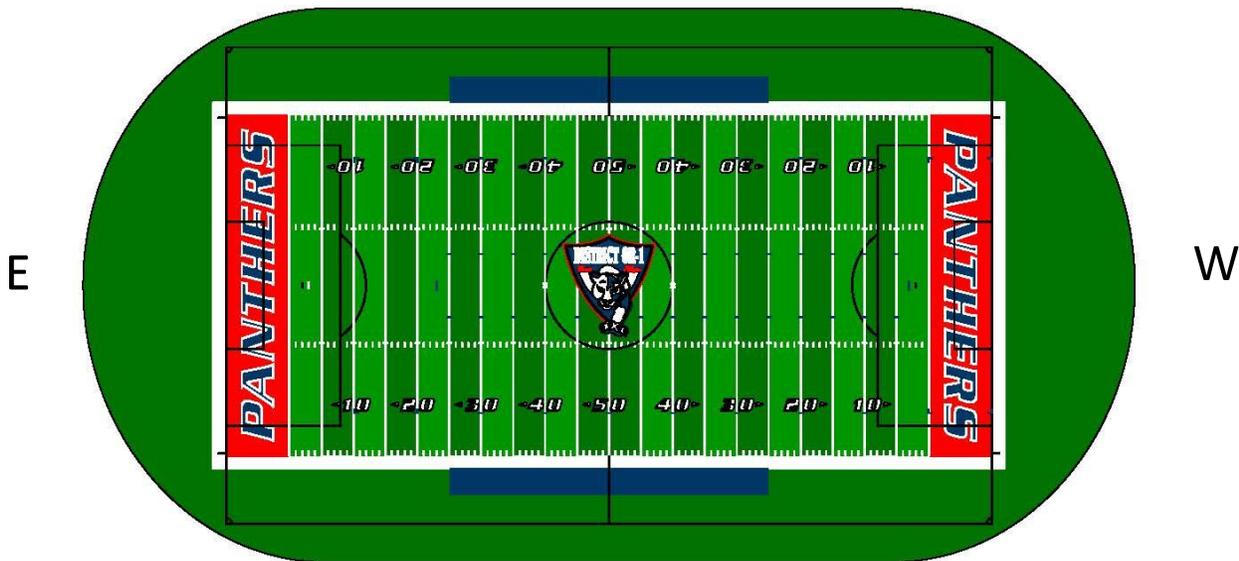
A: 04:23 pm  
D: 07:00 pm

Chad Miller

Curt Shonk  
Inspectors

### 2024 Annual Site Review

Palmyra Sports Complex  
1100 G Street  
Palmyra, NE 68418  
Michael Hart  
(402) 640-2875



**Base and Drainage Analysis** – Are the base and drainage system draining as they should?

YES  NO

If no, please photograph and explain with as much detail as you can. Please mark the layout above with an X.

n/a

**Fiber Fibrillation Analysis**- Are the fibers intact and standing upright?

YES  NO

n/a

The n/a end / side of the field is showing more signs of wear than the n/a end / side is. Please CIRCLE the locations on the layout below.

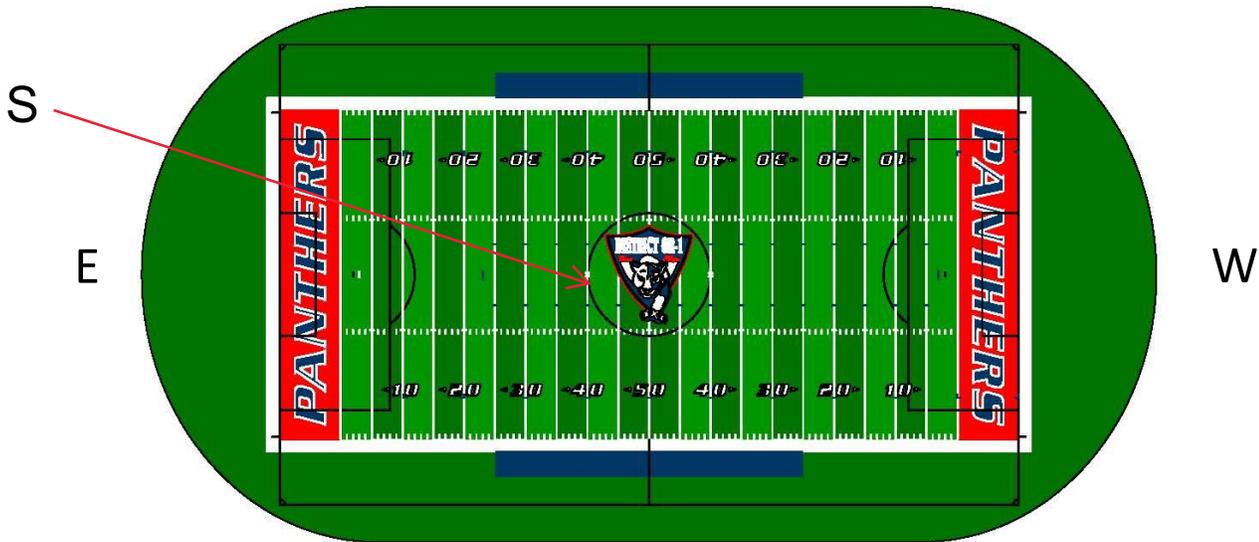


**Seam and Inlay Analysis-** Did you find any loose seams or inlays?

YES

NO

If yes, please mark the locations of concern or repair with an S.



**Perimeter Anchoring Inspection -** Is the perimeter attachment of the turf secured properly?

# MIDWEST

## SYNTHETIC TURF PROFESSIONALS

YES

NO

If no, please mark the locations of concern or repair with a P.

n/a

---

**UV Fade Inspection** – Is there any noticeable fading occurring?

YES

NO

If yes, please mark the locations of concern or repair with an F.

n/a

---

**Infill / Fiber Height Ratio**- Inspection – Are there areas of low infill?

YES

NO

If yes, please mark the locations of concern or repair with an R.

n/a

---

**Infill Depth Analysis-**

Location		Fiber Height	Infill Depth
End Zone #1	West	<u>2 1/8"</u>	<u>1 1/4"</u>
3 Yard Line		<u>2"</u>	<u>1 1/4"</u>
30 Yard Line		<u>2 1/16"</u>	<u>1 5/16"</u>
40 Yard Line		<u>2"</u>	<u>1 1/4"</u>
Midfield 50		<u>2 1/16"</u>	<u>1 1/4"</u>
40 Yard Line	East	<u>2"</u>	<u>1 1/4"</u>
30 Yard Line		<u>2"</u>	<u>1 1/8"</u>
3 Yard Line		<u>2"</u>	<u>1 3/8"</u>
End Zone #2		<u>2 1/16"</u>	<u>1 3/16"</u>

**Metal Collection Extraction-**



**Field Disinfection-** Spray Vital Oxide on the field Yes

**General Comments:**

The field looks to be in great condition.

---

The fiber is starting to twist and the white is starting to split. This is the normal part of the UV breakdown process that we would see in a typical 5-year old field. The infill is on the lower range. It may need additional topdressing in the next year or two. We will continue to monitor.

---

Forward photos and report to:

Robin Wiley, [robin@midwestsyntheticturf.com](mailto:robin@midwestsyntheticturf.com), 816-813-1591 c  
Craig Shonk, [craig@midwestsyntheticturf.com](mailto:craig@midwestsyntheticturf.com) 816-668-6127 c



# MIDWEST

*SYNTHETIC TURF PROFESSIONALS*

"DO WHAT'S RIGHT, NOT WHAT'S EASY"

Gmax Report





June 11, 2024

Craig Shonk  
Midwest Synthetic Turf Professionals  
38505 E. JW Cummings Rd.  
Oak Grove, MO 64075

This report summarizes results and observations from on-site field testing. Detailed test results are provided separately. Gmax testing was performed in accordance with procedures found in ASTM standards F1936 and F355.

### **Olson Sports Complex**

Test Date: June 6, 2024

#### Gmax Values

Gmax values range from 88 to 112 at the thirteen tested points. Under the test conditions listed in the report, all test points met the requirement of average g-max less than 200, when tested in accordance with the ASTM F1936 specification.

#### Fiber Lengths

Fiber lengths range from 3.7 to 4.7 cm. Lowest values were found at points 5 and 10.

#### Infill Depths

Infill depths range from 2.1 to 3.6 cm. Lowest value (2.1 cm) was found at Point 10. Next lowest value of 2.5 cm was found at point 4.

Maintaining proper infill depths is important to both the Gmax level as well as protecting and minimizing fiber breakage. Routine maintenance practices are recommended to ensure infill is properly dispersed, and that the infill depth is maintained to keep the manufacturer's recommended fiber exposure.

Recent research has suggested that excessive exposed fiber can lead to increased ankle and knee injuries.

Common locations that may need frequent addition of infill include heavy use areas such as, corner kick areas, goal mouths, penalty kick line, extra point kick area, etc. For localized areas such as these, the addition of infill is often done by hand.

If you have any questions or are in need of further assistance, please do not hesitate to contact us. Thank you for using Turf Diagnostics.

A handwritten signature in black ink, appearing to read "K Lanham".

Kyle Lanham  
Technician



**SPORTS SURFACE IMPACT TEST REPORT**

**Olson Sports Complex (Palmyra, NE)  
Football & Soccer**

**Test Method:**

ASTM F1936: Standard Specification for Impact Attenuation of Turf Playing Systems as Measured in the Field

**Summary of Results:**

		2019	2021	2023	2024
End A is the East end. Side C is the North side.		August 30	July 12	June 8	June 6
Point 1	Goal Line, End A, Center of Field				
	gmax	94	101	96	98
	Total depth (cm)	5.0	4.9	4.3	4.3
	Infill depth (cm)	3.6	3.2	2.6	2.9
Point 2	10 Yard Line, End A, 1/4 the distance from side line C to center field				
	gmax	98	104	96	95
	Total depth (cm)	5.0	5.4	4.3	4.4
	Infill depth (cm)	3.6	3.3	3.4	3.6
Point 3	25 Yard Line, End A, 1/2 the distance from side line C to center field				
	gmax	121	106	101	89
	Total depth (cm)	5.2	5.1	4.3	4.5
	Infill depth (cm)	3.5	3.3	2.6	2.6
Point 4	50 Yard Line - center of field				
	gmax	72	98	105	88
	Total depth (cm)	5.6	5.0	4.2	4.3
	Infill depth (cm)	3.9	2.9	2.7	2.5
Point 5	25 Yard Line, End B, 1/4 the distance from side line D to center field				
	gmax	111	115	111	109
	Total depth (cm)	4.8	4.5	4.5	3.7
	Infill depth (cm)	3.6	3.2	3.2	2.7
Point 6	12 Yard Line, End B, Center of Field				
	gmax	91	108	109	110
	Total depth (cm)	5.5	4.3	4.3	4.3
	Infill depth (cm)	3.1	3.2	2.6	2.7
Point 7	50 Yard Line, Side C, 7' outside of side line				
	gmax	98	112	102	99
	Total depth (cm)	5.4	5.1	4.3	4.3
	Infill depth (cm)	3.9	3.2	2.9	2.6
Point 8	Goal Line, End B, Center of Field				
	gmax	85	105	101	102
	Total depth (cm)	5.4	4.5	4.2	3.9
	Infill depth (cm)	3.6	3.3	3.0	2.6
Point 9	6' towards back of End Zone, End A, Center of Field				
	gmax	96	103	98	98
	Total depth (cm)	5.1	5.5	4.5	4.7
	Infill depth (cm)	4.0	3.4	3.2	3.1
Point 10	6' towards Goal Line from back of End Zone, End B, Center of Field				
	gmax	108	124	114	108
	Total depth (cm)	5.4	5.2	4.5	3.7
	Infill depth (cm)	3.6	2.5	2.7	2.1
Point 11	Corner Kick Area, End B, Side C				
	gmax	93	117	112	112
	Total depth (cm)	5.2	4.5	4.4	4.4
	Infill depth (cm)	3.0	3.1	2.9	2.9
Point 12	12 Yard Line, End A, Center of Field				
	gmax	104.0	113	106	103
	Total depth (cm)	5.3	5.1	4.2	4.4
	Infill depth (cm)	4.1	3.4	2.6	2.8
Point 13	25 Yard Line, End B, 1/4 the distance from side line D to center field				
	gmax		108	105	109
	Total depth (cm)		4.4	4.4	4.1
	Infill depth (cm)		3.3	3.4	2.7

**Conclusion:**

Under the test conditions reported above, all test points met the requirement of < 200 average G max when tested in accordance with specification F1936.

*Test results reported herein reflect the conditions of the tested field at the time of testing and at the temperature reported. Details are available with the individual reports.*

Operator Signature

Kyle Lanham



SPORTS SURFACE IMPACT TEST REPORT

Olson (Palmyra) Sports Complex
Football & Soccer Field

Test Date: June 6, 2024

Report Date: June 11, 2024

Weather Conditions:

Temperature: 76 - 79° F
Sunny

Humidity: 28 - 31%

Testing performed for Midwest Synthetic Turf Professionals

Test Method:

ASTM F1936: Standard Specification for Impact Attenuation of Turf Playing Systems as Measured in the Field

ASTM F355: Standard Test Method for Impact Attenuation of Playing Surface Systems and Materials (Missile A)

Summary of Results:

Table with 5 columns: Point, Location/Infill details, Vo (fps), gmax, and Surface Temp (° F). Contains 13 rows of test data.

Conclusion: Under the test conditions reported above, all test points met the requirement of < 200 average G max when tested in accordance with specification F1936.

Test results reported herein reflect the conditions of the tested field at the time of testing and at the temperature reported. The tested field is an infill system. No other information was provided.

Operator Signature

[Handwritten signature]

Kyle Lanham



SPORTS SURFACE IMPACT TEST REPORT

Olson (Palmyra) Sports Complex  
Football & Soccer Field

Test Date: June 6, 2024

Report Date: June 11, 2024

Test Point	Drop #	Vo fps	h ft	gmax	HIC
1 Goal Line, End A, Center of Field	1	11.6	2' 1"	102	254
	2	11.6	2' 1"	99	238
	3	11.6	2' 1"	97	228
	Av23	11.6	2' 1"	98	233
2 10 Yard Line, End A, 1/4 the distance from side line C to center field	1	11.7	2' 1"	97	231
	2	11.7	2' 1"	96	223
	3	11.7	2' 1"	94	213
	Av23	11.7	2' 1"	95	218
3 25 Yard Line, End A, 1/2 the distance from side line C to center field	1	11.7	2' 1"	91	205
	2	11.7	2' 1"	90	196
	3	11.6	2' 1"	87	183
	Av23	11.7	2' 1"	89	190
4 50 Yard Line - Center of Field	1	11.7	2' 1"	96	220
	2	11.8	2' 2"	90	196
	3	11.7	2' 1"	86	180
	Av23	11.8	2' 2"	88	188
5 25 Yard Line, End B, 1/4 the distance from side line D to center field	1	11.7	2' 1"	108	273
	2	11.8	2' 2"	111	289
	3	11.6	2' 1"	107	274
	Av23	11.7	2' 1"	109	282
6 12 Yard Line, End B, Center of Field	1	11.7	2' 1"	113	282
	2	11.6	2' 1"	112	273
	3	11.6	2' 1"	107	253
	Av23	11.6	2' 1"	110	263
7 50 Yard Line, Side C, 7' outside of side line	1	11.7	2' 1"	108	263
	2	11.6	2' 1"	100	233
	3	12.0	2' 2"	98	219
	Av23	11.8	2' 2"	99	226
8 Goal Line, End B, Center of Field	1	11.7	2' 1"	115	290
	2	11.7	2' 1"	105	249
	3	11.7	2' 1"	99	225
	Av23	11.7	2' 1"	102	237
9 6' towards back of End Zone, End A, Center of Field	1	11.6	2' 1"	109	310
	2	11.6	2' 1"	100	246
	3	11.7	2' 1"	96	225
	Av23	11.7	2' 1"	98	236
10 6' towards Goal Line from back of End Zone, End B, Center of Field	1	11.6	2' 1"	112	281
	2	11.6	2' 1"	109	264
	3	11.6	2' 1"	106	248
	Av23	11.6	2' 1"	108	256
11 Corner Kick Area, End B, Side C	1	11.7	2' 1"	114	295
	2	11.8	2' 2"	114	290
	3	11.7	2' 1"	110	273
	Av23	11.8	2' 2"	112	282
12 12 Yard Line, End A, Center of Field	1	11.7	2' 1"	105	254
	2	11.6	2' 1"	108	284
	3	11.6	2' 1"	97	217
	Av23	11.6	2' 1"	103	251
13 25 Yard Line, End B, 1/4 the distance from side line D to center field	1	11.6	2' 1"	108	281
	2	11.8	2' 2"	111	296
	3	11.6	2' 1"	107	278
	Av23	11.7	2' 1"	109	287

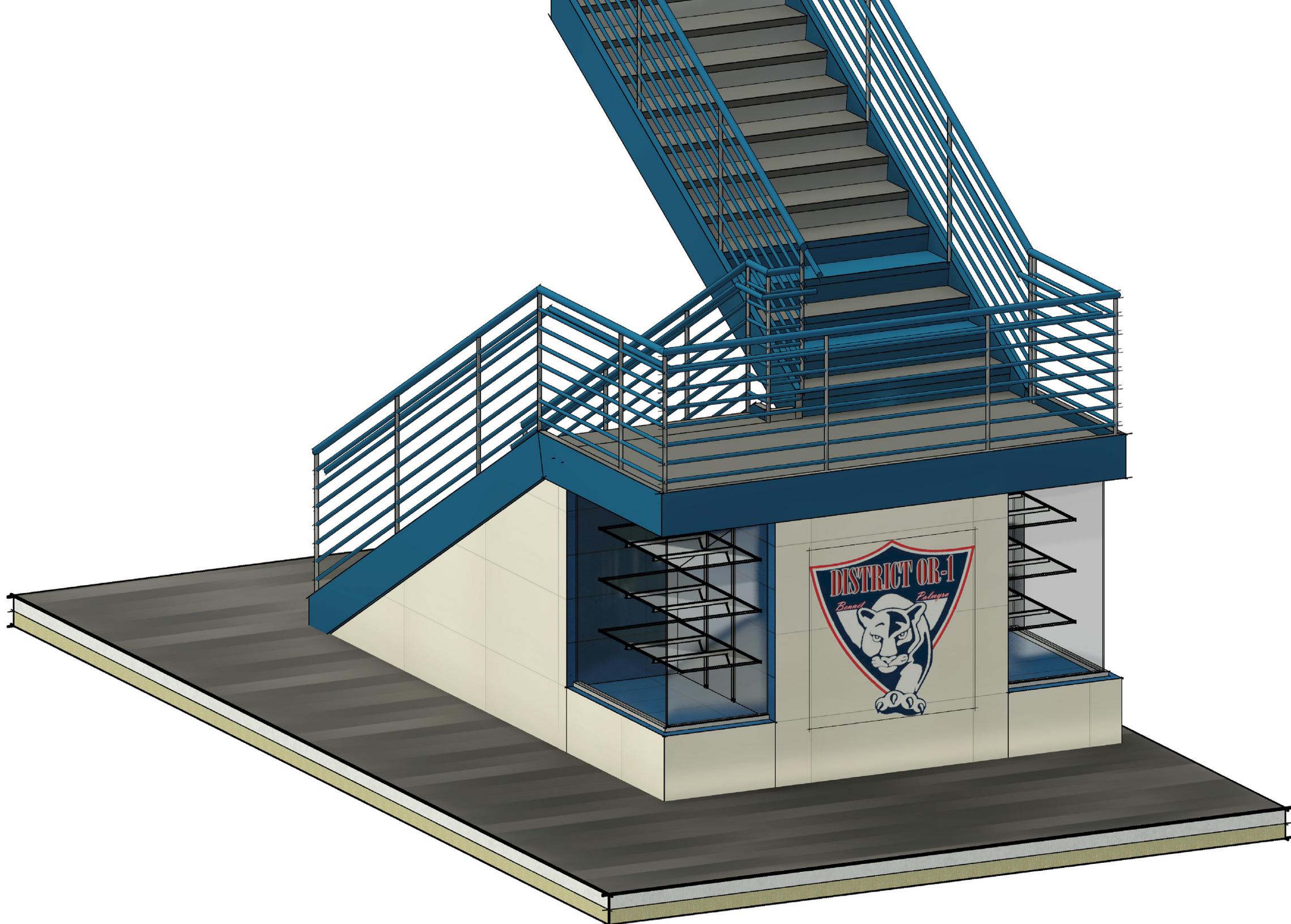


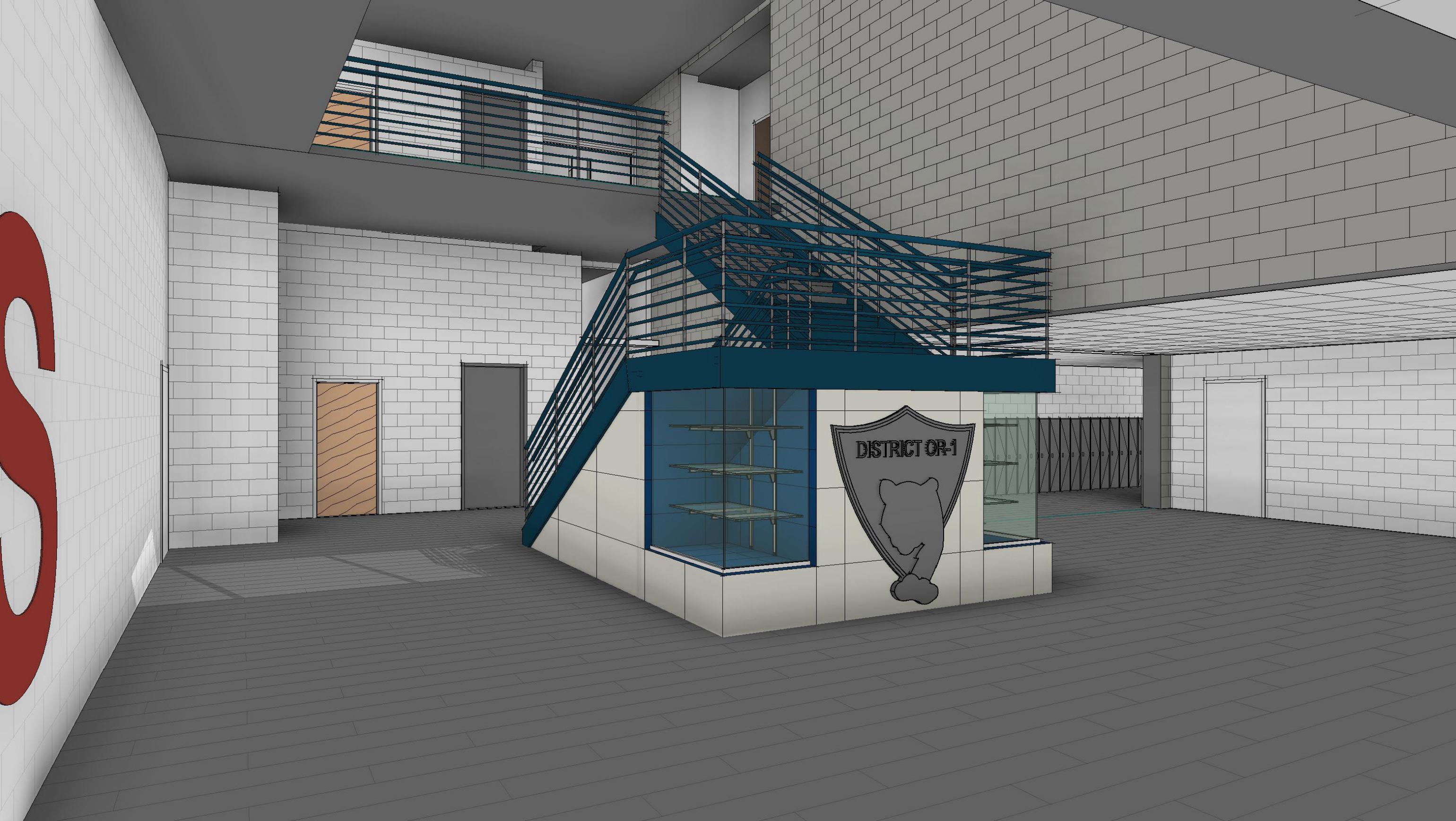
# **MIDWEST**

***SYNTHETIC TURF PROFESSIONALS***

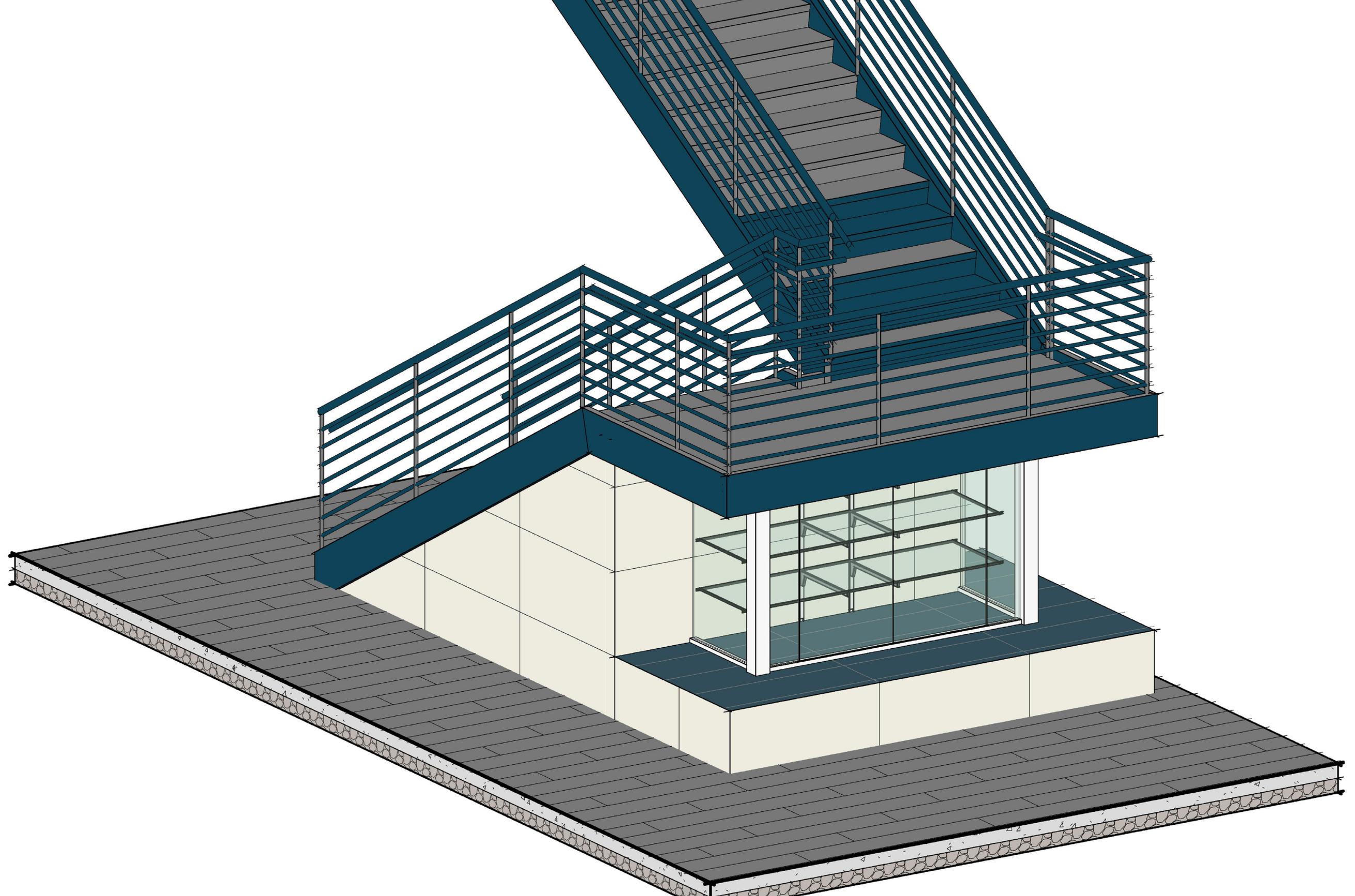
**"DO WHAT'S RIGHT, NOT WHAT'S EASY"**

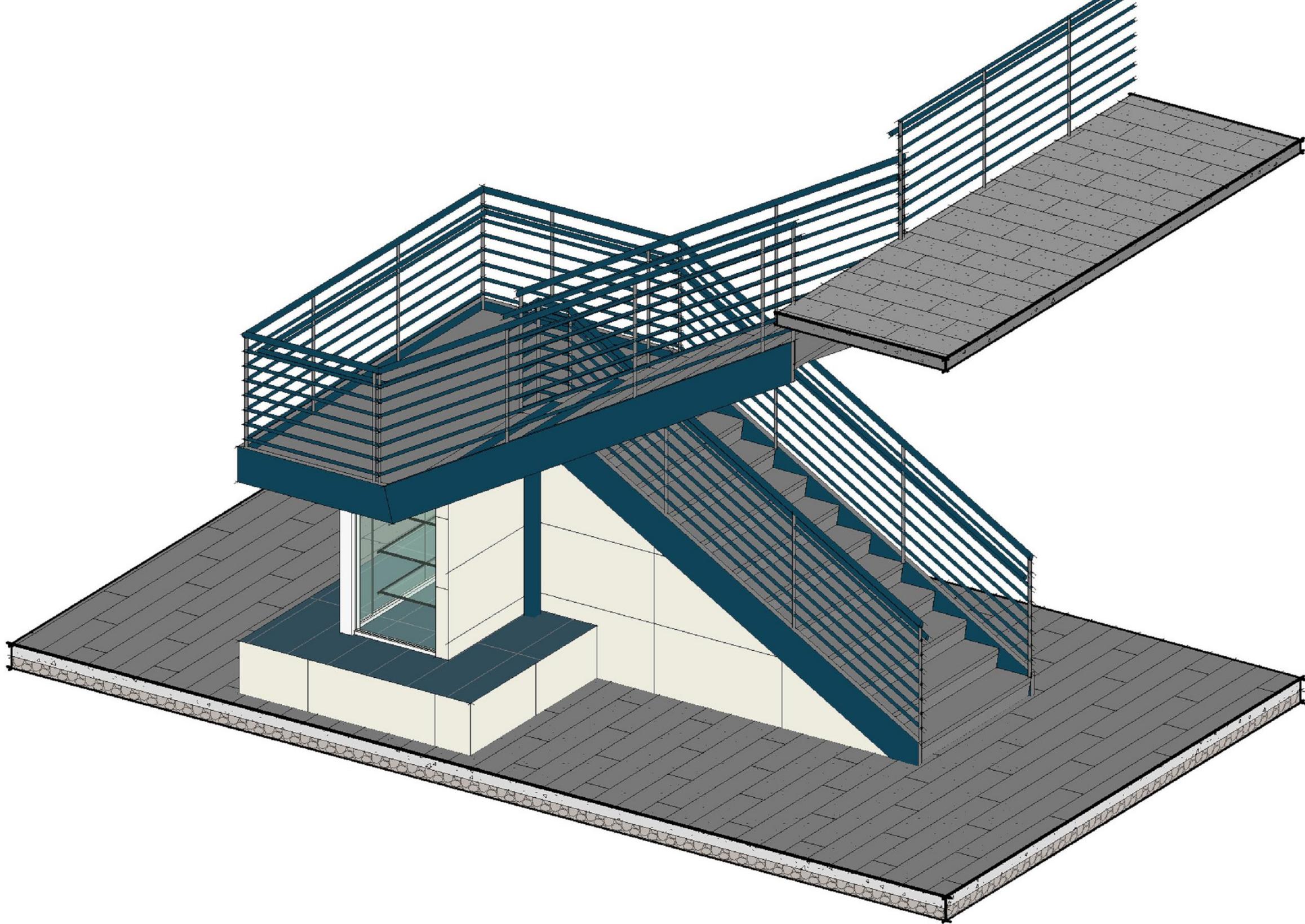
38505 E J.W. Cummins Road  
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Phone: 816.668.6127  
Attn: Craig Shonk  
[craig@midwestsyntheticturf.com](mailto:craig@midwestsyntheticturf.com)

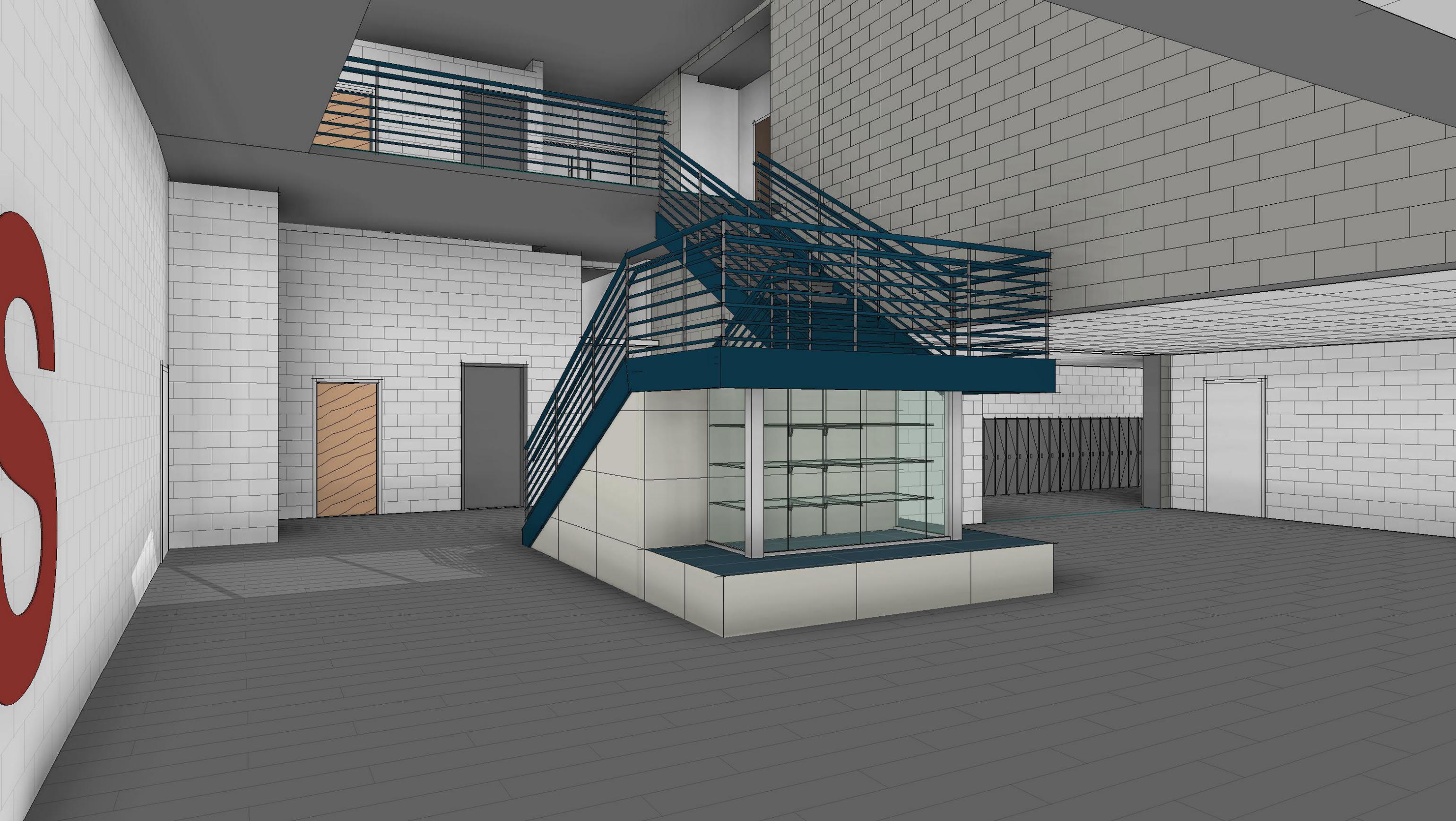




DISTRICT OR-1







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 Schools **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 or, if the student attends a different district as an option student, the option 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**

The application deadline will be waived by the School District for applications to option into the District OR-1 Public Schools, provided that the application contains a release approval from the resident district or, if the student is an option student attending a different district, the option district attended by the student, 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 District 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.

The application deadline will also be waived by the School District for applications to option into the District OR-1 Public Schools 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. 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 the school District 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 before 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 or, if the student attends a different district as an option student, the student's current option 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 operated by this School District which has been determined by the School District 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. Any option application for a student that would receive or could be eligible to receive special education or related services, the Director of Student Programs or designee shall conduct a case-by-case analysis to determine if the District can provide the student with the appropriate services and accommodations.

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 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.

The Director of Student Programs shall review on a case-by-case basis all option applications for students who would receive or could be eligible to receive special education or related services. If the Director of Student Programs or designee determines that the District does not have the capacity to provide the student with the appropriate services and accommodations, then the Director of Student Programs or designee shall send a denial notice to the parent(s) or guardian(s) and include a description of services and accommodations that the District does not have the capacity to provide.

2. Timeliness: An option enrollment application shall be rejected in the event the application is not filed on or before April 1<sup>st</sup> immediately preceding the school year in which enrollment is sought, 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 exhausted their option enrollments in other school districts, as determined by state law.
4. Other Reasons: An option enrollment application may be rejected in the event the Superintendent, the Superintendent's designee, or the School District determines that 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 timelines 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) those applications required to be given priority by law, (2) 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) 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 based on random drawing.

D. Determination of Capacity

The School District 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 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 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. The capacity for special education services shall be determined on a case-by-case basis as determined by the Director of Student Programs or designee.

E. Releases for Options Out

**Provisions for Release**

A request for release of a resident student of or option student currently attending District OR-1 Public Schools who submits an enrollment option application after March 15 or any other statutory deadline will be granted 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 before 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. 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 the 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 District and the School District.

F. Notification of Acceptance or Rejection

In the case of an application to option enroll into the 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 or, if the student is an option student attending a different district, that option 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, 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. 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 solely by the administration.

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

1. District OR-1 Public Schools 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. The District's policy is that the District selects which service (transportation or reimbursement) is to be provided to students.
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.

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

As part of the option enrollment program, the administration shall make information about 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. Sections 79-232 to 79-246

Date of Review: [July 11, 2024]



**District OR-1 Public Schools**  
**2024 Board of Education: Committee Assignments:**

*Updated: January 10, 2024*

- **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

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 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 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 for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
- f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.
- g. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any

Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

- h. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, no pre-kindergarten through second grade student may be suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second-grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with this Policy's disciplinary procedures.
- i. Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.

4. Emergency Exclusion: A student may be excluded from school in the following circumstances:
  - a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
  - b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

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

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing may be held, upon a parent's timely request, 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.

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.

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.

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

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

or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

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

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration.

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.

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

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

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

student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

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

#### E. 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 that

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

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

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

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296  
LB 43 (2024)

Date of Adoption: [July 11, 2024]

Community RelationsPublic Access to School Records - Examination, Making Memoranda, and Copying

1. The School District, through the Superintendent, shall provide interested persons access to the records of the School District as required by law. Such access shall include the opportunity to examine School District records, when permitted by law. The School District shall not make records of individual students, personnel, or other confidential material available, except as allowed by law or compelled by court order.

2. Records may be examined at the School District offices during the hours such offices are open for the ordinary transaction of business. School district offices will be open for the ordinary transaction of business (a) during the school year on such days as school is in session, and (b) during the summer months when school is not in session, Monday through Friday, except legal holidays or other days the District is closed.

3. Records may be obtained in the form in which the record is maintained including, but not limited to, printouts, electronic data, and photocopies. The School District will not be required to produce or generate any record in a new or different form or format modified from that of the original School District record. Copies of records may be made as follows:

(a) Copies may be made by persons using their own copying or photocopying equipment, provided that such copies shall be made on the premises of the School District offices or at a location mutually agreed to by the requester and the School District.

(b) Copies may be obtained from the School District if the School District has copying equipment reasonably available, and upon payment of a fee for providing copies. The Superintendent shall determine a reasonable fee for the copying of school district records, provided that such fee is not to exceed the actual cost of making the copies available. If the copies requested are estimated by the School District to be more than fifty dollars (\$50.00), the School District may require the requester to furnish a deposit prior to fulfilling such request.

4. For residents of Nebraska and news media desiring to submit a public records request to the School District, a requester must submit a written request to the School District. Upon written request for access to records, the School District will provide to the requester as soon as is practicable and without delay, but not more than four (4) business days after actual receipt of the request:

(a) Access to or, if copying equipment is reasonably available, copies of the school district records requested;

(b) A written denial of the request, or portion thereof, if there is a legal basis for such denial of access to school district records on a written form from the school district; or

(c) If the entire request cannot with reasonable good faith efforts be fulfilled within four (4) business days after actual receipt of the request due to the significant difficulty or extensiveness of the request, the school district shall provide a written explanation, including the earliest practicable date for fulfilling the request, and estimate of the expected cost of any copies, and an opportunity to modify or prioritize the items within the request. If the response to the request is expected to require more than eight cumulative hours of staff time spent searching, identifying, physically redacting, or copying, the District may require the requester to furnish a deposit, as permitted under the Public Records Request Laws.

5. For nonresidents of Nebraska, a requester must submit a written request to the School District. The School District may then require the requester to submit a deposit, as permitted under the Public Records Request Laws.

Legal Reference: Neb. Rev. Stat. Sec. 84-712 et seq.

Date of Adoption: [July 11.2024 ]

Business OperationsPurchasing Policies

The Superintendent shall ensure that all purchases are made in the interest of economy and efficiency. Where necessary, standards and procedures shall be established to accomplish the following policies of the Board of Education:

1. Purchases up to **\$10,000**. For the greatest efficiency in expediting purchases, the administration shall be authorized to purchase any item specifically budgeted which has a sale price within the established limit.
2. Purchases from **\$10,000 up to \$110,000**. The Superintendent shall request the submission of proposals for purchases which have a sale price within the established limit. The Superintendent shall receive and evaluate all proposals in making a recommendation to the Board of Education for acceptance. The Board of Education may review all proposals submitted relating to the recommended purchase. Since this is a proposal system, not a bidding process, the school district in no way shall be obligated to arbitrarily award the contract to the lowest proposal, but shall reserve the right to reject any and all proposals or to waive any informality in any proposal it deems advisable, and to award to the proposer which, in its opinion, is most desirable.
3. Purchases of **\$110,000** and above. The Superintendent shall advertise for sealed bids which shall be opened in conformity with any applicable laws and in compliance with any procedures established by the Superintendent. The Board retains the right to determine the responsibility of the bidders, and shall award the contract to the lowest responsible bidder meeting specifications, be the bidder a member or apart from the local community.
4. These purchasing limits or requirements will not apply in the event of a time-sensitive purchase, or a purchase where these requirements would not reasonably or practically apply, as long as the Superintendent obtains prior approval from the Board President, and the Board of Education subsequently ratifies said purchase at a subsequent Board meeting.
5. Any school employee who orders any supplies or equipment outside of that which has been included in the annual budget and without written authorization of the principal or Superintendent shall be personally liable for payment for the supplies or equipment purchased.
6. School employees or students purchasing supplies and equipment out of an activity account must first secure a purchase order from the principal authorizing the purchase. Failure to do so will cause the person to be personally liable for payment for the supplies or equipment purchased.

7. The District need not comply with the bidding requirements if the District purchases property from the Nebraska State Purchasing Bureau, so long as the Nebraska State Purchasing Bureau competitively bid the purchase of property.
8. Notwithstanding anything to the contrary, no employee may enter into any agreement or understanding on behalf of the District that may financially benefit the employee, member of the employee's immediate family, or a business with which the employee is associated, unless the Board of Education approves such contract or arrangement in advance.

#### Credit Card Purchasing Program

1. The Board of Education authorizes the Superintendent or designee to contract with one or more financial institutions, card-issuing banks, credit card companies, charge card companies, debit card companies, or third-party merchant banks capable of operating a purchasing card program on behalf of the District.
2. The Board of Education delegates to the Superintendent or designee: (a) the determination of the type of purchasing card or cards to be utilized in the District's purchasing card program; and (b) the determination of which employees shall be approved or disapproved to be assigned a purchasing card in the District's purchasing card program. The Superintendent shall submit the approved names to the Board, from time to time.
3. The District's purchasing card program may only be utilized for the purchase of goods and services for and on behalf of the District. No officer or employee of the District shall use a purchasing card for any unauthorized use.
4. An itemized receipt for purposes of tracking expenditures shall accompany all purchasing card purchases. In the event that a receipt does not accompany an authorized cardholder's purchase, the Superintendent or designee shall temporarily or permanently suspend said cardholder's purchasing card privileges.
5. Upon the termination or suspension of employment of an individual using a purchasing card, the Superintendent or designee shall immediately close such individual's purchasing card account and said employee shall immediately return the purchasing card.

Legal Reference: Neb. Rev. Stat. Sec. 13-610  
Neb. Rev. Stat. Sec. 49-1401, et seq

Date of Adoption: [July 11, 2024]

Business OperationsContracting for Services

Contractual services which by their nature are not adapted to award by competitive bidding, such as contracts for the services of individuals possessing a high degree of professional skill, where the ability or fitness of the individual plays an important part, are not subject to bid but are subject to approval by the Board of Education in conformity with established policy.

Every contract for services to be provided to District OR-1 Public Schools shall require that the contractor use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. Such requirement shall be deemed to be included and a part of the terms of every contract for services with the School District, including but not limited to oral contracts.

For any company that submits a bid or proposal for any technology-related product or service, and before entering into any contract with any company for any technology-related product or service, the company must certify that: (1) the company is not a scrutinized company (as defined by law); (2) the company will not subcontract with any scrutinized company for any aspect of the performance of the contemplated contract; and (3) that any products or services to be provided do not originate with a scrutinized company. The District will not knowingly enter into any contract with any scrutinized company.

Legal Reference: Neb. Rev. Stat. Sec. 4-114  
LB 1300 (2024)

Date of Adoption: [July 11, 2024 ]

Internal Board Policies - Methods of OperationDesignated Method of Giving Notice of Meetings

The Board of Education will give advance notice of meetings by publishing such notice in a newspaper of general circulation within the District's jurisdiction and, if available, on such newspaper's web site. If a newspaper refuses, neglects, or is unable to timely publish such notice, then notice may be given by (1) posting on the newspaper's website, if available, and (2) posting such notice in conspicuous public places within the District. The Board Secretary shall keep a written record of such postings.

Notice shall be given a reasonable time in advance of the meeting. Two (2) days advance notice shall be considered sufficient.

For an emergency meeting, notice shall not be required to be given; however, the Board will complete minutes for such an emergency meeting as required by law. An emergency has been defined as any event or occasional combination of circumstances which calls for immediate action or remedy; pressing necessity; exigency; a sudden or unexpected happening; an unforeseen occurrence or condition.

The Secretary of the Board of Education, or the Secretary's designee, shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to such news media of the time and place of each meeting and the subjects to be discussed at the meeting.

Legal Reference: Neb. Rev. Stat. Sections 79-554; 79-555 and 84-1411

Date of Adoption: [July 11, 2024]

StudentsPromotion and Retention

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the Principal, in consultation with the student's teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program.

If a parent or guardian would like their student to retake a grade level, the parent or guardian must meet with the Superintendent or designee to discuss the student repeating a grade. At that meeting, the parent or guardian must provide evidence of academic needs, illness, or excessive absenteeism that would warrant the student to repeat the grade. A student in kindergarten through fourth grade may be retained due to academic needs, illness, or excessive absenteeism. A student in grades fifth through twelfth grade may be retained due to excessive absenteeism. At such meeting, the Superintendent or designee shall identify any alternative educational opportunities, including remedial instruction, if applicable, and verify any special education supports available to such student. If the student's parent or guardian still intends for their student to repeat a grade, such parent or guardian shall then complete the required form and return such form to the District. Upon completion of the form and if all requirements pursuant to this policy and law are met, the District shall permit the student to repeat the student's grade for the next school year.

Legal Reference: Neb. Rev. Stat. Sec. 79-526

Date of Adoption: [July 11, 2024]

Internal Board Policies - Board MembersMembership in School Board Associations

The Board of Education shall hold memberships in such school board associations as it may from time to time determine appropriate.

The Board will list on the school's website the organizations and memberships that the Board belongs to and the annual membership dues (if any) for such organizations and memberships, as well as the fees paid by the Board to any individual lobbyist or lobbying firm (if any).

Legal Reference: Neb. Rev. Stat. Sec. 79-512  
LB 304 (2024)

Date of Adoption: [July 11, 2024]

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 Corps, peace officers, or qualified law enforcement officers or qualified retired law enforcement officers, as defined by and pursuant to state and federal law.

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 someone other than a minor or prohibited person, as defined by law, and are enclosed in a case or inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, other than an autocycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area.

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: [July 11, 2024]

StudentsStudent AttendanceAttendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The District will maintain an accurate record of student attendance.

**A. Attendance and Absences.**

1. **Circumstances of Absences – Definitions.** The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.
  - a. **School Excused.** Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed:
    - (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent may be required to provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness (including physical or mental illness), court, death of a family member, or suspension.
    - (2) Other absences as determined by the principal or the principal's designee.
  - b. **Not School Excused.** Absences that are not school-excused may result in a report to the county attorney and may be classified as follows:
    - (1) Parent-acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes vacations or other events that do not meet the criteria for a School Excused absence.
    - (2) Other absences are those in which the parent has not communicated a reason for the student's absence.

2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above-defined absence circumstances.
3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in [Name] Public Schools or resides in the [Name] Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child or may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

4. Reporting and Responding to Excessive Absenteeism. Any District staff member or board member who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent or Superintendent's designee to be the attendance officer. The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend school
5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter which are Not School Excused shall be deemed to have "excessive absences." Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

When a student continues thereafter to have absences of at least twenty days which are Not School Excused, one or more meetings will be held between the school, the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall include, if agreed to by the person who is responsible for making educational decisions on behalf of the child, an educational evaluation to determine whether any intellectual, academic, physical, or social-emotional barriers are contributing factors to the lack of attendance. The plan shall also consider, but not be limited to:

- (a) **The physical, mental, or behavioral health of the child.**
- (b) Educational counseling;
- (c) Referral to community agencies for economic services;
- (d) Family or individual counseling; and
- (e) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.

6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person having control of the student resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per school year. The school shall notify the child's family in writing prior to making the referral to the county attorney. Illness (including physical or mental illness) that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney.

Legal Reference: Neb. Rev. Stat. Sections 79-201 and 79-209

Date of Adoption: [July 11, 2024]

Personnel - Certificated EmployeesTeacher Training

The district shall provide and promote development programs for all professional staff - Superintendent, principals, teachers and the Board of Education. Features of the staff development program:

1. Staff development resources and time shall be allocated in keeping with the key values and priorities of the district.
2. The staff development program shall concentrate on the programs and practices of effective schools and teaching, goal setting, assessment procedures, evaluation of staff, and the change process.
3. Content shall be selected that has been verified by research to improve student outcomes.
4. Teachers shall be actively involved in initiating, planning, and conducting the development programs for teachers.

At least annually, the administration will present to the Board the planned staff training as required by law. The Board will then approve those training requirements if the Board determines that the length of each training is reasonable.

Legal Reference: LB 1329 (2024)

Date of Adoption: [July 11, 2024]

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 (American History and American Government and one other Social Studies course)	40	Semester Hours
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. Each student shall also complete and submit a Free Application for Federal Student Aid prior to graduation, unless the required opt-out form is completed by either: (1) the student's parent or legal guardian; (2) the Principal, if the Principal determines that good cause exists not to require the student to complete the FAFSA; or (3) an emancipated student or student of at least 19 years of age.

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: July, 11, 2024

InstructionClassroom Environment

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

The District will only permit the Gall-Peters projection map (or a similar cylindrical equal-area projection map) or the AuthaGraph projection map for display or use in the classroom.

Legal Reference: LB 1329 (2024)

Date of Adoption: [July 11, 2024]

Business OperationsMeal Charge Policy

It is the policy of the District to comply with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide free or reduced meals to qualifying students.

Student Eligibility

Families of students who may be eligible for free or reduced-price school meals should submit an application to determine their eligibility. Applications are available through the Superintendent or Superintendent's designee. As long as an application is submitted on or after July 1, the application will be considered current for the new school year. A student may become eligible for free or reduced meals at any time during the school year if the household experiences a change in financial circumstances.

Meal Account Balances

The District will ensure that families can check their meal account balances in a manner other than exclusively online. The District will ensure that at least one form of meal account payment is free of charge.

The District encourages families to pre-pay without charge for free or reduced-price meals. Notwithstanding the option to pre-pay, students and families will have a method to add funds during the school day. Any balance remaining in a pre-paid account shall carry over into the next month. Households approved for free or reduced-price meals with funds remaining in their meal account at the end of the school year shall receive a refund. When a student leaves the District or graduates, the District shall attempt to contact the student's household to return any funds remaining in the student's meal account.

Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and the District shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent debt, pursuant to and in compliance with state and federal law. The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishing and handling of the bad debt.

The District will not use a debt collection agency to collect or attempt to collect, directly or indirectly, debts due or assessed to be owed for outstanding debts on a school lunch or breakfast account of any student. Nor will the District assess or collect any interest, fees, or other monetary penalties for outstanding debts on a school lunch or breakfast account of any student.

Student Confidentiality

The District will disclose individual student eligibility information only to those persons (and organizations) who require the information to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions.

The District shall not use or implement any colored or coded meal cards, tickets, tokens, or other methods of payment that would overtly identify a student as being eligible for free or reduced-price meals.

Distribution Annually

This policy shall be provided or made available to all students' households at the start of each school year and to households transferring to the District during the school year.

This policy shall also be provided annually to District staff members responsible for the enforcement of this policy, including food service professionals.

The Superintendent or the Superintendent's designee shall maintain documentation of the annual distribution of this policy to students' households and District staff.

Legal Reference: Richard B. Russell National School Lunch Act (42 U.S.C. Sec. 1751);  
U.S.D.A. Memorandum SP 57-2016.  
LB 1329 (2024)

Date of Adoption: [July 11, 2024]

## **Internal Board Policies - Methods of Operation**

### **Public Participation at Board Meetings**

#### **Attend**

Members of the public shall be permitted to attend and to speak at Board meetings. They will not be required to identify themselves as a condition for admission to the meeting.

The Board may allow advisors, consultants, and other persons who are not Board members to appear at the meeting via telephone or other similar means.

The President has the authority to assure that people conduct themselves in an orderly manner at the meeting. Undue interruption or other interference with the orderly conduct of business will not be allowed. The President may order persons who are disorderly to be removed from the meeting.

#### **Hear**

The Board will, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at the meeting.

#### **Record**

Members of the public may use recording devices (phone, video camera, etc.) to record any part of a board meeting, except for closed sessions. The President shall control the placement of the recording device so the device does not obstruct the view of Board members or other members of the public attending the meeting and does not otherwise interfere with the meeting.

#### **Access to Written Materials**

At least one copy of all reproducible written material to be discussed at an open meeting will be made available at the meeting for examination and copying by members of the public.

#### **Speak**

Members of the public will be permitted to speak at Board meetings. Members of the public may also speak when invited to make a presentation or when recognized by the President.

For regular meetings of the Board, individual speakers shall have **up to 5 minutes** to address the Board, and the Board shall hear **up to 60 cumulative minutes** of public comment.

For all meetings other than regular meetings of the Board, individual speakers shall have **up to 5 minutes** to address the Board, and the Board shall hear **up to 30 cumulative minutes** of public comment. The Board may vote to modify these time limits when the Board deems

appropriate. The President may implement other reasonable requirements for public comment, consistent with the Open Meetings Act.

Members of the public will not be required to have their names placed on the agenda prior to the meeting to speak about items on the agenda.

Any member of the public desiring to address the body shall be required to identify himself or herself, including an address and the name of any organization represented by such person, unless the address requirement is waived to protect the security of the individual.

To ensure the Board completes its business during meetings other than regular meetings, public comment will be listed at the end of the agenda for all meetings other than regular meetings.

Speakers will be permitted to address the Board consistent with free speech rights. However, offensive language, defamatory remarks, and hostile conduct will not be tolerated. Further, charges or complaints against a school employee shall not be made for the first time at a public Board meeting without having followed the school's complaint procedure.

Legal Reference: Neb. Rev. Stat. 84-1412

Date of Adoption: [July 11, 2024]

# Palmyra High School Student Handbook 2024-2025 School Year

## Foreword

### **Section 1 Intent of Handbook:**

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

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

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

Jaimi Calfee  
Dean Busch  
Tim Cheney  
Brandon Desh  
Dee Moore  
Joshua Penterman

### **Section 3 High School Administration:**

Mr. Michael Hart	Superintendent
Mr. Heath Johnson	Principal
Mr. Aaron Hoeft	Activities Director

### **Section 4 Palmyra High School Faculty & Staff**

#### **Faculty:**

Mr. Burke Brown	Technology
Mrs. Kori Vodicka	Guidance Counselor
Mr. Andrew Conn	Business Education
Mr. Jordan Linke	Physical Education/ Business
Mr. Taylor Baumert	Physical Education/SCC Government
Mr. Jon Davenport	Science
Mrs. Madison Hanau	Science

Mr. Mark James	Science
Ms. Karen Redd	Special Education
Mrs. Jennifer Ferretti	Special Education
Mrs. Jennifer Whyman	Special Education
Mr. Grant Fritsch	Industrial Technology
Mrs. Rebecca Gill-Rose	Spanish
Mrs. Jonna Pester	Math
Mr. Jordan Springer	Math
Mr. Andrew Weils	Math
Mr. Mark Kotik	Government/History
Mr. Travis Reed	Social Studies
Mr. Jeff Panko	Social Studies
Ms. Michelle Paxton	Family & Consumer Science
Mrs. Beth McCreight	Vocal Music
Mr. John Furrow	Instrumental Music
Mr. Ryan Pollock	English
Mrs. Julie Hendricks	English
Mr. Jacob Wieseler	English
Mr. Matt Smidt	Media
Ms. Sarah Swartzendruber	Art
Mrs. Liz Beach	Vocational Agriculture
Mrs. Mikayla Batman	6th Grade
Mrs. Amanda Malone	6th Grade
Mr. Cody Pester	6th Grade

### **Staff:**

Mrs. Elli Lamprecht	Food Service Director
Mrs. Carolyn Smith	Food Service Supervisor
Mr. Ted Cisneros	Custodian / Transportation
Mr. Steve Meyer	Custodian
Mrs. Lisa Phillips	Business Manager
Mrs. Cassie Wemhoff	Human Resources/Payroll Specialist
Mrs. Jane Powell	Principal's Secretary

### **Bus Drivers:**

Mrs. Cathy Fick	Transportation Coordinator
Mr. Todd Calfee	Bus Driver
Mr. Ted Cisneros	Bus Driver
Mr. Randy David	Bus Driver
Mrs. Sharon Dowding	Bus Driver
Mrs. Vicki Hillman	Bus Driver
Mr. Randy Holdsworth	Bus Driver
Mr. Clayton Maahs	Bus Driver
Mr. Steve Robb	Bus Driver
Mr. Daryl Hopp	Bus Driver
Mrs. Ronda Wheatley	Bus Driver

**Palmyra High School 2024-2025  
Extra-Curricular Duties**

**Sponsors:**

Mrs. Ferretti	Eleventh Grade Sponsor
Mr. Kotik	Eleventh Grade Sponsor
Mrs. Vodicka	Twelfth Grade Sponsor
Mr. Pollock	Twelfth Grade Sponsor
Mrs. McCreight	Main Stage Assistant
Mrs. James	Main Stage
Mrs. James	One Act
Mr. Wieseler	Speech
Mrs. Phillips/Mrs. Wemhoff	Concessions Sponsors
Mr. Lahmon	Elementary Student Council
Mr. Davenport	High School Student Council
Mrs. Gill-Rose	Yearbook
Mr. Smidt	Jr High and High School Quiz Bowl
Mrs. Ferretti	PARTY Group Sponsor
Mr. Weils	PARTY Group Sponsor
Mrs. Vodicka	National Honor Society
Mrs. Malone	Unified Bowling
Mrs. Ferretti	Unified Bowling
Mrs. Ferretti	Unified Track
Mrs. Malone	Unified Track
Mrs. McCreight	Vocal Music
Mr. Furrow	Instrumental Music/Summer
Mrs. Paxton	FCCLA
Mrs. Beach	FFA

**HS Head Coaches:**

Mr. Baumert	HS Football
Mr. Wemhoff	HS Boys Basketball
Mr. Maibaum	HS Girls Basketball
Mr. Weils	HS Boys Wrestling
Mr. Pester	HS Girls Wrestling
Mr. Conn	HS Boys Track
Ms. Peterson	HS Girls Track
Ms. S. Swartzendruber	HS Volleyball
Mr. Conn	HS Cross Country
Mr. Wemhoff	HS Boys Golf
Mr. Wemhoff	HS Girls Golf
Mrs. Stone and Mrs. Andersen	HS Cheerleading

### **Assistant HS Coaches:**

Mr. Reed	Assistant HS Football
Mr. Weils	Assistant HS Football
Mr. Wieseler	Assistant HS Football
Mr. Fritsch	Assistant HS Football
Mr. Springer	Assistant HS Football
Mr. Kaleb Kempkes	Assistant HS Boys Basketball
Mr. Kadin Copeland	Assistant HS Boys Basketball
Mr. Kyle Kassebaum	Assistant HS Boys Basketball
Ms. Peterson	Assistant HS Girls Basketball
Mr. Linke	Assistant HS Girls Basketball
Mrs. Hohensee	High School Wrestling Advocate
Mr. Smidt	Assistant HS Track
Ms. A. Swartendruber	Assistant HS Volleyball
Mrs. Wheatley	Assistant HS Volleyball
Mrs. Gill	Assistant HS Cross Country

### **JR. High Head Coaches:**

Mr. Springer	JH Football
Mr. Davenport	JH Boys Basketball
Mr. Furrow	JH Girls Basketball
Mr. Reed	JH Wrestling
Mrs. Malone	JH Volleyball
Mr. Linke	JH Track
Mr. Davenport	JH Track
Mr. Maibaum	JH Track

### **JR. High Assistant Coaches:**

Mr. Fritsch	JH Assistant Football
Mr. Weils	JH Assistant Wrestling
Mr. Springer	JH Assistant Boys Basketball
Ms. D. Christensen	JH Assistant Girls Basketball
Mrs. Batman	JH Assistant Volleyball
Mrs. Tramp	JH Wrestling Advocate

**2024-2025  
PARENT-STUDENT  
HANDBOOK  
PALMYRA JR/SR  
HIGH SCHOOL  
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## **Article 1 – Mission and Goals**

### **Section 1 School Mission Statement:**

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

### **Section 2 Governing Principles - Goals**

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

### **Section 3 Mutual Respect:**

Palmyra High School expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

### **Section 4 School Ceremonies and Observances**

The school district will continue school ceremonies and observances, which have become a tradition and a custom of the education program. These include, but are not limited to, reciting the Pledge of Allegiance and observance of holidays, such as Christmas, Halloween and Easter, by programs and performances. Such ceremonies or observances shall have a secular purpose and shall not advocate or sponsor a particular religion.

Students who do not wish to participate in these activities may be silent during the ceremony or observance or receive permission from the principal to be excused from the ceremony for religious reasons in compliance with board policy.

September 17 shall be designated as Constitution Day. The district shall hold an educational program(s) for all students on the United States Constitution each September 17. When September 17 falls on a Saturday, Sunday, or holiday, then Constitution Day shall be held during the preceding or following week.

### **Section 5 Multicultural Policy**

Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for the purpose of:

- affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Hispanic Americans and Native Americans;
- challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race;
- valuing multiple cultural perspectives; and
- providing all students with opportunities to “see themselves” in the educational environment in positive ways and on a continuing basis.

To promote and support multicultural education within Palmyra High School, it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society.

## **Section 6 SCHOOL WELLNESS POLICY**

A mission of Palmyra District OR-1 Public Schools is to provide curriculum, instruction, and experiences in a health-promoting school environment to instill habits of lifelong learning and health. Therefore, the Board adopts the following School Wellness Policy.

### ***Annual Notification of Policy***

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the District website and/or district-wide communications. The District will provide as much information as possible about the school nutrition environment. This will include a summary of the District's events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

### ***Community Involvement, Outreach and Communications***

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the district's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the district and individual schools are communicating important school information with parents.

The District will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

### ***School Meals***

The District is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams' *trans*-fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary

needs.

**Water**

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout every school campus (“school campus” and “school day” are defined in the glossary). The District will make drinking water available where school meals are served during mealtimes

**Section 7 Complaint Procedures:**

The proper procedures for a parent or student to make complaints or raise concerns about school staff or the school programs or activities are set forth below. Other procedures exist to address discrimination or harassment, the bullying of students, and to challenge disciplinary actions, and such other procedures should be used to address those types of concerns.

Complaint procedure:

- Step 1. Have a scheduled conference with the staff person involved in the complaint matter.
- Step 2. Appeal to the Principal if the matter is not resolved at Step 1.
- Step 3. Appeal to the Superintendent if the matter is still unresolved at Step 2.
- Step 4. Appeal to the Board of Education if the matter is still unresolved at Step 3.

Written appeals should be made within five (5) days of the Superintendent’s decision.

1. Conditions Applicable to All Levels of Complaint Procedure:

All information to be considered at each appeal step should be placed in writing in order to be most effective. Appeal decisions shall be expedited as quickly as possible. A decision at any level should be rendered within ten (10) calendar days, unless a legal hearing is requested or required.

**Article 2 - School Day**

<b>Section 1</b>	Daily Schedule: 8:05 a.m.-3:41 p.m.
First Bell	8:05
Period 1	8:10 – 9:00
Period 2	9:03 – 9:53
Period 3	9:56 – 10:46
Period 4	10:49 – 11:39
Period 5	11:42 – 1:05
Period 6	1:08 – 1:57
Period 7	2:00 – 2:49
Period 8	2:52 – 3:41

**Section 2** Alternate Schedule - TBA

**Section 3** 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 KOLN/KGIN channel 10/11, KLKN channel 8, and KFOR 1240 AM. School closing information can also be found at [www.cancellations.com](http://www.cancellations.com).

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 aforementioned 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). Announcements about other Nebraska school closings are included in Lincoln radio and television broadcasts. Students and parents will want to pay special attention to which public school district is being closed.

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

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

What Not to Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the media.

Emergency Conditions. Palmyra High School has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for an Emergency Exit system, Tornado Warning System, and Critical Incident Response.

Keeping you informed is a top priority at District OR1. We have adopted the School Messenger Notification Service which will allow us to send a telephone or e-mail message to you providing important information about school events or emergencies. We anticipate using School Messenger to notify you of security situations, school delays, or cancellations due to inclement weather; as well as remind you about various events; including report card distribution, open house, field trips, and more. In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by phone.

#### **Section 4            Closed Campus:**

All students are required to remain on campus during the school day. Students must request permission from the Principal to have visitors at school during the school day, this includes during lunch.

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

#### **Section 1        Entering and Leaving the Building**

Beginning of School: Students should not be on school grounds prior to 8:00 a.m., unless eating breakfast. The first bell will ring at 8:10 a.m. allowing students to proceed to their lockers and classrooms. During bad weather the entrance will be open by 7:30 a.m. for students to enter the building. Students are to stay in the gym, and are not to go to any other part of the building without permission.

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Upon return to school during the day, students are to report to the school office.

End of School: Our regular school day ends at 3:41 p.m. Make-up work, special help, assignment after school, club meetings, and other school activities begin at 3:45 p.m. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible.

#### **Section 2        Visitors**

All visitors must report to the office upon entering the east entrance to sign in, in order to receive a visitor's pass. Parents are welcome at all times. Please sign in/out at the office upon entering/exiting the east entrance to the school. Visitations during the first week of school and the last week of school will require extraordinary reasons or permission from administrators.

#### **Section 3        Smoke-Free Environment**

The use of tobacco (including electronic nicotine delivery systems) 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), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

#### **Section 4 Care of School Property**

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.
3. **School-issued items that are stolen or damaged are the responsibility of the student to whom they were issued.**
4. **Replacement cost or fines for lost/damaged books/materials will be determined taking into consideration the age and condition of the books/materials. This determination will be made with input from the student, teacher, and Principal.**

#### **Section 5 Lockers**

Each student in grades 6, 7 and 8 will be assigned a locker. All other high school students will be given the option to have a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

#### **Section 6 Searches of Lockers and Other Types of Searches**

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

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

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

## **Section 7 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 8 Use of Telephone**

USE OF THE OFFICE PHONE SHALL BE LIMITED TO AN EMERGENCY OR WHEN A STUDENT IS ILL.

Students may come to the office to use their cell phone, if given permission by teacher and office personnel.

Use of personal electronic devices (i.e. cell phone, digital cameras, pagers, etc) is restricted. They are also prohibited in any areas where there is an expectation of privacy (i.e. locker rooms, bathrooms, etc.). Students may use personal electronic devices in the common areas of the school before and after school, at lunch and during passing periods so long as they do not create a distraction or a disruption. Students should not use personal electronic devices during class time. All devices will remain off and out of sight during class time, unless given permission. Students using personal electronic devices during school hours, without permission will be subject to disciplinary action.

Students are personally and solely responsible for the security of their personal electronic devices. The school district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone. By bringing personal cell phones to school, students consent to having that phone searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

Students who violate this policy will have their personal electronic devices confiscated immediately. The administration will return confiscated devices to the offending student's parent or guardian after meeting with the parent or guardian to discuss the violation. Students who violate this policy may be subject to additional discipline, up to and including suspension or expulsion.

### **Section 9      Bicycles**

Bicycles must be parked in the racks provided. All bicycles should be equipped with locks and licenses. The school is not responsible for damage or theft of parts while bicycles are on school property.

### **Section 10     Student Valuables**

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary and safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

### **Section 11     Lost and Found**

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel.

### **Section 12     Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

### **Section 13     Laboratory Safety Glasses**

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

### **Section 14     Insurance**

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

### **Section 15     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 and stamped by the Principal's office. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

## **Section 16 Copyright and Fair Use Policy**

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

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

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

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

## **Section 1 Attendance Policy**

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

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

1. Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.
  - a. School Excused. Any of the following circumstances that lead to an absence will be identified as a *School Excused* absence, provided the

required attendance procedures have been followed:

- (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension.
  - (2) Other absences as determined by the principal or the principal's designee.
- *When a student knows they will be gone, all homework is due either before the student leaves for the absence or immediately upon their return. Students should work with their teachers to determine what will be expected based on the type and length of the absence.*

- b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:

Other absences are those in which the parent has not communicated a reason for the student's absence. This would include being tardy to school. Being tardy more than 10 minutes may be considered an unexcused absence for that period.

Any student who is deemed tardy by the office or classroom teacher will serve a 20-minute detention with the teacher of the class the student was tardy for. Failure to show up for the detention will result in the time being increased by 20 minutes. If a student misses the detention four times, the student shall serve an all-day in-school suspension and still have to serve the detention time.

**Section 3** Absence Procedure. In the Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office.

Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work for excused absences. Unexcused absences do not apply and may be due on the original issued due date.

**Section 4** Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school

district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in District OR-1 Public Schools or resides in the District OR-1 Public School's district and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

## **Section 5**

Reporting and Responding to Excessive Absenteeism. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal

knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under “Excessive Absenteeism” and “Reporting Excessive Absenteeism.”

**Section 6** Excessive Absenteeism. Students who accumulate one (1) unexcused absence in a quarter shall be deemed to have “excessive absences.” Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

- a. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and
- b. One or more meetings between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child’s parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:
  - (i) Illness related to physical or behavioral health of the child.
  - (ii) Educational counseling;
  - (iii) Educational evaluation;
  - (iv) Referral to community agencies for economic services;
  - (v) Family or individual counseling; and
  - (vi) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child’s attendance records.

Reporting Excessive Absenteeism to the County Attorney. The school may report to the county attorney of the county in which the person resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than five (5) absences per quarter, ten (10) absences per semester, or twenty (20) absences per year. This process can be initiated at any time during the school year if any absence is determined to be school unexcused. The school shall notify the child’s family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

### **Section 1 Grading System**

Palmyra High School will use the letter grading system as follows:

A	94 - 100	Excellent
B	86 – 93	Good
C	78 – 85	Satisfactory
D	70 – 77	Needs Improvement
F	Below 70	No Credit
INC	Incomplete	No Credit

Each teacher should define for students the grading procedures to be used in their classes.

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

All students in grades 9-12 will be encouraged to sign up for seven classes, out of an eight period day. College credit, dual credit, online course work, and Odysseyware courses can count toward the seven class enrollment. Students may have one study hall. Students may be asked to serve as a teacher or office aide. If a student becomes a teacher or office aide, this period will count as their one allowable study hall.

### **Section 3 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 inter-local 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.” Part time student participation in high school activities will be aligned with current NSAA guidelines and standards.

#### **Section 4 Academic Tutorial Policy**

Teachers that have students in their class that have grades which have dropped below a “D” may schedule tutorial sessions with that student in an attempt to help them raise their grades. The time and date for this session will be mutually agreed upon by the student and teacher, the student will be given a minimum of twenty-four hours before the session(s) is to be held and can be scheduled before school, after school, or during a students’ study hall session. Once agreed upon by the student and teacher, the session is mandatory. Students that skip a tutorial will be subject to disciplinary action. Tutorials will not disqualify a student from practice or other after school events once the student has completed the tutorial, nor will there be any penalties imposed on the teacher by sponsors or coaches for missing activities or practice, due to attendance for a tutorial.

Students who are failing one or more classes when report cards or progress reports are sent home may not leave study hall to leisurely read in the library. This will be in effect for any and all study halls a student has during any given day. This also applies to semester classes, even if the student is not taking the course during the next grading period

If students who are failing one or more classes need to use the library for research, teachers may write passes for “research only.” These passes will be limited to 10 minutes. Students should obtain their needed materials and return to the classroom. Students in violation of this procedure will not be allowed to use the library until they are no longer in jeopardy of failing.

#### **Section 5 Graduation Requirements**

230 credits are required for graduation:

English/Speech	45 credits
Social Studies	40 credits
Math	30 credits
Science	30 credits
Business	10 credits
Computers	15 credits (This includes the 5 credit hours of personal finance)
P.E./Health	10 credits
Electives	50 credits

A student will earn 10 credits for passing a year-long class and 5 credits for passing a semester long class.

Grades for the dual credit classes (college and high school) will be issued on separate high school and college grading scales. The high school grades will be used in determining class

rank, honor roll, and other academic honors or recognition.

A maximum of fifteen (15) credits from extension or correspondence courses may be counted toward graduation requirements. Courses must be comparable to the courses they are replacing and the courses must be approved by the administration.

Early Graduation - Upon completion of the 7 semesters in high school, and having met the number of hours and required courses for graduation, students attending District OR-1 have the right, with parental or guardian consent to graduate early. Each student desiring to graduate early shall receive an application form from the high school principal. This form must be obtained before the student enrolls in classes for their intended last year of school.

Work Release - Seniors may attend less than a full day of school if the release time will be spent working at a job or in a study program, provided that the release time does not jeopardize the student's graduation at the usual time, and provided that the request is made and arranged with the mutual consent of the principal, the student, and the student's parent/guardian.

Junior High requirements include two years of mathematics, English, science, social studies, physical education, vocal music, guidance, home economics, industrial arts, art, vocational agriculture, and keyboarding.

#### **Section 6 Promotion, Retention**

The professional staff at Palmyra High School will place students at the grade level and in the courses best suited to them academically, socially and emotionally.

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

#### **Section 7 Schedule Changes/Drop and Add**

Schedule changes will be made during the first week of each semester. The Principal will make final approval of all schedule changes.

#### **Section 8 Progress Reports**

Various supplemental progress reports may be sent to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work that may need improvement. These reports will be sent as the teacher determines.

Included in the academic improvement report will be a request from the teacher for parents to contact the teacher by phone, or email, to discuss the student's academic progress. Teachers will arrange with the parents for days when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing. (See Section 3)

#### **Section 9 Report Cards**

Report cards are issued at the end of each quarter, or nine-week sessions. Letter grades are used to designate a student's progress. Incompletes shall be designated by an "INC". Students have two weeks after the end of the quarter to make up incomplete work. Failure to do so will cause

the grade to change to a "F" (No Credit). No incompletes will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter.

Each quarter will have a 3 week “window”. These dates are set at the beginning of the school year and communicated with staff, teachers, and parents. Regular announcements will be made to the students and parents at the end of each window period reminding them that the window will close. Students will not be allowed to go back into the 3-week period to make up work after the window is closed. Any work that is to be made up after the window closes will be at the discretion of the principal or their designee after a consultation with the teacher.

### **Section 10 Parent-Teacher Conferences**

Parent-teacher conferences will be held this year for the Jr/Sr High School on Sept. 19th from 2:00 – 8:00pm and Feb. 6<sup>th</sup> from 2:00 – 8:00pm. The conferences for Bennet Elementary School are Sept. 19th from 2:00 – 8:00pm and Feb. 6<sup>th</sup> from 2:00 – 8:00pm. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with one or more teachers as needed.

Digital conferences may be used in lieu of in person conferences. Digital conferences allow for great flexibility for the parents, are timely, and limit travel which can be burdensome and cost prohibitive for some families. If digital conferences are utilized, a parent/guardian may always request an in person conference on the day of conferences or schedule one on a time that works for both the parent and the teacher.

### **Section 11 Honor Roll/Class Rank**

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1<sup>st</sup> Semester, and 2<sup>nd</sup> Semester.

- 1) Students receiving all "A's" will be classified as HIGH HONOR ROLL.
- 2) Students receiving no other grade lower than a "B" will be classified as HONOR ROLL

Class Rank - Only courses taken while the student is enrolled in grades 9-12 will be used in determining class rank for the students.

The top 10% of the graduating class will be recognized at commencement for high scholastic achievement.

### **Section 12 Hallway Passage**

Students shall not be in the hall during regular class time without signing out of class prior to leaving, and signing back in upon return. This will include trips to the restroom, library, and/or office, as well as to any place other than the room to which the student has been assigned. Passage shall be by the shortest and quickest route practicable without stopovers at other points or without bothering other classes in session. Students wishing to see another teacher before or during school must have permission in advance before they may proceed to that destination.

**Do not come to the office for a late pass other than “a late to school” pass.**

### **Section 13 Study Hall Information**

- Students should bring enough material to work on for the entire period.
- Students will not be allowed to go to their lockers during study hall.
- Only quiet study is permitted.
- Students will not be allowed to work together in groups.
- Sleeping is not allowed, nor is sitting or lying on the floor, tables, or counters.
- Playing chess, checkers, cards, etc. will not be allowed. Real or electronic.
- Repeated violations of these rules will result in the student being reassigned.

### **Section 14 Teacher/Office Aides**

Students may serve as teacher/office aides. The purpose of this program is to provide an educational experience, which will help to prepare students for future work experiences. The following is a description of the guidelines under which they must function. Students serving as an aide must take a minimum of six regular classes and have at least a 2.0 cumulative average.

Teacher/office aides on the ineligibility list will not be allowed to assist until they are removed from the ineligibility list. Teachers who wish to have an assistant must submit a signed request for a particular student for a specific class period. A teacher who requests an assistant must develop a list of duties and responsibilities; so that the student, his/her parents, and the office are aware of the expectations. Teachers' assistants should not deal with confidential information. Therefore, student assistants will not be allowed to check papers or record grades. Teachers' assistants can sort papers, staple, clean up, word process, maintain bulletin boards, file, run errands (with a pass), tutor, conduct research, set up experiments, demonstrate skills or procedures, etc.

### **Section 15 National Honor Society:**

The National Honor Society chapter of Palmyra High School is a duly chartered and affiliated chapter of this prestigious national organization.

#### Admission to the National Honor Society

Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each May.

Students in the 10th, 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have a minimum cumulative grade point average of 3.3 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required. Students must show “participation in at least two student activity organizations each year” or “ten hours of documented community service”.

## **Article 6 - Support Services**

### **Section 1 Special Education Identification and Placement Procedures:**

#### What Does Special Education Mean?

Special education means educational experiences, curriculum and services, including transportation, through the use of staff, facilities, equipment and classrooms, which have been adapted to provide special instruction for students with disabilities. In addition, special education provides the support services necessary for evaluation, placement and instruction for students with disabilities. These services are free to parents, unless they elect to place their child in a program other than one approved by the school district. For more information with regard to special education services please contact the Principal or Guidance Counselor.

### **Section 2 Guidance Services:**

Palmyra High School employs guidance counselor(s) for the purpose of assisting with the District's testing program and to assist with scheduling and for students to discuss problems and resolve conflicts. If you wish to see a counselor, stop by a counselor's office and make arrangements for an appointment.

### **Section 3 Health Services:**

#### Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

#### Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that the child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a two-week supply.

#### School Health Screening

Children in Preschool and Kindergarten through third grade, as well as children in sixth and

ninth grade are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates scoliosis and blood pressure at the sixth and ninth grades. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse may also be screened. Parents are notified of any health concerns as they are identified. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office where their child attends at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

Physical Examination

Evidence of a physical examination by a qualified physician is required within six months prior to the entrance of the child into any Early Childhood Special Education classes, kindergarten and the seventh grade, or in the case of transfer from out of state to any other grade. A parent or guardian who objects may submit a written statement of refusal for his or her child. The statement will be kept in the student’s file. Waiver forms are available in the school health office.

**Article 6 - Support Services**

**Summary of the School Immunization Rules and Regulations since 2017-2018 School Year**

<b>Student Age Group</b>	<b>Required Vaccines</b>
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students entering school (Kindergarten or 1 <sup>st</sup> Grade depending on the school district’s entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 <sup>th</sup> birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month

	2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7 <sup>th</sup> grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet:

<http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011) **Updated 1/25/2017**

Students must show proof of immunization upon enrollment in Palmyra High School. Any student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations may complete a waiver statement which is available in school health offices.

Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

#### Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Palmyra High School for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents would include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

#### Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

#### **Article 6 - Support Services**

1. Children will be sent home from school for live head lice. In the event the child

has TWO cases of live lice in a semester, he or she will be sent home until free of both live lice and nits (eggs).

2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice\*.
3. A child who is sent home from school for head lice should miss no more than two school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Individual buildings will perform classroom-wide or school-wide head checks as needed in order to control the condition at school.

\*Nit removal will be emphasized for effective management of the condition. For more information, call the nurse at your child's school.

### **ADMINISTRATION OF MEDICATION TO STUDENTS**

Students may be required to take medication during the school day. The district shall establish procedures which may allow students to self-administer medications for diabetes and asthma/anaphylaxis. Other medications shall be administered by the school nurse, a registered Medication Aide, or other school staff member meeting the minimum competency standards for the Medication Aide Act.

#### Self-Management of Diabetes and Asthma/Anaphylaxis

Upon completion of required procedures, the district and parent or guardian, in consultation with the student's physician, will develop a diabetes or asthma/anaphylaxis medical management plan for the current school year. The plan shall:

1. Identify the health care services the student may receive at the school relating to the condition;
2. Evaluate the student's understanding of and ability to self-manage his/her condition;
3. Permit regular monitoring of the student's self-management of his/her condition by an appropriately credentialed health care professional; and
4. Be signed by the student's parent or guardian and the physician responsible for treatment of the student's condition.

For asthma/anaphylaxis the plan will also:

1. Include the name, purpose, and dosage of the prescription medication prescribed for such student; and
2. Include procedures for storage and access to backup supplies of such prescription medication.

The parent or guardian shall sign a statement that:

1. The district and its employees and agents are not liable for any injury or death arising from a student's self-management of his/her condition; and
2. Shall indemnify and hold harmless the district and its employees and agents against a claim arising from a student's self-management of his/her condition.
3. Any injury to others as a result of the student's self-medication shall be the parents' responsibility

The student shall promptly notify the person designated in the student's self-management plan when the student has self-medicated.

The superintendent shall develop all necessary procedures and forms to implement the self-management plans and student disciplinary procedures regarding the misuse or threatened misuse of medications and supplies. The school will promptly notify the parent/guardian of such disciplinary action.

#### Medication for Conditions other than Diabetes or Asthma/Anaphylaxis

Medication will not be administered without written authorization that is signed and dated from the parent and physician, and the medication must be in the original container which is labeled by the pharmacy or the manufacturer with the name of the child, name of the medication, the time of the day which it is to be given, the dosage and the duration.

Written authorization will also be secured when the parent requests student co-administration of medication for other than diabetes or asthma/anaphylaxis when competency is demonstrated. When administration of the medication requires ongoing professional health judgment, an individual health plan will be developed by the licensed health personnel with the student and the student's parents.

A written record of the administration of medication procedure must be kept for each child receiving any medication including the date; student's name; prescriber or person authorizing the administration; the medication and its dosage; the name, signature and title of the person administering the medication; and the time and method of administration and any unusual circumstances, actions or omissions. Administration of medication records shall be kept confidential.

Records shall be available to the Department of Health and Human Services Regulation and Licensure, the Department of Health and Human Services, and the State Department of Education for inspection and copying.

Medication will be kept in a secured area. Students may carry medication only with the approval of the parents and building principal of the student's attendance center. Emergency protocol for medication-related reactions will be in place.

The superintendent shall be responsible, in conjunction with the school nurse or Medication Aide, for developing rules and regulations governing the administration of prescription and nonprescription medication to students, including emergency protocols, and for ensuring persons administering medication have met the requirement of state statutes. Annually, each student shall be provided with the requirements for administration of medication at school.

## **Article 7 - Drugs, Alcohol and Tobacco**

### **Section 1 Drug-Free Schools**

The District implements regulations and practices which will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

#### **Education and Prevention:**

This District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, this District will have proper in-service orientation and training for all employed staff.

#### Drug and Alcohol Use and Prevention.

By this handbook, each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

#### Drug and Alcohol Education and Prevention Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations.

All students are provided age appropriate, developmentally based drug and alcohol education and prevention programs for all students of the schools. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

It shall further be the policy of the District, through the instruction earlier herein referred to, as

well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational programs.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs.

All students shall be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the Guidance Counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Illicit Drugs or Alcohol on School Premises or as a Part of Any of the School's Activities.

(In addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities.) This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, at school sponsored activities off school premises.

Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of tobacco (including electronic nicotine delivery systems) on school premises or as a part of any of the school's activities.
4. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect
5. Use of any illicit drug.
6. Distribution of any illicit drug.
7. Use of any drug in an unlawful fashion.
8. Distribution of any drug or controlled substance when such distribution is unlawful.
9. The possession, use, or distribution of alcohol.

It shall further be the policy of the district that violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

**Drugs and Alcohol Prohibited - Standards of Conduct for Students and Employed Staff:**

The manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an educational function, or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant on school grounds, or during the educational function or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any abuse able glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes on school grounds or during and educational function, or event off school grounds, is prohibited.

The possession, selling, dispensing or use of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function, or event off school grounds, is prohibited.

Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized as stated in the next section on AUTHORIZED USE.

**Authorized Use:**

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall provide signed permission by parent and physician.

**Disciplinary Sanctions:**

1. Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardians will be notified.
2. If the student is observed to be violating this policy, the student will be escorted to the Principal/Superintendent's office immediately, or if not feasible, the Principal/Superintendent will be notified. The student's parents or legal guardian will be requested to pick up the student. If it appears there is imminent danger to other students, school personnel, or students involved, the Principal/Superintendent, or such other personnel as authorized by the Principal/Superintendent, may have the

student removed by authorized medical or law enforcement personnel.

3. Parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

**Intervention:**

Palmyra High School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

**Administration:**

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

Safe and Drug-Free Schools-- Parental Notice

NOTICE TO PARENTS: If upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

**Article 8 - Student Rights, Conduct, Rules and Regulations**

**Section 1 Student Conduct and Discipline Policies:**

The common goal of students, parents, faculty and administration of Palmyra Jr/Sr High School is to maintain a school atmosphere conducive to learning. In order to achieve this, Palmyra High School will continue to review and distribute a set of reasonable and fair rules and policies. VIOLATIONS OF PALMYRA JR/SR HIGH SCHOOL'S RULES AND POLICIES WILL RESULT IN DISCIPLINARY ACTION.

**Part 1 Forms of School Discipline**

Short-Term Suspension:

Students may be excluded by the Principal or his designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

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

The following process will apply to short-term suspensions:

1. The Principal or the Principal's designee shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension will be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. 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.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. 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.

#### Long-Term Suspension:

Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of more than five school days but less than twenty school days on (long-term suspension) the conduct constituting grounds for expulsion as hereinafter set forth.

The process for long-term suspension is hereinafter set forth.

#### Expulsion:

1. Meaning of Expulsion. Expulsion shall mean 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.

2. 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. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such a board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. 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, and as a condition of such suspended action, the student may be assigned to a school, class, or program and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the students' participation and conduct has been satisfactory or not shall be made by the Principal or the Principal's designee.

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.

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 need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures and a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

## **Part 2 Student Conduct:**

Students have an opportunity to learn by sharing some of the responsibility for creating a good learning environment. To help maintain a quality instructional environment for all students attending Palmyra High School, all students are expected to refrain from the following conduct.

### **Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment:**

The failure to refrain from the following conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity 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:

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, or similar conduct in a manner that constitutes a substantial interference with school purposes;
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
4. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any 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;
1. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (including personal safety or security devices, such as tasers, mace and pepper spray) 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 a manner that is unlawful or contrary to school activity rules.
6. Engaging in the possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor (note: the term “under the influence” for school purposes 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 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); tobacco (including electronic nicotine delivery systems) meaning any tobacco product (including but not limited to cigarettes,

cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

7. Public indecency;
8. Sexually assaulting or attempting to sexually assault any person. In addition, if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults, the student is subject to suspension, expulsion, or mandatory reassignment regardless of where the conduct took place. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;
9. Tardiness to school, assigned classes or assigned activities;
10. 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, national origin, or religion;
11. Dressing in a manner which is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distractive or indecent to the extent that it interferes with the learning and educational process. (Further dress code information is provided in a later section).
12. Willfully violating the behavioral expectations for those students riding Palmyra High School buses.
13. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
14. A repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes.
15. In addition, a student who engages in the following conduct which 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 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. The term "dangerous weapon" includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or

security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student's locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

16. In addition, a student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one year. The Superintendent may modify such one-year expulsion requirements on a case-by-case basis, provided that such modification is in writing. The term "to school" or "at school" means 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.

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 a plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

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

**Additional Student Conduct Rules:**

The following additional student conduct rules are established. Failure to comply with such rules is grounds for disciplinary action, up to and including expulsion, as further specified in these rules. These rules govern student conduct on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

18. Student Appearance Policy:

Students at Palmyra High School are expected to dress in a way that is appropriate for a 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:

- Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants);
- Clothing or jewelry that is gang related;
- Clothing or jewelry that advertises beer, alcohol, tobacco, or illegal drugs;
- Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play”;
- Head wear including hats, caps, bandannas, and scarves;
- Clothing or jewelry, which exhibits nudity, makes sexual references or carries double meanings.
- Jewelry or accessories (necklaces, rings, bracelets, tails, collars, leashes, costume ears, etc.) that may pose a safety hazard or are a distraction to the learning of other students.
- Clothing or accessories that are intended to make the student look like an animal. Clothing with an animal print or design will be allowed.

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

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 disciplinary actions under the Student Code of Conduct above. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in discipline, up to expulsion.

19. Harassment and Bullying Policy:

It is the policy of Palmyra High School that “bullying” type behavior is not to be permitted. These guidelines are established to respond specifically to bullying behavior. Students and parents are advised that other response measures are also

in place and set forth in Article 10 of this handbook for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.).

- (i) Step One: The first time school personnel become aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school's opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions, which may include expulsion, in the event the conduct is also a violation of other provisions of the student code.
- (ii) Step Two: The second time school personnel become aware of a harassment incident, the student's parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.
- (iii) Step Three: If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, the school may assign the student to the Harassment Program level set forth below which the school authorities determine to be appropriate.
- (iv) Step Four: If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

#### Harassment and Bullying Program--Levels:

Purpose: All students have the right to attend Palmyra High School free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

1. Level I: The guidelines for a Level I placement are listed below.
  - a. The length of the assignment will be for a minimum of two weeks.
  - b. The student will report to the office no later than 8:00 a.m. each morning.
  - c. The student will eat on campus at an assigned table or area.

- d. The student will report to an assigned room at the end of the day, and remain until dismissed. This will allow all other students to leave the school grounds in safety.

2. Level II: The guidelines for this level are listed below.

- a. The length of the assignment will be for a minimum of two weeks.
- b. The student will report to the office no later than 8:00 a.m. in the morning.
- c. The student will eat on campus at an assigned table.
- d. The student will report to an assigned room at the end of the day, and remain until dismissed.
- e. The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.

3. Level III: This is a long term assignment. The guidelines are listed below.

- a. All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.
- b. The length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year.

20. Public Displays of Affection:

Public Displays of affection will not be tolerated on school property or at school activities. Such conduct includes: hugging, kissing or any other types of affection that would be considered inappropriate or an undue distraction to others. Students will face the following consequences if this type of behavior occurs.

- a. 1st Offense: Students will be confronted and directed to cease.
- b. 2nd Offense: Students will be confronted, directed to cease, and parents will be notified.
- c. 3rd Offense: Students will be suspended from school for a minimum of 1 day, and parents and students will need to meet with Administrator (s) and counselors.
- d. If this type of behavior continues, the student could face long-term suspension or expulsion.

21. Specific Rule Items:

The following conduct may result in disciplinary action, which in the repeated violations, may result in discipline up to expulsion.

- a. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
- b. Students in the hallway during class time must have a pass/assignment book with them.
- c. Gum, candy, seeds, etc. are not allowed in the school building or classrooms.
- d. Students are expected to bring all books and necessary materials to class. This includes study halls.
- e. Assignments for all classes are due as assigned by the teacher.
- f. Students are not to operate the mini-blinds or the windows.
- g. 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.
- h. Students are to be in their seats and ready for class on the tardy bell.
- i. Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
- j. 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.
- k. Snow handling is prohibited.

22. Dating Violence Prevention

The board prohibits behavior that has a negative impact on student health, welfare, safety, and the school's learning environment. Incidents of dating violence will not be tolerated on school grounds, in district vehicles, or at school sponsored activities or school-sponsored athletic events.

Dating violence is defined as a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. Dating partner means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long-term.

The district will provide appropriate training to staff and incorporate within its educational program age-appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

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

This policy shall be included in future employee, student and volunteer handbooks.

24. Network, E-Mail, Internet and Other Computer Use Rules:

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 unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use 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; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school 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 Superintendent 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, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
1. to access any material contrary to the 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 engage in or promote 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.

### **Part 3 Reporting Student Law Violations:**

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

- (2) When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
- (3) In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Palmyra High School to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
  - (a) Knowingly possessing illegal drugs or alcohol.
  - (b) Assault.
  - (c) Vandalism resulting in significant property damage.
  - (d) Theft of school or personal property of a significant nature.
  - (e) Automobile accident.
  - (f) Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

#### **Part 4 Due Process Procedure**

Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment: The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following

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

**Hearing Procedure:**

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any

such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.

3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the District OR-1 Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. Legal counsel may represent the student or the student's parents or guardian or both. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn therefrom. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the

hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendations may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.
12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not

previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations, which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.

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

## Section 2: Transportation Code of Conduct

### **Students who ride the bus should:**

- Be on time.
- Arrive at their bus stop at least 5-10 minutes before the regular pickup time.
- Stand away from the road, not stand on the traveled portion of the roadway while waiting for the bus.
- Observe proper conduct.
- Respect the property of others.
- Wait until the bus has stopped and then walk up to the front door. Students should not run near a moving bus.
- Board the bus in an orderly fashion.
- Use the bus stop closest to their home. Walking to a friend's house to catch a bus often causes overcrowding at a given stop.

### **While riding the bus students should:**

- Obey instructions of the bus driver and/or bus attendant.
- Be seated immediately.
- Keep hands and feet to yourself.
- Remain seated.
- Share seats equally.
- Be courteous.
- Respect property.
- Keep hands and head inside the bus.
- Keep aisles clear.
- Observe good conduct
- Remain seated until the bus comes to a full stop.
- Leave the bus in an orderly manner, students in the front seats first.
- Avoid loitering around the bus.

## **VIOLATIONS OF DISTRICT 0R-1 BUS RULES MAY RESULT IN DISCIPLINARY ACTION.**

All Students and Parents are provided a District OR-1 Transportation Code of Conduct manual explaining expectations, rules, and consequences at the start of each school year. Please refer to the manual in the event disciplinary action is made.

### **Article 9 - Extra-Curricular Activities - Rights, Conduct, Rules and Regulations**

#### **Section 1                   Extra-Curricular programs:**

Extra-curricular programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Palmyra High School will adhere to the rules and regulations set forth in Title IX guidelines on sex discrimination as well as other pertinent rules and regulations.

#### **Section 2                   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 3 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 mean 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 and off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under

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

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

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (including personal safety or security devices, such as Tasers, mace and pepper spray) 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 a manner that is unlawful or contrary to school activity rules.
7. Selling, using, possessing or dispensing alcohol, tobacco (including electronic nicotine delivery systems), narcotics, drugs, a 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. (Note: Refer to “Drug and Alcohol Violations” for further information).
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 Palmyra District OR-1 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 by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

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

## **Drug and Alcohol Violations.**

### **Meaning of Terms.**

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

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

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

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

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

### **Consequences.**

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

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

Because of the significance of drug and alcohol violations on the student participants, other

students and the school, the following consequences are established for such violations:

**Drugs and Alcohol.**

An activity participant who violates the drug or alcohol rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

- For a first positive test, the student is ineligible to participate in two subsequent extracurricular activities as determined by the high school principal and the activities director (or designee) in conjunction with the activity coach or sponsor.
- 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.
- For a second and subsequent positive test, the student is ineligible to participate in any extracurricular activity for one (1) calendar year. To return to participation, the student must complete substance abuse counseling as and to the extent determined appropriate by a qualified professional, and in any event for no less than four (4) hours, and must submit to five (5) follow up drug tests during the next twelve (12) month period.

\*The parents or guardians are responsible for the costs of the rehabilitation program, which includes the substance abuse counseling and follow-up testing described above.

**Reduction for Self-Reporting:**

If the student has self-reported, the first violation shall be reduced by ½ for the first violation.

A commensurate reduction (approximately one-half, as determined by the administration) for a second or subsequent violation may be given for self-reporting.

1. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not restricted by the foregoing, and may be established in the good discretion of the administration.

**Steroid Offenses.** A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 30 consecutive days.
2. Second or Any Subsequent Offense: One calendar year.

**When Suspensions Begin.** All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to

establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

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

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

**Self-Reporting.** A student who violates the Code of Conduct must self-report. A failure to self-report will lead to a longer suspension or other discipline. 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 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.

### **Section 4     "Team Selection" and "Playing Time":**

"Team selection" and "playing time" decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of this criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

### **Section 5 Academic Grade Standard for Activities Participation:**

Participation in extra-curricular school activities is encouraged and desirable for all students. At the same time, the principal mission and responsibility for each student is to establish a firm academic foundation. A student participating in extra-curricular school activities must therefore:

1. Make sufficient effort to maintain passing grades in all courses.
2. If a student is failing two classes after the second week of the quarter, they will become ineligible to participate in games/meets/matches during that week.
3. The ineligible list will be updated each Friday.
4. The coach or sponsor of any activity the student participates in will contact students whose eligibility is in jeopardy, or who has become ineligible, and insure that the parent(s) are notified also.
5. Once a student is determined to be ineligible, the student will not become eligible again until the next Monday, when the updated ineligibility list is prepared, and the student is no longer failing two classes.

### **Section 6 Student Fees Policy:**

The Board of Education of District OR-1 has adopted this student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

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

The District does provide activities, programs, and services to children, which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. Such student and parent contributions have included: students coming to school with the basic clothing and personal supplies to be successful in the classroom (clothing, shoes, pencils, pens, paper, notebooks, calculators, and the like), students bringing their own or paying the reasonable cost of specialized equipment or supplies for the personal preference or personal retained benefit of students (for example, band equipment, locker deposit or rental fees, shop class materials

where the student keeps the product, and college tuition or fees for college credit for advanced placement courses or correspondence courses), students providing their own specialized clothing and equipment to be prepared for the extracurricular activities in which they choose to participate (sporting apparel, including shoes, undergarments, and the like), and assisting with special programs, such as field trips, summer school, school dances and plays. The District's general policy is to continue to encourage and to require, to the extent permitted by law, such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies: This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

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

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

Personal or consumable items: Students have the responsibility to furnish any personal or consumable items for participation in the courses and activities provided by the District. This includes the responsibility to furnish minor personal or consumable items including, but not limited to, pencils, paper, pens, erasers, and notebooks. Equipment or supplies of a specialized nature for certain courses (for example, protractors and math calculators) may be available to students by the District, but students may also be encouraged to purchase their own such equipment or supplies for their own use after school hours or for use during the school day due to the limited number of District items available to the students. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District

property. While the District will provide students with the use of facilities, equipment, materials and supplies, including books, the students are responsible for the careful and appropriate use of such

property. Students and their parents or guardians will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

Materials required for course projects: Students have the responsibility to furnish or pay the reasonable cost of any materials required for course projects where, upon completion, the project becomes the property of the student. Students must furnish musical instruments for participation in optional music courses that are not extracurricular activities. Use of a musical instrument without charge is available under the District's fee waiver policy; however, the District is not required to provide for the use of a particular type of musical instrument for any student.

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

Extracurricular Activities Fee: Fees for participation. The District has determined to charge a \$40.00 activity fee for participation in extracurricular activities for the 2024-2025 school year. The fee is due prior to the first contest/performance of any given season/activity in which a student plans to participate. This fee will also provide for admission to **HOME** activity events, with the exception of conference or state events hosted at Palmyra Jr/Sr High School.

Postsecondary Education Costs. Students are responsible for postsecondary education costs. The phrase A postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary educational institution. For a course in which students receive both high school and postsecondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the course shall be

offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

Transportation Costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

Copies of Student Files or Records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

Participation in Before-and-After-School or Pre-Kindergarten Services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

Participation in Summer School or Night School. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

Breakfast and Lunch Programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a school store, a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Waiver forms are available in any District OR-1 office, or by calling 780-5327. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities, (2) admission fees and transportation charges for student spectators attending extracurricular activities; (3) materials for course projects, and (4) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials. Materials for course projects to be provided to free or reduced-price lunch eligible

students shall be required to be approved by the administration in advance; the administration shall apply a standard based on providing materials which are equitable to those purchased for comparable students.

Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to students of the District at no cost.

Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

**STUDENT FEE ASSESSMENTS: Policy #5416**

Fees, charges or fines will be assessed during the school year for students involved in the activities described in the appendix of this policy.

Students may apply for waivers of some fees under district waiver guidelines. The updated student fee policy and guidelines will be published annually on our district website.

**Appendix "1" to 2024-2025 Student Fees Policy of  
District OR-1 Public Schools**

**Additional Specification of Required Materials and Fees<sup>1</sup>**

<b>Elementary Program (Pre-school – 5<sup>th</sup> grade)</b>	<b>General Description of Fee or Material</b>	<b>Amount of Fee (Anticipated or Maximum)<sup>2</sup> or Specific Material Required</b>
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	

<sup>1</sup> This listing is a part of the current Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.

<sup>2</sup> Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the current school year.

Technology Insurance	ChromeBooks	\$35.00 Student Electronic Device Coverage in the event of loss or damages to the device.
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists
Field Trips	Transportation and admission costs of field trips	Field trips may cost up to \$5.00 per student based on the grade specific field trip and location. Meals on field trips will be at the expense of the student per current school meal prices. School lunches will be provided as needed for free-reduced lunch eligible students.
Summer Enrichment	Classes offered during the Summer during the month of June	\$50 per class.
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$60.00
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about \$40.00.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Fifteen cents (.15) per page when charges apply.

School Meals		Breakfast (Grades K-5)--\$2.20 Lunch (Grades K-5)--\$2.85 Milk (Grades K-5)--\$ .40 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Before/After School Recreation per hour		\$4.50 per hour
Preschool per month		\$150.00 per month (Half Day) \$300.00 per month (Full Day) Due on the 1st of every month.

<b>Secondary Program Grades 6-12</b>	<b>General Description of Fee or Material</b>	<b>Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and running shorts, T-shirt
Art and shop classes and special projects, science classes	Appropriate clothing (non-specialized attire) Goggles-1 pair provided per year. If lost or damaged students are required to purchase a new pair.	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes. Students pay a cost that is beyond the standard project provided by the school.
Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student.

Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Classroom Projects, i.e, Family & Consumer Science, Industrial Technology	Project Cost	Students pay a cost that is beyond the standard project provided by the school.
Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Fifteen cents (.15) per page when charges apply.
School Meals		Breakfast (Grades 6-12)--\$2.45 Lunch (Grades 6-12)--\$2.95 Milk (Grades 6-12)--\$.40 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None—Any postsecondary education costs are to be paid directly by students to the college.
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$60.00
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about \$40

College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Summer school courses	Classes offered during the summer, or at night, if any	Drivers education class is offered through a private company. Signup information is distributed during the school year.
Locker usage	Use of school padlock	\$5.00 fee if damaged or not returned at the end of the year.
Technology Insurance	ChromeBooks	\$35.00 Student Electronic Device Coverage in the event of loss or damages to the device.

Extracurricular and other programs	General Description of Fee or Material	Amount of Fee (Anticipated or Maximum) or Specific Material Required
<b>Athletic Programs</b>		
	Activity Fee for Student participation	\$40.00 per year
	Adult Activity Passes	Senior (60+) \$5.00 Adults \$65.00 Family \$140.00
1. Admission	Spectator fees for admission to events	\$6.00 per event maximum. Students may purchase an Activity Ticket for \$40.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.
2. Athletic Physicals	NSAA required athletic Physicals	Cost varies; payable directly to the student's physician or clinic.

3. Equipment and Attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of replacement cost.	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:	
		Basketball	No additional costs
		Football	Mouthpiece
		Golf	Golf bag & clubs
		Speech	Dress attire; copies of research
		Track	No additional costs
		Volleyball	Volleyball knee pads
		Wrestling	Wrestling headgear
		Cheerleading and Flag Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories
4. Travel meals	Meals	Students are responsible for their own meals while traveling.	
5. Locker use	Padlock for locker	\$5.00 fee if damaged or not returned at the end of the year.	
6. Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.	
7. Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Currently no dues are required. Annual dues not to exceed \$25.00 per club.	

8. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00. For High School Band Students a \$10.00 uniform cleaning fee is requested. For Junior High Band Students, a \$10.00 uniform cleaning fee is requested. For High School Vocal students a \$10.00 choir robe cleaning fee is requested.
Vocal Music Group	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of \$130.00
<b>Clubs/Organizations</b>		
Future Farmers (FFA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Future Career/Community Leaders (FCCLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
National Honor Society	State & national dues, meals and activities	Currently no dues are required. Annual dues not to exceed \$50.00 per club.
Swing Choir	Attire	Students are responsible for purchasing outfits and accessories. Not to exceed \$150.00.
All Girls Swing Choir	Attire	Students are responsible for purchasing outfits and accessories.
Student Council	State & national dues, meals and activities	Currently no dues are required. Annual dues not to exceed \$50.00 per club.
Dance Team	Uniforms	Uniforms range up to \$250.00. Camp attendance is optional.
Cheerleading	Uniforms	Uniforms range up to \$1,000.00. Camp attendance is optional.
<b>Social &amp; Recognition Activities</b>		
1. School plays, musicals and social activities	Admission to events	\$10.00 per play or activity

2. School dances	Admission to prom, homecoming, etc.	Up to \$20.00 per event
Student prom payment Grades 7-11	<p>Prom Fee: Starting in 7<sup>th</sup> grade and through their junior year, each student will pay a \$15 fee that will go towards their senior prom. This will eliminate the need for class fundraising and ensure that funds are available for the cost of the facility rental, decorations, DJ and snack food. Additional leftover money from the prom fees will go towards the costs of cap and gown. Graduating classes of 2025, 2026 and 2027 will need to continue fundraising when they are juniors to make up the difference that was not collected from the beginning of their 7<sup>th</sup> grade year. Graduating classes of 2028 and beyond should have enough money from fees to cover prom expenses.</p>	\$15.00 per year
3. Class dues		<p>Currently no dues are assessed. Each of the six secondary classes may assess its members an amount not to exceed \$75.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.</p>
4. Picture Packets	Optional - Pictures are still taken for use in the school yearbook.	Students purchase packets as desired and pay directly to the photo company.

5. Senior recognition assessment	Optional graduation Activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.
6. Trips	Transportation, lodging, meals, admission to events etc.	For the extracurricular and options trip - Seniors' Day Out to Lincoln and Omaha, students will be assessed a \$10.00 fee and will be responsible for meals. Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.

**Concussions:** District OR-1 school staff and coaches will follow all applicable state laws and District OR-1 School Board policies on concussions.

**Article 10 - State and Federal Programs**

**Section 1 Notice of Nondiscrimination:**

Students, parents, employees, volunteers, school patrons, applicants for student admission or employment, sources of referral of applicants for admission and employment, professional organizations holding collective bargaining or professional agreements with the Palmyra High School, and all others who interact with Palmyra High School are hereby notified that Palmyra District OR1 does not discriminate on the basis of race, color, creed, national origin, sex or gender, disability, marital status or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Michael Hart, Superintendent, Palmyra District OR1, 425 F Street, Palmyra, NE 68418-0130, (402) 780-5327. For Further information on notice of non-discrimination, you may contact the Office for Civil Rights, U.S. Department of Education, in writing at 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, or by telephone at (816) 268-0550, TDD (800) 437-0833.

**Section 2 Designation of Coordinator(s):**

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	High School Principal
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities.	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

Any person having inquiries concerning this district’s compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Palmyra High School, P. O. Box 130, Palmyra, NE 68418, (402) 780-5327.

**Section 3 Anti-discrimination & Harassment Policy:**

**A. Elimination of Discrimination.**

The policy of District OR-1 Public Schools 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 or access to, or treatment with regard to employment or with regard to its programs and activities.

District OR-1 Public Schools and its staff shall comply with all state and federal laws

prohibiting discrimination. The Board of District OR-1 Public Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The Superintendent shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

**B. Preventing Harassment and Discrimination of Employees and Students.**

**Purpose: District OR-1 Public Schools is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, District OR-1 Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the workplace and educational environment.**

1. 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.
  - a. In general, ethnic or racial slurs or other verbal or physical conduct relating to 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, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
  - b. 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.
  - c. 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.

2. **Procedures:**

- a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or 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.
- b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of District OR-1 Public Schools.
- c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
- d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.
- e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
- f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.
- g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

**Section 4 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973:**

The following is a description of the rights granted by federal law to qualifying students with

disabilities. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities, which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
11. File a local grievance.

**Section 5 Notification of Rights Under FERPA:**

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

- 1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and

advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Kathleen Styles, Office of the Chief Privacy Officer  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202

### **Notice Concerning Directory Information**

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

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

10. School or school district the student attended before he or she enrolled in District OR-1 Public Schools.

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

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

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

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

ESSA requires Palmyra High School 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 Palmyra High 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 parental consent. The District will provide routine directory information of high school students to military recruiters upon request. In the event that a parent or guardian does not want their student's routine directory information to be provided to a military recruiter, the parent or guardian must notify the Superintendent in writing. Palmyra High School will comply with any such request.

**Section 7 Notice Concerning Staff Qualifications:**

Parents/guardians have the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Palmyra High School will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally,

Palmyra High School will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

**Section 8 Student Privacy Protection Policy:**

It is the policy of Palmyra High School to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

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

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

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

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to

be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

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

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

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

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

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and, any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act ).

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

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

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

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 a program).

**Section 9 Parental Involvement Policies:**

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

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

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities will be based on the students' well-being.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.

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

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

Palmyra High School has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

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

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

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

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

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

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, childcare, or home visits.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

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

**Building Capacity for Involvement:** To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

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

**Use, Distribution, and Updating of this Policy:** This Title I Parental Involvement Policy shall be

incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

## **Section 10 Homeless Students Policy:**

### **A. General Policy Statement**

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths.

### **B. Definitions**

"School of Origin" shall mean the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. School of origin shall also include any designated receiving school for the next grade level for all feeder schools when a student completes the final grade level served by the school of origin.

"Homeless children and youths" shall mean any individuals who lack a fixed, regular, and adequate nighttime residence; and includes:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children who qualify as homeless because they are living in circumstances described in (1-3).

"Unaccompanied youth" shall mean a homeless child or youth not in the physical custody of a parent or guardian.

### **C. School Stability**

1. School Selection: Each school shall presume that keeping a homeless child or youth enrolled in the child's or youth's school of origin is in the child's or youth's best interest,
2. except when doing so is contrary to the request of the child's or youth's parent or guardian or, in the case of an unaccompanied youth, the youth.  
To overcome the presumption that a child or youth should remain in his/her school of origin, the school shall consider student-centered factors including: the

impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or, in the case of an unaccompanied youth, the youth.

3. Enrollment: Once the school is selected in accordance with the child's or youth's best interest, that child or youth shall be immediately enrolled even if the child or youth is unable to produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health records, proof of residency or has missed any application or enrollment deadlines during any period of homelessness.
4. Transportation: If the child or youth continues to attend his or her school of origin, transportation shall be provided promptly even if there is a dispute pending regarding which school is in the child's or youth's best interest to attend. Transportation will continue to be provided to and from the school of origin for the remainder of any academic year during which the child or youth becomes permanently housed.

#### D. Records

Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained:

1. Such that all records are available, in a timely fashion, when a child or youth enrolls in a new school or school district;
2. Any information about a homeless child's or youth's living situation shall be treated as a confidential student education record, and shall not be deemed to be directory information; and
3. In a manner consistent with the Federal Education Rights and Privacy Act.

#### E. Services

The Local Education Agency Liaison shall identify an appropriate staff person to be the Local Educational Liaison (LEL) for all homeless children and youth attending school in the District. The LEL responsibilities shall include, but are not limited to:

1. Ensure homeless children and youth are identified through outreach and coordination activities including coordination with the Nebraska Department of Education Homeless Education Liaison, community, and school personnel responsible for education and related services to homeless children and youths;
2. Receive appropriate time and training in order to carry out the duties required by law and this policy;
3. Ensure homeless families and homeless children and youths are referred to health care, dental, mental health, substance abuse, housing and any other appropriate services;

4. Ensure that homeless children and youths:
  - a. Are enrolled in school which includes attending classes and participating fully in school activities
  - b. Have a full and equal opportunity to meet the same challenging State academic standards as other children and youths;
  - c. Receive individualized counseling from counselors to prepare and improve their readiness for college, including college selection, application, financial aid, and on-campus support.
  - d. Unaccompanied youths are informed of their status as independent students under the Higher Education Act of 1965 and may obtain assistance from the LEL to receive verification of such status for purposes of the Free Application for Federal Student Aid.
5. Ensure that public notice of the educational rights and available transportation services of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youths and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.
6. Ensure the dispute resolution process identified below is carried out in accordance with the law and district policy.

F. Dispute Resolution

1. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment.
2. In the event of a dispute regarding where a child or youth should enroll, the child or youth shall be immediately enrolled in the school in which enrollment is sought pending final resolution of the dispute, including all available appeals. The district shall immediately provide the child's parent or guardian or, in the case of an unaccompanied youth, a written explanation of the decision made regarding the school selection including the right to appeal such decision. Said writing shall be provided in a manner and form understandable to such parent, guardian, or unaccompanied youth and also include the LEL contact information. The LEL shall carry out the dispute resolution process within 30 calendar days from the date of said writing pursuant to 92 Nebraska Administrative Code 19-005.02.
3. Appeals: Any parent, guardian or other person having legal or actual charge of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner within thirty calendar days of receipt of the decision by following the process in 92 Nebraska Administrative Code 19-005.03 and 19-005.03C.

## NONDISCRIMINATION STATEMENT

**Non-Discrimination Statement:** This explains what to do if you believe you have been treated unfairly.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- (2) Fax: (833) 256-1665 or (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

**Parent (or guardians) and students are required to sign and return the receipt form below on or before  
Wednesday, August 21, 2024**

### **STUDENT/PARENT HANDBOOK**

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-4,176, paragraph three which states in part: “Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment...”

### **PARENT/STUDENT AGREEMENT**

I have received and read the Student Handbook that describes District OR-1 Public School’s discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Palmyra Jr/Sr High School’s, including the Drug Free School Policy. My child and I have discussed these policies and understand that we must comply with them.

### **ACCEPTABLE USE OF COMPUTERS AND NETWORKS**

#### **STUDENT AGREEMENT:**

In order to make sure that all members of Palmyra District OR-1 community understand and agree to these rules of conduct, Palmyra District OR-1 Public Schools asks that each student sign the following statement:

I have received and read a copy of the Internet Safety and Acceptable Use Policy adopted by the Palmyra District OR-1, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Palmyra 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 the Palmyra District OR-1, any of its employees, or any institution providing network access to Palmyra District OR-1 responsible for the performance of the system or the content of any material accessed through it.

#### **PARENT’S AGREEMENT:**

In order to make sure that all members of Palmyra District OR-1 community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received and read a copy of the Internet Safety and Acceptable Use Policy adopted by Palmyra District OR-1. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Palmyra District OR-1 responsible for materials acquired or sent via the network.

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

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_ Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

**EMERGENCY INFORMATION:**

Student's Name \_\_\_\_\_

Parent/Guardian's Name(s) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Father's Employer \_\_\_\_\_

Business Phone \_\_\_\_\_

Mother's Employer \_\_\_\_\_

Business Phone \_\_\_\_\_

Other Emergency Contact \_\_\_\_\_

Phone \_\_\_\_\_

Choice of Doctor \_\_\_\_\_

Phone \_\_\_\_\_

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

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

\_\_\_\_\_.  
(the student)

It is necessary that the student receive \_\_\_\_\_,  
(name of drug)

a physician-prescribed drug, during school intervals beginning on \_\_\_\_\_  
(date)

and continuing through \_\_\_\_\_.  
(date)

I hereby request the School District, or its authorized representative, to administer the above-named drug to my child named above, in accordance with the prescribing physician's instructions, and agree to:

1. Submit this request to the teacher.
2. Make certain the Physician's Request for the Administration of Prescription Medication by School Personnel is submitted to the teacher.
3. Make sure personally that the drug is received by the teacher and/or county nursing service administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the drug is dispensed is marked with the drug name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the drug to the teacher

IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.

6. Release the School District and the Board of Education of the School District and all employees, agents, and the representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

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

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

**ADMINISTRATION OF MEDICATION TO STUDENTS  
PHYSICIAN'S REQUEST FOR ADMINISTRATION OF PRESCRIPTION  
MEDICATIONS BY SCHOOL PERSONNEL**

DATE \_\_\_\_\_

CHILD'S FULL NAME \_\_\_\_\_ is under my care and must  
take medication which I have prescribed during the school day.

Name of medication (as it appears on container in which the drug is stored) \_\_\_\_\_

Dosage and time \_\_\_\_\_

Date administration of drug is to begin \_\_\_\_\_

Possible adverse reactions to be reported to physician \_\_\_\_\_

Special instructions for the administration and storage of the drug \_\_\_\_\_

I or my designee (s) have trained school personnel or approved alternative training as adequate to administer the medication, have evaluated the situation, the general administration plan and if applicable, the self-administration plan or emergency care plan, and deemed each to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical terms.

Name of Physician and Designee

\_\_\_\_\_  
Print or Type

\_\_\_\_\_  
Primary Phone Number

\_\_\_\_\_  
Secondary Phone Number

\_\_\_\_\_  
Signature of Physician

**RECORD OF THE ADMINISTRATION OF  
SELF-ADMINISTRATION OF MEDICATION**

Parent's Phone \_\_\_\_\_  
Student Name \_\_\_\_\_ Grade \_\_\_\_\_  
Date to Begin \_\_\_\_\_ Date to End \_\_\_\_\_  
Name of Medication \_\_\_\_\_  
Dosage of Medication \_\_\_\_\_ Time \_\_\_\_\_  
Doctor \_\_\_\_\_ Phone #1 \_\_\_\_\_  
Phone # \_\_\_\_\_  
Possible Adverse Reaction: \_\_\_\_\_

\_\_\_\_\_ gives permission for \_\_\_\_\_ our son/daughter to self-administer specific medications at school. This medication cannot be taken at any other non-school time.

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

Students who are able to self-administer specific medication may do so provided:

1. The physician provides a written authorization allowing self-administration of said medication.
2. The parent provides a written authorization for self-administration of medication.
3. Such medication is transported to the school and maintained under the student's control in the original, properly labeled package and (a) is not opened except when self-administering the medication, (b) is not self-administered during instructional time or in the presence of other students unless medically necessary, and (c) is not shown or exhibited to other students.
4. The student's physician or physicians' designee has evaluated the situation and deemed it to be safe and appropriate; has documented this on the physician's authorization for the student's cumulative health record, and has approved the general administration plan.
5. The student and the student's physician or physician's designee have developed a plan for reporting and supervision of self-administration.
6. The principal and appropriate teacher are informed that the student is self-administering prescribed medication.

Doctors Signature \_\_\_\_\_

**AUTHORIZATION AND ACKNOWLEDGEMENT**

**WARNING: SERIOUS CATASTROPHIC AND PERHAPS FATAL INJURY MAY  
RESULT FROM ATHLETIC PARTICIPATION**

Many forms of athletic competition result in violent physical contact among players, the use of equipment which may result in accidents, strenuous physical exertion and numerous other exposures to risk of injury. Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution or supervision will eliminate these risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques.

I give my consent for my student to accompany the team or organization/class of which he/she is a member on local/out of town trips.

I understand the statement above and I understand that by allowing my student to participate in athletic events, I assume the risk that he/she may be injured, perhaps severely.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Printed Name of Parent

\_\_\_\_\_  
Date

### ACKNOWLEDGEMENT OF CONDUCT CODE

I understand that as a student representing the school district in activities, I am obligated to comply with the athletic handbook, including the code of conduct. **This means that I may not possess, use or be at parties in the presence of alcohol, illicit drugs, or controlled substances at any time during the school term unless I am accompanied by a parent.** I understand that if I violate the code of conduct or other rules in this handbook, I may be suspended from participation in all co-curricular activities and/or school sponsored activities or events.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Date

I understand that my student is obligated by this handbook, including the statements above.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Printed Name of Parent

\_\_\_\_\_

# **Bennet Elementary School Handbook for Students, Parents & Guardians 2024-2025**

We are pleased to welcome all of you, both new and returning students, to Bennet Elementary School. As a student, you will have the responsibility to maintain and help build a fine tradition of scholarship, citizenship, and that particular kind of spirit and pride that we want to become a trademark of our school.

As a citizen of this school, you are expected to follow the rules that have been established for the welfare of all. Sometimes you may feel that the rules are too strict, but they are made in the best interest of each student. Following the rules will help all students to become better school citizens.

Be proud of your school! We have a wonderful facility! It is evident that it has been treated with excellent care in the past. This property belongs to District OR-1. You, as a citizen of this community are part owners of this property. It is up to you to help protect and preserve it! Let's have a great school year!

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about District OR-1, Bennet Elementary School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

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

Mr. Jared Haag  
Elementary Principal

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## Bennet Elementary Faculty & Staff

Mr. Haag	Principal
Mr. Lahmon	Guidance Counselor
Ms. Norman	Elementary Principal's Secretary
Mrs. Linke	School Psychologist
Ms. Black	Preschool
Ms. Eisenhauer	Preschool
Mrs. Hohensee	Preschool/Elementary Special Education
Mrs. Mullendore-Dilsaver	Preschool Paraeducator
Mrs. Georges	Preschool Paraeducator
Mrs. Hartwick	PreSchool Paraeducator
Mrs. King	PreSchool Paraeducator
Mrs. Dvorak	Kindergarten
Mrs. Nitzsche	Kindergarten
Mrs. Wusk	Kindergarten
Mrs. Field	First Grade
Mrs. Greenfield	First Grade
Mrs. Petska	First Grade
Mrs. Christensen	Second Grade
Ms. Peterson	Second Grade
Mrs. Schaller	Second Grade
Mrs. Anderson	Third Grade
Ms. Christensen	Third Grade
Ms. Reed	Third Grade
Mrs. Dowding	Fourth Grade
Mr. Maibaum	Fourth Grade
Mrs. Sullivan	Fourth Grade
Mrs. Borg	Fifth Grade
Mr. McChristian	Fifth Grade
Mrs. Partida	Fifth Grade
Ms. A. Swartzendruber	Title I
Mr. Smidt	Media Coordinator
Mrs. McCriecht	Vocal Music
Mr. Furrow	Vocal Music/Inst. Music
Mr. Wemhoff	Physical Education
Mrs. Garris	Art
Mrs. Eastep	Resource
Mrs. Lahmon	Resource
Mrs. Fritch	Resource
Mrs. Wilson	Speech/Language Pathologist
Mrs. Buchanan	Speech/Language Pathologist
Mrs. Buddenberg	Speech/Language Pathologist
Mrs. Dowding	Aspire Academy
Mr. Brown	Technology Coordinator
Mrs. Hanger	Tech. Teacher
Mr. Hart	Superintendent
Mrs. Phillips	Business Manager - Central Office

Mrs. Wemhoff	Payroll/HR - Central Office
Mrs. Jones	Paraeducator
Mrs. Hiatt	Paraeducator Aspire Academy
	Paraeducator
Ms. Stephens	Paraeducator
Mrs. Stedman	Paraeducator
Mrs. Tyndall	Title Paraeducator
Mrs. Watson	Paraeducator
	Paraeducator
Mrs. Purvis	Sign Language Interpreter
Mr. Willeford	Head Custodian
Mrs. Smith	Elementary Food Manager
Mrs. Wilson	School Nurse
Mrs. Oswald	School Nurse

## **AVAILABILITY OF HANDBOOKS**

The 2024-2025 Student-Parent Handbook of District OR-1 is available on the internet at <https://www.districtor1.org>

## General Information

### Superintendent of District OR 1

Mr. Michael Hart

### Members of the Board Of Education

Jaimi Calfee  
Dean Busch  
Tim Cheney  
Brandon Desh  
Dee Moore  
Joshua Penterman

### Mission Statement

Our mission statement is one of ideals, which focuses on the role District OR1 Schools will play in the shaping of the future of our students. This is the reason our school exists and the function we perform. District OR1 has adopted the following mission statement:

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

### Governing Principles

Governing principles are fundamental guidelines and desirable rules of conduct, integrity and ethical behavior which guide us to do the right thing for the right reason. They direct our personal, professional and organizational behavior. The following governing principles were selected by District OR1 Schools based upon the mission statement above:

District OR1 will:

- model and reinforce a sense of self-respect for others;
- provide equal opportunity for each student to develop to his/her potential;
- seek and integrate educationally sound innovations into the curriculum;
- seek to develop a sense of individual responsibility and integrity; and,
- provide a safe, positive learning environment

### Activities Attendance:

When your child attends athletic contests or other school events, we request that they sit with their parents or another responsible adult. We also ask that they remain seated during the contests or events. This is for their safety and for the enjoyment of the other spectators. Trips across a gym floor can be distracting and dangerous.

### After School Arrangements

Arrangements for one student to go home with another after school should be made by the parents prior to the visit. The school and bus drivers, if applicable, should be notified of the plans in writing or by phone before 2:30 PM. **Students will not be allowed to use the phone during the school day to make these arrangements.**

## **Alcohol, Drugs and Tobacco:**

### **Drug-Free Schools**

This District implements regulations and practices which will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

## **Education and Prevention:**

This District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, this District will have proper in-service orientation and training for all employed staff.

## **Drug and Alcohol Use and Prevention:**

By this handbook, each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

Drug and Alcohol Education and Prevention Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations.

All students are provided age appropriate, developmentally based drug and alcohol education and prevention programs for all students of the schools. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

It shall further be the policy of the District, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational programs.

## **Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs.**

All students shall be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the Guidance Counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school

personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

### Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Illicit Drugs or Alcohol on School Premises or as a Part of Any of the School's Activities.

(In addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities.) This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, at school-sponsored activities off school premises.

Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of tobacco on school premises or as a part of any of the school's activities.
4. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.
5. Use of any illicit drug.
6. Distribution of any illicit drug.
7. Use of any drug in an unlawful fashion.
8. Distribution of any drug or controlled substance when such distribution is unlawful.
9. The possession, use, or distribution of alcohol.

It shall further be the policy of the district that violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

### **Drugs and Alcohol Prohibited – Standards of Conduct for Students and Employed Staff:**

The manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an educational function, or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant on school grounds, or during the educational function or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes on school grounds or during and educational function, or event off school grounds, is prohibited.

The possession, selling, dispensing or use of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes on school grounds or

during an educational function, or event off school grounds, is prohibited.

Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized as stated in the next section on AUTHORIZED USE.

#### Authorized Use:

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall provide a signed permission by parent and/or physician. **A copy of this form is attached to the back of this handbook.**

#### Disciplinary Sanctions:

1. Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardians will be notified.
2. If the student is observed to be violating this policy, the student will be escorted to the Principal/Superintendent's office immediately, or if not feasible, the Principal/ Superintendent will be notified. The student's parents or legal guardian will be requested to pick up the student. If it appears there is imminent danger to other students, school personnel, or students involved, the Principal/Superintendent, or such other personnel as authorized by the Principal/Superintendent, may have the student removed by authorized medical or law enforcement personnel.
3. Parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

#### Intervention:

The OR-1 School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

#### Administration:

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

#### Safe and Drug-Free Schools–Parental Notice

NOTICE TO PARENTS: Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of

information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

### **Announcements/Posters:**

Announcements and posters advertising school sponsored activities or other activities within the communities must first be submitted to the principal's office. It will be the responsibility of the principal to determine if it is appropriate to display these items.

### **Asbestos Notice:**

The District OR1 Schools have been inspected by a qualified inspector concerning asbestos abatement. It has been determined by this inspector that the school buildings in Palmyra and Bennet contain asbestos. The Environmental Protection Agency requires schools to notify parents regarding asbestos in the schools. This notice is included as a part of our compliance with EPA regulations. Please direct questions or concerns you may have about the contents of this notice to Superintendent Michael Hart (780-5327).

### **Arson:**

The intentional burning of property at school is forbidden. Violation of this rule will result in appropriate disciplinary action being taken, which could include suspension, expulsion, referral to authorities and/or required counseling to take place if need is determined.

## **Regular Attendance**

### **Attendance Policy:**

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

### **A. Attendance and Absences.**

1. Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.
  - a. School Excused. Any of the following circumstances that lead to an absence will be identified as a *School Excused* absence, provided the required attendance procedures have been followed:

- (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension.
    - (2) Other absences as determined by the principal or the principal's designee.
  - b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:
    - (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.
    - (2) Other absences are those in which the parent has not communicated a reason for the student's absence.
- 2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office.

Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.

- 2. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not

to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in District OR-1 Public Schools or resides in the District OR-1 Public School's district and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

4. Reporting and Responding to Excessive Absenteeism. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."
5. Excessive Absenteeism. Students who accumulate one (1) unexcused absence in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:
  - a. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and
  - b. One or more meetings between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance.

The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:

- (i) Illness related to physical or behavioral health of the child.
- (ii) Educational counseling;
- (iii) Educational evaluation;
- (iv) Referral to community agencies for economic services;
- (v) Family or individual counseling; and
- (vi) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such a meeting, the principal shall place documentation of such refusal in the child's attendance records.

6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than five (5) absences per quarter, ten (10) absences per semester, or twenty (20) absences per year. This process can be initiated at any time during the school year if any absences are determined to be school unexcused. The school shall notify the child's family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

**Before and After School Recreation Program:**

Bennet Elementary offers a before and after school recreation program for students attending Bennet Elementary School. The times for the before and after school recreation program will be from 7:00 – 8:20 a.m. and 3:20 – 5:30 p.m. There will be NO drop in after school services for students. The cost of the program will be \$4.50/hr per each child. A registration and enrollment fee of \$25.00 per family will be assessed at the beginning of the school year. Adult supervisors will supervise students. Students will take part in a number of activities during the before and after school activities program and will also receive a snack during the afternoon session. If you are interested in taking part in this program, please contact the school office for more information.

**Birth Certificate Requirements:**

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Bennet Elementary School for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee for certificate applications.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents would include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

### **Bullying Prevention:**

Bennet Elementary recognizes the negative impact that bullying has on student health, welfare, safety, and the school's learning environment and prohibits such behavior. Bullying is defined as 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 his or her designee, or at school sponsored activities or school sponsored athletic events.

Bullying may constitute grounds for long-term suspension, expulsion or mandatory reassignment, subject to state and federal statutes and our student discipline and due process procedures.

Suspected incidences of bullying should be reported to a staff member or the school principal. See Appendix A at the end of the handbook for the policy.

### **Bus/Transportation Code of Conduct:**

## **Bus Transportation**

Students are assigned to buses and bus stops. No change in either bus or stop is permitted without the Transportation Director's approval. Failure to ride the assigned bus to/from the assigned bus stop may jeopardize the safety of students and may result in disciplinary action.

- Bus transportation schedules will be drafted and provided by the Transportation Director for parents prior to the opening of school.
- All transportation schedules and bus stops are determined by the Transportation Director and school Administration.
- Students will not be dropped off at other than approved bus stops.

### **Requests to Ride a Different Bus**

- A written request from a parent/guardian is required in order for a student to ride a different bus or get off at a different stop or deviate from riding the assigned bus.
- The request must include student name, parent/guardian, and telephone number of parent/guardian.
- Any request that cannot be verified will be denied.
- All requests must be approved by a school administrator or transportation official.
- If a student does not have a Bus Pass/Request; he/she cannot ride home on a different bus or get off at a different stop.

## **Transporting of school related/non-school related items on the bus.**

- No materials, including guns, loaded or unloaded; flammable materials, empty or full; animals or any other objects of dangerous or objectionable nature are transported in the school bus when children are being transported.
- Balloons, helium balloons, and glass vases are prohibited.
- Bottles with water will be allowed due to health considerations.
- Cell phone use on the bus is discouraged. Use of personal electronic devices (P.E.D.'s) such as ipods, ipads, etc is acceptable. This privilege will be revoked if it becomes a nuisance or safety concern.
- Skate shoes, skate boards, or roller blades will not be allowed in the bus unless enclosed in an athletic-type canvas bag or are otherwise inaccessible.
- Band instruments will be allowed on the bus. Students are asked to work with the driver in order to board with large instruments.

## **PreK/Kindergarten**

- A parent, guardian or person authorized by the parent of an Early Childhood Student provides safe supervision to and from the bus stop. No Early Childhood student will be left unattended at the point of delivery (Bus Stop). If no responsible party is in view, the student will not be allowed to disembark. The student will be returned to the school site where an attempt will be made to contact a responsible party.

## **School Bus Behavior Policy**

### **Students who ride the bus should:**

- Be on time.
- Arrive at their bus stop at least 5 minutes before the regular pickup time.
- Stand away from the road, not stand on the traveled portion of the roadway while waiting for the bus.
- Observe proper conduct.
- Respect the property of others.
- Wait until the bus has stopped and then walk up to the front door. Students should not run near a moving bus.
- Board the bus in an orderly fashion.
- Use the bus stop closest to their home. Walking to a friend's house to catch a bus often causes overcrowding at a given stop.

### **While riding the bus students should:**

- Obey instructions of the bus driver and/or bus attendant.
- Be seated immediately.
- Remain seated.
- Share seats equally.
- Be courteous.
- Respect property.

- Keep hands and head inside the bus.
- Keep aisles clear.
- Observe good conduct
- Remain seated until the bus comes to a full stop.
- Leave the bus in an orderly manner, students in the front seats first.
- Avoid loitering around the bus.

## Bus Discipline

District OR-1 follows a policy of progressive discipline such as the one illustrated below. This policy is not intended to be a complete list of infractions and consequences but rather a guide for students, parents and staff.

1. Parents will be involved with the first situation that results in a written report. A record of the violation and report will be retained by the building administrator, driver and provided to parents.
2. If a second problem resulting in a written report (of any type/level) develops, the student will be suspended from riding the bus for a minimum of three (3) days.
3. If another problem develops resulting in a written report, a suspension of one (1) week will be put in effect.
4. Further, more permanent action will be determined by the district administrations if problems persist and will result in a (3) week suspension of transportation for the student. Any future problems may result in permanent removal from transportation for the remainder of the school term.

Parents and students will be notified in written form of all bus expectations at the time bus route information for the new school year is provided.

- All bus discipline is the responsibility of the individual bus driver. Any problems or questions should be referred to the driver and then, if needed, to the Director of Transportation. Drivers will also report discipline problems to the appropriate school administrator. For all behavior infractions resulting in a written report the building administrator/transportation director will report the determined consequences to the driver and parents.

### Examples of Level I Offenses

- Spitting
- Excessive noise
- Horseplay/mischief
- Eating/drinking/littering on the bus
- Leaving seat/standing without permission from driver
- Use of non-water containers in any form
- Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material

### Examples of Level II/III Offenses

- Hanging out of window
- Throwing/shooting of any object
- Bullying and/or physical aggression against any person
- Profanity/threats directed toward driver/aide
- Possession/use of tobacco or any controlled substance
- Vandalism to bus (restitution will be required)

- Disobedient to driver/aide
- Riding unassigned bus or using unassigned bus stop
- Prohibited P.E.D. use
- Other offenses as reported by the driver
- Holding onto/or attempting to hold onto any portion of the exterior of the bus
- Lighting of matches, lighters, or any flammable object or substance
- Unauthorized entering or leaving bus through emergency door/tampering with bus equipment
- Possession of threat of weapons/explosives/flammables
- Possession/use of laser pens or pointers
- Other offenses as reported by driver

**Severity Clause:** If any incident of misconduct is deemed to be very serious and/or hazardous to the safety of any or all passengers, a Bus Rider Incident Report will be completed and submitted to the appropriate building level administrator as soon as possible. In emergency situations which threaten the health or safety of students, or when immediate removal from the bus is necessary to maintain the safety of students and proper bus conduct, the building administrator has the authority to suspend the student from the bus riding privileges for twenty-four (24) hours pending investigation of the reported incident. All attempts will be made to contact the parents as soon as possible.

**Level I Incidents.** The driver will inform the student that a Bus Rider Incident Report is being issued and tell the student the specific reasons for the report. The Transportation Director will meet with the student and building administrator to validate the information collected, administer the appropriate discipline and to inform parents/guardians about the situation. **Level I Incidents will be a warning and may include three (3) days suspension from the bus.**

**Level II Incidents.** The driver will inform the student that a Bus Rider Incident Report is being issued and tell the student the specific reasons for the report. The Transportation Director will meet with the student and building administrator to validate the information collected, administer the appropriate discipline and to inform parents/guardians about the situation. **Level II Incidents will be a final warning and may include three (3) to five (5) days suspension from the bus.**

**Level III Incidents.** The driver will inform the student that a Bus Rider Incident Report is being issued and tell the student the specific reasons for the report. The Transportation Director will meet with the student and building administrator to validate the information collected, administer the appropriate discipline and to inform parents/guardians about the situation. **Level III Incidents will include five (5) to ten (10) days suspension or even permanent removal from the bus.**

**Student Conduct and Discipline:** In addition to the School Code of Conduct, District OR-1 requires Parents/Guardians to acknowledge the **Bus Rider Behavior Contract included in this Handbook when they sign the Handbook form.** The Transportation Department developed the Bus Rider Contract with the following philosophy in mind: **“We believe all students can behave appropriately and safely while riding on a school bus. We will not tolerate any students stopping drivers from doing their job or preventing other students from having a safe and peaceful transportation experience”.** Talk to your children about safe, appropriate behavior when on board the school bus. Stress the importance of accountability for his/her actions and behavior when riding the bus. This contract applies only to transportation behavior and does not supersede the student handbook procedure for suspension or expulsion.

**Parents (or guardians) and students are required to acknowledge the receipt of this form by acknowledging receipt of the student handbook. Failure to return the receipt may result in immediate suspension of riding privileges.**  
**VIOLATIONS OF DISTRICT OR1 BUS RULES WILL RESULT IN DISCIPLINARY ACTION.**

## **CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES:**

### **Cell Phones, Pagers and Other Electronic Devices**

Students may not use electronic devices while at school, except as permitted in this handbook.

Students may use electronic devices on the school sidewalks after school hours. Students may not have electronic devices while they are in locker rooms, classrooms or restrooms or anywhere there is an expectation of privacy. During school hours' students must keep their electronic devices in backpacks. Students may not use electronic devices while riding in a school vehicle unless they have permission to do so from the vehicle's driver.

Students are personally and solely responsible for the security of their electronic devices. The school district is not responsible for theft, loss or damage of any device or any calls made on a cell phone.

By bringing personal electronic devices to school, students consent to having that phone searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

Students who violate this policy will have their electronic devices confiscated immediately. The administration will return confiscated devices to the offending student's parent or guardian after meeting with the parent or guardian to discuss the violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

### **Ceremonies and Holiday Observances:**

The school district will continue school ceremonies and observances which have become a tradition and a custom of the education program. These include, but are not limited to, reciting the Pledge of Allegiance and observance of holidays, such as Christmas, Halloween and Easter, by programs and performances. Such ceremonies or observances shall have a secular purpose and shall not advocate or sponsor a particular religion.

Students who do not wish to participate in these activities may be silent during the ceremony or observance or receive permission from the principal to be excused from the ceremony for religious reasons in compliance with board policy.

### **Child Abuse/Neglect:**

Staff members of District OR1 Schools are required by law to report any suspected or known cases of child abuse or neglect to the proper authorities.

### **Closed Campus:**

Once students have arrived at school, they are to remain on the school grounds until the close of the school day or be considered truant and dealt with accordingly. Students may only be excused through the office to a parent/guardian or someone else designated by the parent/guardian.

### **Clothing & Supplies:**

Make sure that clothing articles are clearly marked with student's names. To maintain the gym floor we ask that each student have a pair of tennis shoes for indoor use. Indoor shoes are stored in student cubbies. These should be marked in some manner so the shoes can be returned to the student in the event they are lost.

A school supply list is available on the district website or in the school office. None necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost school supplies. Students are encouraged but not required to bring items from the class supply list.

### **Computer Network, Internet and Other Computer Use Rules:**

#### Network, E-Mail, Internet and Other Computer Use Rules:

#### 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 unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.
- c. Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an email to a minor child or spouse; sending an email related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.
- d. This occasional use 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; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- a. 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.

- b. **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 Superintendent or designees may further define such rules.
- c. **Other Policies and Laws:** Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
1. to access any material contrary to the 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 engage in or promote 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.

**General Rules:**

The network is provided to staff and students to conduct research and communicate with others. Access

to network services is given to staff and students who have agreed to act in a responsible manner. Access for all staff and students is a privilege and not a right.

- (i) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
- (ii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
- (iii) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
- (iv) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

- (v) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
- (vi) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
- (vii) Users shall not use or try to discover another user's account or password.
- (viii) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
- (ix) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
- (x) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.

- (xi) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
- (xii) Users shall not use the computer to annoy, harass, or bully others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
- (xiii) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.
- (xiv) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
- (xv) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without permission of the network or building administrator.

Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

- Be polite. Do not become abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
- Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
- Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
- All communications and information accessible via the network should be assumed to be private property of others.
- Do not place unlawful information on any network system.
- Keep paragraphs and messages short and to the point. Focus on one subject per message.
- Include your signature at the bottom of email messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
- Other rules may be established by the network administrators or teachers from time to time

Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administering the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the

use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

Staff, Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

**Damage and Loss of School Property:**

Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.

Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done, replace the item or make some other appropriate form of restitution.

School-issued items that are stolen or damaged are the responsibility of the student to whom they were issued. Students may be charged replacement or repair costs for lost or damaged books. Students must pay all fines before they can receive school publications and final grades.

**Dating Violence Prevention:**

The board prohibits behavior that has a negative impact on student health, welfare, safety, and the school's learning environment. Incidents of dating violence will not be tolerated on school grounds, in district vehicles, or at school sponsored activities or school-sponsored athletic events.

Dating violence is defined as a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. Dating partner means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long-term.

The district will provide appropriate training to staff and incorporate within its educational program age-appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

See Appendix A for policy.

**Discipline Policy & School Rules:**

Corporal punishment of students is prohibited by the Board of Education. However, this policy does not prohibit protective activities whereby District OR1 School personnel act to protect self, others or property of or on District OR1 School premises.

District OR 1 Bennet Elementary School students are protected against arbitrary punishment under the Constitution of the United States and Nebraska State law. All disciplinary actions at District OR 1 will be in accordance with Nebraska Law. In no case will a student be denied the procedural due process guaranteed by the Fourteenth Amendment of the United States Constitution.

While individual teachers maintain specific rules pertaining to their classrooms, these rules fall under “**The Panther Way**” school-wide rules for providing a learning environment. Those rules are as follows:

- 1. Be Respectful.**
- 2. Be Responsible.**
- 3. Be Safe.**

District OR 1 Bennet Elementary has created a Behavior Matrix that lists specific expectations for behaviors throughout the school day. We believe that children need to learn in a caring and safe environment that is free from distraction and disruption. This environment is the right of every child and maintaining this environment is the responsibility of every child and staff member. We also believe that children are accountable for the results of their decisions and actions. One of our jobs as parents and school staff members is to help children to make good decisions and to respect the rights of others. These beliefs are the basis of our school-wide discipline plan – a plan which will help to enhance Bennet Elementary’s positive learning environment.

Consistency is a key element in this discipline plan. Children must know the rules, expectations and consequences and know they are consistent school-wide.

The school wide behavior plan will be discussed with each class and reviewed throughout the school year to ensure a consistent, positive learning environment for all students.

This plan is in compliance with District OR1 Board of Education policy and Nebraska State Statutes.

**Other possible consequences for violation of our school rules and bus rules may also include but not be limited to:**

Detention – A period of time before or after school for which a student must report as a result of infractions of the Bennet Elementary School rules. Detention may be assigned by any teacher within Bennet Elementary School and will be served with the assigning teacher at a time determined by the teacher or with the principal at a time determined by the principal. Before assigning a time for detention, parents will be notified by phone, a note, or in person, of the pending detention. Detention after school will last until 4:00 p.m. but, may be longer, at the discretion of the principal, if deemed appropriate.

Loss of Recess – Students may lose recess privileges for a period of time. They may report to their teacher or the principal’s office.

Conference – A formal conference is held between the student and one or more school officials. The conference will be recorded in the administrative log.

Parental involvement – Parent(s) or guardian(s) are notified by telephone, personal contact, letter or certified letter. A conference may be conducted between the student, parent(s), or legal guardian(s), appropriate school personnel, and any other individuals concerned. This conference may be recorded in the administrative log.

Emergency Exclusion – Exclusion of a student from attendance, if the student has a dangerous disease or the student’s conduct presents a threat to the physical safety of the school community, until the circumstances justifying the exclusion have been resolved.

School/Community Service – Work required of the student at the school or within the community. This work is for the benefit of the school/community and a service provided by the students as a result of disciplinary action. School/Community Service may be assigned in conjunction with detention or

In-School Suspension.

*In-School Suspension* – Assigned for infractions of the Bennet Elementary School rules, students will be isolated in a designated school area for a time not to exceed five (5) school days. While on In-School Suspension, students will not be counted absent and will be required to complete all classroom assignments. Students will be ineligible for all school activities during this time.

*Short-Term Suspension* – The exclusion of a student from Bennet Elementary School attendance and participation in all school activities for a period not to exceed (5) school days. During an out-of-school suspension, the student may receive zeros for all classes missed.

See Appendix A.

### **Procedures for Short Term Suspension and Long Term Suspension or Expulsion:**

See page 72 in Appendix.

### **Alternative Programs for Expelled Students:**

An alternative school, class, or educational program (hereinafter referred to as an alternative program) shall be made available to all expelled students as and to the extent required by law. The Superintendent or Superintendent's designee shall make known to expelled students what alternative programs are available during the expulsion period. Such information shall be made known to the expelled student on or before the date the expulsion becomes effective. An expulsion becomes effective, as to a student who has been given a written notice of a recommendation to expel, on the earliest of the following dates: (1) If the student, parent, or guardian has not requested a hearing, the sixth school day following receipt of the notice with recommendation to expel, (2) If the student has requested a hearing, the date the student, parent, or guardian, receives notice of the determination of the Superintendent or Superintendent's designee to expel the student, or (3) Such other date as shall be mutually agreed by the student, parent, or guardian and the administration.

The approved alternative programs are: (1) community based programs, (2) home based programs, (3) specialized tutorial experiences, and (4) distance learning. The Board of Education may, from time to time, approve other alternative programs and may approve specific programs and enter into contracts for the provision of such specific alternative programs. To the extent that the alternative programs are to be provided on-site, the individuals responsible for providing such on-site alternative programs shall hold a valid Nebraska Teaching or Administrative Certificate. The extent that the alternative program is to be community based or off-site, such alternative programs shall be planned in cooperation with and monitored or supervised by a school district staff member who holds a Nebraska Teacher or Administrative Certificate. Alternative programs may be conducted at times other than the regular school day.

The Superintendent or Superintendent's designee shall determine which alternative programs shall be made available to each specific expelled student, based on a consideration of the interests of the school district and the student's educational and behavioral objectives and needs as determined in the discretion of the Superintendents or the Superintendent's designee. If a parent or guardian refuses to participate or have their expelled child participate in the alternative programs made available, the district shall have no further obligation with regard to the provision of an alternative program. The Superintendent or the Superintendent's designee shall have established a specific date or time within which the parent or guardian shall be required to state in writing an agreement to participate in the alternative program. As a condition of participation in alternative programs which involve the payment of tuition or other similar expenses, the student, parent, or guardian may be required as a condition of

such alternative programs being available, to agree in writing to pay the tuition or other similar costs for such programs.

The standards of student behavior or cooperation required of students in the regular programs of this district shall also be required of expelled students, throughout the entire time period of the alternative program. Additional standards may be established in each specific program and for each specific expelled student. If the expelled student fails to meet the required standards of student behavior or cooperation, the student may be further disciplined by the disciplinary punishment up to and including expulsion for an additional period of time beyond that being served by the expelled student. Further, if the expelled student fails to meet any of the conditions of the learning program, the district may by action of the Superintendent or Superintendent's designee, terminate the alternative program for the expelled student. A due process hearing substantially in compliance with the statutory provisions for suspension and expulsion of students shall be made available unless waived by the parent or legal guardian.

Upon pre-approval by the Superintendent or Superintendent's designee, academic credit towards graduation or advancement in grade level shall be available to students participating in alternative programs for expelled students. The academic credits to be awarded may be equal to one-half of the academic credits a student would earn for completion of a similar educational program as determined in the discretion of the Superintendent or Superintendent's designee. Such academic credits shall not be earned unless the expelled student has successfully completed the conditions of the alternative program as determined by the teacher and the Superintendent or Superintendent's designee. The superintendent or Superintendent's designee shall determine whether or to what extent such academic credits should be assigned to subject area or other specific graduation or advancement requirements. The achievement (i.e. grades) assigned for such academic credits shall not be available to the advantage of the expelled student for honor roll, class rank, or other academic honors or recognition.

### **Hearing Procedures:**

See appendix A page 84.

### **Procedures for Emergency Exclusion:**

A student may be excluded from the District OR1 Schools in the following circumstances by the principal, superintendent of schools or other persons as may be from time-to-time authorized by the superintendent of schools:

1. If the student has a dangerous communicable disease transmittable through normal school contacts that poses an imminent threat to the health or safety of the school community.
2. 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 the student's temporary removal necessary to preserve the rights of other students to pursue an education.

Such exclusion will be subject to the procedural provisions of short-term suspension, provided that, if the superintendent of schools or his designee determines that such exclusion will extend beyond five school days, the procedures set forth for long-term suspension or expulsion will be followed, and a final determination will be made by the hearing officer within ten school days after the initial date of exclusion.

An emergency exclusion will be based upon a clear factual situation warranting it, and will last no

longer than necessary to avoid the dangers described in (1) and (2) above.

### **Notices Required:**

All notices and recommendations required to be sent to a student or the student's parents or guardians under the Bennet Elementary School guidelines will be considered effectively given if personally delivered to or sent by certified or registered mail to the student or the student's parents or guardian; or when the student or his or her parent or guardian have actual knowledge of the information contained in the notice

If the situation warrants, these consequences may be invoked immediately, regardless of previous steps in the discipline policy.

### **Dress Code:**

No article of dress will be worn which depicts profanity or suggestive inscriptions. Clothing may not advertise any form of tobacco, alcohol, drugs or anything pertaining to them. Also, any attire which has wording or pictures which are vulgar or sexual in interpretation will not be permitted in school or at school activities. See through clothing is unacceptable. Hats, caps, other headgear or sunglasses will not be worn in the building during the school day unless a special dress-up day is proclaimed. Shoes or sandals must be worn at all times. Basically, any article of dress which causes a distraction in the school environment will not be allowed.

During warm weather, students are allowed to wear shorts of a reasonable length. Please make sure, however, that students are dressed appropriately for the weather conditions. We do have recess outside whenever possible. If a student is not dressed appropriately for the weather, they may be required to spend recess in the office. This is not a punishment. We are simply concerned with your child's well-being.

Generally, attire and grooming are left to the good judgment of students and parents/guardians. However, in the event that a student's attire is deemed unacceptable due to inappropriate or suggestive depictions:

1. The student may be asked to turn the garment inside out and not to wear it again, or be requested to wear clothing provided by the school office.
2. If the garment is worn for a second time, the parents will be notified and asked to bring other clothing to school for the child to change into.
3. Any other action deemed appropriate by the principal may be taken.

The principal reserves the right and has the responsibility to decide if a person's style of dress or appearance is in violation of these guidelines or if it is causing a distraction.

### **Drills – Fire & Tornado:**

We are required by law to have at least ten fire drills each year. Teachers visit with students about the importance of these drills and proper procedures. In the event of a fire or fire drill, signal horns will sound. Students will use the following exits:

- Preschool: Use classroom exit from playground
- Music/Art : Use east exit (preschool doors)
- KDG: Use east exit (preschool doors)
- Mrs. Greenfield: Use the west exit in 1st grade hall
- Mrs. Petska: Use the west exit in 1st grade hall/front entry
- Mrs. Field: Use the west exit in 1st grade hall
- Second Grade: Use the west exit in 1st grade hall/South hall exit
- Third Grade: Use the west exit in the 3rd grade hall
- Computer Lab: Exit north doors
- Speech: Use the west exit in 1st grade hall
- Media Center: Use the west exit in 1st hall/front entry
- Resource Rooms: Exit west doors
- Fourth Grade Rooms: Exit out of Mr. Maibaum's classroom
- Fifth Grade Rooms: Exit north doors
- Life Skills/PT/OT: Exit south doors
- Mrs. Hohensee: Exit south doors
- REC Activity Room: Exit north doors
- Office, Title I and Lunchroom: Exit main entry
- Gymnasium: Use north gym exit

Students and staff members exiting the south exits and southwest hallway are to go around the south side of the building and to the parking lot south of school. Students going out the north side of the building and the northwest hallway exit are to go around the north side of the building and proceed east of the school. Students and teachers in preschool, art, music, 2nd grade, Life Skills, and kindergarten are to assemble in the parking *lot* south of school. If a student is separated from his/her class, he/she should leave the building using the nearest exit and meet his/her class in a designated area. It is important that students walk calmly and quietly in a single file line and that the last student out of the exit closes the door behind them.

Tornado Procedures. We are also required to have at least two tornado drills per year. The importance of these is also stressed to the students. In the event of a tornado drill or a tornado warning, classes will proceed to the following areas: Art and Music Room.

- Preschool: Mrs. Wusk's Classroom
- KDG: Mrs. Wusk's Classroom
- 1<sup>st</sup>-5th Grade/Block/SPED Classes: Proceed in two lines and enter into the Art or Music Room

If there is a ***tornado watch*** in effect for our area, teachers and other staff members will be notified. No action needs to be taken at that time, but classes should be ready to move to the assigned areas if the watch is upgraded to a warning. In the event of a ***tornado warning*** or a ***tornado drill***, an announcement will be made. All students should come in from outside and go to the assigned areas immediately. Once there, they must remain quiet and listen for further instructions from staff members. When in the assigned areas, the students should be seated on the floor in a crouched position and protect the backs of their necks and heads. They should remain in this position until the all clear is given.

What Not to Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Every effort will be

made to provide accurate and timely information through the media.

Emergency Conditions Bennet Elementary School has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for an Emergency Exit system, Tornado Warning System, and Critical Incident Response.

### **Dual Enrollment:**

The parent, guardian, or custodian of a student receiving instruction at a private, denominational or parochial school, or a school choosing not to meet accreditation or approval requirements may also enroll the student in the school district. The student shall be considered under dual enrollment. The parent, guardian, or custodian requesting dual enrollment for the student should notify the superintendent on a form provided by the school district. On the form, they shall indicate the academic courses and extracurricular activities in which the student is interested in participating.

A dual enrollment student is eligible to participate in the school district's academic and extracurricular activities in the same manner as other students enrolled in the school district to the extent allowed within NSAA regulations. The policies and administrative rules of the school district shall apply to the dual enrollment students in the same manner as the other students enrolled in the school district. These policies and administrative rules shall include, but not be limited to, athletic eligibility requirements, rules governing student conduct, academic eligibility requirements, and payment of the fees required for participation.

### **Field/Activity Trips:**

If the economy permits, field trips are taken from time-to-time. The purpose of these field trips is to broaden the student's educational experiences. Parents will be asked to sign a permission slip before a student can attend. Students may be asked to bring money to pay admission for a field trip. These are usually nominal amounts. Students who become discipline problems on a field trip may not be allowed to attend future field trips. Sometimes, field trips within the communities are planned. If you have ideas for field trips which pertain to the students learning, please contact your child's teacher.

Students involved in any activity away from District OR 1 (athletic contests, field trips, music events, etc.) are required to ride to and from the activity on school-provided transportation when offered. These requirements may be waived, however, under various and extreme circumstances. This may be accomplished by requesting and completing a form available in the principal's offices. This form must then be given to the Elementary Principal at least 24 hours prior to the departure time for the event. The principal will make the final determination of the request based upon the reasons given and what is in the best interest of the individual, sponsor, group and school. Approved requests will then be forwarded to the appropriate activity sponsor.

Parents, guardians or their designee must be present when the student is released from the sponsor or when the student meets the group. If the person is unknown to the sponsor, identification must be shown and the appropriate form signed to pick up the student.

### **Forms:**

A number of forms are required by the school. Some are required by state law, others are primarily for the purpose of updating our files. In some instances, these forms are required before registration. Please

see that the following forms are returned and in your child's file by the end of the first week of school:

**Registration Form** – New students and kindergartners only or changes must be noted for previously registered students.

**Immunization Form** – New students, kindergartners and updates for previously registered students (required before your child may enter school).

**Birth Certificate** – Upon initial entry into our school, must have the raised state seal.

**Emergency Card** – One must be completed for each student and returned to school.

**Physical Form** – Students entering kindergarten or moving to our school from a different state.

**School Messenger Form** – This form is used to help us maintain accurate mailing and other pertinent information.

### **Grades / Reporting to Parents / Power Grade:**

Report cards are sent home four times per year. Parent-Teacher Conferences are held twice per year. We believe that communication is extremely important. Conferences are a time for parents and teachers to ask questions and receive information which will help the students progress at school and at home. There is a limited amount of time for conferences. We ask that you stay within the time allotted to you. If you have not finished with your conference, please arrange another time with the teacher so the schedule can be maintained and others do not have to wait. It is a good idea to bring a list of questions you might have to the conference. Ask your child if there is anything which needs to be discussed.

If, during the course of the school year, you have questions, please do not feel you have to wait until conference time to ask. Please call your child's teacher. Many times, a problem can be rectified if everyone is aware of it at its earliest stages. Following is the grading scale used at Bennet Elementary.

<b>94-100.....</b>	<b>A</b>
<b>86-93.....</b>	<b>B</b>
<b>78-85.....</b>	<b>C</b>
<b>70-77.....</b>	<b>D</b>
<b>0-69.....</b>	<b>F</b>
<b>Incomplete.....</b>	<b>I</b>

If an incomplete is not made up within ten (10) school days after the grade has been issued, it becomes an F. The time limit may be waived or extended with the consent of the principal and the teacher involved for such circumstances as serious illness or a death in the family.

### **Power Grade Parent Access:**

Parents and Guardians of students in grades K- 5 have online access to student grades through PowerSchool. If you would like to sign up for access to your student's grades, please contact the school office.

### **Head Lice:**

Head lice are considered to be a nuisance disease and are not a major public health concern. However, in order to keep infestations to a minimum, adequate screening and treatment measures must be followed. Periodic screening will take place during the school year. The purpose of screening is to identify untreated cases as soon as possible to prevent potential spread of the disease. When an

individual case is identified during the course of the school year, the entire classroom or grade of students will be screened. If parents identify head lice in their children, they should notify the school immediately so screening measures can be enacted.

The following procedure will be followed when a student is identified with Head lice at school.

- i. When a student is found to have head lice, he or she shall be excluded from school for treatment. The parent/guardian shall be notified to pick up the student. The student may return to class when the parent/guardian confirms that a treatment method has been utilized and the child has no visible live lice.
- ii. The parents/guardians will be given complete and appropriate information on the subject of treatment for head lice. This information will include components on use of an appropriate chemical treatment shampoo, emphasis on nit removal, and guidelines on environmental factors in the house in regards to lose control.
- iii. Upon return to the school, the student will report to the school office for a head check. The student will not be allowed to return to class until no live lice are found. During the first occasion of infestation a student will be allowed to return to class with nits. The child will be rechecked in 7-10 days for emergence of hatching or live lice, which if found will result in exclusion and treatment be repeated.
- iv. Treatment and return to school should take place within 2 days. If the student has not returned to school within 2 days, the school will make a telephone contact with the parent to inquire about the progress of treatment and encourage that the child returns to school as soon as possible.

Once again, these measures and actions are followed to minimize and control the spread of lice within the school. If you have any questions about these measures or how to treat head lice, please feel free to contact the school.

## Immunizations:

Immunizations against the following diseases are required for every child. A summary of school immunization rules and regulations is listed in the chart below.

### Summary of the School Immunization Rules and Regulations For 2024-2025 School Year

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students entering school (Kindergarten or 1 <sup>st</sup> Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 <sup>th</sup> birthday. 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7 <sup>th</sup> grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)

Updated 1/25/2017

Students must show proof of immunization upon enrollment in school. **Any student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations may complete a waiver statement which is available in school health offices.**

Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

**Illness & Injury at School:**

Generally, when a student becomes sick at school, they are sent to the office. Conditions requiring a student be sent home include: Temperature greater than 100.4°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

If a student is injured, all we can do at school is to clean and bandage scrapes or apply ice packs to bruises and sprains. If the injury requires further medical attention, we will make every effort to contact you or someone on your emergency list.

Please do not send your child to school if they appear to be or are sick. Also, students need to be fever, vomiting, diarrhea free with no medication for 24 hours before they can return to school.

**Kindergarten Enrollment:**

Beginning in the 2013-14 school year, the beginning date for enrollment into kindergarten changed from October 15 to July 31 of the school year in which the child seeks admission. Any child who attains the age of 5 on or before July 31 will be admitted to school. A child may be admitted who will reach the age of five on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (i) the child attended kindergarten in another jurisdiction in the current school year, (ii) the family anticipates relocation to another jurisdiction that would allow admission within the current school year, or (iii) the child has demonstrated through a recognized assessment procedure approved by the board that he or she is capable of carrying out the work of kindergarten. If you have a child that falls in the late enrollment window for kindergarten, please contact the elementary school office.

**Lost & Found:**

If an item is found which does not belong to you, it can be placed on the shelves in the main entry or brought to the office. We will try to help locate items but cannot be responsible for items which students or others lose. Please add your child's name to coats, backpacks, etc.

## District OR-1 Food Service Meal

*The following food service prices shall be in effect for the 2024-2025 school year: Please note that adult and visitor lunch and breakfast prices will be set by NDE (Nebraska Department of Education) later in July.*

### Lunch Prices:

- Students, grades K through 5: \$ 2.85
- Students, grades 6 through 12: \$ 2.95
- School employees: \$ 4.60  
(subject to change after July, 2024)
- Adult Visitors: \$ 4.60  
(subject to change after July 2024)
- Student Visitors: \$ 2.95

### Breakfast Prices:

- Students, grades K through 5: \$ 2.20
- Students, grades 6 through 12: \$ 2.45
- School employees: \$ 2.75  
○ (subject to change after July 2024)
- Adult Visitors: \$ 2.75  
(subject to change after July 2024)
- Student Visitors: \$ 2.45

### Beverages:

- Milk: \$ .40

### **Payment of Lunch/Breakfast Accounts**

Our lunch accounting system is set up so that each family has a single-family account. Parents will be expected to send money to be deposited in this account similar to a bank account. Their child/children in both the elementary school and the Jr.-Sr. High School will be able to spend that money for lunches or ala carte items. Expenditures will be deducted from the balance of the family account. The accounting system records when kids eat and how much was spent. When the account gets low the school will notify parents so that they can maintain a balance in their family account. **If the family account is exhausted, students will be expected to pay for their lunches prior to consumption.**

Meals must always be provided to pre-primary and young primary (K-5) students or for any students who may be unable to take full responsibility for a meal plan.

## **Breakfast Schedule**

Breakfast will start at 7:50 a.m. for Bennet Students who do not ride the bus. Those students who ride the bus will eat at Bennet Elementary once they are dropped off at Bennet. No elementary students will eat at Palmyra High School.

Bennet town students that do not wish to eat breakfast are requested not to arrive at school until 7:50 a.m.

## **Lunch Schedule**

Lunch schedules are as follows:

<b>Kindergarten -</b>	<b>10:55-11:20</b>
<b>First Grade -</b>	<b>11:50-12:10</b>
<b>Second Grade -</b>	<b>11:30-11:50</b>
<b>Third Grade -</b>	<b>11:40-12:00</b>
<b>Fourth Grade -</b>	<b>12:00-12:20</b>
<b>Fifth Grade -</b>	<b>12:20-12:40</b>

Parents are always welcome to attend lunch. Please call before 9:00 a.m. or send a note with your child when you plan to attend lunch with your child. This helps us to prepare additional food, if necessary.

## **Make-Up Work:**

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to make up work. If requested, assignment sheets will be prepared for students who are ill. If parents and/or students request assignment sheets the school should be contacted by no later than 11:00 a.m.

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students **may** receive no credit for the work required. The student has the responsibility to contact teachers, initially, regarding make-up assignments.

## **Medications:**

According to Nebraska law schools must have written permission from parents/guardians to administer any type of medication to students. Medication is defined as any over-the-counter or prescription drug to treat medical conditions. This includes, but is not limited to, aspirin, cough drops, antibiotics and the like. Medicine must be in its original container and must be accompanied by a completed medication permission form, saying how much to take, when to take it, the name of the medication, how long the student will be taking the medication and the date. Permission forms are in the back of this handbook. Additional forms are available at the school office. Prescription medications and Long-term medications that will require administration on a regular basis must also have a Physicians authorization from completed and on file at the school office. These forms are available in the school office. If the child is taking a prescription drug, ask your pharmacist for an additional empty bottle with the prescription label on it as well. Send only the amount of medicine the child will need at school. Children are NOT allowed to transport medications to or from school for the safety of themselves and other children that could potentially get ahold of the medication(s). A written record of the

administration of medication procedure must be kept for each child receiving any medication including the date; student's name; prescriber or person authorizing the administration; the medication and its dosage; the name, signature and title of the person administering the medication; and the time and method of administration and any unusual circumstances, actions or omissions. Administration of medication records shall be kept confidential.

### **Asthma and Allergic Reaction Protocol:**

District OR 1 Bennet Elementary has adopted the following Asthma and Allergic Reaction Protocol as required by state law. The protocol is a response that trained school officials will carry out in the case of a severe asthma or allergic reaction (anaphylactic shock) by a student in school. Parents wishing to have their children exempted from receiving this protocol may sign a waiver by contacting the school office (782-3535).

**EMERGENCY RESPONSE TO LIFE-THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS (ANAPHYLAXIS) DEFINITION:** Life-threatening asthma consists of an *acute episode of worsening airflow obstruction. Immediate action and monitoring are necessary.*

A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestion of a food or medication, or exposure to other allergens, such as animal fur, chemical irritants, pollens or molds, among others. The blood pressure falls, the pulse becomes weak, **AND DEATH CAN OCCUR.** Immediate allergic reactions may require emergency treatment and medications.

**LIFE-THREATENING ASTHMA SYMPTOMS:** Any of these symptoms may occur:

Chest tightness

Wheezing

Severe shortness of breath

Retractions (chest or neck "sucked in")

Cyanosis (lips and nail beds exhibit a grayish or bluish color)

Change in mental status, such as agitation, anxiety, or lethargy

A hunched-over position

Breathlessness causing speech in one-to-two word phrases or complete inability to speak

**ANAPHYLACTIC SYMPTOMS OF BODY SYSTEM:** Any of the symptoms may occur within seconds. The more immediate the reactions, the more severe the reaction may become. Any of the symptoms present requires several hours of monitoring.

Skin: warmth, itching, and/or tingling of underarms/groin, flushing, hives

Abdominal: pain, nausea and vomiting, diarrhea

Oral/Respiratory: sneezing, swelling of face (lips, mouth, tongue, throat), lump or tightness in the throat, hoarseness, difficulty inhaling, shortness of breath, decrease in peak flow meter reading, wheezing reaction

Cardiovascular: headache, low blood pressure (shock), lightheadedness, fainting, loss of consciousness, rapid heart rate, ventricular fibrillation (no pulse)

Mental status: apprehension, anxiety, restlessness, irritability

## **EMERGENCY PROTOCOL:**

1. **CALL 911**
2. Summon designated trained, non-medical staff to implement emergency protocol
3. Check airway patency, breathing, respiratory rate, and pulse
4. Administer medications (EpiPen and albuterol) per standing order
5. Determine cause as quickly as possible
6. Monitor vital signs (pulse, respiration, etc.)
7. Contact parents immediately and physician as soon as possible
8. Any individual treated for symptoms with epinephrine at school will be transferred to medical facility

## **STANDING ORDERS FOR RESPONSE TO LIFE-THREATENING ASTHMA OR ANAPHYLAXIS:**

Administer an IM EpiPen-Jr. for a child less than 50 pounds or an adult EpiPen for any individual over 50 pounds

Follow with nebulized albuterol (premixed) while awaiting EMS. If not better, may repeat two times back-to-back, Administer CPR, if indicated

### **Self-Administration of Medications.**

Students may be required to take medication during the school day. Elementary students are NOT allowed to carry or self administer medications. All medications shall be administered by the school nurse, a registered Medication Aide, or other school staff member meeting the minimum competency standards for the Medication Aide Act, including emergency medications.

### **Money:**

If money is sent to school, please make sure it is in an envelope with the student's name on it and a note with it describing what the money's for. Money for hot lunch and cold lunch milk is maintained by the office. The school secretary collects the money each morning. Please clearly mark if it is for lunch, REC, etc. Checks cannot be split into two accounts (Example: Rec and Lunch.)

Other money, such as that for book orders, field trips, etc. is handled by the classroom teacher as well. Again, make sure that the money is in an envelope marked with the child's name and what the money's for.

### **Multicultural Policy:**

Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for the purpose of:

- affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Hispanic Americans and Native Americans;
- challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race;
- valuing multiple cultural perspectives; and
- providing all students with opportunities to “see themselves” in the educational environment in positive ways and on a continuing basis.

To promote and support multicultural education within Bennet Elementary School it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in

an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society.

### **Newsletters:**

Each week, an elementary newsletter will be published. These newsletters will contain helpful tips for parents, news of the elementary and announcements of upcoming events. Newsletters will be sent home via e-mail if you check this option on the enrollment form. If you choose to receive the newsletter in paper form the oldest or only child will have it in their Friday folder. Please watch for these on the last day of the school week. *The newsletter is also posted weekly on the school website.*

### **Parent Visitations:**

Parents may visit their child's classroom at Bennet Elementary. Please make sure the teacher and principal have been contacted **in advance** of the visit and asked when you may visit. *Visits of less than an hour are better.* A student's attention and behavior is altered by visitors in the classroom. If a parent visits the classroom, we ask that siblings not attend with the parent as this is a distraction to the students in the classroom. Teachers are busy providing learning activities and will not be asked to supervise additional children. Students are not allowed to bring visiting friends or relatives to visit the classroom without previous permission from the Principal.

Before going into any classroom or visiting with any student or teacher, please report to the office. In this way, we can limit the number of interruptions to the regular school day.

### **Pets:**

Students may be allowed to bring pets to school for show and tell WITH permission of the principal. Arrangements must be made with the principal 48 hours prior. If permitted, parents will be asked to bring the pet and take it home with them. Pets are not allowed on the bus and are not allowed to stay the entire day. Pets which are normally passive and friendly may become aggressive when surrounded by a number of people.

### **Physical Examination:**

Evidence of a physical examination by a qualified physician is required within six months prior to the entrance of the child into any Early Childhood Special Education classes, kindergarten and the seventh grade, or in the case of transfer from out of state to any other grade. A parent or guardian who objects may submit a written statement of refusal for his or her child. The statement will be kept in the student's file. Waiver forms are available in the school health office.

### **Preschool Program:**

Bennet offers an accredited preschool for 3-4 year-old children. We offer two 3 and ½ hour class sessions on Monday – Thursday, with no classes on Friday. The morning sessions run from 8:00 – 11:30 a.m and the afternoon session runs from 12:00 – 3:30 p.m. We also offer a full day four year old program from 8:00-3:30 Monday-Thursday. If you are interested in having your 3-4-year-old children enrolled in the pre-school, please contact Bennet Elementary at 782-3535, so we may put you on our enrollment list.

## **Programs & Services:**

District OR-1 has many programs to help students both academically and socially.

*Title I* – The Title I program offers additional help to those students who are having difficulty in math or reading and who meet certain qualifications. This program, at this time, is only available to first through sixth grades.

*Art* – Students meet once a week with the art teacher from our high school. Basic art skills, knowledge and projects are taught in these classes.

*Computer* – Students meet weekly with our computer teacher. Starting in third grade students receive instruction in keyboarding, which continues through the fifth grade.

*Resource/Special Education* – We have a resource/special education program available for those students who have learning difficulties. In order for students to receive help, they must qualify under state guidelines. Any one interested may obtain a copy of the District OR-1 Special Education Program by contacting a building administrator. We have three full-time teachers in this program.

*Physical Education* – Students attend P.E. classes two times per week. Basic physical skills, sportsmanship and fundamentals of games are emphasized in these classes.

*Music* – Students meet once a week for vocal music instruction. Fifth grade students have the opportunity to participate in band. Individuals, small and large groups meet to learn to play instruments and to practice their musical skills. The instrumental program is a voluntary program.

*Library* – A half time library/media specialist is in charge of the media center and teaches library skills. Skills such as internet research, reference work, understanding the Dewey Decimal System and the like are taught to the students in the upper grades. Students are able to hear stories and check out books each week, as well.

*Counselor* - Students may be referred to the counselor by themselves, teachers and/or parents. If you wish to see a counselor, stop by the office and make arrangements for an appointment.

*School Psychologist* – Our school psychologist does psychological testing and assists us in special education identification with students who have academic or social concerns.

*Health Services* – We are fortunate to have an on site school nurse. During the first and second semester, the nurses conduct a health screening for vision, hearing, dental defects, height and weight. If you have questions please contact the school nurse.

Parents who do not wish their child to participate in the school-screening program must communicate this in writing to the school health office where their child attends at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

We also have the resources of the Lancaster County Health Department at our disposal. They are available as resources to us throughout the year.

*Speech/Language* – Our Speech/Language Pathologist works with students who have difficulty with speech articulation and language. In order for students to receive help, they must qualify under state guidelines.

### **Promotion & Retention:**

The professional staff at Bennet Elementary will place students at the grade level and in the courses best suited to them academically, socially and emotionally.

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff and the parents to be appropriate for the educational interests of the student and the educational program. All retention discussions will need to occur with the building principal.

### **Recess/Playground Rules:**

Recesses are provided for students. It is our philosophy that recess gives students a chance to have a break from classroom work. However, we believe it is still a learning experience for students. This is a time when students learn appropriate social behavior. They learn to share, be considerate of others, play fairly and develop friendships. There are times when students may not participate in recess activities. Examples would be to finish classroom work or to meet with faculty to discuss behavior. It should be noted that students are always supervised.

Following are rules developed to maintain safe conditions for students while playing on the playground or in the gym:

1. Teachers should send a note giving permission for students to be gone from the duty area before and after school. (Finish work, band lesson, discipline, etc.)
2. Only basic use of equipment is allowed (only go up ladders, go feet first down the slides, do not jump off the slide or slide down the support poles, etc.).
3. All students are not to be on top of the tubes and jungle gyms.
4. Do not swing around the bottom of the support poles on the slides and swing sets.
5. No ball tag.
6. Students need permission to leave the playground area. (go to the restroom, get a drink, get equipment from a cage or retrieve balls that go off of the playground.)
7. Sit on swings and swing straight. Do not jump out of the swings. Do not play Chicken or Double swing.
8. Do not throw or kick gravel dirt or rubber mulch.
9. Do not play on the steps or slide down the rails.
10. The neighbor's properties are off limits. This includes their fences and lawns.
11. Touch football only (no tackling.)
12. Do not climb on the fence.
13. There should be no running on the bleachers.
14. Balls are not to be kicked in the gym.
15. No football games are allowed in the gym.
16. Balls, electronic games etc. brought from home, may not be used during recess or bus duty. The school will not be responsible if they are lost or damaged. No cell phones are allowed on the

playground, at bus duty or in the gym.

We have to consider the safety and well being of all students on the playground and in the gym. Various disciplinary actions may take place if the above rules are not observed and followed.

Generally, by using good judgment while on the playground, students can have fun and still be safe. By following these rules, you will be helping to keep the playground and gym safe places to play.

### **Return to Learn:**

District OR1 school staff and coaches will follow all applicable state laws and LCC School Board policies on concussions. See concussion policy.

### **School Day Schedule:**

Although the individual classroom teachers will develop a schedule specific to their classroom and reflecting the special programs in which their students are involved, the school-wide schedule is printed here for your benefit. If you wish to contact a staff member, the best times to do so are between 8:00-8:15 a.m. or 3:30-4:00 p.m. Please refer to the following schedule if you have questions concerning the school day:

7:00 AM	Custodian on duty
7:00 AM	Before and After School Program Opens
7:40 AM	Bennet Bus students arrive
7:45 AM	Faculty supervision begins of bus duty only
8:00 AM	Faculty arrives
	Students who do not ride the bus or use the before school program arrive
8:20 AM	School day begins
8:30 AM	Tardy Bell Rings and Classes begin
10:55 AM-1:00 PM	Lunch (times vary from class to class)
3:20 PM	Dismissal
3:20 PM	Before and After School Program Begins
3:15 PM	Buses leave for PHS
4:00 PM	Bennet bus students depart on the bus
4:00 PM	Faculty departs
5:30 PM	Before and After School Program Closes

Bennet Bus students will play in the gym or outside if weather permits. When students arrive in the gym, the following procedures should be observed:

1. Students go from the buses directly to the cafeteria and wait for directions on where bus duty will be held. Once the decision for bus duty has been made and bus duty supervisors are present, the students will proceed to bus duty.
2. Students will be allowed to enter the building to get equipment or help from other teachers after they have secured permission from the teacher on duty.
3. Instruments and lunch containers should stay in the gym or on the playground until students are dismissed to their classes.

Bennet bus students will play in the gym or outside after school from 3:20-3:55 before being picked up by the buses.

End of School Day: Our regular school day ends at 3:20 p.m. Make-up work, special help, assignments after school, meetings, bus duty supervision, and other school activities begin at 3:20 p.m. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible.

## **SCHOOL WELLNESS POLICY:**

A mission of Palmyra District OR-1 Public Schools is to provide curriculum, instruction, and experiences in a health-promoting school environment to instill habits of lifelong learning and health. Therefore, the Board adopts the following School Wellness Policy.

### ***Annual Notification of Policy***

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the District website and/or district-wide communications. The District will provide as much information as possible about the school nutrition environment. This will include a summary of the District's events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

### ***Community Involvement, Outreach and Communications***

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the district's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways

that the district and individual schools are communicating important school information with parents. The District will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

### ***School Meals***

The District is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans* fat per serving (nutrition label or manufacturer’s specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

### ***Water***

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout every school campus (“school campus” and “school day” are defined in the glossary). The District will make drinking water available where school meals are served during mealtimes.

### **Smoke-Free Environment:**

The use of tobacco (including electronic nicotine delivery systems) 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 electronic nicotine delivery systems, cigars, and chewing tobacco), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

### **Student Activity Fees:**

The board realizes some activities may require additional expenditures which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student’s eligibility for the free and reduced-price lunch program. No fees, specialized or no specialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

### **Student Fee Fund:**

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school.

**Appendix "1" to 2024-2025 Student Fees Policy of  
District OR-1 Public Schools**

**Additional Specification of Required Materials and Fees<sup>1</sup>**

<b>Elementary Program (Pre-school – 5<sup>th</sup> grade)</b>	<b>General Description of Fee or Material</b>	<b>Amount of Fee (Anticipated or Maximum)<sup>2</sup> or Specific Material Required</b>
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	
Technology Insurance	ChromeBooks	\$35.00 Student Electronic Device Coverage in the event of loss or damages to the device.
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists
Field Trips	Transportation and admission costs of field trips	Field trips may cost up to \$10.00 per student based on the grade specific field trip and location. Meals on field trips will be at the expense of the student per current school meal prices. School lunches will be provided as needed for free-reduced lunch eligible students.
Summer Enrichment	Classes offered during the Summer during the month of June	\$75 per class.

<sup>1</sup> This listing is a part of the current Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.

<sup>2</sup> Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the current school year.

End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$60.00
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about \$40.00.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Fifteen cents (.15) per page when charges apply.
School Meals		Breakfast (Grades K-5)--\$2.20 Lunch (Grades K-5)--\$2.85 Milk (Grades K-5)--\$ .40 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Before/After School Recreation per hour		\$4.50 per hour
Preschool per month		\$150.00 per month (Half Day) \$300.00 per month (Full Day) Due on the 1st of every month.

<b>Secondary Program Grades 6-12</b>	<b>General Description of Fee or Material</b>	<b>Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and running shorts, T-shirt
Art and shop classes and special projects, science classes	Appropriate clothing (non-specialized attire) Goggles-1 pair provided per year. If lost or damaged students are required to purchase a new pair.	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes. Students pay a cost that is beyond the standard project provided by the school.
Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Classroom Projects, i.e, Family & Consumer Science, Industrial Technology	Project Cost	Students pay a cost that is beyond the standard project provided by the school.
Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Fifteen cents (.15) per page when charges apply.

School Meals		Breakfast (Grades 6-12)--\$2.45 Lunch (Grades 6-12)--\$2.95 Milk (Grades 6-12)--\$.40 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None—Any postsecondary education costs are to be paid directly by students to the college.
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$60.00
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about \$40
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Summer school courses	Classes offered during the summer, or at night, if any	Drivers education class is offered through a private company. Signup information is distributed during the school year.
Locker usage	Use of school padlock	\$5.00 fee if damaged or not returned at the end of the year.
Technology Insurance	ChromeBooks	\$35.00 Student Electronic Device Coverage in the event of loss or damages to the device.

<b>Extracurricular and other programs</b>	<b>General Description of Fee or Material</b>	<b>Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>
<b>Athletic Programs</b>		
1. Admission	Spectator fees for admission to events	<p>\$6.00 per event maximum. Students may purchase an Activity Ticket for \$40.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.</p> <p>Senior Citizen pass: \$5.00 per person per school year</p>
2. Athletic Physicals	NSAA required athletic Physicals	Cost varies; payable directly to the student's physician or clinic.

3. Equipment and Attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of replacement cost.	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:	
		Basketball	No additional costs
		Football	Mouthpiece
		Golf	Golf bag & clubs
		Speech	Dress attire; copies of research
		Track	No additional costs
		Volleyball	Volleyball knee pads
		Wrestling	Wrestling headgear
	Cheerleading and Flag Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories	
4. Travel meals	Meals	Students are responsible for their own meals while traveling.	
5. Locker use	Padlock for locker	\$5.00 fee if damaged or not returned at the end of the year.	
6. Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.	
7. Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Currently no dues are required. Annual dues not to exceed \$25.00 per club.	

8. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00. For High School Band Students a \$10.00 uniform cleaning fee is requested. For Junior High Band Students, a \$10.00 uniform cleaning fee is requested. For High School Vocal students a \$10.00 choir robe cleaning fee is requested.
Vocal Music Group	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of \$130.00
<b>Clubs/Organizations</b>		
Future Farmers (FFA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Future Career/Community Leaders (FCCLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
National Honor Society	State & national dues, meals and activities	Currently no dues are required. Annual dues not to exceed \$50.00 per club.
Swing Choir	Attire	Students are responsible for purchasing outfits and accessories. Not to exceed \$150.00.
All Girls Swing Choir	Attire	Students are responsible for purchasing outfits and accessories.
Student Council	State & national dues, meals and activities	Currently no dues are required. Annual dues not to exceed \$50.00 per club.
Dance Team	Uniforms	Uniforms range up to \$250.00. Camp attendance is optional.
Cheerleading	Uniforms	Uniforms range up to \$1,000.00. Camp attendance is optional.
<b>Social &amp; Recognition Activities</b>		
1. School plays, musicals and social activities	Admission to events	\$10.00 per play or activity
2. School dances	Admission to prom, homecoming, etc.  Starting in 7 <sup>th</sup> grade and through their junior year,	Up to \$20.00 per event  This will eliminate the need for class

Prom Fee 7-12	each student will pay a \$15 fee that will go towards their senior prom.	fundraising and ensure that funds are available for the cost of the facility rental, decorations, DJ and snack food. Additional leftover money from the prom fees will go towards the costs of cap and gown. Graduating classes of 2025, 2026 and 2027 will need to continue fundraising when they are juniors to make up the difference that was not collected from the beginning of their 7 <sup>th</sup> grade year. Graduating classes of 2028 and beyond should have enough money from fees to cover prom expenses.
3. Class dues		Currently no dues are assessed. Each of the six secondary classes may assess its members an amount not to exceed \$75.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
4. Picture Packets	Optional - Pictures are still taken for use in the school yearbook.	Students purchase packets as desired and pay directly to the photo company.

5. Senior recognition assessment	Optional graduation Activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.
6. Trips	Transportation, lodging, meals, admission to events etc.	For the extracurricular and options trip - Seniors' Day Out to Lincoln and Omaha, students will be assessed a \$10.00 fee and will be responsible for meals. Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.

**Student Fee Waiver:**

Students whose families meet the income guidelines for free and reduced price lunches are eligible to have expenses of certain fees, specialized equipment, specialized attire and project materials waived as provided by district policy. All information provided in connection with this application will be kept confidential. This waiver does not carry over from year-to-year and must be completed annually. Student Fee Waiver Applications are available in the Principal's Office at both schools.

Additional Specification of Fees Which May Be Charged and Materials Which May be Required Pursuant to the Student Fee Policy:

### **Student Questioning/Apprehension by Legal Authorities:**

Students may be questioned in private and with full confidentiality by a police officer or sheriff's department personnel at school only in the presence of the principal or a designated staff member. This opportunity applies to all peace officers in pursuit of their duties as members of a recognized enforcement office. The parents or guardian of the student questioned will be informed of the substance of the interview as soon as possible by Bennet Elementary personnel or Legal Authorities.

If a principal or his designee releases a minor student to a police officer, the principal or the principal's designee will take immediate steps to notify the parent, guardian or responsible relative of the minor, except when the minor has been taken into custody as a victim of suspected child abuse, in which case the principal or the principal's designee will provide the police officer with the address and telephone number of the minor's parent or guardian.

The principal of a school or the principal's designee shall notify the appropriate law enforcement authorities as soon as possible after learning of a known or suspected violation of the Nebraska Criminal Code.

### **Student Searches:**

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

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

- School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a rule violation. The search must be conducted in a reasonable manner under the circumstances.
- Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration.
- Drug or alcohol tests may be conducted on students based on reasonable suspicion.
- Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities, provided that: a) the student gave consent for testing in advance (attendance at or participation in the extracurricular activity may be withheld in the absence of consent), b) the testing actually be random, c) that the testing procedures limit any intrusion on student privacy, and provide for an appropriate level of confidentiality and accuracy, and d) that the response to positive tests take into consideration student safety and compliance with laws related to reporting and releasing students to law enforcement.

- School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.

Searches of the District's computer system may be conducted at the discretion of the administration at any time.

### **Telephone Use:**

Office phones are for school business only. School business includes calling parents when sick, procuring speakers for classes or organizations, obtaining information at the direction of an instructor, calling home for items the student has forgotten if the item is deemed absolutely necessary by school personnel, or in the case of an emergency.

School officials shall have the authority to deviate from the above guidelines should situations arise that are not covered in the regulations.

Students will not be allowed to use the phone to make after school plans to go home with another student or to have another student come home with them.

If you call for a student, we will ask to take a message. We prefer not calling students from class for telephone calls, but will give them a message and allow them to return your call during recess or lunch. If it is an emergency, please let us know and we will get the message to the student immediately or call the student to the office to speak to you.

### **Testing:**

We administer Measurements of Academic Progress (MAPS) to students in kindergarten through sixth grades. These are achievement tests which measure what knowledge the students have gained. These tests are used to plan educational programs for individual students and for entire classes.

Parents/Guardians will receive a sheet describing the results of their student's test. If you have questions about the test, contact your child's teacher, or principal.

Students in grades 3-6 will also take part in State Mandated NSCAS Assessments during the spring.

### **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.

### **Vandalism:**

Any person found willfully damaging or defacing property belonging to the school district shall be held responsible for the replacement or repair of that property and all costs shall be paid by the offender. Bennet Elementary will also refer the student to the principal or his designee for disciplinary action. If the principal or his designee determines that the student willfully or maliciously destroyed school property, the student may be referred to juvenile authorities.

### **Visitors:**

All visitors must report to the office, upon entering the east entrance, to sign in, in order to receive a visitor's pass. Please sign in/out at the office upon entering/exiting the school. Visitations during the first week of school and the last week of school will require extraordinary reasons or permission from administrators.

Student visitors from other schools are discouraged. Although we would welcome them at lunchtime, visitors in the classroom tend to cause undue distractions and disruptions. If you would like to discuss a special student visitor with the principal, please feel free to call.

### **Weapons:**

The possession of a dangerous weapon or the use of an object to inflict bodily injury to another is strictly prohibited. Offenses involving weapons are punishable by an automatic expulsion from school for up to a full school year.

See Article 11.

### **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. **Parents and Patrons will also be alerted via phone call by our automated calling system. Please make sure that you are a part of the calling database in order to receive calls via this system. Contact school if you are not sure or have changed your phone numbers since last year.**

### **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). Announcements about other Nebraska school closings are included in Lincoln radio and television broadcasts. Students and parents will want to pay special attention to which public school district is being closed.

### **After School Starts:**

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

### **Parental Decisions**

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

### **State and Federal Programs**

#### **Section 1 Notice of Nondiscrimination:**

Students, parents, employees, volunteers, school patrons, applicants for student admission or employment, sources of referral of applicants for admission and employment, professional organizations holding collective bargaining or professional agreements with the Palmyra High School, and all others who interact with Palmyra High School are hereby notified that Palmyra District OR1 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 its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Michael Hart, Superintendent, Palmyra District OR1, 425 F Street, Palmyra, NE 68418-0130, (402) 780-5327.

For Further information on notice of non-discrimination, you may contact the Office for Civil Rights,

U.S. Department of Education, in writing at 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, or by telephone at (816) 268-0550, TDD (800) 437-0833.

**Section 2 Designation of Coordinator(s):**

Any person having inquiries concerning this district’s compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: High School Principal, Palmyra High School, P. O. Box 130, 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	High School Principal
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

**Section 3 Anti-discrimination & Harassment Policy:**

**A. Elimination of Discrimination.**

The policy of District OR-1 Public Schools 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 or access to, or treatment with regard to employment or with regard to its programs and activities.

District OR-1 Public Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of District OR-1 Public Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The Superintendent shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

**B. Preventing Harassment and Discrimination of Employees and Students.**

1. **Purpose:** District OR-1 Public Schools is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment

of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, [Name] Public Schools will try to protect employees or 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.

- a. In general, ethnic or racial slurs or other verbal or physical conduct relating to 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, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
- b. 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.
- c. 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 work place, 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.

## 2. **Procedures:**

- a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or 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.
- b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of [Name] Public Schools.
- c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
- d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.
- e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
- f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.
- g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

**Section 4 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973:**

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

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities, which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions

regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).

11. File a local grievance.

### **Section 5 Notification of Rights Under FERPA:**

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

- 1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.  
Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Kathleen Styles, Office of the Chief Privacy Officer  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202

### **Notice Concerning Directory Information**

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

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

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

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

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

### **Section 6 Notice Concerning Disclosure of Student Recruiting Information:**

The No Child Left Behind Act of 2001 requires Palmyra High School 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 Palmyra High 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 parental consent. Palmyra High School will comply with any such request.

### **Section 7 Notice Concerning Staff Qualifications:**

Parents/guardians have the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Palmyra High School will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Palmyra High School will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

### **Section 8 Student Privacy Protection Policy:**

It is the policy of Palmyra High School to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

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

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

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

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

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. “Personal information” for purposes of this policy means individually identifiable information about a student including: (1) a student or parent’s first and last name, (2) home address, (3) telephone number, and (4) social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

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

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

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

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

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

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act ).

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

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

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

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 a program).

## **Section 9 Parental Involvement Policies:**

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

District OR 1 School welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is Palmyra High School's policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities will be based on the students' well-being.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

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

District OR 1 has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of District OR 1 to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Expectations for Parental Involvement: It is the expectation of District OR 1 that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring--(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

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

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

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, childcare, or home visits.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency

levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

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

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

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

District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents;

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

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

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

## **Section 10 Homeless Students Policy:**

### **A. General Policy Statement**

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths.

### **B. Definitions**

**“School of Origin”** shall mean the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. School of origin shall also include any designated receiving school for the next grade level for all feeder schools when a student completes the final grade level served by the school of origin.

**“Homeless children and youths”** shall mean any individuals who lack a fixed, regular, and adequate nighttime residence; and includes:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human

- beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
  4. Migratory children who qualify as homeless because they are living in circumstances described in (1-3).

“Unaccompanied youth” shall mean a homeless child or youth not in the physical custody of a parent or guardian.

### C. School Stability

1. School Selection: Each school shall presume that keeping a homeless child or youth enrolled in the child’s or youth’s school of origin is in the child’s or youth’s best interest, except when doing so is contrary to the request of the child’s or youth’s parent or guardian or, in the case of an unaccompanied youth, the youth.  
To overcome the presumption that a child or youth should remain in his/her school of origin, the school shall consider student-centered factors including: the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child’s or youth’s parent or guardian or, in the case of an unaccompanied youth, the youth.
2. Enrollment: Once the school is selected in accordance with the child’s or youth’s best interest, that child or youth shall be immediately enrolled even if the child or youth is unable to produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health records, proof of residency or has missed any application or enrollment deadlines during any period of homelessness.
3. Transportation: If the child or youth continues to attend his or her school of origin, transportation shall be provided promptly even if there is a dispute pending regarding which school is in the child’s or youth’s best interest to attend. Transportation will continue to be provided to and from the school of origin for the remainder of any academic year during which the child or youth becomes permanently housed.

### D. Records

Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained:

1. Such that all records are available, in a timely fashion, when a child or youth enrolls in a new school or school district;
2. Any information about a homeless child’s or youth’s living situation shall be treated as a confidential student education record, and shall not be deemed to be directory information; and
3. In a manner consistent with the Federal Education Rights and Privacy Act.

### E. Services

The Local Education Agency Liaison shall identify an appropriate staff person to be the Local Educational Liaison (LEL) for all homeless children and youth attending school in the District. The

LEL responsibilities shall include, but are not limited to:

1. Ensure homeless children and youth are identified through outreach and coordination activities including coordination with the Nebraska Department of Education Homeless Education Liaison, community, and school personnel responsible for education and related services to homeless children and youths;
2. Receive appropriate time and training in order to carry out the duties required by law and this policy;
3. Ensure homeless families and homeless children and youths are referred to health care, dental, mental health, substance abuse, housing and any other appropriate services;
4. Ensure that homeless children and youths:
  - a. Are enrolled in school which includes attending classes and participating fully in school activities;
  - b. Have a full and equal opportunity to meet the same challenging State academic standards as other children and youths;
  - c. Receive individualized counseling from counselors to prepare and improve their readiness for college, including college selection, application, financial aid, and on-campus support.
  - d. Unaccompanied youths are informed of their status as independent students under the Higher Education Act of 1965 and may obtain assistance from the LEL to receive verification of such status for purposes of the Free Application for Federal Student Aid.
5. Ensure that public notice of the educational rights and available transportation services of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youths and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.
6. Ensure the dispute resolution process identified below is carried out in accordance with the law and district policy.

#### F. Dispute Resolution

1. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment.
2. In the event of a dispute regarding where a child or youth should enroll, the child or youth shall be immediately enrolled in the school in which enrollment is sought pending final resolution of the dispute, including all available appeals. The district shall immediately provide the child's parent or guardian or, in the case of an unaccompanied youth, a written explanation of the decision made regarding the school selection including the right to appeal such decision. Said writing shall be provided in a manner and form understandable to such parent, guardian, or unaccompanied youth and also include the LEL contact information. The LEL shall carry out the dispute resolution process within 30 calendar days from the date of said writing pursuant to 92 Nebraska Administrative Code 19-005.02.
3. Appeals: Any parent, guardian or other person having legal or actual charge of a

homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner within thirty calendar days of receipt of the decision by following the process in 92 Nebraska Administrative Code 19-005.03 and 19-005.03C.

## **Section 11    Pregnant and Parenting Students**

This District recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the district will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

### Attendance and Leave of Absences

Pregnant and parenting students will be permitted to attend to their own health care, their child's medical care, or other pregnancy- or parenting- related appointments with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre- and post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student's licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the district at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student's pregnancy and thereafter unless the district deems such participation poses a substantial risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student's licensed healthcare provider regarding the student's safe participation in an extracurricular activity when such certification is required of students for other conditions which require the attention of a licensed healthcare provider.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.

Pregnant and parenting students will be provided with assignments, classwork and any additional support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences.

### Alternative Means to Complete Course Work

The district will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework online, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative programs for pregnant and parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

### Lactation

The district will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other than a bathroom or closet, that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food safe refrigerator to store breast milk safely.

### Child Care

If in-school child care is not provided, a list of qualified licensed child care providers will be provided upon request to pregnant or parenting students. Such list will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a step three rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early head start program or any other available community resources.

### Privacy and Confidentiality

Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law.

Information about students' pregnancies and related conditions will not appear in their cumulative records and will not be used when they are being considered for educational or job opportunities, awards or scholarships.

### Other Accommodations

Pregnant and parenting students may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the building principal.

### Bullying and Harassment

Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are incorporated herein and apply to all students.

<b>NONDISCRIMINATION STATEMENT</b>
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**Non-Discrimination Statement:** This explains what to do if you believe you have been treated unfairly.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities

who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- (2) Fax: (833) 256-1665 or (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## **Article 11 Student Rights, Conduct, Rules and Regulations**

Student Conduct and Discipline Policies: The common goal of students, parents, faculty and administration of District OR 1 School is to maintain a school atmosphere conducive to learning. In order to achieve this, Bennet Elementary School will continue to review and distribute a set of reasonable and fair rules and policies. VIOLATIONS OF DISTRICTOR1'S RULES AND POLICIES WILL RESULT IN DISCIPLINARY ACTION.

### **Part 1 Forms of School Discipline**

#### Short Term Suspension:

Students may be excluded by the Principal or his designee from school or any school function for a period of up to five school days (short term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the District OR-1 Board of Education or the administrative or teaching staff of the school, which occur on or off school

grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short term suspensions:

1. The Principal or the Principal's designee shall make a reasonable investigation of the facts and circumstances. In addition, such short term suspension will be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. 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.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. 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.

#### Long Term Suspension:

Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of more than five school days but less than twenty school days on (long term suspension) the conduct constituting grounds for expulsion as hereinafter set forth. The process for long term suspension is hereinafter set forth.

#### Expulsion:

1. Meaning of Expulsion. Expulsion shall mean 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.
2. 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. The review will be conducted by the hearing officer who conducted the initial

expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.

3. 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, and as a condition of such suspended action, the student may be assigned to a school, class, or program and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on the job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the students' participation and conduct has been satisfactory or not shall be made by Principal or the Principal's designee.

4. 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.

**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 need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day. When in-school suspensions, after school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures and a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

## **Part 2 Student Conduct:**

Students have an opportunity to learn by sharing some of the responsibility for creating a good learning environment. To help maintain a quality instructional environment for all students attending District OR-1 all students are expected to refrain from the following conduct.

### **Grounds for Short Term Suspension, Long Term Suspension, Expulsion or Mandatory Reassignment:**

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), 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. The term “dangerous weapon” includes any personal safety or security device (such as Tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student’s locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.
  
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. “Firearm” means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: “The term ‘firearm’ means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.” The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

- 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 a 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.
- e. For personal safety or security devices, the student abides by the requirements set forth above.

#### 19. Student Appearance Policy:

Students at District OR 1 are expected to dress in a way that is appropriate for a 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 or jewelry that is gang related;
- b. Clothing that shows an inappropriate amount of bare skin or underwear (midriff, spaghetti straps, sagging pants);
- c. Clothing or jewelry that advertises beer, alcohol, tobacco, or illegal drugs;
- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horseplay”;
- e. Head wear including hats, caps, bandannas, and scarves;
- f. Clothing or jewelry, which exhibits nudity, makes sexual references or carries double meanings.

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 disciplinary actions under the Student Code of Conduct above. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in discipline, up to expulsion.

#### 20. Harassment and Bullying Policy:

It is the policy of Palmyra High School that “bullying” type behavior is not to be permitted. These

guidelines are established to respond specifically to bullying behavior. Students and parents are advised that other response measures are also in place and set forth on Page 56 of this handbook for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.).

(i) Step One: The first time school personnel becomes aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student.

If, in the school's opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions, which may include expulsion, in the event the conduct is also a violation of other provisions of the student code.

(ii) Step Two: The second time school personnel becomes aware of a harassment incident, the student's parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.

(iii) Step Three: If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, the school may assign the student to the Harassment Program level set forth below which the school authorities determine to be appropriate.

(iv) Step Four: If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

#### Harassment and Bullying Program Levels:

Purpose: All students have the right to attend Palmyra High School free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

1. Level I: The guidelines for a Level I placement are listed below.

- a. The length of the assignment will be for a minimum of two weeks.
- b. The student will report to the office no later than 8:00 a.m. each morning.
- c. The student will eat on campus at an assigned table or area.
- d. The student will report to an assigned room at the end of the day, and remain until dismissed. This will allow all other students to leave the school grounds in safety.

2. Level II: The guidelines for this level are listed below.

- a. The length of the assignment will be for a minimum of two weeks.

- b. The student will report to the office no later than 8:00 a.m. the morning.
- c. The student will eat on campus at an assigned table.
- d. The student will report to an assigned room at the end of the day, and remain until dismissed.
- e. The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.

3. Level III: This is a long term assignment. The guidelines are listed below.

- a. All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.
- b. The length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year.

21. Public Displays of Affection:

Public Displays of affection will not be tolerated on school property or at school activities. Such conduct includes: hugging, kissing or any other types of affection that would be considered inappropriate or an undue distraction to others. Students will face the following consequences if this type of behavior occurs.

- a. 1st Offense: Student will be confronted and directed to cease.
- b. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
- c. 3rd Offense: Students will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator (s) and counselor.
- d. If this type of behavior continues, the student could face long term suspension or expulsion.

22. Specific Rule Items:

The following conduct may result in disciplinary action, which in the repeated violations, may result in discipline up to expulsion.

- a. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
- b. Students in the hallway during class time must have a pass/assignment book with them.
- c. Gum, candy, seeds, etc. are not allowed in the school building or classrooms.
- d. Students are expected to bring all books and necessary materials to class. This includes study halls.
- e. Assignments for all classes are due as assigned by the teacher.
- f. Students are not to operate the mini blinds or the windows.
- g. 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.

h. Students are to be in their seats and ready for class on the tardy bell.

i. Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or cleanup rules that will be explained to you by that teacher which must be followed.

j. 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.

k. Snow handling is prohibited.

### 23. Dating Violence Prevention

The board prohibits behavior that has a negative impact on student health, welfare, safety, and the school's learning environment. Incidents of dating violence will not be tolerated on school grounds, in district vehicles, or at school sponsored activities or school sponsored athletic events.

Dating violence is defined as a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. Dating partner means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long term.

The district will provide appropriate training to staff and incorporate within its educational program age appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

### 24. 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 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 promptly 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 and Human Services and/or law enforcement in accordance with the Board's policy on Child Abuse Reporting.
- This policy shall be included in future employee, student and volunteer handbooks.

## 25. Network, Emails, Internet and Other Computer Use Rules:

### (a) General Rules:

(i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.

(ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.

(iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.

(iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.

(v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

(b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals.

(i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.

(ii) Users shall not let other persons use their name, account, logon password, or files for any reason (except for authorized staff members).

(iii) Users shall not use or try to discover another user's account or password.

(iv) Users shall not use the computers or network for non instructional or nonadministrative purposes (e.g., games or activities for personal profit).

(v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.

(vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.

(vii) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name. (viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.

(ix) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.

(x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.

(xi) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.

(c) Etiquette and Rules for Use of Computers and the Network: All users of computers and the

network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other online services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

- (i) Be polite. Do not become abusive in your messages to others.
- (ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
- (iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
- (iv) Note that electronic mail (email) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages, which violate the rules, will result in disciplinary action.
- (v) All communications and information accessible via the network should be assumed to be private property of others.
- (vi) Do not place unlawful information on any network system.
- (vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.
- (viii) Include your signature at the bottom of email messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
- (x) The network administrators or teachers may establish other rules from time to time.

(d) Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administering the networks so that more time can be spent on education and enhancing services.

Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, nonrenewal or cancellation of the contract of administrators, teachers, or other school employees.

(e) Staff, Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

### **Part 3 Reporting Student 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, the police and to the student's parents or guardian 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.

#### **Part 4 Due Process Procedure**

Procedures for Long Term Suspension, Expulsion or Mandatory Reassignment: The following procedures shall be followed with regard to any long term suspension, expulsion or mandatory reassignment.

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long term suspension or expulsion. Said notice shall include the following
  - (a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.
  - (b) The penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge.
  - (c) A statement explaining the student's right to a hearing upon request on the specified charges.
  - (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
  - (e) A statement that the administrative representative, legal counsel for school, the student, the

student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.

(f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.

4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.
6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer. Hearing Procedure:
  1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
  2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
  3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
  4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
  5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the District OR1 Board of Education at any reasonable time prior to the hearing.

6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. Legal counsel may represent the student or the student's parents or guardian or both. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross examination nor will any conclusion be drawn therefrom. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

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

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

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

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

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

shall take immediate effect.

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

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

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

## **Special Education Policies**

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 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, 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 through 008.011

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. **Evaluation and Identification Procedures**

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, for no more than ten (10) consecutive school days and for additional removals of not more than ten (10) consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement. If a student with a disability violates a code of student conduct, 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, as defined in Federal and Nebraska rules, is appropriate for the student. Change of placement decisions

related to disciplinary removals will be consistent with Federal and Nebraska regulations. 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. Confidentiality of Personally Identifiable Information**

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. **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

16. **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

17. **Access to Instructional Materials**

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

1. 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 print instructional materials using the National Instructional Materials Accessibility Standard, or
2. Purchase instructional materials from the publisher that are produced in, or may be rendered in specialized formats.

Legal Reference: 92 NAC 51-004.15

18. **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

**19. 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)

**20. 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

**21. 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

**22. 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



## District OR-1

Palmyra Junior-Senior High School--Bennet Elementary  
402-780-5327 [www.districtor1.org](http://www.districtor1.org)

**Michael Hart**  
Superintendent

**Heath Johnson**  
Secondary Principal

**Linde Walter**  
Elementary Principal

**Aaron Hoeft**  
Activities Director

### Administration of Medication to Students

Parent/Guardian Request for Administration of Medication by School Personnel

It is the policy of District OR1 Public Schools to administer to students only medication(s) provided by parents/guardians. This medicine should be sent in the original container labeled with the student's name and the correct dosage to be administered. Medications that are expired will not be given to students. All medications must be transported to and from school by the parent/guardian, not the

student. In addition, the school and/or its personnel will NOT be held liable if the student has a reaction or any ill effects from the medication.

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

Student's Name: \_\_\_\_\_

Medication: \_\_\_\_\_

Amount to be given: \_\_\_\_\_

Time to be given: \_\_\_\_\_

Starting date: \_\_\_\_\_ Ending date: \_\_\_\_\_

Special instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Name Printed

\_\_\_\_\_

Parent/Guardian Signature

### **District OR-1**

#### **ACCEPTABLE USE OF COMPUTERS AND NETWORKS STUDENT'S AGREEMENT**

In order to make sure that all members of Palmyra District OR-1 community understand and agree to these rules of conduct, Palmyra District OR-1 Public Schools asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Palmyra District OR-1, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Palmyra 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 the Palmyra District OR-1, any of its employees, or any institution providing network access to Palmyra District OR-1 responsible for the performance of the system or the content of any material accessed through it.

Student's Name \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT'S AGREEMENT**

In order to make sure that all members of Palmyra District OR-1 community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by Palmyra District OR-1. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Palmyra District OR-1 responsible for materials acquired or sent via the network.

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

Student's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Your son/daughter is to return this form to the office by Friday, August 16<sup>th</sup>.**

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

**Parent/Guardian Receipt Form**

After reading this handbook, please complete this form, detach it and return it to the school **no later than Friday, August 16<sup>th</sup>.**

We have read and reviewed this handbook and the transportation code of conduct included with our child(ren) and understand its contents

**Student (s)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Signature

---

Date

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 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 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 for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
- f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.
- g. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any

Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

- h. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, no pre-kindergarten through second grade student may be suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second-grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with this Policy's disciplinary procedures.
- i. Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.

4. Emergency Exclusion: A student may be excluded from school in the following circumstances:
  - a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
  - b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

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

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing may be held, upon a parent's timely request, 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.

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.

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.

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

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

or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

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

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration.

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.

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

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

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

student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

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

#### E. 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 that

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

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

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

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296  
LB 43 (2024)

Date of Adoption: [July 11, 2024]

Community RelationsPublic Access to School Records - Examination, Making Memoranda, and Copying

1. The School District, through the Superintendent, shall provide interested persons access to the records of the School District as required by law. Such access shall include the opportunity to examine School District records, when permitted by law. The School District shall not make records of individual students, personnel, or other confidential material available, except as allowed by law or compelled by court order.

2. Records may be examined at the School District offices during the hours such offices are open for the ordinary transaction of business. School district offices will be open for the ordinary transaction of business (a) during the school year on such days as school is in session, and (b) during the summer months when school is not in session, Monday through Friday, except legal holidays or other days the District is closed.

3. Records may be obtained in the form in which the record is maintained including, but not limited to, printouts, electronic data, and photocopies. The School District will not be required to produce or generate any record in a new or different form or format modified from that of the original School District record. Copies of records may be made as follows:

(a) Copies may be made by persons using their own copying or photocopying equipment, provided that such copies shall be made on the premises of the School District offices or at a location mutually agreed to by the requester and the School District.

(b) Copies may be obtained from the School District if the School District has copying equipment reasonably available, and upon payment of a fee for providing copies. The Superintendent shall determine a reasonable fee for the copying of school district records, provided that such fee is not to exceed the actual cost of making the copies available. If the copies requested are estimated by the School District to be more than fifty dollars (\$50.00), the School District may require the requester to furnish a deposit prior to fulfilling such request.

4. For residents of Nebraska and news media desiring to submit a public records request to the School District, a requester must submit a written request to the School District. Upon written request for access to records, the School District will provide to the requester as soon as is practicable and without delay, but not more than four (4) business days after actual receipt of the request:

(a) Access to or, if copying equipment is reasonably available, copies of the school district records requested;

(b) A written denial of the request, or portion thereof, if there is a legal basis for such denial of access to school district records on a written form from the school district; or

(c) If the entire request cannot with reasonable good faith efforts be fulfilled within four (4) business days after actual receipt of the request due to the significant difficulty or extensiveness of the request, the school district shall provide a written explanation, including the earliest practicable date for fulfilling the request, and estimate of the expected cost of any copies, and an opportunity to modify or prioritize the items within the request. If the response to the request is expected to require more than eight cumulative hours of staff time spent searching, identifying, physically redacting, or copying, the District may require the requester to furnish a deposit, as permitted under the Public Records Request Laws.

5. For nonresidents of Nebraska, a requester must submit a written request to the School District. The School District may then require the requester to submit a deposit, as permitted under the Public Records Request Laws.

Legal Reference: Neb. Rev. Stat. Sec. 84-712 et seq.

Date of Adoption: [July 11.2024 ]

Business OperationsPurchasing Policies

The Superintendent shall ensure that all purchases are made in the interest of economy and efficiency. Where necessary, standards and procedures shall be established to accomplish the following policies of the Board of Education:

1. Purchases up to **\$10,000**. For the greatest efficiency in expediting purchases, the administration shall be authorized to purchase any item specifically budgeted which has a sale price within the established limit.
2. Purchases from **\$10,000 up to \$110,000**. The Superintendent shall request the submission of proposals for purchases which have a sale price within the established limit. The Superintendent shall receive and evaluate all proposals in making a recommendation to the Board of Education for acceptance. The Board of Education may review all proposals submitted relating to the recommended purchase. Since this is a proposal system, not a bidding process, the school district in no way shall be obligated to arbitrarily award the contract to the lowest proposal, but shall reserve the right to reject any and all proposals or to waive any informality in any proposal it deems advisable, and to award to the proposer which, in its opinion, is most desirable.
3. Purchases of **\$110,000** and above. The Superintendent shall advertise for sealed bids which shall be opened in conformity with any applicable laws and in compliance with any procedures established by the Superintendent. The Board retains the right to determine the responsibility of the bidders, and shall award the contract to the lowest responsible bidder meeting specifications, be the bidder a member or apart from the local community.
4. These purchasing limits or requirements will not apply in the event of a time-sensitive purchase, or a purchase where these requirements would not reasonably or practically apply, as long as the Superintendent obtains prior approval from the Board President, and the Board of Education subsequently ratifies said purchase at a subsequent Board meeting.
5. Any school employee who orders any supplies or equipment outside of that which has been included in the annual budget and without written authorization of the principal or Superintendent shall be personally liable for payment for the supplies or equipment purchased.
6. School employees or students purchasing supplies and equipment out of an activity account must first secure a purchase order from the principal authorizing the purchase. Failure to do so will cause the person to be personally liable for payment for the supplies or equipment purchased.

7. The District need not comply with the bidding requirements if the District purchases property from the Nebraska State Purchasing Bureau, so long as the Nebraska State Purchasing Bureau competitively bid the purchase of property.
8. Notwithstanding anything to the contrary, no employee may enter into any agreement or understanding on behalf of the District that may financially benefit the employee, member of the employee's immediate family, or a business with which the employee is associated, unless the Board of Education approves such contract or arrangement in advance.

#### Credit Card Purchasing Program

1. The Board of Education authorizes the Superintendent or designee to contract with one or more financial institutions, card-issuing banks, credit card companies, charge card companies, debit card companies, or third-party merchant banks capable of operating a purchasing card program on behalf of the District.
2. The Board of Education delegates to the Superintendent or designee: (a) the determination of the type of purchasing card or cards to be utilized in the District's purchasing card program; and (b) the determination of which employees shall be approved or disapproved to be assigned a purchasing card in the District's purchasing card program. The Superintendent shall submit the approved names to the Board, from time to time.
3. The District's purchasing card program may only be utilized for the purchase of goods and services for and on behalf of the District. No officer or employee of the District shall use a purchasing card for any unauthorized use.
4. An itemized receipt for purposes of tracking expenditures shall accompany all purchasing card purchases. In the event that a receipt does not accompany an authorized cardholder's purchase, the Superintendent or designee shall temporarily or permanently suspend said cardholder's purchasing card privileges.
5. Upon the termination or suspension of employment of an individual using a purchasing card, the Superintendent or designee shall immediately close such individual's purchasing card account and said employee shall immediately return the purchasing card.

Legal Reference: Neb. Rev. Stat. Sec. 13-610  
Neb. Rev. Stat. Sec. 49-1401, et seq

Date of Adoption: [July 11, 2024]

Business OperationsContracting for Services

Contractual services which by their nature are not adapted to award by competitive bidding, such as contracts for the services of individuals possessing a high degree of professional skill, where the ability or fitness of the individual plays an important part, are not subject to bid but are subject to approval by the Board of Education in conformity with established policy.

Every contract for services to be provided to District OR-1 Public Schools shall require that the contractor use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. Such requirement shall be deemed to be included and a part of the terms of every contract for services with the School District, including but not limited to oral contracts.

For any company that submits a bid or proposal for any technology-related product or service, and before entering into any contract with any company for any technology-related product or service, the company must certify that: (1) the company is not a scrutinized company (as defined by law); (2) the company will not subcontract with any scrutinized company for any aspect of the performance of the contemplated contract; and (3) that any products or services to be provided do not originate with a scrutinized company. The District will not knowingly enter into any contract with any scrutinized company.

Legal Reference: Neb. Rev. Stat. Sec. 4-114  
LB 1300 (2024)

Date of Adoption: [July 11, 2024 ]

Internal Board Policies - Methods of OperationDesignated Method of Giving Notice of Meetings

The Board of Education will give advance notice of meetings by publishing such notice in a newspaper of general circulation within the District's jurisdiction and, if available, on such newspaper's web site. If a newspaper refuses, neglects, or is unable to timely publish such notice, then notice may be given by (1) posting on the newspaper's website, if available, and (2) posting such notice in conspicuous public places within the District. The Board Secretary shall keep a written record of such postings.

Notice shall be given a reasonable time in advance of the meeting. Two (2) days advance notice shall be considered sufficient.

For an emergency meeting, notice shall not be required to be given; however, the Board will complete minutes for such an emergency meeting as required by law. An emergency has been defined as any event or occasional combination of circumstances which calls for immediate action or remedy; pressing necessity; exigency; a sudden or unexpected happening; an unforeseen occurrence or condition.

The Secretary of the Board of Education, or the Secretary's designee, shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to such news media of the time and place of each meeting and the subjects to be discussed at the meeting.

Legal Reference: Neb. Rev. Stat. Sections 79-554; 79-555 and 84-1411

Date of Adoption: [July 11, 2024]

StudentsPromotion and Retention

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the Principal, in consultation with the student's teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program.

If a parent or guardian would like their student to retake a grade level, the parent or guardian must meet with the Superintendent or designee to discuss the student repeating a grade. At that meeting, the parent or guardian must provide evidence of academic needs, illness, or excessive absenteeism that would warrant the student to repeat the grade. A student in kindergarten through fourth grade may be retained due to academic needs, illness, or excessive absenteeism. A student in grades fifth through twelfth grade may be retained due to excessive absenteeism. At such meeting, the Superintendent or designee shall identify any alternative educational opportunities, including remedial instruction, if applicable, and verify any special education supports available to such student. If the student's parent or guardian still intends for their student to repeat a grade, such parent or guardian shall then complete the required form and return such form to the District. Upon completion of the form and if all requirements pursuant to this policy and law are met, the District shall permit the student to repeat the student's grade for the next school year.

Legal Reference: Neb. Rev. Stat. Sec. 79-526

Date of Adoption: [July 11, 2024]

Internal Board Policies - Board MembersMembership in School Board Associations

The Board of Education shall hold memberships in such school board associations as it may from time to time determine appropriate.

The Board will list on the school's website the organizations and memberships that the Board belongs to and the annual membership dues (if any) for such organizations and memberships, as well as the fees paid by the Board to any individual lobbyist or lobbying firm (if any).

Legal Reference: Neb. Rev. Stat. Sec. 79-512  
LB 304 (2024)

Date of Adoption: [July 11, 2024]

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 Corps, peace officers, or qualified law enforcement officers or qualified retired law enforcement officers, as defined by and pursuant to state and federal law.

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 someone other than a minor or prohibited person, as defined by law, and are enclosed in a case or inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, other than an autocycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area.

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: [July 11, 2024]

StudentsStudent AttendanceAttendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The District will maintain an accurate record of student attendance.

**A. Attendance and Absences.**

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.
  - a. School Excused. Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed:
    - (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent may be required to provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness (including physical or mental illness), court, death of a family member, or suspension.
    - (2) Other absences as determined by the principal or the principal's designee.
  - b. Not School Excused. Absences that are not school-excused may result in a report to the county attorney and may be classified as follows:
    - (1) Parent-acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes vacations or other events that do not meet the criteria for a School Excused absence.
    - (2) Other absences are those in which the parent has not communicated a reason for the student's absence.

2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above-defined absence circumstances.
3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in [Name] Public Schools or resides in the [Name] Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child or may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

4. Reporting and Responding to Excessive Absenteeism. Any District staff member or board member who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent or Superintendent's designee to be the attendance officer. The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend school
5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter which are Not School Excused shall be deemed to have "excessive absences." Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

When a student continues thereafter to have absences of at least twenty days which are Not School Excused, one or more meetings will be held between the school, the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall include, if agreed to by the person who is responsible for making educational decisions on behalf of the child, an educational evaluation to determine whether any intellectual, academic, physical, or social-emotional barriers are contributing factors to the lack of attendance. The plan shall also consider, but not be limited to:

- (a) **The physical, mental, or behavioral health of the child.**
- (b) Educational counseling;
- (c) Referral to community agencies for economic services;
- (d) Family or individual counseling; and
- (e) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.

6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person having control of the student resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per school year. The school shall notify the child's family in writing prior to making the referral to the county attorney. Illness (including physical or mental illness) that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney.

Legal Reference: Neb. Rev. Stat. Sections 79-201 and 79-209

Date of Adoption: [July 11, 2024]

Personnel - Certificated EmployeesTeacher Training

The district shall provide and promote development programs for all professional staff - Superintendent, principals, teachers and the Board of Education. Features of the staff development program:

1. Staff development resources and time shall be allocated in keeping with the key values and priorities of the district.
2. The staff development program shall concentrate on the programs and practices of effective schools and teaching, goal setting, assessment procedures, evaluation of staff, and the change process.
3. Content shall be selected that has been verified by research to improve student outcomes.
4. Teachers shall be actively involved in initiating, planning, and conducting the development programs for teachers.

At least annually, the administration will present to the Board the planned staff training as required by law. The Board will then approve those training requirements if the Board determines that the length of each training is reasonable.

Legal Reference: LB 1329 (2024)

Date of Adoption: [July 11, 2024]

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 (American History and American Government and one other Social Studies course)	40	Semester Hours
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. Each student shall also complete and submit a Free Application for Federal Student Aid prior to graduation, unless the required opt-out form is completed by either: (1) the student's parent or legal guardian; (2) the Principal, if the Principal determines that good cause exists not to require the student to complete the FAFSA; or (3) an emancipated student or student of at least 19 years of age.

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: July, 11, 2024

InstructionClassroom Environment

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

The District will only permit the Gall-Peters projection map (or a similar cylindrical equal-area projection map) or the AuthaGraph projection map for display or use in the classroom.

Legal Reference: LB 1329 (2024)

Date of Adoption: [July 11, 2024]

Business OperationsMeal Charge Policy

It is the policy of the District to comply with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide free or reduced meals to qualifying students.

Student Eligibility

Families of students who may be eligible for free or reduced-price school meals should submit an application to determine their eligibility. Applications are available through the Superintendent or Superintendent's designee. As long as an application is submitted on or after July 1, the application will be considered current for the new school year. A student may become eligible for free or reduced meals at any time during the school year if the household experiences a change in financial circumstances.

Meal Account Balances

The District will ensure that families can check their meal account balances in a manner other than exclusively online. The District will ensure that at least one form of meal account payment is free of charge.

The District encourages families to pre-pay without charge for free or reduced-price meals. Notwithstanding the option to pre-pay, students and families will have a method to add funds during the school day. Any balance remaining in a pre-paid account shall carry over into the next month. Households approved for free or reduced-price meals with funds remaining in their meal account at the end of the school year shall receive a refund. When a student leaves the District or graduates, the District shall attempt to contact the student's household to return any funds remaining in the student's meal account.

Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and the District shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent debt, pursuant to and in compliance with state and federal law. The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishing and handling of the bad debt.

The District will not use a debt collection agency to collect or attempt to collect, directly or indirectly, debts due or assessed to be owed for outstanding debts on a school lunch or breakfast account of any student. Nor will the District assess or collect any interest, fees, or other monetary penalties for outstanding debts on a school lunch or breakfast account of any student.

Student Confidentiality

The District will disclose individual student eligibility information only to those persons (and organizations) who require the information to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions.

The District shall not use or implement any colored or coded meal cards, tickets, tokens, or other methods of payment that would overtly identify a student as being eligible for free or reduced-price meals.

Distribution Annually

This policy shall be provided or made available to all students' households at the start of each school year and to households transferring to the District during the school year.

This policy shall also be provided annually to District staff members responsible for the enforcement of this policy, including food service professionals.

The Superintendent or the Superintendent's designee shall maintain documentation of the annual distribution of this policy to students' households and District staff.

Legal Reference: Richard B. Russell National School Lunch Act (42 U.S.C. Sec. 1751);  
U.S.D.A. Memorandum SP 57-2016.  
LB 1329 (2024)

Date of Adoption: [July 11, 2024]



# District OR-1 Public Schools

## 2024-2025 School Calendar (updated with 8/12/24 start and 5/22/25 last day)

(402) 782-3535 - Bennet Elementary

(402) 780-5327 - Jr.-Sr. High School

Board Approved: 7/11/2024



August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5-9 Staff Development - No School for students  
 12 Start of Fall Practices  
 12 First Day of School for Students (K-12)  
 13 Preschool First Day of School

20 - Teacher days  
 15 - Student days  
 20 staff and 15 student days

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

4 Early Dismissal - 1:00pm / PT Conferences 2-8pm  
 5 Staff Development - No School for students  
 14-17 Winter Break - No School

18 - Teacher Days  
 17 - Student Days  
 Second Semester: 37 Staff and 35 Student Days

September 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 Labor Day - No School  
 24 Early Dismissal - 1:00pm / PT Conferences 2-8pm  
 25 Staff Development - No School for Students

20 - Teacher Days  
 19 - Student Days  
 40 staff and 34 student days

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3 Spring Practices Begin  
 6 End of Third Quarter  
 7 Spring Break - No School  
 10 Start of Fourth Quarter  
 14 Spring Break - No School  
 31 Staff Development - No school for students / MUDECAS Music Host

19 - Teacher Days  
 18 - Student Days  
 Second Semester: 56 Staff and 53 Student Days

October 2024						
Su	M	Tu	W	Th	F	Sa
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

11 End of First Quarter  
 14 Start of Second Quarter  
 17 Staff Development - No School for students  
 18-21 Fall Break - No School

21 - Teacher Days  
 20 - Student Days  
 61 staff and 54 student days

April 2025						
Su	M	Tu	W	Th	F	Sa
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

17-21 Easter Break - No School

19 - Teacher Days  
 19 - Student Days  
 Second Semester: 75 Staff and 72 Student Days

November 2024						
Su	M	Tu	W	Th	F	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

18 Start of Winter Practices  
 19 Staff Development - No School for students / ECNC One Act  
 27-29 Thanksgiving Break - No School

18 - Teacher Days  
 17 - Student Days  
 79 staff and 71 student days

May 2025						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

9 Staff Development - No School for students / ECNC Track Host  
 10 High School Graduation  
 20 Elementary End of 2nd Semester Reg Dismissal  
 21 End of 2nd Semester - 1:00pm Dismissal for grades 6-12 / No school K-5  
 22 Last Day for Certified Staff  
 26 Memorial Day

16 - Teacher Days  
 14 - Student Days  
 Second Semester: 91 Staff and 86 Student Days

December 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

20 End of Second Quarter - Early Dismissal 1:00pm  
 23-31 Winter Vacation - No School  
 22-26 Five day moratorium period est. by NSAA

15 - Teacher Days  
 15 - Student Days  
 First Semester: 94 Staff and 86 Student Days

June 2025						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Summer Enrichment dates are tentative and subject to change

January 2025						
Su	M	Tu	W	Th	F	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-3 Winter Vacation - No School  
 6 Staff Development - No School for students  
 20 Martin Luther King Day - No School

19 - Teacher Days  
 18 - Student Days  
 Second Semester Days: 19 Teacher Days / 18 Student Days

July 2025						
Su	M	Tu	W	Th	F	Sa
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Board Approved: 1/10/2024  
Updated: 7/11/2024

Teacher Days: 185  
Student Days: 172

- No School Days for Staff
- Staff Development Day for Staff: No School for Students
- 1:00 p.m. Early Dismissal for all students
- Bennet Elementary Last Day of School
- First Day of School for K-12
- First Day of School for Preschool Students
- High School Graduation

StudentsStudent Fees Policy

The Board of Education of District OR-1 Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

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

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

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the **2024-2025** school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

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

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

equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

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

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardians will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

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

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

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

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities mean student activities or organizations that are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The

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

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities for the **2024-2025** school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian, or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records to be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten

services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items that students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items that the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver before participating in or attending the activity and before purchasing the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

## CERTIFICATION

On the 11th day of July, 2024 the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the

student fee policy for the preceding school year. The foregoing student fee policy was adopted after such a public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

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Superintendent or Other Authorized School Official

Legal Reference: Neb. Rev. Stat. §§79-2125 to 79-2135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)  
Neb. Constitution, Article VII, section 1.  
Neb. Rev. Stat. §§79-241, 79-605, and 79-611(Transportation)  
Neb. Rev. Stat. §79-2104 (student files or records)  
Neb. Rev. Stat. §79-715 (eye-protective devices)  
Neb. Rev. Stat. §79-737 (liability of students for damages to school books)  
Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)  
Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date of Adoption: March 13, 2017  
Date of Revision: July 15, 2019  
Date of Review: June 13, 2022  
Date of Revision: July 11, 2022  
**Date of Review: July 11, 2024**

**Appendix "1" to 2024-2025 Student Fees Policy of  
District OR-1 Public Schools**

**Additional Specification of Required Materials and Fees<sup>1</sup>**

<b>Elementary Program (Pre-school – 5<sup>th</sup> grade)</b>	<b>General Description of Fee or Material</b>	<b>Amount of Fee (Anticipated or Maximum)<sup>2</sup> or Specific Material Required</b>
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	
Technology Insurance	Chromebooks	<b>\$35.00</b> Student Electronic Device Coverage in the event of loss or damages to the device.
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments are available for use by any student.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None: Necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists
Field Trips	Transportation and admission costs of field trips	Field trips may cost <u>up to \$5.00 per student</u> based on the grade-specific field trip and location. Meals on field trips will be at the expense of the student per current school meal prices. School lunches will be provided as needed for free-reduced lunch-eligible students.

<sup>1</sup> This listing is a part of the current Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.

<sup>2</sup> Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the current school year.

Summer Enrichment	Classes offered during the Summer during June	\$75 per class.
Credit Recovery	Credit Recovery classes are offered to students in Grades 9-12 at the end of the school year.	\$100.00 per class.
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of <b>\$65.00</b>
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. The cost is generally about \$40.00.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Fifteen cents (.15) per page when charges apply.
School Meals		Breakfast (Grades K-5)--\$2.20 Lunch (Grades K-5)--\$2.85 Milk (Grades K-5)--\$ .40 <i>Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.</i>
Before/After School Recreation per hour		\$4.50 per hour
Preschool per month		<ul style="list-style-type: none"> <li>● \$150.00 per month part-time tuition</li> <li>● \$300.00 for full-time tuition</li> </ul> <i>FYI: This bill is due on the 1st of every month.</i>

<b>Secondary Program Grades 6-12</b>	<b>General Description of Fee or Material</b>	<b>Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and running shorts, T-shirt
Art and shop classes and special projects, science classes	Appropriate clothing (non-specialized attire)  Goggles-1 pair is provided per year. If lost or damaged students are required to purchase a new pair.	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes. Students pay a cost that is beyond the standard project provided by the school.
Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments are available for use by any student.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None: Necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Classroom Projects, i.e., Family & Consumer Science, Industrial Technology	Project Cost	Students pay a cost that is beyond the standard project provided by the school.
Advanced math or science classes	Specialized calculators	Some limited-function calculators will be available at school.  If lost or damaged a replacement fee will be assessed at a rate paid by the school.  Students are encouraged but not required to purchase such equipment for their personal use.

Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Fifteen cents (.15) per page when charges apply.
School Meals		<b>Breakfast (Grades 6-12)--\$2.45</b> <b>Lunch (Grades 6-12)--\$2.95</b> <b>Milk (Grades 6-12)--\$.40</b> Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
SENCAP: "Dual credit" college classes	Tuition and fees for college courses taken for credit while in high school.	"Dual Credit" class costs are to be paid directly by students to the college.
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines of up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$65.00
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. The cost is generally about \$50.
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Summer school courses	Classes offered during the summer, or at night, if any	Driver's education class is now offered through a private company. Signup information is distributed during the school year.
Locker usage	Use of school padlock	\$5.00 fee if damaged or not returned at the end of the year.
Technology Insurance	Chromebooks	<b>\$35.00</b> Student Electronic Device Coverage in the event of loss or damages to the device.

Extracurricular and other programs	General Description of Fee or Material	Amount of Fee (Anticipated or Maximum) or Specific Material Required	
<b>Athletic Programs</b>			
Admission	Spectator fees for admission to events	<p><b>\$6.00</b> per event maximum.</p> <p>Students may purchase an Activity Ticket for <b>\$40.00</b> per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed <b>\$20.00</b> per event.</p> <p>Senior Citizen pass: <b>\$5.00</b> per person per school year</p>	
Athletic Physicals	NSAA required athletic Physicals	Cost varies; payable directly to the student's physician or clinic.	
Equipment and Attire	<p>Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school and are responsible for any optional clothing, equipment, or other items associated with the sport or activity.</p> <p>Uniform items are checked out to students.</p> <p>If lost or damaged students will be assessed fees in the amount of replacement cost.</p>	<p>Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks, and shoes suitable for the activity, and dress attire suitable for team travel.</p> <p>Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.).</p> <p>Additional required items for particular sports or activities include:</p>	
		Basketball	No additional costs
		Football	Mouthpiece
		Golf	Golf bag & clubs
		Speech	Dress attire; copies of research
		Track	No additional costs
		Volleyball	Volleyball knee pads

		Wrestling	Wrestling headgear
		Cheerleading and Flag Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories
Travel meals	Meals	Students are responsible for their meals while traveling.	
Locker use	Padlock for locker	\$5.00 fee if damaged or not returned at the end of the year.	
Camps and clinics	Registration and other costs of camps or clinics	<p>Students are responsible for the cost of all clinics, camps, and conditioning programs.</p> <p>Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.</p>	
Athletic Clubs	Letterman's Club and other clubs supporting the athletic program	Annual dues not to exceed <b>\$25.00</b> per club.	
Marching Band and Musical Groups	Equipment and attire.	<p>Students will be responsible for the same costs as are set out for the athletic program.</p> <p>Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms.</p> <p>Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00.</p> <p>For High School Band Students a \$10.00 uniform cleaning fee is requested.</p> <p>For Junior High Band Students, a \$10.00 uniform cleaning fee is requested.</p> <p>For High School Vocal students a \$10.00 choir robe cleaning fee is requested.</p>	
Vocal Music Group	Coordinating group attire	<p>Students will pay for outfits selected by the group.</p> <p>Cost will be based on selection at a maximum of \$130.00</p>	

<b>Clubs/Organizations</b>		
Future Farmers (FFA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Future Career/Community Leaders (FCCLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
National Honor Society	State & national dues, meals and activities	Currently, no dues are required. Annual dues not to exceed \$50.00 per club.
Swing Choir	Attire	Students are responsible for purchasing outfits and accessories not to exceed \$150.00.
All Girls Swing Choir	Attire	Students are responsible for purchasing outfits and accessories.
Student Council	State & national dues, meals and activities	Currently, no dues are required. Annual dues not to exceed \$50.00 per club.
Cheerleading	Uniforms	Uniforms range up to \$600.00. Camp attendance is optional.
<b>Social &amp; Recognition Activities</b>		
School plays, musicals and social activities	Admission to events	\$10.00 per play or activity
School dances	Admission to prom, homecoming, etc.	Up to \$10.00 per event
Senior Prom Fee	<p>Starting in 7th grade and through their junior year, each student will pay a \$15 fee that will go towards their senior prom.</p> <p>Leftover money from the prom fees will go towards the costs of the cap and gown.</p> <p>Please note: Graduating classes of 2025, 2026 and 2027 will need to continue fundraising when they are juniors to make up the difference that was not collected from the beginning of their 7th grade year. Graduating classes of 2028 will have enough money from fees to cover prom expenses.</p>	\$15.00 per year

Class dues		<p>Currently, no dues are assessed. Each of the six secondary classes may assess its members an amount not to exceed \$75.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities.</p> <p>The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.</p>
Picture Packets	Optional - Pictures are still taken for use in the school yearbook.	Students purchase packets as desired and pay directly to the photo company.
Senior Recognition Assessment	<i>Optional graduation Activities</i>	<p>Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required for students to receive their high school diploma.</p> <p>Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. <i>These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, a class gift, a yearbook picture page, and a class composite picture.</i></p> <p>A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities.</p> <p>Expenses for above-mentioned items will be paid out of the "Class Activity" account until funds are depleted.</p> <p>After this fund is empty, students will be responsible for all optional graduation activity costs.</p>
Trips	Transportation, lodging, meals, admission to events, etc.	For extracurricular and options trips like Seniors' Day Out to Lincoln and Omaha, students will be assessed a \$10.00 fee and will be responsible for meals. Students are responsible for the costs of

		<p>school-sponsored trips where the trip is an extracurricular activity. The maximum cost of such trips will be \$2,000 per student.</p> <p>If the trip is not school-sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply.</p> <p>A trip is not school-sponsored if it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.</p>
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**Reviewed. 7.11.2024**

**Instruction****Parental/Community Involvement in Schools**

Otoe County School District 66-0501, a/k/a District OR-1 Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with the parent and appropriate school personnel to discuss such concerns as the superintendent or designee may deem appropriate. The Superintendent or designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.
2. Upon reasonable advance request, a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.
3. Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection, and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.
4. Upon request of a parent, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents when their child may be subjected to a standard norm-referenced or criterion-referenced test or standard tests such as but not limited to the Measure of Academic Progress (MAP) test. When reasonable to do so or required by

law the parents will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child.

6. Prior to any school sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school’s perspective.
7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent’s access, involvement, and participation in activities of the school.

Legal Reference: Neb. Rev. Stat. §§ 79-530 to 79-533  
Family Educational Rights and Privacy Act, 20 U.S.C. 1232g  
Protection of Pupil Rights Amendment, 20 U.S.C. 1232h

Date of Adoption: February 13, 2017  
Date of Review: July 11, 2024

## **Internal Board Policies - Methods of Operation**

### **Public Participation at Board Meetings**

#### **Attend**

Members of the public shall be permitted to attend and to speak at Board meetings. They will not be required to identify themselves as a condition for admission to the meeting.

The Board may allow advisors, consultants, and other persons who are not Board members to appear at the meeting via telephone or other similar means.

The President has the authority to assure that people conduct themselves in an orderly manner at the meeting. Undue interruption or other interference with the orderly conduct of business will not be allowed. The President may order persons who are disorderly to be removed from the meeting.

#### **Hear**

The Board will, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at the meeting.

#### **Record**

Members of the public may use recording devices (phone, video camera, etc.) to record any part of a board meeting, except for closed sessions. The President shall control the placement of the recording device so the device does not obstruct the view of Board members or other members of the public attending the meeting and does not otherwise interfere with the meeting.

#### **Access to Written Materials**

At least one copy of all reproducible written material to be discussed at an open meeting will be made available at the meeting for examination and copying by members of the public.

#### **Speak**

Members of the public will be permitted to speak at Board meetings. Members of the public may also speak when invited to make a presentation or when recognized by the President.

For regular meetings of the Board, individual speakers shall have **up to 5 minutes** to address the Board, and the Board shall hear **up to 60 cumulative minutes** of public comment.

For all meetings other than regular meetings of the Board, individual speakers shall have **up to 5 minutes** to address the Board, and the Board shall hear **up to 30 cumulative minutes** of public comment. The Board may vote to modify these time limits when the Board deems

appropriate. The President may implement other reasonable requirements for public comment, consistent with the Open Meetings Act.

Members of the public will not be required to have their names placed on the agenda prior to the meeting to speak about items on the agenda.

Any member of the public desiring to address the body shall be required to identify himself or herself, including an address and the name of any organization represented by such person, unless the address requirement is waived to protect the security of the individual.

To ensure the Board completes its business during meetings other than regular meetings, public comment will be listed at the end of the agenda for all meetings other than regular meetings.

Speakers will be permitted to address the Board consistent with free speech rights. However, offensive language, defamatory remarks, and hostile conduct will not be tolerated. Further, charges or complaints against a school employee shall not be made for the first time at a public Board meeting without having followed the school's complaint procedure.

Legal Reference: Neb. Rev. Stat. 84-1412

Date of Adoption: [July 11, 2024]

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 Schools **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 or, if the student attends a different district as an option student, the option 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**

The application deadline will be waived by the School District for applications to option into the District OR-1 Public Schools, provided that the application contains a release approval from the resident district or, if the student is an option student attending a different district, the option district attended by the student, 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 District 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.

The application deadline will also be waived by the School District for applications to option into the District OR-1 Public Schools 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. 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 the school District 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 before 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 or, if the student attends a different district as an option student, the student's current option 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 operated by this School District which has been determined by the School District 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. Any option application for a student that would receive or could be eligible to receive special education or related services, the Director of Student Programs or designee shall conduct a case-by-case analysis to determine if the District can provide the student with the appropriate services and accommodations.

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 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.

The Director of Student Programs shall review on a case-by-case basis all option applications for students who would receive or could be eligible to receive special education or related services. If the Director of Student Programs or designee determines that the District does not have the capacity to provide the student with the appropriate services and accommodations, then the Director of Student Programs or designee shall send a denial notice to the parent(s) or guardian(s) and include a description of services and accommodations that the District does not have the capacity to provide.

2. Timeliness: An option enrollment application shall be rejected in the event the application is not filed on or before April 1<sup>st</sup> immediately preceding the school year in which enrollment is sought, 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 exhausted their option enrollments in other school districts, as determined by state law.
4. Other Reasons: An option enrollment application may be rejected in the event the Superintendent, the Superintendent's designee, or the School District determines that 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 timelines 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) those applications required to be given priority by law, (2) 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) 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 based on random drawing.

D. Determination of Capacity

The School District 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 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 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. The capacity for special education services shall be determined on a case-by-case basis as determined by the Director of Student Programs or designee.

E. Releases for Options Out

**Provisions for Release**

A request for release of a resident student of or option student currently attending District OR-1 Public Schools who submits an enrollment option application after March 15 or any other statutory deadline will be granted 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 before 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. 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 the 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 District and the School District.

F. Notification of Acceptance or Rejection

In the case of an application to option enroll into the 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 or, if the student is an option student attending a different district, that option 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, 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. 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 solely by the administration.

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

1. District OR-1 Public Schools 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. The District's policy is that the District selects which service (transportation or reimbursement) is to be provided to students.
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.

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

As part of the option enrollment program, the administration shall make information about 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. Sections 79-232 to 79-246

Date of Review: [July 11, 2024]

# 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

To register for an NASB event, click on the 'My Membership' link, then navigate to the 'Events' dropdown and select 'Register'. If you do not have an email and password to log in or have forgotten it, please contact NASB at 402-423-4951 for assistance. All Dates & Locations Tentative & Subject to Change

JOIN US!

Events & Networking - <https://members.nasbonline.org/events>



HAVE A HAPPY 4TH OF JULY!

Board Candidate Workshop - July 9 - Ogallala

ENGAGE YOUR CANDIDATES

Board Candidate Workshop - July 10 - Hastings

Board Candidate Workshop - July 11 - Ord

Board Candidate Workshop - July 16 - Milford

Board Candidate Workshop - July 18 - Wayne

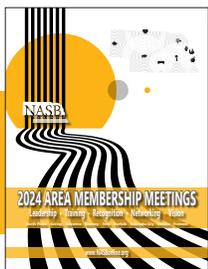
REG BY JULY 3

ALICAP Summer Workshop - July 10 - Gering

ALICAP Summer Workshop - July 11 - Kearney

ALICAP Summer Workshop - July 12 - Lincoln

Legislative Special Session Begins Thursday, July 25



Area Membership Meetings begin August 20

North Platte, Gering, Valentine, Kearney, York, Norfolk, Nebraska City, Omaha & Fremont

Continued on Page 2



Leadership

Innovation

Vision

Engagement

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# 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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Labor Relations Conference - October 2-3 - Lincoln

Statewide General Election Day - November 5

State Education Conference - November 20-22 - Omaha

New Board Member Workshops - December 2024  
Norfolk, Kearney, Gering, North Platte, York & Omaha

## YOUR 2024 PLATINUM AFFILIATES

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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**AMERICAN FIDELITY**  
a different opinion

**BCDM**  
architects

**Boyd Jones**

**BISHOP**  
BUSINESS

**BVH**  
ARCHITECTURE

**CP** CARLSON  
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**CMBA**  
ARCHITECTS

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D.A. Davidson & Co. member SIPC and FINRA

**envise**

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Advocates  
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construction

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NASB provides programs, services, and advocacy to strengthen public education for all Nebraskans. Learn more at [www.NASBonline.org](http://www.NASBonline.org)